



**National Health Mission**  
**Odisha State Health & Family Welfare Society**  
**Health & FW Department, Odisha**



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**Advt. No:20/17**

**Dated: 06/04/2017**

**Proposals invited from credible NGOs / Trusts / Corporate Houses for Management of Primary Health Centres (New) in partnership mode.**

NHM, Odisha invites application from credible NGOs/ Trusts/ Corporate Houses for management of following Primary Health Centers (New) located in remote & inaccessible areas of the State in partnership mode.

Sl No	Name of the Districts	Name of the PHC(N)s	Total Nos.
1	Mayurbhanj	Brahmanigaon PHC(N)	3 Projects
2	Deogarh	Palsma PHC(N)	
3	Kalahandi	Urladani PHC(N)	

The registered NGOs/ Trusts should have good track record and proven field experience in Health & Family Welfare programmes or any of the Social Development Sectors. Presence of the NGO/ Trust in the project district is mandatory. The Corporate Houses may also submit their proposal in the event they are interested to take up management of any of the said institutions out of their own CSR envelop.

Interested NGOs/ Trusts fulfilling eligible criteria mentioned in the ToR are required to apply with relevant documents through speed post/ registered post only directly to the CDMO of the concerned district in the prescribed application format and as per the ToR available in the website [www.nrhmorissa.gov.in](http://www.nrhmorissa.gov.in) which should reach the addressee latest by **5 PM of 22/04/2017**. **Name of the project applied for must be mentioned superscribed on the sealed envelope.** The Corporate Houses may submit their detailed proposals to the CDMOs of respective districts in the prescribed period. Incomplete applications or applications received in an open envelop or applications of blacklisted NGOs/ Trusts will be summarily rejected. The authority reserves the right for cancellation/ modification of guidelines for selection without assigning any reason thereto. No personal inquiry shall be entertained.

Sd/-

**Mission Director, NHM &  
Member Secretary, OSH&FW Society**

# **TERMS OF REFERENCE FOR AN AGENCY INTERESTED FOR PARTNERSHIP IN PRIMARY HEALTH CENTRE (NEW) MANAGEMENT PROJECT UNDER NHM, ODISHA**

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Public-Private Partnership (PPP) has emerged as one of the important strategies for health sector reforms in Odisha. Initiatives have been taken by National Health Mission (NHM), Health & FW Deptt. Odisha to undertake different PPPs in meeting the growing needs for health services including RMNCH+A and other National Health Programmes. Government of Odisha has embraced Public Private Partnership (PPP) as one of the major strategy in health sector. The need for PPP in healthcare has arisen from the need to augment the availability of healthcare services, enhance accessibility of intended beneficiaries and enable various models for enriching the quality of healthcare.

Health care service delivery in remote & inaccessible area remains a challenge due to shortage of health service providers and inadequate health infrastructure. NHM has taken concerted efforts to involve non state entities to manage Primary Health Centers in such remote areas. The basic transaction here is to shifting of the management and operation of the identified Primary Health Centers to NGOs/Trust/Corporate Sectors under Public Private Partnership.

## **A. Strategy for implementation:**

1. The State Government shall contract out the existing physical infrastructure of the PHC(N) to the selected Agency along with equipments, instruments, furniture, etc available in the PHC(N) and an inventory of the same would be made jointly by the representative of CDMO of the concerned District and the Agency. The conditions of the building/equipment handed over will be duly recorded.
2. The Doctors and other paramedical staff appointed by the Government in the PHC (N) to be managed under PPP will be redeployed to nearby PHCs/CHC by the concerned CDMO. The NGO in consultation with District Health Administration will select and engage required manpower both medical & paramedical staff as per the norm for operation of the said PHC (N).

## **B. Scope of work for PHC(N) operation:**

1. Provide curative, preventive and promotive services at the PHC (N).
2. Inpatient service (IPD) along with bed facilities.
3. Minor operation services.
4. Promote & conduct safe institutional delivery in the PHC(N).
5. Promote & conduct family planning sterilization etc.
6. General pathological services.
7. Strengthen referral services to the secondary health care centres.

8. Out-reach services as per the annual activities.
9. Ensure proper functional of RKS and regular statutory meetings.
10. Promote comprehensive client centered integrated Public Health Communication strategy to bring about a change in knowledge, attitude and behaviour practices in the population through Community Health Partnership Programme.
11. Services under National Disease Control Programmes and NCD Programmes, as applicable for PHC level.
12. Ensure availability of drugs and other consumables as per State Government Drug Policy and free distribution to the patients. The Govt. will make necessary arrangement for supply of free drugs to the PHC(N) as per the norm.
13. Adherence and follow the norms under Bio-Medical Waste Management.

**C. Key deliverables under the project:**

1. There should not be vacancy of maximum 60 days of any position in a year.
2. Minimum 6 hrs functional in a day and emergency services on call.
3. Minimum average of 40 patients in general OPD per day.
4. Provisioning of 4-6 bed facility for observation.
5. Meet the conditionalities to upgrade as Promising Delivery Point then Delivery Point.
6. Functional of RKS and regular statutory meetings conducted.
7. Display of citizen charter.
8. General pathological tests service.
9. FP services are available and provided.
10. Functional as DOTS centre.
11. Screening & diagnosis of suspected leprosy cases.
12. Detection of visual impairment and their referral.
13. Diagnosis of Malaria cases, microscopic confirmation and treatment centre.
14. Regularly Health Sector meeting organised, if it is a Health Sector.
15. Regularly ASHA sector meeting organised, if it is a Sector.
16. Regularly monthly meeting attended by the MO at Block CHC.
17. Proper Bio-medical Waste Management.
18. Regular statutory reporting i.e HMIS, IDSP etc.

**D. General terms & conditions:**

1. The Agency has to deposit 5% of the total programme cost as NGO/Trust contribution in the RKS account of the PHC(N) with due intimation to the CDMO. In case, the RKS has not been constituted in the PHC (N), the amount shall be deposited with ZSS of the district, which will be transferred to PHC (N) bank account later on once the RKS of PHC(N) is constituted.

2. The Agency will have to open a separate saving bank account for this grant-in-aid in any nationalized bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
3. The Agency has to submit the monthly progress report on the functioning PHC (N) to Block MO I/c, CDMO at district level and NHM at State level in HMIS format.
4. The amount of grant should be utilised only for the purpose for which it is sanctioned and the unspent balance of the grants shall be refunded after the close of the financial year.
5. The Agency will submit quarterly statement of expenditure (SoE) and progress report to the district with a copy to NHM. At the end of the project year, the Agency shall furnish annual report of the project along with audited reports.
6. The Agency will give a certificate of undertaking during the application and also along with MoU that the organisation has not been blacklisted by Government or any Govt. Agencies.
7. The Agency will give another certificate of undertaking during the application and also along with MoU that any office bearer on behalf of the organization has not convicted by any court of law in India or abroad for any criminal offence.
8. The Agency will cooperate and collaborate in implementation other National Disease Control Programmes in the project area.

**E. Manpower under the PHC(N) project :**

Followings are the manpower required to be positioned in the PHC(N) for operation.

Sl. No.	Category of Staff (to be selected as per Govt. eligibility norms)	No of post.	Eligibility Qualification
1.	Medical Officer (Allopathic)	1	Any MBBS Doctor and have valid registration certificate.
2	Ayush Medical Officer	1	Must be a BHMS/BAMS and have valid registration certificate from Odisha Homeopathy & Ayurvedic Medical Council.
2.	Pharmacist	1	Minimum technical qualification in related field.
3.	ANM or Staff Nurse	1	ANM / Staff Nurse - Minimum technical qualification in related field.
4.	Lab Technician	1	Minimum technical qualification in related field.
5.	Attendant -cum-Sweeper	1	NA
6.	Project Coordinator	1	M.A. (in Social Sciences).

**F. Period of partnership :**

The duration of the project may be initially for one year. However, the project may be extended subject to the fund provision by MoH&FW, GoI, satisfactory performance of Agency in PHC (N) management and mutual consent.

**G. List of PHC(N)s identified & proposed for management in PPP mode:**

Sl No	Name of the Districts	Name of the PHC(N)s	Total Nos.
1	Mayurbhanj	Brahmanigaon PHC(N)	3 Projects
2	Deogarh	Palsma PHC(N)	
3	Kalahandi	Urladani PHC(N)	

**H. Eligibility criteria for the Agency:**

1. **Registration:** Three years under the Society Registration Act / Indian Trust Act. Registration under section 12-A of Income Tax Act 1961 for exemption, if the Agency is a non-profit organisation.
2. **District presence:** The Agency must have functional office setup & operational of projects in the same district for last three years for which it is seeking funding for the project.
3. **Experience:** Minimum five years proven field level experience in H&FW programmes or any Social Development Sectors. Advantages will be given having experience in respective scheme specific areas.
4. The Agency must have obtained a valid **Unique ID through the portal NGO-DARPAN** of NITI Aayog.
5. **Assets:** Minimum fixed assets of rupees eight lakhs in the name of the Agency in terms of land / building / assets.
6. **Turnover:** Minimum of rupees twenty lakhs as per the last financial year balance sheet.
7. **Not been blacklisted** or placed under funding restriction by any Government or Govt. Agencies.
8. Any office bearer on behalf of the organization should not be convicted by any court of law in India or abroad for any criminal offence.
9. **Adverse report** against any Agency from the District / NHM / any Govt. Departments or partnership has been discontinued due to poor performance in implementation of any PPP projects under NHM identified by the External Evaluating Agency shall not be eligible to apply.

**I. Steps for selection of an Agency:**

In a district **maximum upto 5 partnership projects under NHM can be sanctioned to a particular NGO**. The following selection process shall be carried out at district level under direct supervision of the Dist. NGO Committee.

1. **Desk appraisal** of the applications received within the due date as per the advertisement. This may be done by a committee comprising of ADMO FW/PH as nominee of the CDMO, DPM, DAM & DDM or any other officer nominated by the CDMO/ Collector.
2. Only shortlisted applications found after desk appraisal shall be considered for **field appraisal** by a Joint Field Appraisal Committee with due approval of the Collector-cum-Chairperson, District NGO Committee. The Team may be consists of CDMO or his/her representative (ADMO(FW)/PH) as Team Leader, DPM, DAM, Dy. Manager-RCH or any other member as desired by the Collector.
3. The filed appraisal shall be done on the basis of documents submitted with the proposal/application only. Based on the field assessment findings, the Field Appraisal Committee will award score in the prescribed format in the presence of the Agency Functionary and his/her signature shall be taken on that filled up scoring sheet. Those Agencies will secured **minimum 50% mark as cut off** shall be shortlisted and referred to the District NGO Committee for decision.
4. **District NGO Committee** headed by Collector & DM to finalise the NGO based on the field appraisal report & credibility of the organisation and further recommendation to the State NGO Committee of OSH&FW Society for decision.

**J. Willingness of Allopathic doctor:**

The interested Agencies applying for the project are required to submit a willingness certificate of an Allopathic Doctor to work in the proposed PHC (N) with the application form **which is mandatory, failing which the application shall be rejected**. The concern Doctor should not be holding any office bearer position of the concerned Agency.

**K. Monitoring :**

1. A system of ongoing monitoring shall be done rigorously to assess the performance of the partner Agency and impact of the service.
2. The district will organize review meeting of all PPP projects in a fixed day in every month.
3. NHM, Odisha will organize periodical review meeting of the partners at State level.
4. A mid-term evaluation will be conducted after completion of one year of project and final evaluation before completion of three years of project by external evaluating Agency.
5. The performance of the PHC(N) shall be assessed based on the key deliverables mentioned at point no. C.

**L. Partnership with Corporate Houses:**

The interested Corporate Houses may also submit their expression of **interest for management of PHC (N)**. However, the corporate houses will utilize their own fund for

**management & operation of the PHC (N) as per the Govt. norms out of their CSR budget.**  
No Govt. funds shall be provided for this project. The proposal for this purpose may be submitted to the concerned CDMO where the PHC (N) is located.

**M. Grievance redressal mechanism:**

All the grievances relating to partnership programme shall be resolved at the level of District NGO Committee headed by the Collector & Dist. Magistrate at District level.

**N. Withdrawal of partnership:**

In case of failure to comply with terms and condition of the MoU, NHM may suspend or cancel the MoU signed with the Agency. Similarly, ZSS or Agency shall have the right to terminate the MoU at any time with thirty days notice in writing indicating reasons for the same to the other party. The Govt./NHM/ZSS reserves the right to cease the operation of the bank account in which grant under this scheme credited by giving direction directly to the Banker. Govt. /NHM have the right to stop the funding to the Agency at any time without assigning any reason.

**O. Application procedure:**

The interested and eligible Agencies may submit application with necessary relevant signed documents in the prescribed application format only to the Chief District Medical Officer of concerned district where the project is required through **speed post/registered post only latest by 5 PM of 22/04/2017.** All the proposal & supporting documents must be paging serially. The Agency has to mention **“Application for PHC(N) Management Project at \_\_\_\_\_” on the top of the envelop.** Applications received after the due date or in an open envelope or lack of required information’s shall be rejected. No personal enquiry shall be entertained.

**P. Documents to be submitted with the application/proposal:**

1. Detail project proposal with implementation plan, input & output indicators and impact assessment.
2. Self certified copy of the Society registration /Indian Trust Act certificate.
3. Self certified copy of the 12-A registration certificate.
4. Self certified copy of the 80- G registration certificate (if available).
5. Self certified copy of the Audit report for last three financial years (2013-14, 2014-15 & 2015-16).
6. Self certified copy of the last three annual reports (2013-14, 2014-15 & 2015-16).
7. Proof of infrastructure, land and building of minimum 8 lakhs as fixed assets in the name of the Agency and minimum of Rs. 20 lakhs turnover as per last balance sheet of 31/3/2016 (self certified copy).
8. Proof of District presence & functional office set up since last three years. Documentary

evidence in term of land & building record/lease agreement etc in the name of the Agency (self certified relevant copy of the documents).

9. Self certified copy of the Unique ID generated through the NGO DARPAN Portal of NITI Aayog.
10. Bye law and memorandum of the Agency (self certified copy).
11. Photo copies of the documents relating to experience mentioned in the eligibility criteria (MoU/Agreement document). In the experience documents the duration of the project must have been mentioned. (Attach the proof documents with self certification).
12. Undertaking by the Agency that not been blacklisted or placed under funding restriction by any Government or Govt. Agencies.
13. Undertaking that any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad for any criminal offence.
14. Human resource details (full time, part time staffs etc).
15. Willingness certificate of an Allopathic doctor.
16. Copy of PAN card.
17. Copy of Bank Pass Book.
18. Any other documents in support of the organization.

**N.B: All pages of above supporting documents and proposal must be paging and signed by the Chief Functionary of the organization. Failing which, the application shall be rejected.**

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## TERMS OF REFERENCE (ToR) OF THE STAFF OF PHC (N) MANAGED PROJECT

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### 1. Medical Officer (Allopathic):

**Reporting & Reviewing authority: MO I/C, Block CHC.**

**Job Description:**

- a) Diagnosis and treatment of patients coming to OPD and IPD.
- b) To conduct minor surgery, ANC, normal delivery, PNC etc in the hospital.
- c) In case of any complication, immediate referral to the higher health institutions.
- d) Prescription of medicines from the available essential drug list.
- e) Ensure the services of Reproductive Maternal Newborn Child Health and Adolescent Health (RMNCH+A), Communicable Diseases and Non-Communicable Disease services in the hospital.
- f) Supervision of day to day hospital activities & management so as to ensure quality assurance and client satisfaction care of the patients.
- g) Supervision on proper maintenance and update of records and reports with availability at the Hospital.
- h) Facilitate in functioning of Rogi Kalyan Samiti at PHC(N).
- i) General administration of the PHC(N), staff management etc.
- j) Supervise out-reach activities under the jurisdiction of the PHC(N).
- k) Keep close coordination with Block MO I/c, BPMU and other key line department functionaries for smooth operation of the Hospital and regularly attend block level monthly meetings.
- l) Verify reports & returns generated every month and their analysis before submission to CHC/District.
- m) Conduct verification/ audit of the stock allotted/procured for Hospital and forward the indent to CHC/District for supply from time to time.
- n) Ensure proper use and management of bio-medical waste.
- o) Any other tasks assigned by the CDMO/MO I/c from time to time.

### 2. AYUSH Medical Officer:

**Reporting authority: MO, PHC (N). Reviewing authority: Block MO I/C.**

**Job Description:**

- a) Diagnosis & treatment of patients from own system of medicines (Ayurvedic/Homeopathic) and dispensing of such drugs.
- b) To conduct/assist normal delivery after obtaining of SAB training.
- c) To support the Medical Officer in day to day operation and management of Hospital.
- d) To conduct field visit and provide handholding support to the field level health functionaries for their skill & knowledge up-gradation.
- e) Provide support in delivery of RMNCH+A, Communicable Diseases and Non-Communicable Disease services.

- f) Assist to Project Coordinator in preparation of reports & returns of the PHC(N) and their analysis to take corrective measures.
- g) In absence of Medical Officer to take care over all activities of hospital.
- h) Any other tasks assigned by the CDMO/MO I/c/MO from time to time.

### **3. Pharmacist:**

**Reporting authority: MO, PHC (N). Reviewing authority: Block MO I/C.**

**Job Description:**

- Dispensing of medicines to patients as per the prescription of Medical Officer.
- Maintain physical stock relating to equipments, assets, drugs, consumables and stationeries etc and their records.
- Responsible for indenting of stocks from time to time.
- To assist the Medical Officer in OT for minor surgeries etc.
- Dressing to injured patients, administration of injection etc.
- To support in organizing of health camps in the operational area of project and assist Medical Officer in camp activities.
- Assist Project Coordinator in preparation of periodical reports & returns.
- Any other tasks assigned by the MO I/c/MO from time to time.

### **4. Laboratory Technician:**

**Reporting authority: MO, PHC (N). Reviewing authority: Block MO I/C.**

**Job Description:**

- Examination of all kind of general pathological tests as per the prescription of Medical Officer.
- Microscopic examination of malaria slides of the catchment area brought by field workers.
- To assist in organizing of health camps in the operational area of project and assist Medical Officer in camp activities.
- After multi-skilling, lab tests relating to non-communicable diseases are to be conducted.
- Related records and stocks shall be maintained properly and will assist in preparation of periodical reports & returns.
- Any other tasks assigned by the MO I/c/MO from time to time.

### **5. ANM / Staff Nurse:**

**Reporting authority: MO, PHC (N). Reviewing authority: Block MO I/C.**

**Job Description:**

- Counseling on RMNCH+A services to the patients.
- Conduct ANC, PNC and family planning services.
- Assist Medical Officer during normal delivery; also conduct delivery after trained on SAB.
- To counsel the couples of reproductive age for use of contraceptives and Tubectomy / vasectomy.
- Administer injection to the patients as per the prescription by MO.

- Conduct out-reach activities in the PHC(N) areas.
- Overall assistance in clinical activities to Medical Officer and pharmacist.
- To assist Medical Officer in camp activities in the operational areas of the project.
- Maintenance of RMNCH+A related records/registers and assist Project Coordinator in preparation of periodical reports & returns.
- Facilitate patients to avail Govt. Schemes/entitlements i.e JSY/Sterilization etc.
- Any other tasks assigned by the MO I/c/MO from time to time.

## **6. Attendant / Sweeper:**

**Reporting authority: MO, PHC (N)**

### **Job Description:**

- To attend the dressing of patients who had been administered with minor surgery.
- To attend the in-patients of hospital for saline, vitamin & other injections.
- To follow the instruction of clinical staffs as & when delivered.
- To dispatch the hospital reports in nearby CHC and to keep the filing of documents in appropriate files as per instruction of MO or other staffs.
- To arrange refreshments for guests or hospital staffs whenever is asked by medical officer.
- To sweep, mop and maintain the cleanliness of hospital campus daily.
- To dump the waste of ward, O. T. etc. in pit and to make measures for its decomposition.
- To follow the instruction of medical officer and other staff
- To assist Medical Officer in camp activities.

## **8. Project Coordinator:**

**Reporting & Reviewing authority: Chief Functionary of the NGO**

### **Job Description:**

- Overall supervision of Project activities
- Supervision of hospital activities & to see the hygiene and sanitation facility of premise. Quality assurance and client satisfaction care of the patients.
- To maintain data base for the project.
- To document the performance hospital ( No. of patients in OPD, Prescription of medicines in slip, ANC, Institutional delivery, PNC, family planning measures etc. undertaken in the catchments area, and other reports of hospital as per govt. format).
- To co-ordinate with CHC/PHC and District Health Administration and to provide information as and when required.
- Keep close coordination with the ANMs of the Sub Centres under the jurisdiction of the PHC(N).
- Ensure timely preparation of HMIS and validation at CHC level in coordination with the BPMU.
- Time to time reporting of the performance of hospital as per the format of government/ NHM
- To facilitate in project audit and preparation of SOE/UCs relating to the project.
- Attend the regular review meetings at sector/block/district level.
- To monitor the day to day activities of project staff
- To coordinate the outreach & IEC/BCC activities in the project area.



## APPLICATION FORM



Name of the PHC(N) \_\_\_\_\_

Name of the District \_\_\_\_\_

1	Name of the Organization.	
2	Registered Office address with phone, fax number and email.	
3	Name of the Chief Functionary with Mobile number.	
4	Detail address with phone number of the District Office for which seeking funding.	
5	Details on functional office set up in the district (documents to be attached).	Year of office set up in the District: _____ Functional of Office: <u>NGO building / Rented</u>
6	Starting year of operational of projects in the District for which seeking funding (documents to be attached)	
7	a. Act under which the Organisation has been registered.	
	b. Registration number and year of registration of the organisation (documents to be attached).	
8	Unique ID number through NGO DARPAN Portal of NITI Aayog (documents to be attached).	
9	Year of 12A registration (documents to be attached)	
10	Whether registered under 80 G (documents to be attached)	Yes / No
11	Whether FCRA registered organization (documents to be attached)	Yes / No
12	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
13	PAN Number ( Attach photocopy)	Yes / No

**12. Financial turn over**

Year	Income (Rs.)	Expenditure (Rs.)	Fixed asset as per the balance sheet (Rs.)
2013-14			
2014-15			
2015-16			

**13. Experience in Health and Family Welfare Programme & other Social Sector out of funding from Government (except projects in the applied district).**

Name of the Project	Supported /Funded by	Project duration (from-to)	Project location	Project cost	Basic information on the key project carried out by the organization (5 lines maximum for each project)
		_____ to _____			

(Attach copy of the proof document where the duration of the project has been indicated)

**14. Experience in Health and Family Welfare Programme & other Social Sector out of funding from any Development Agency/UN Agency/Corporate Houses etc (except projects in the applied district).**

Name of the Project	Supported /Funded by	Project duration (from-to)	Project location	Project cost	Basic information on the key project carried out by the organization (5 lines maximum for each project)
		_____ to _____			

(Attach copy of the proof document where the duration of the project has been indicated)

**15. Experience in H&FW Program or any other social sector out of funding support from Govt./other Development Agency /UN Agency/Corporate Houses in the same district applied for grant**

Name of the Project	Supported /Funded by	Project duration (from-to)	Project location	Project cost	Basic information on the key project carried out by the organization (5 lines maximum for each project)
		_____ to _____			

(Attach copy of the proof document where the duration of the project has been indicated)

**16. Experience in operation & management of Govt. Hospital / Pvt. Hospital/ Own Hospital out of Govt. funding/own funding/Pvt. Funding, if any.**

Name of the Project	Supported /Funded by	Project duration (from-to)	Project location	Project cost	Basic information on the key project carried out by the organization (5 lines maximum for each project)
		_____ to _____			

(Attach copy of the proof document where the duration of the project has been indicated)

**17. Details of Managing Committee members of the Organisation:**

Sl No	Name & address	Male/Female	Age	Occupation

**18. Details of the existing staff position of the Organisation as on 01/12/2016:**

Staff categories	Full time ( Number )	Part time ( Number )

**19. Details of the National/ State / District level awards received from any Govt. or Govt. Agencies by the organization for significant contribution in social sector:**

Name of the Award	Award Issuing Institution /Organisation with date.	Remarks

(Attach copy of the proof document)

**20. Details of the willingness certificate of an Allopathic Doctor (attach the willingness certificate):**

Name:

Qualification with Specialisation, if any:

Date of Birth:

OMC Registration Number and valid till which date:

Detail address and contact number of the Doctor:

**21. Undertaking of the NGO that; any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad for any criminal offence.**

**22. Undertaking of the NGO that; has not been blacklisted by any Government (State or Central) Department or Agency in India, which is in force during the currency of the contract.**

**23. Any other information:**

**Declaration**

I hereby certify that, I have read the rules and regulation of the Scheme/Project and the above information furnished is true to the best of my knowledge and belief.

**Signature of Chief Functionary with seal**

**Name of the Chief Functionary\_\_\_\_\_**

**SCORING SHEET : PHC (N) MANAGEMENT PROJECT**

Name of the Organization :

Name of the PHC(N) applied :

SI No	Areas of assessment	Maximum marks	Marks obtained
1	<b>Registration &amp; establishment (15 marks)</b>		
	a. Registered under Society Registration Act/Indian Trust Act for more than 3 years.	4	
	b. 12 A registration (if yes-1, if No-0)	1	
	c. Registered under 80G (if yes-1, if No-0)	1	
	d. Presence of functional district office since last 3 years ( if yes-3, if No-0)	3	
	e. Own building (2 marks), for rented building (1 mark)	2	
	f. Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on bye-law & Memorandum of the society during the year 2016-17): (Less than 50% meeting-0 mark, 75% to 99% meeting- 2 marks, 100% meeting- 4 marks)	4	
2	<b>Field level Experience (45 marks)</b>		
	a. Experience in H&FW Programme or any other Social Sector Projects out of Govt. funding support <b>(except projects in the applied district). (maximum 12 marks)</b> (1yr to 3 yrs: 5 marks, >3 yrs to 5 yrs : 8 marks, > 5 yrs-12 marks)	12	
	b. Experience in H&FW Programme or any other Social Sector Projects out of funding support from any Development Agencies/UN Agencies/Corporate Houses etc. <b>(except projects in the applied district). (Maximum 12 marks).</b> (1yr to 3 yrs: 5 marks, >3 yrs to 5 yrs : 8 marks, > 5 yrs-12 marks)	12	
	c. Experience in H&FW Program or any other Social Sector Projects with support from Govt./Development Agencies/UN Agencies/Corporate Houses in the same district applied for. <b>(Maximum 12 marks).</b> (1yr to 3 yrs: 5 marks, >3 yrs to 5 yrs : 8 marks, > 5 yrs-12 marks)	12	
	d. NGO having experience in operation and management of any Govt. Hospital independently out of Govt. funding <b>(Maximum 5 marks).</b> ( 1 yrs to 2 yrs-2 marks, >2 yrs to 5 yrs-3 marks, > 5 years-5 marks )	5	
	e. NGO having its own Hospital/Clinic operational in the same district last one year.	4	
3	<b>Financial strength/capacity (20 marks)</b>		
	a. Financial turn over as per last audit report 2015-16. minimum 20 lakhs to 30 lakhs-5 marks, > 30 lakhs to < 50 lakhs -8 marks, > 50 lakhs -10 marks)	10	
	b. Proper maintenance of books of accounts (Assessed through verification)	4	
	c. Fixed assets in the name of the organization as per last audit report 2015-16. minimum Rs. 8-10 lakhs assets -3marks, > 10 lakhs assets-6 marks.	6	
4	<b>Other strength (20 marks)</b>		

a. Having own full time Allopathic Doctor in the organization payroll, other than the PHC(N) Management project or any other funding projects (document to be verified). <b>(maximum 5 marks)</b>	5	
b. Having own full time Pharmacist/Staff Nurse/Lab Technician in the organization payroll, other than the PHC(N) Management project or any other funding projects (document to be verified). <b>(maximum 3 marks)</b>	3	
c. If the organization received any National/ State / District level awards from any Govt. or Govt. organisations for significant contribution towards social sector. <b>(maximum-4 marks)</b> . (National leve-4 marks, State level-3 marks, District level -2 marks).	4	
d. Any innovation/Publications/Research Work/Documentation done to address health issues in long run (documentary evidence). <b>(maximum 4 marks)</b>	4	
e. Overall impression of the Zilla Swasthya Samiti on the organization's participation and support during district level activities <b>(maximum 4 marks)</b>	4	
<b>Total</b>	<b>100</b>	

**Signature of the appraisers**