



राजस्थान सरकार  
राष्ट्रीय स्वास्थ्य मिशन राजस्थान,  
चिकित्सा, एवं परिवार कल्याण विभाग, स्वास्थ्य भवन, तिलक मार्ग,  
राजस्थान, जयपुर फोन नं. 0141-5110731, E mail ID : kayakalp.raj@gmail.com

क्रमांक:- F 50 (2) NHM/Kayakalp/2017/ 361

दिनांक 28/11/17

समस्त मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी,  
समस्त प्रमुख चिकित्सा अधिकारी ।

विषय :- कायाकल्प अवार्ड कार्यक्रम एवं क्वालिटी अश्योरेंस कार्यक्रम के अन्तर्गत प्राप्त अवार्ड राशि के उपयोग से संबंधित दिशानिर्देश के क्रम में।

उपरोक्त विषयान्तर्गत लेख है कि कायाकल्प अवार्ड कार्यक्रम एवं क्वालिटी अश्योरेंस कार्यक्रम के अन्तर्गत प्राप्त अवार्ड की राशि का उपयोग किये जाने हेतु पुरानी गाइडलाइन का अतिक्रमण करते हुए नवीन गाइडलाइन (दिशा-निर्देश) भिजवायी जा रही है। अतः आप गाइडलाइन के दिशा निर्देशानुसार ही अवार्ड की राशि का उपयोग करवाना एवं समस्त रिपोर्ट तय समय एवं प्रारूप में E-mail ID : kayakalp.raj@gmail.com पर शेयर करना सुनिश्चित करें।

संलग्न:- गाईड लाइन।

शासन सचिव  
चिकित्सा स्वास्थ्य एवं प.क. एवं  
मिशन निदेशक, एनएचएम

क्रमांक:- F 50 (2) NHM/Kayakalp/2017/ 361  
प्रतिलिपि :

दिनांक:- 28/11/17

1. निजी सचिव, मिशन निदेशक, एनएचएम।
2. निजी सचिव, अतिरिक्त मिशन निदेशक, एनएचएम।
3. निदेशक पीएच/आरसीएच।
4. निदेशक वित्त।
5. परियोजना निदेशक एन.एच.एम.।
6. राज्य नोडल अधिकारी, क्वालिटी ऐश्योरेन्स एवं कायाकल्प।
7. राज्य कार्यक्रम प्रबन्धक, एनआरएचएम।
8. SFM, NHM।
9. SAM, NHM।
10. समस्त उप मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी (प.क.)।
11. समस्त आर.सी.एच.ओ।
12. समस्त जिला कार्यक्रम प्रबंधक।
13. समस्त जिला लेखा प्रबंधक।
14. प्रभारी सर्वर रूम।
15. रक्षित पत्रावली।

परियोजना निदेशक  
एन.एच.एम.

# Guideline for Utilization of Cash Award under Kayakalp/ National Quality Assurance Programme

## Kayakalp Programme

The Swachh Bharat Abhiyaan launched by the Prime Minister on 2<sup>nd</sup> October 2014, focuses on promoting cleanliness in public space. Cleanliness and hygiene in hospital are critical to preventing infections and also provide patients with a positive experience and encourages molding behavior related to clean environment.

The Ministry of Health & Family Welfare, Government of India launched a National Initiative namely "Kayakalp Award Programme" for the health facilities for cleanliness, hygiene & infection control. Under "Kayakalp Award Programme" cash award will be given to award winning facilities.

## National Quality Assurance Programme/Standard (NQAS)

MOHFW, GoI is committed to support and facilitate a Quality Assurance Programme, which meets needs of Public Health System in the country and is sustainable. In order to ensure the same, the Ministry of Health & Family Welfare, Government of India has developed operational guidelines for Quality Assurance for public health facilities which can be operationalized through the institutional mechanism and platforms of NHM. Under the "NQAS Programme" cash award will be given to NQAS certified facilities.

The detail guideline for utilization of cash award by the Kayakalp awarded/NQAS certified facility is as follows:

### **Cash Award:**

A percentage of incentive money could be used for improving infrastructure and amenities for the staff and patients but the final decision will be taken by Rajasthan Medical Relief Society. This money can be used for following purpose:

- 1. 25% of the amount will be given to the facility teams who actively participated in Kayakalp/NQAS Programme as a team incentive. For the distribution of the award money following directions should be followed strictly:**
  - i. After distribution of team incentive if cash award remain unspent than it will be utilized as per RMRS committee decision.
  - ii. Distribution should be motivational i.e. organizing functions for recognition of staff under the supervision of state official.
- 2. Remaining 75% of the amount will go to the Rajasthan Medical Relief Society for improving the amenities, upkeep, working condition and Services. However such fund would not be spent on those activities for which support from the state's regular budget is available.**

**Few activities could be:**

- i. Strengthening the weak areas of hospitals.
  - ii. Filling the gaps which identified during assessments.
  - iii. Strengthening of staff rest room.
  - iv. Library with books, journals, periodical for doctor, nurse and paramedical staff.
  - v. Improvement in amenities in duty room
  - vi. Improving hospital facility /upkeep Like:
    - Pest & Animal Control
    - Landscaping & Gardening
    - Maintenance of Open Area
    - Facility Appearance
    - Infrastructure Maintenance
    - Illumination
    - Maintenance of Furniture & Fixture
    - Removal of junk material
    - Water Conservation
    - Work Place Management
  - vii. Improving Hospital Support Services Like:
    - Laundry Services and Linen Management
    - Water Sanitation
    - Kitchen Services
    - Security Services
    - Outsourced Services Management
  - viii. A detail Plan should be prepared for the utilization of the award money and after approval of the RMRS that should be shared with State HQ. The format of the same is enclosed.
3. **Final decision will be taken by Rajasthan Medical Relief Society for each activity.**
  4. **Utilization Certificate (UC) will be submitted annually up to 15th April of every year in GFR 19 A format.**
  5. **Expenditure Report (ER) will be submitted annually up to 15th March of every year in attached format.**
  6. **Utilization Certificate and Expenditure Report both will be submitted to Quality Assurance Cell and soft copy will be forwarded to the Mail ID: - NQAS.raj@gmail.com.**
  7. **For any query regarding guideline you can also communicate on the above mentioned Mail ID.**

**\*Award Distribution Flow Chart (See annexure I)**

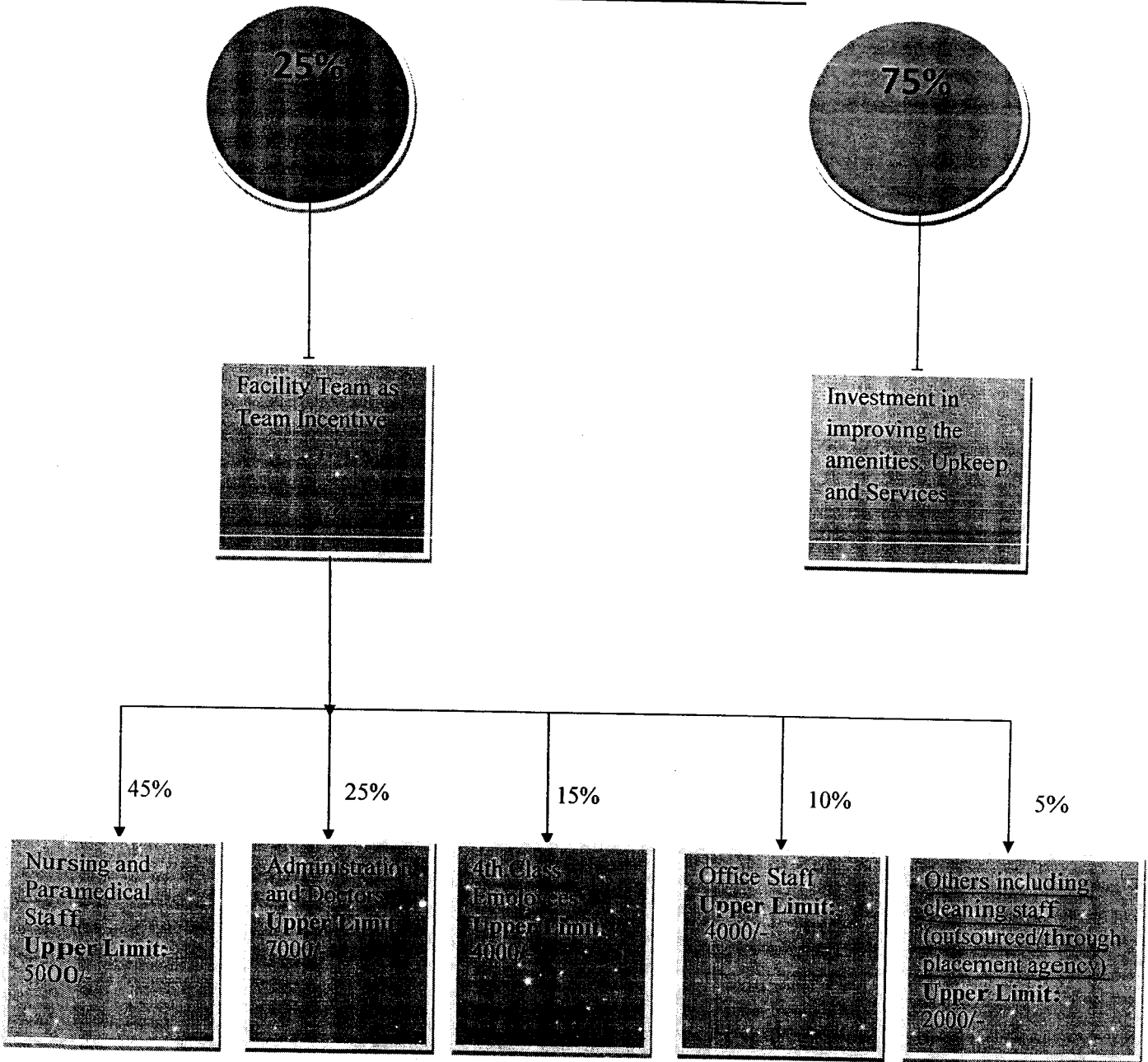
**\*Detailed Description of 75% of the cash award amount (See Annexure II)**

**\*Format of Gap Analysis and Work Plan (See Annexure III)**

**\*Expenditure Report Format (See Annexure IV)**

Annexure I

Award Distribution flow Chart



## Annexure II

### Detailed Description

<i>Sr. No.</i>	<i>Concerned points</i>	<i>Specific areas that can be covered and improved</i>
1.	Staff duty and rest room	Curtains, microwave, AC, LED, bed, linen, emergency chair etc.
2.	Library	Books, journals, periodical for doctor, nurse and paramedical staff etc.
3.	Functions	Organize functions for recognition of staff, for various health awareness days.
4.	Pest & animal control	Moveable catcher etc.
5.	Landscape & gardening	Permanent signage's, plantation, maintenance etc.
6.	Facility appearance	Oil and water proof paint, boundary wall etc.
7.	Maintenance of open area	Shaded parking stand and its maintenance, tea corner etc.
8.	Infrastructure repair & maintenance	Toilet and ward repair & maintenance- paint, window maintenance, wall maintenance, minor civil work etc.
9.	Illumination	Light repair, new lights, switch board maintenance etc.
10.	Water conservation and sanitation	Water cleanliness-outsourced, water tank, RO plant etc.
11.	Maintenance of furniture and fixture & removal of junk material	Build tin-shaded room on the roof for condemnation and repair etc.
12.	Security services	Appoint guards etc.
13.	Work place management	Elbow tap, door mates, maintenance of existing amenities, dispensers, electric machine for mosquito control, cooler etc.
14.	Laundry services and linen management	Purchase new linen, Ngo person for management, purchase high capacity washing machine etc.
15.	Kitchen services	Dining table, covered in - built food trolley etc.

16.	Outsourced services management	Hire person for managing all outsourced persons etc.
17.	Lab/ Radiology services	Enrollment in EQAS.
18.	Strengthening of Infection control/Quality improvement	Purchase of chemical/biological indicator for autoclave, microbiological surveillance, purchase of separate dirty and clean linen trolley, gum boots and gloves, hangers for lead apron, plastic container for keeping medicines, locker for narcotic medicines, sanitizer etc
19.	Queue/crowd Management	Electronic token system, railings, increasing number of counters, printing of visitor pass/token etc.
20.	Patient Privacy	glass frosting, purchase of screens/curtains, mesh work in windows etc.
21.	Waiting area	shaded attendant area, purchase of waiting chairs, LCD for display of health messages, earmarking area for breast feeding, water coolers etc.
22.	PMO discretion	10%

**Annexure III**

**Format of Gap Analysis and Work Plan**

*Name of the Health Facility:*

*District:*

<i>Sr. No.</i>	<i>Identified Gaps</i>	<i>Work Plan (Unit Cost)</i>	<i>Estimated Cost (In Rs.)</i>
1			
2			
3			
4			
5			

## Annexure IV

### Expenditure Report

<i>District Name</i>				
<i>Name of Hospital</i>				
<i>Date of Award</i>				
<i>Money Received</i>				
<i>Year</i>				
<i>S. No.</i>	<i>Activity</i>	<i>Expenditure up to Previous Quarter</i>	<i>Expenditure in Current Quarter</i>	<i>Total Expenditure up to the quarter</i>
A	25% team incentive			
B	75% utilization of award amount			
1.	Staff duty and rest room			
2.	Library			
3.	Functions			
4.	Pest & animal control			
5.	Landscaping & gardening			
6.	Facility appearance			
7.	Maintenance of open area			
8.	Infrastructure repair & maintenance			
9.	Illumination			
10.	Water conservation and sanitation			
11.	Maintenance of furniture and fixture & removal of junk material			
12.	Security services			
13.	Work place management			



14.	Laundry services and linen management			
15.	Kitchen services			
16.	Outsourced services management			
17.	Lab/ Radiology Services			
18.	Strengthening of Infection control/Quality improvement			
19.	Queue/crowd Management			
20.	Patient Privacy			
21.	Waiting area			
22.	Others			

Total Fund Released

XX

Total Expenditure

XX

---

Balance

=

---

**PMO**

Signature

Date: