

Government of West Bengal
Department of Health & FW
Strategic Planning & Sector Reform Cell
Swasthya Bhawan

No. HF/SPSRC/1/2011/251

Dated 23rd June, 2014

From: The Director, SPSRC & Secretary to the Govt. of West Bengal

To: 1. The Director of Medical Education West Bengal & e.o. secretary
2. The Director of Health Services, WB & e.o. Secretary

Sub: Notification No. HF/SPSRC/1/2011/250 Dt. 23-06-2014

Sir,

Please find enclosed herewith the Delegation of Financial Power Bye-Laws of State Health & Family Welfare Samity, District Health & Family Welfare Samity, Block Health & Family Welfare Samity and Rogi Kalyan Samities issued vide Notification mentioned above.

2. This notification will take effect on and from 1st July, 2014.

Enclo: as stated


23/6/14
Director, SPSRC & Secretary to the
Govt. of West Bengal

No. HF/SPSRC/1/2011/251/1(40)

Dated 23rd June, 2014

Copy forwarded for Information and necessary action to:-

1. State Mission Director, NHM, WB, Swasthya Bhawan
2. Executive Director, SH&FWS, Swasthya Bhawan
3. Special Secretary, MA Branch, Swasthya Bhawan
4. Special Secretary, P&B Branch, Swasthya Bhawan
5. Special Secretary, TDE Branch, Swasthya Bhawan
6. Director General, AYUSH, Swasthya Bhawan. He is requested to send a copy of this letter to the Principal/Director and MSVP of all AYUSH Medical Colleges & Hospitals
7. Addl.DHS (Admn), Swasthya Bhawan
8. Addl. DHS (TB), Swasthya Bhawan. He is requested to send a copy of this letter to all the District level Programme officers.
9. Addl.DHS (AAV), Swasthya Bhawan. He is requested to send a copy of this letter to all the Accounts officers of this Deptt.
10. Controller of Finance and Addition Director, SFWB, Swasthya Bhawan. He is requested to send a copy of this letter to all the members of FMG.
11. MD, WBMSCL, Health&FW Institute, Swasthya Bhawan Complex
12. Jt. Secretary (MA), Swasthya Bhawan
13. Jt. Secretary (PHP) & Addl. Mission Director, NHM, Swasthya Bhawan
14. Jt. Secretary (FW) & Addl. Mission Director, NHM, Swasthya Bhawan

15. Jt. Secretary (MERT) Swasthya Bhawan. He is requested to send a copy of this letter to The Principal/Director and MSVP of all Medical Colleges & Hospitals & Medical teaching institutions other than medical colleges
16. Jt. Secretary (Dental) Swasthya Bhawan. He is requested to send a copy of this letter to The Principal/Director and MSVP of all Dental Colleges & Hospitals
17. Financial Advisor to this Deptt. Swasthya Bhawan
18. Jt.DME, Swasthya Bhawan
19. Financial Advisor to the SH&FWS. S/he is requested to send a copy of this letter to all the members of State Health & FW Samiti.
20. SFWO, Swasthya Bhawan. She is requested to send a copy of this letter to all the District level Programme officers.
21. Jt. Director (Leprosy), Swasthya Bhawan. He is requested to send a copy of this letter to all the District level Programme officers.
22. Jt. Director (PH&CD), Swasthya Bhawan. He is requested to send a copy of this letter to all the District level Programme officers.
23. Jt. Director (NCD). He is requested to send a copy of this letter to all the District level Programme officers.
24. Dy. Financial Advisor to the health & FW Deptt, Swasthya Bhawan
25. Dy. Secretary, MS Branch, Swasthya Bhawan
26. DDHS (Admn), Swasthya Bhawan
27. DDHS (HA), Swasthya Bhawan
28. DDHS (E&S), CMS, Directorate of Health Services
29. DDHS (Nursing), Swasthya Bhawan
30. CMOH (All Health Districts). S/he is requested to send a copy of this letter to all the members of District Health & FW Samiti.
31. Dy.CMOH-I (All Health Districts). S/he is requested to send a copy of this letter to the ACMOHs, Supdt/ BMOH & MOIC of Secondary and Primary Health Care facilities situated in his health district.
32. Assistant Director (Accounts), CMS, Directorate of Health Services
33. Senior Accounts Officer, NHM, Granthagar Bhawan, Swasthya Bhawan Complex. He is requested to send a copy of this letter to all the District Accounts Manager
34. OSD to Honourable MIC & CM
35. PS to Honourable MOS, Health & FW Deptt
36. Dr. Suman Biswas, TO, SPSRC & Spokesperson of the Deptt
37. System Coordinator, IT Cell. with a request to post a copy of this letter in the departmental website
38. Sr. PA to the Principal Secretary, Health & FW Deptt.
39. File
40. Dr/Sri/Smt.....


Jt. Director, SPSRC

Government of West Bengal
Department of Health & FW
Strategic Planning & Sector Reform Cell
Swasthya Bhawan

No. HF/SPSRC/1/2011/250

Dated 23rd June, 2014

Notification

Subsequent to the launching of 1st phase of National Rural Health Mission on 12-4-2005 and the signing of MOU with GOI for successful implementation of NRHM, the GOWB has formed State Health & Family Welfare Samity, District Health & Family Welfare Samity, Block Health & Family Welfare Samity and Rogi Kalyan Samities at Medical College Hospitals, District Hospital, Sub-divisional hospital, State General Hospital, BPHC, and PHCs and other designated hospitals vide different GOs issued from time to time.

2. Now the GOWB has signed a new 'MOU' with GOI regarding implementation of 2nd phase of NRHM under the 12th five yr plan. In view of that, GOWB has decided to reconstitute such existing Samities with necessary amendment in Composition, Memorandum of Association, Regulation and Bye-laws of such Samities. Accordingly different notifications were issued by GOWB from time to time.

3. Now the undersigned is directed by order of the Governor to say that the Governor has been pleased to frame the Delegation of Financial Power Bye-Laws of such Samities as described in the annexure to this notification.

By order of Governor



Principal Secretary to the
Govt. of West Bengal

Delegation of Financial Power Bye-Laws

1. CLASSIFICATION OF ITEMS OF EXPENDITURE

Items of Expenditure shall be classified in following manner. Point to be noted that no expenditure should be incurred to undertake any activities that is not consistent with the aims and objectives of the respective society/Samity.

1.1. Item of Expenditure: Purchase/ Procurement of Store (Drugs & Consumables):

A. Description:

1. It shall include purchase of all Drugs including Vaccines (not covered under RI schedule), sera; Chemicals, Reagents, Disinfectants, Other Hospital/medical equipment related specific consumables like X-Ray plate, ECG/EMG/USG/TMT paper rolls/films, ABG Cassettes etc;
2. It shall include purchase of hospital consumables & stationeries including such required for attached Medical/Nursing college/school etc;
3. It shall include purchase of Different linen items like Screens, Netting of windows, bednets, bed sheet, other linen items including cap, gown, masks, etc.;
4. It shall also include purchase of Sundry articles for personal care and hygiene of patients particularly abandoned patients/inmates of Mental/ TB/ Leprosy Hospitals/ Vagrant Homes.

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.
2. It shall not include purchase of office consumables & stationeries;
3. As far as possible, procurement of CMS catalogue items should be done using the rate contracts of the State Government / any other rate contract adopted by the State Health Society
4. For items which are not available under rate contract mechanism or non-catalogue items, the respective approving authorities should approve the expenditure on the recommendations of a duly appointed procurement committee, as per the procurement rules/guidelines prescribed by the State Health Society.

1.2. Item of Expenditure: Purchase/ Procurement of Store (Furniture & Equipment):

A. Description

1. It shall include purchase of Hospital Furniture, Equipment, fixture & fittings
2. It shall include installation of patient care amenities like Water cooler, water heater, room heater, water purifier, Air-cooler, Air-conditioner etc.
3. It shall include purchase of cylinders of Oxygen & other Medical gases;
4. It shall include purchase of Fire-fighting equipment;
5. It shall include purchase of Teaching & Training Aids & Appliances including equipment for Tele conferencing;
6. It shall include purchase of aids and appliances including hearing aids, callipers, crutches, surgical implants for use by the beneficiaries (Patients) etc.;
7. It shall include purchase of 'personal protective equipment', TLD badges etc.
8. It shall include purchase of Office furniture, Equipment fixture & fittings including Steel Almirah, Iron safe, etc.
9. It shall include purchase/installation of Information & Communication system equipment like Computer Hardware, software, printer, scanner, copier, fax, other computer peripherals network equipment, cables, phone-set, Mobile handset, CCTV, Public Addressal System, Biometric attendance system etc.
10. It shall include purchase/installation of power back-up system like UPS, Invertors, solar system etc.

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.

2. It shall not include purchase of vehicle or generator set.
3. As far as possible, procurement should be done using the rate contracts of the State Government / any other rate contract adopted by the State Health Society
4. For items which are not available under rate contract mechanism, the respective approving authorities should approve the expenditure on the recommendations of a duly appointed procurement committee , as per the procurement rules/guidelines prescribed by the State Health Society.

1.3. Item of Expenditure: Purchase of Store (books and Journals/ teaching/ learning material):

A. Description:

1. It shall include purchase of scientific books and subscription of scientific Journals/ periodicals
2. It shall include subscription of on-line scientific journals also

B. Remarks:

1.4. Item of Expenditure: Repair & Maintenance of Equipment & Furniture:

A. Description:

1. It shall include service cost of repair & maintenance of such Equipment & Furniture not covered under any CMC/AMC.
2. It shall include cost of spare parts, if any, related to repair & maintenance of such Equipment & Furniture.

B. Remarks:

1. It shall not include repair & maintenance of Ambulances & other vehicles but shall include repair & maintenance of any medical equipment/gadgets & furniture attached to ambulances

1.5. Item of Expenditure: Repair & Maintenance of Ambulances & other vehicles:

A. Description:

1. It shall include repair & Maintenance of ambulance owned by the govt/ society
2. It shall include repair & Maintenance of other vehicles like staff car, vaccine/drug transport van, BT van owned by the govt/ society
3. It shall include cost of spare parts, if any, of Repair & Maintenance of such vehicles

B. Remarks:

1. It shall not include repair & Maintenance of ambulance owned by private agency/individual

1.6. Item of Expenditure: Hiring of Oxygen & Medical gases Cylinder including refilling of cylinder:

A. Description:

1. It shall include Hiring of Oxygen & Medical gases Cylinder
2. It shall also include refilling of such quantities of cylinder including central pipeline supply as already approved by the Deptt

B. Remarks:

1. New cylinder cannot be purchased under this head

1.7. Item of Expenditure: Hiring charges of vehicle including POL / Mobility Support for functionaries:

A. Description:

1. It shall include the vehicular support to functionaries engaged in official duties.
2. It shall also include transport cost of drugs, vaccines, equipment between central store and peripheral units/ outreach camps.

B. Remarks:

1. Provision for hiring is only admissible where vehicles are not available from the State Government or from the project/programme.
2. The state PIP should indicate the overall distribution of provisions for vehicle hiring at state, district and sub-district levels.

3. The State/District Society Secretariat should create a panel of accredited vehicle operators through open tendering for hiring vehicles. The block medical officers and other sub district level programme managers should hire vehicles from this panel.
4. In case of non-availability of empanelled vehicle, block medical officers and other sub district level programme managers may hire vehicle through competitive bidding process.

1.8. Item of Expenditure: Hiring charges of vehicle including POL / Mobility Support for beneficiaries:

A. Description:

1. It shall include the transport cost of beneficiaries under different approved schemes like JSSK scheme etc.
2. It can also be used for transportation of victims of Natural and man-made disasters/ outbreaks or destitute, vagabond, unknown patients who do not have the ability to pay.

B. Remarks:

1. It shall not include transport of routine referral cases.

1.9. Item of Expenditure: Hiring charges of generator including POL:

A. Description:

1. It shall include also generator set for medical camps of different types.

B. Remarks:

1. It shall be subject to the condition that expenses can be incurred only in cases where generator service is already approved by the Deptt.
2. In case of public exigency, generator set can be hired without the approval of Deptt provided that in such cases no Generator set can be hired for a period more than 60 days at a stretch.

1.10. Item of Expenditure: Execution of Major construction work (civil, electrical):

A. Description:

1. It shall include new construction as well as maintenance, repair, renovation works
2. It shall be subject to Administrative approval & Financial Sanction issued by the competent authority.
3. It shall include installation of pipeline oxygen
4. It shall include execution of large painting jobs

B. Remarks:

1. Estimates should be prepared on the basis of (i) an approved type design and (ii) State schedule of rates (SORs) of PWD.
2. Options of executing works through agencies of State Government/local government other than Public Works Department [PWD] like HRBC, Zilla Parisad, Panchayet Samity can be considered, provided that such agency shall select venders through a competitive tendering/bidding process.
3. Works can be undertaken together at the State level for a group of districts or all districts, or delegated to District Health Societies.
4. Works can be undertaken together at the District level for a group of Hospitals/Health centres or all Hospitals/Health centres, or delegated to Block Health Societies/RKs.
5. Works can be undertaken together at the Block level for a group of Health centres or all Health centres, or delegated to RKs.
6. As far as possible, contracts should be awarded on a turnkey basis (design, execution and handing over) with 'no cost over-run' and 'penalty' (for time over-run) clauses.

1.11. Item of Expenditure: Execution of Minor repair/ renovation/ construction work (civil, electrical, electronic):

A. Description:

1. It shall include minor maintenance/repair/renovation of the existing facilities, units, wards.
2. It shall include White/lime washing, small painting jobs etc.

3. It shall include setting up of temporary facility/structure for organizing health camps, Medical Relief camps during Disaster Management/Epidemic control/ Mass casualty management.

B. Remarks:

1. Any civil/ electrical/electronic work related to already existing structure and amounting upto Rs. 5 lakhs per item at a time should be considered as Minor Works.
2. Options other than executing works through agencies of State Government/local government like Public Works Departments [PWD], HRBC, Zilla Parisad, Panchayet Samity can be considered, provided selection of such executing agency is done through a competitive tendering/bidding process.
3. Minor civil/ electrical/electronic works of hospitals should generally be delegated to the concerned hospital management society (Rogi Kalyan Samiti).

1.12. Item of Expenditure: Sanction & Disbursement of remuneration, honorarium, Incentive, TA/DA of functionaries:

A. Description:

1. It shall include payment of Salary, TA/DA, Incentive to functionaries engaged by the Society including payment of ASHA
2. It shall include payment of incentive to beneficiary mobilizer/ motivator
3. It shall include payment of various Incentive, honorarium to programme officers and Medical/non-medical functionaries as per guidelines of different programmes like RCH (sterilization operation), NPCB (Cataract surgery), NVBDCP (Spray activities), training component of different programmes etc.
4. It shall also include payment of TA/DA of govt. functionaries for conducting tour approved by the Samiti.

B. Remarks:

1. The posts can only be filled up in accordance with the principles specified in human Resource Management bye-laws of the State Health Society.
2. Remuneration/TA/DA shall be regulated in accordance with such specific norms to such functionaries as approved in programme guideline or approved in PIP/Work Plan. In absence of such norms, Remuneration/TA/DA shall be regulated in accordance with the general norms specified in HR Management bye-laws of the State Health Society

1.13. Item of Expenditure: Sanction of Incentive of beneficiaries:

A. Description:

1. It shall include payment of incentive to mother under JSY scheme, incentive to acceptor of sterilization operation, IUD insertion and such other schemes approved in PIP/work plan

B. Remarks:

1. It shall be as per such rate to such beneficiary as approved in programme guideline or approved in PIP/Work Plan.

1.14. Item of Expenditure: Procurement of services for specific tasks including outsourcing of support services:

A. Description:

1. It shall include AMC/CMC related to repair/maintenance of equipment & furniture including service cost and cost of spare parts if any.
2. It shall include payment to Common Treatment Facility of Bio-med waste management; security; housekeeping, laundry; diet; mechanized cleaning; Pest/Rodent/stray animals control and other such support services.
3. It shall also include Procurement or outsourcing of services related to data/record processing and management
4. It shall include development/ customization of software

5. It shall include hiring of drivers and other non-medical technical staff
6. It shall include the payment for photography, videography, scan service, reprography etc.
7. It shall exclude services mentioned in para 1.15 and 1.16.

B. Remarks:

1. All contracts shall be subject to review and renewal on an annual basis and shall require approval of the Executive Committee.

1.15. Item of Expenditure: Procurement of services for specific tasks including outsourcing of Clinical/Diagnostic services:

A. Description:

1. It shall include hiring of services of professional/individual consultants like Surgeon, anaesthetists, Radiologists, Pathologists etc.
2. It shall also include hiring/ outsourcing of investigation service like pathology, X-Ray, USG, CT scan, MRI etc. for all patients/inmates/beneficiaries particularly for patients/ beneficiaries of JSSK, RBSK, RSBY and such other schemes approved in PIP/Work plan.
3. It shall also include testing of water sample, food sample, drug sample etc including quality control/ assurance scheme.

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.
2. Payment shall be made as per norm/scale as approved the Deptt/SHS

1.16. Item of Expenditure: Hiring of consultancy Firm/Individual consultant:

A. Description:

1. It shall include hiring of audit firm, legal firm, Engineering firm, Bio-medical Engg firm & other consultancy firm as per rate approved by the Govt./Samiti
2. It shall include research/ survey activities as per approved PIP.
3. The above-mentioned list is only indicative in nature not an exhaustive one.

B. Remarks:

1. It shall not include hiring of individual consultant for clinical/ diagnostic services

1.17. Item of Expenditure: Sanction of rent/ rate and taxes:

A. Description:

1. It shall include charges of Municipal Taxes, water taxes and other taxes payable under Statutory Commitments.
2. It shall include payment of license/accreditation fees, insurance premium etc.
3. It shall include rent of premises/ accommodation for office/ patient care service purposes as per rate approved by the Govt./Society.
4. It shall also include Rent of any equipment, furniture, machineries, etc. as per rate approved by the Govt./Samiti

B. Remarks:

1. It shall not include rent of generator and vehicle

1.18. Item of Expenditure: Printing of training/ teaching/IEC materials, Records, forms, cards and registers:

A. Description:

1. It shall include printing of OPD Ticket, Bed-head Ticket, Referral card, Intake-output chart, Partogram, RT7, IDSP Reporting forms, JSY card, Immunization card, referral card, Referral Registers, Logbook etc.

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.
2. The power can be exercised by inviting competitive bids from private firms also for printing

1.19. Item of Expenditure: Advertisement & Publicity expenses:

A. Description:

1. It shall include expenses incurred for publicity of tender notice, recruitment advertisement or any other public notice / appeal issued in the public interest
2. It shall also include publicity related to IEC/BCC/Health promotion activities using any widely circulated mass media/ exhibitions/Mela
3. It shall also include expenses incurred for display of signage system, citizen charter, display boards related to IEC/BCC/Health promotion activities

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.

1.20. Item of Expenditure: Hospitality expenses:

A. Description:

1. It shall include expenses of hospitality extended to the Members of Governing Body / Executive Committee and Visiting teams like MCI team, Review Missions, Audit Firm or Inspection Team etc. during its meeting / inspection respectively.
2. It shall also include expenses related to organizing inaugural ceremony.

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.

1.21. Item of Expenditure: Incidental expenses including office expenses:

A. Description:

1. It shall include purchase of office consumables & stationeries including computer related consumables & stationeries
2. It shall include purchase/ Preparation of Identity Card, badge, tag, nameplate
3. It shall include Incidental expenses related to organizing workshops / seminars/ conferences/ training/ meeting/ IEC programme etc;
4. It shall include Incidental expenses related to organizing Medical Relief Camp
5. It shall include Incidental expenses related to Bio-Medical waste Management, Housekeeping, Cleaning & Sanitation, washing of linen
6. It shall include Incidental expenses related (i) Electricity Bills, Renewal of Registration Cost of Samiti, rent of internet connection, Telephone/Mobile connection etc.; (ii) Reimbursement of phone bill; (iii) Loading/unloading; (iv) Sending of samples; (h) postal charges and courier services etc.

B. Remarks:

1. The above-mentioned list is only indicative in nature not an exhaustive one.
2. No permanent asset shall be created

2. GENERAL PRINCIPLES OF DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

2.1. For ensuring smooth flow of funds for the approved plans and activities, it is necessary that proper delegation of administrative and financial powers is made at each level i.e. State Health Societies, District Health Societies, Block Health Societies Rogi Kalyan Samities, Sub Health Centres and Village Health, Sanitation and Nutrition Committees. Different bodies and office bearers of the Society shall have the power to take decision and incur expenditure within such power as mentioned below or such power as may be notified by the Deptt from time to time.

2.2. The societies/ implementing units need to function according to the financial and administrative powers, which have been delegated by the Governing/ Executive body of the Society or through the Government Order of the State Government.

2.3. The Societies shall adopt the following overarching governing principles based on which powers could be decentralized to various levels as advocated by National Health Mission

Governing Principle- 1:

2.3.1. All the departments having a role in the implementation of the State PIP shall be represented in the State Health Society as the approval of the State PIP by the Governing Body would be deemed to be the approval of the State Government. Therefore, if a state considers consultation or formal vetting of the State PIP on file by departments like planning, finance, PWD etc. necessary, this process shall get completed before submission of the PIP to the Governing Body.

Similarly, the District Action Plan shall be sent to the State headquarters after completing all required consultations and approvals, including the approval / endorsement of the Governing Body of the District Health Society.

Governing Principle - 2

2.3.2. Since a PIP is forwarded only after the approval of the State Health Society, the approval of the NPCC in the GOI on it may be deemed as Administrative Approval for that PIP. However, in case any activity was not included in the State PIP but was added to the PIP based on decisions arrived at in the meeting of the NPCC in the GOI, such activity should be taken up for implementation immediately. However, a note on the modifications in the State PIP agreed during the NPCC meeting shall be included in the agenda of the next meeting of the State Health Society.

2.3.3. Similarly, administrative approval for the District Action Plan shall be deemed to have been accorded after its endorsement by the State Health Society and implementation thereof should commence immediately. However, intimation of modifications in the DHAP, if any, should be included in the agenda of the next meeting of the DHS. Activity wise, pool wise sanction orders in accordance with the DHAP may be issued by the state.

Governing Principle - 3

2.3.4. The power to accord financial approvals/ sanctions shall be vested at the level where the funds have been devolved:

2.3.5. For the funds to be spent at the State Health Society level for any activity included in the approved State PIP, the office bearers of the SHS should have full powers to sanction the expenditure in accordance with norms and no separate approvals of any State Government Department shall be necessary.

2.3.6. For the funds to be spent at the District Health Society level, for any approved activity, the office bearers of the District Society should have full powers to sanction the expenditure in accordance with norms and no approval of the SHS or State Government shall be necessary.

2.3.7. For the funds to be spent by BMOs, CHCs/PHCs, Sub-Centres, VHSNCs, etc. for approved activities, the functionaries concerned should be fully empowered to incur expenditure in accordance with the norms laid down in the approved plans. The functionaries concerned shall refrain from seeking unnecessary administrative/ financial approvals of the higher authorities.

Governing Principle - 4

2.3.8. The change of allocation for activities under the approved plans shall be governed by the following principle: Approving authority [the NPCC in the case of State PIP and the State Health Society in the case of DHAP] shall identify the core activities in the approved plan and communicate the same to the State or the district concerned as the case may be. Any changes/reallocation may be undertaken only with the approval of MoHFW.

Governing Principle - 5

2.3.9. The delegated powers for the office-bearers and authorities of the State Health Society and

District Health Society shall be same across all programmes and the framework of delegation of these powers shall also apply to the State's share contributed to the State Health Society under NRHM. However, procurement procedures (including Civil Works) for any programme should be in accordance with specific agreements entered into with funding agencies or donors, as the case may be.

3. SPECIFIC DELEGATION OF FINANCIAL POWERS OF THE BODIES AND OFFICE BEARERS OF THE SOCIETY

3.1. Delegation of Financial Power of SH&FWS:

Part A: Approval

Type of Expenditure	Authority	Extent of power (SH&FWS)
A.1. Approval of State Programme Implementation Plan (PIP)/ Health Action Plan for Submission to GOI	Governing body/ Executive Committee	Full Power after ratification of State Health Mission
A-2: One time approval of the activities in the State PIP approved by GOI and approval of Program-wise, District-wise allocations	Governing body/ Executive Committee	Full Power

Part B: Release

Type of Expenditure	Authority	Extent of power (SH&FWS)
B.1. Sanction of Release of funds other than State corpus fund to lower level Samities and RKSs and other Implementing Agencies as per approved PIP/Work Plan and/or as per proposals approved by the State Government.	Mission Director, NHM	Full Power in respect of All Programmes As per approved PIP/Work Plan of NRHM/NUHM/ state programme
	Executive Director	Full Power in respect of Non-NHM Programmes As per approved Work plan/Budget of Non-NHM Programmes
	Addl. Mission Director, NHM, State Programme Officer	Rs 5,00,000 at a time As per approved PIP/Work Plan of NHM state programme officer
	Treasurer/Financial Adviser/Programme officer	Nil
B.2. Sanction of Release of State Corpus funds to lower level RKSs	Executive Director	Full Power As per Norms approved by the Samiti or as per Approval of Vice-Chairperson of the Samiti
B-2 Approval of proposals for reappropriation of the funds beyond 10% of the original allocation at the District level (ref. Governing Principle-4),	Vice-Chair, Executive Committee (Director-H/FW) or Convener, Executive Committee (Mission Director)	Full Power
	Member Secretaries/ Jt. Secretaries, Programme Committees (State Programme Officers)	As per reallocation powers provided under existing programme guidelines

Part C: Expenditure proposals not covered under categories A and/or B

Type of Expenditure	Authority	Extent of power (SH&FWS)
C.1. Expenditure proposals not covered under categories A and/or B in respect of funds other than State corpus fund	Mission Director, NHM	Full Power as per approved PIP/Work Plan of NRHM/NUHM/ state programme
	Executive Director	Full Power in respect of Non-NHM Programmes as per approved Work plan/Budget of Non-NHM Programmes
	Addl. Mission Director, NRHM/NUHM/ State Programme	Rs 1,00,000 at a time as per approved PIP/Work Plan of NRHM/NUHM/ state programme
	Treasurer, SHS/Financial Adviser, SHS/Controller of Finance, State FMG/ State Programme officer	Rs. 10,000 at a time as per approved PIP/Work Plan of NRHM/NUHM/ state programme
C.2. Expenditure proposals not covered under categories A and/or B in respect of State corpus fund	Executive Director	Full Power As per Norms approved by the Samiti or as per Approval of Vice-Chairperson of the Samiti

3.3. Delegation of Financial Power of DH&FWS, BH&FWS & RKS:

Part A: Approval

Type of Expenditure	Authority	Extent of power (DH&FWS)	Extent of power (BH&FWS)
A. Approval of District/Block Health Action Plan after ratification of District Health Mission	Governing body/ Executive Committee	Full Power	Full Power

Part B: Release

Type of Expenditure	Authority	Extent of power (DH&FWS)	Extent of power (BH&FWS)
B.1. Sanction of Release of funds to lower level Samities and RKSs and other Implementing Agencies as per approve PIP/Work Plan and/or as per proposals approved by the State Government.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/convenor, EC	Full Power	Full Power
B.2. Sanction of Release of State Corpus funds to lower level RKSs	Member-secretary/convenor, EC	Full Power as per Norms approved by the Samiti or as per Approval of Vice-Chairperson of the Samiti	Nil

Part C: Expenditure proposals not covered under categories A and/or B

Type of Expenditure	Authority	Extent of power (DH&FWS & RKS OF MCH)	Extent of power (BH&FWS & RKS OF DISTRICT/ SUB-DIST HOSPITALS)
C.1. Purchase/ Procurement of Store (Drugs & Consumables) Ref: Para 1.1.	Chairperson, Executive Committee	Rs. 10,00,000 at a time	Rs. 500,000 at a time
	Member-secretary/ convenor, EC	Rs. 500,000 at a time	Rs. 200,000 at a time
C.2. Purchase/ Procurement of Store (Furniture & Equipment) Ref: Para 1.2.	Chairperson, Executive Committee	Rs. 10,00,000 at a time	Rs. 500,000 at a time
	Member-secretary/ convenor, EC	Rs. 500,000 at a time	Rs. 200,000 at a time
C.3. Purchase of books and Journals/ teaching/ learning material Ref: Para 1.3.	Chairperson, Executive Committee	Rs. 50,000 at a time	Rs. 50,000 at a time
	Member-secretary/ convenor, EC	Rs. 25,000 at a time	Rs. 5,000 at a time
C.4. Repair & Maintenance of Equipment & Furniture Ref: Para 1.4.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 200,000 at a time	Rs. 50,000 at a time
C.5. Repair & Maintenance of Ambulances & other vehicles Ref: Para 1.5.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 20,000 at a time	Rs. 10,000 at a time
C.6. Hiring of Oxygen & Medical gases Cylinder including refilling of cylinder Ref: Para 1.6.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Full Power	Full Power
C.7. Hiring charges of vehicle/ Mobility Support for functionaries including POL Ref: Para 1.7.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 50,000 per month	Rs. 10,000 per month
C.8. Hiring charges of vehicle/ Mobility Support for beneficiaries Ref: Para 1.8.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 10,000 at a time	Rs. 10,000 at a time
C.9. Hiring charges of generator including POL Ref: Para 1.9.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 25,000 at a time	Rs. 10,000 at a time
C.10. Execution of Major construction work (civil, electrical) Ref: Para 1.10.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Nil	Nil
C.11. Execution of Minor repair/ renovation/ construction work (civil, electrical, electronic) Ref: Para 1.11.	Chairperson, Executive Committee	Rs. 500,000 at a time	Rs. 100,000 at a time
	Member-secretary/ convenor, EC	Rs. 200,000 at a time	Rs. 50,000 at a time
C.12. Sanction of remuneration, honorarium, Incentive, TA/DA of	Chairperson, Executive Committee	Full Power	Full Power

Type of Expenditure	Authority	Extent of power (DH&FWS & RKS OF MCH)	Extent of power (BH&FWS & RKS OF DISTRICT/ SUB-DIST HOSPITALS)
functionaries Ref: Para 1.12.	Member-secretary/ convenor, EC	Full Power	Full Power
C.13. Sanction of Incentive of beneficiaries Ref: Para 1.13.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Full Power	Full Power
C.14. Procurement of services for specific tasks including outsourcing of support services Ref: Para 1.14.	Chairperson, Executive Committee	Rs. 500,000 at a time	Rs. 100,000 at a time
	Member-secretary/ convenor, EC	Rs. 200,000 at a time	Rs. 50,000 at a time
C.15. Procurement of Clinical /Diagnostic services including outsourcing of such services Ref: Para 1.15.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 10,000 at a time	Rs. 10,000 at a time
C.16. Hiring of consultancy firm/ individual consultant Ref: Para 1.16.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Nil	Nil
C.17. Sanction of rent/ rate and taxes Ref: Para 1.17.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Full Power	Full Power
C.18. Printing of training/ teaching/IEC materials, Records, forms, cards and registers Ref: Para 1.18.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 50,000 at a time	Rs. 10,000 at a time
C.19. Advertisement & Publicity expenses Ref: Para 1.19.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 10,000 at a time	Rs. 10,000 at a time
C.20. Hospitality expenses Ref: Para 1.20.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 10,000 at a time	Rs. 10,000 at a time
C.21. Incidental expenses including office expenses Ref: Para 1.21.	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 10,000 at a time	Rs. 10,000 at a time
C.22. Miscellanies items not mentioned above	Chairperson, Executive Committee	Full Power	Full Power
	Member-secretary/ convenor, EC	Rs. 10,000 at a time	Rs. 10,000 at a time

Footnote-1: All the above-mentioned financial and administrative powers shall be limited by the norms provided under the approved PIP/ DHAP.

Footnote-2: MCH include all tertiary tier hospitals like (a) All Medical, or AYUSH Medical Colleges, Dental Colleges and (b) medical teaching institutes other than medical Colleges

Footnote-3: District/Sub-district Hospitals include (a) all secondary tier hospitals like District Hospitals, Decentralized Hospitals Sub-divisional Hospitals, State general Hospitals, State special hospitals like Infectious Disease, Mental, TB, Leprosy, etc; all primary tier hospitals and health centres like Rural Hospitals, CHC, BPHC, Bedded PHC and Non-bedded PHC.

3.3. Delegation of Financial Power of Sub-block level Bodies:

Authority	Extent of Power	Remarks
Sub-Health Centre	Full powers with GP Pradhan and ANM provided the items of expenditure are covered under broad guidelines concerning untied fund.	Subject to the availability of fund
Village Health & Sanitation Committee (VHSC)	The funds under Untied Grant should be spent after the approval of majority members of the Committee provided the expenditure is made for the activities approved by State Government.	Subject to the availability of fund

Footnote-1: Works/ procurement can be undertaken together at the Block level by the BH&FWS for a group of Sub-Health centres or all sub-Health centres, or delegated to sub-health centres.

Footnote-2: Works/ procurement can be undertaken together at the Block level by the BH&FWS for a group of VHSC s or all VHSCs, or delegated to VHSC.

4. ISSUE OF SANCTION AT SHS/DHS (Process for Sanction & Release of Funds)

4.1. Each State/ District Programme Officer looking after individual National Disease Control Programmes and RCH, Immunization, Additionalities under NRHM, etc. will process the files for making expenditure under his respective programmes (as in the existing system) based on the delegated powers.

4.2. If the expenditure is within their own powers, they may issue the sanction letter at their own level. However, if the instant expenditure is beyond their delegated powers, they will submit the files to the concerned authorities for taking required approvals. After approval, the Programme Division would issue sanction letters, a copy of which will be marked to the FMG functioning under the State/ District PMSUs. Thus, the issue of sanction order would be the exclusive responsibility of the Programme Divisions.

4.3. The issue of sanction orders and cheque signing process will be de-linked. Cheque signing will be an in-house affair of the Secretariat of the Mission Director at the State/District level (i.e., the State/District PMSU). The signing of cheques/electronic transfer would be done under joint signatory/authority for all the components under NRHM. The mechanism of the release of funds, whether for RCH-II or NRHM Additionalities or NDCPs would, therefore, be the same.

4.5. After receipt of any fund on the District Samiti Main Account from State Samiti, the CMOH & member Secretary shall make it sure that the fund for different programme be transferred to the respective sub-account in the Bank within 48 to 72 hours. No approval from higher authority will be required for this.

4.6. If prior approval is extend by resolution of the Executive Committee of Society or by the member-secretary towards executing any activity under any programme, no further approval of the higher authority will be required to withdraw fund for the said purpose from the Bank Account (both for Society and Other Programme Fund); only a certificate to the effect that it bears prior approval of the Executive Committee/ member-secretary will have to be furnished, subject to the limit of Delegated Financial Power.



Principal Secretary to the
Govt. of West Bengal