

**Government of West Bengal**  
**Department of Health & Family Welfare**  
**(Family Welfare Branch)**

**Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091**

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No HF/N/FW/ 90/1B-02/2013

Dated 26/04/2013

**MEMORANDUM**

The issue of introduction of monthly fixed honorarium for ASHAs (Accredited Social Health Activists) has been under active consideration of the State Government for some time past. After careful consideration of the issue, the Governor has been pleased to accord approval and sanction for payment of monthly fixed honorarium to the ASHAs at the rate of Rs.1300.00 (Rupees One Thousand Three Hundred) only per month per ASHA with effect from 01.04.2013 until further orders in addition to their monthly performance based incentive received by them as usual, from NRHM fund.

This benefit will be admissible subject to the following terms and conditions that each ASHA:-

1. (i) should have a Bank account so that the fixed honorarium to be credited to the said account either in "A/c payee" cheque or through Electronic Fund Transfer(EFT);  
(ii) must have completed the first round of 6<sup>th</sup> & 7<sup>th</sup> modules training;  
(iii) must be active in the field and receiving performance based incentives;  
(iv) will have to participate in the programme relating to health seeking behavior of the community;  
(v) will have to visit families in the community regularly for mobilizing beneficiaries to avail health related services from Government health facilities  
(vi) will have to attend health related meetings within the district as per requirement of the ANM/GP Supervisor / BPHN / BMOH / CMOH  
(vii) will have to help the ANM in keeping all records and registers up to date in each Sub-Centre;  
(viii) Will have to perform any other health related activity assigned by ANM /GP Supervisor / BPHN / BMOH / CMOH apart from the activities which are already individually incentivized.
  
2. (i) The ANM in charge of the Sub-Centre will have to issue a *monthly work certificate* for fixed honorarium to the ASHAs in the prescribed format. In the absence of ANMs in the Sub-Centres, a GP Supervisor is to be entrusted to do the job. The format is attached as Annexure I.  
(ii) The reporting cycle for the monthly activity report of ASHA will be from the 21<sup>st</sup> of a particular month to the 20<sup>th</sup> of the next month. The ANM will meet the ASHA on the 21<sup>st</sup> of every month (next working day in case of 21<sup>st</sup> is a holiday) and fill up and sign the monthly work certificate for that month.  
(iii) The ANM will submit the filled up the monthly work certificate to the GP Health Supervisor in the 4<sup>th</sup> Saturday meeting. The GP Supervisor will check and countersign the submitted format. He/she will submit the format to the BPHN/ BAM at the block within two working days after the 4<sup>th</sup> Saturday meeting.  
(iv) The block will calculate the number of ASHAs in position and will transfer the honorarium to the bank account of individual ASHAs as per standard procedure. No payment can be made either in cash or 'Self / Bearer' cheques.

3. The charge is debitable to the head 24-HF-2211-Family Welfare-00-101-Rural Family Welfare Services-NP-004-Accredited Social Health Activist(ASHA) Scheme-31-Grants-in-Aid-02-Other Grants under the major and minor head in the current year's budget .

4. This order issues with concurrence of the Finance Department vide Group-N U.O. No 0053 Dated 23/04/2013 and Finance Audit Department U.O. No 95 Group O Dated 26/04/2013.

5. Necessary fund will be released in due course.


  
Joint Secretary

Dated 26/04/2013

**No HF/N/FW/90/1B-02/2013/1(41)**

Copy forwarded for information and necessary action to the: -

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700001
3. Accountant General (Local Bodies) West Bengal, CGO Complex, MSO Buildings, 5<sup>th</sup> Floor, D.F. Block, Salt Lake, Kolkata-700064
- 4-21. Treasury Officer,..... District
- 22-39. Chief Medical Officer of Health/Accounts Officer/A.O.-I in the office of the CMOH ..... Districts
40. Addl. Director of Health Services, (AA&V), West Bengal
41. Financial Advisor of this Department

  
Joint Secretary

Dated 26/04/2013

**No HF/N/FW/90/1B-02/2013/2(32)**

Copy forwarded for information and necessary action to the:-

1. Director of Health Services, West Bengal
2. Addl DHS (FW) and State Family Welfare Officer, West Bengal
3. Director, State Beureau of Health Intelligence
4. State ASHA Cell
- 5-6. Finance Department, Group- N/Group O of this Government
- 7.-24. District Magistrate..... District
25. Joint Secretary, P&B Branch of this Department
26. P.S. to the Hon'ble Minister-in-Charge, Department of Health & Family Welfare
27. P.S. to the Hon'ble Minister-of-State, Department of Health & Family Welfare
28. Sr. P.S. to the Principal Secretary, Deptt of Health & Family Welfare
29. P.A. to the Commissioner, Family Welfare & Secretary, Deptt. of Health & Family Welfare
30. Mission Director, NRHM, West Bengal
31. O.S.D. (IT) for display in the Departmental Website
32. Guard File

  
Joint Secretary

Format for Monthly Work Certificate of ASHAs to be issued by ANMs:



**MONTHLY WORK CERTIFICATE  
for  
PAYMENT OF FIXED HONORARIUM TO ASHAs**

This is to certify that Ms. \_\_\_\_\_, wife/daughter  
of Mr. \_\_\_\_\_, residing at  
village/para \_\_\_\_\_

\_\_\_\_\_ has been engaged as an ASHA in  
the \_\_\_\_\_ Sub Centre and has performed the work assigned  
to her as per programme guideline from \_\_\_ / \_\_\_ / \_\_\_\_\_ (dd/mm/yyyy) to  
\_\_\_ / \_\_\_ / \_\_\_\_\_ (dd/mm/yyyy).

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Name and Signature of ANM with Date and Stamp

Sub Centre:

Block:

Countersigned by

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Name and Signature of GP Health Supervisor with Date and Stamp

Sub Centre:

Gram Panchayat

Block: