



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
निर्माण भवन, नई दिल्ली - 110011

Government of India  
Ministry of Health & Family Welfare  
Nirman Bhavan, New Delhi - 110011

विकास शील, भा.प्र.से.

**Vikas Sheel, I.A.S.**

अपर सचिव एवं मिशन निदेशक (रा.स्वा.मि.)

Additional Secretary & Mission Director (NHM)

D.O.No.27034/21/2021-22/NHM-Finance

Dated: 12<sup>th</sup> October, 2021

*Dear Colleague,*

Kindly refer to the Department of Expenditure, Ministry of Finance O.M.No.1(13)/PFMS/FCD/2020 dated 23.09.2021 regarding relaxation to the Centrally Sponsored Schemes (CSS) being implemented on reimbursement basis from the Department of Expenditure's new procedure dated 23.03.2021 (copy enclosed).

2. Infrastructure Maintenance is one of the pools under NHM. As per previous practice, Grant-in-aid under Infrastructure Maintenance were released to the States/UTs through State Treasury route in four advance quarterly installments to meet the salary requirement of regular staffs engaged in the implementation of Family Welfare Programmes. Expenditure incurred in excess of these advance grants released by the Government of India, duly certified by State Accountant General, was reimbursed to the State as 'Arrears'.

3. Now, in accordance with the new directions of the Department of Expenditure, **advance instalments** to the States/UTs under Infrastructure Maintenance (IM) **would not be released** as done earlier. However, the Department of Expenditure vide O.M. dated 22.09.2021 has granted relaxation to the Centrally Sponsored Schemes (CSS) where funds are released on reimbursement basis after the States have incurred the expenditure.

4. In view of the above, following process will be followed for reimbursement of grants under the IM pool, for settlement of arrears:

- i. Upto 75% of the total outstanding amount i.e. arrears of previous year(s) will be reimbursed on furnishing of provisional Utilization Certificate (UC) and annual expenditure of a particular year, as per the attached format. The duly filled format needs to be certified by the Addl. Chief Secretary/Pr. Secretary/Secretary of Health and Finance of State and Director of Family Welfare / Health Services. A duly filled sample format is also attached for ready reference.

स्वच्छ भारत - स्वस्थ भारत

Tele : 011-2306 3693, Telefax : 011-2306 3687, E-mail : sheelv@ias.nic.in

: 2 :

- ii. Balance amount will be reimbursed on submission of Audited Statement of Expenditure (ASE) and Audited UC in 12C format of GFR 2017.
- iii. In addition, State Government may also certify that the expenditure incurred is as per the Ministry's Order No. P.17029/59/2012-NRHM-IV dated 25<sup>th</sup> May, 2012.

5. It may be noted that in compliance of the DOE's instructions dated 23.03.2021, States/UTs are required to credit the matching State share commensurate with the Central share to the Single Nodal Account of Single Nodal Agency (SNA). Since, the funds released under the IM are in the nature of reimbursement, matching State share contribution due on IM may be credited to the SNA account which can be utilized by the State Health Society in their approved activities of NHM. However, for further releases under NHM for other pools, release of State share and expenditure against the funds so received in the State Health Society (SHS) will be taken into account.

6. I, therefore, request you to send your claims for reimbursement to the Ministry as soon as possible but preferably by 29.10.2021 so that funds under Infrastructure Maintenance can be reimbursed to your State/UT at the earliest.

*warm regards*

Yours sincerely,

Encl: As stated above.



(Vikas Sheel)

**To,**  
**Additional Chief Secretary / Principal Secretary/Secretary,**  
**Department of Health & Family Welfare,**  
**All States / UTs**

**Copy to:**

Mission Director (National Health Mission)  
Department of Health & Family Welfare,  
All States / UTs

F. No 1(13)/PFMS/FCD/2020  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*\*

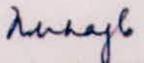
5<sup>th</sup> Floor, Block 11, CGO Complex  
New Delhi, the 23 September, 2021

**OFFICE MEMORANDUM**

**Subject: Procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of the funds released - reg**

The undersigned is directed to refer to this Department's O.M of even number dated 23<sup>rd</sup> March, 2021 on the above mentioned subject. The Department of Expenditure has received requests from some Ministries/Departments for granting relaxation to CSS schemes where funds are released on reimbursement basis after the States have incurred the expenditure.

2. After considering the requests received, the Competent Authority has granted exemption to the Centrally Sponsored Schemes being implemented on reimbursement basis from the new procedure dated 23<sup>rd</sup> March, 2021. However, the exemption will not be applicable if the funds for such schemes under CSS are being released in advance. In such cases, the new procedure would continue to apply.

  
(Abhay Kumar)  
Director  
Tel. No. 24360647

To

1. Secretaries to the Govt. of India
2. Financial Advisor to the Ministries/Departments
3. Pr. CCAs/CCAs/CAs of Ministries/Departments

  
24/9/21  
All ASs

**CERTIFIED STATEMENT OF EXPENDITURE (SOE)  
UNDER INFRASTRUCTURE MAINTENANCE (IM)**

Name of the State/UT: **XYZ**

Financial Year: **2019-20**

1. Unspent balance /arrear from financial year 2018-19: Nil
2. Total Central Grants received during the financial year 2019-20 for IM: Rs.15201.63 lakh
3. Expenditure incurred during the financial year 2019-20:

(Rs. in lakhs)		
Sl. No.	Name of Scheme	Expenditure
(1)	(2)	(3)
1	Direction & Administration (Maintenance of State/District FW Bureaux)	5790.06
2	Sub-Centres	42676.58
3	Urban Family Welfare Centres (UFWCs)	2341.19
4	Urban Revamping Scheme (Health Posts)	112.72
5	Basic Training for ANMs/LHVs	1334.23
6	Maintenance and Strengthening of Health & FW Training Centres (HFWTCs)	337.93
7	Basic Training for MPWs (Male)	527.79
	<b>TOTAL</b>	<b>53120.50</b>

4. Total funds available  $4 = (1+2)$  : **Rs.15201.63 lakh**
  5. Utilization of fund during the financial year 2019-20 ( $5=3$ ) : **Rs.53120.50 lakh**
  6. Balance/Arrear  $6 = (4 - 5)$  : **(Rs.15201.63 lakh – Rs.53120.50 lakh) = (-) Rs.37918.87 lakh**
- i. It is certified that the expenditure incurred during the financial year **2019-20** is only for salary of the regular staff of State/UT Government engaged for the implementation of Family Welfare Programme i.e. Infrastructure Maintenance (IM).
  - ii. Further, certified that the MoHFW's Office Order No. P.17029/59/2012-NRHM-IV dated 25th May, 2012 is being compiled with.
  - iii. The State/UT Government will submit the final Audited Statement of Expenditure (ASE) once the State AG Audit is complete.

**Director of Family Welfare**  
State/UT Govt of

**ACS/ Principal Secretary/ /Secretary**  
**Health & FW**  
State/UT Govt. of

**ACS/Principal Secretary/Secretary**  
**Finance**  
State/UT Govt. of

**CERTIFIED STATEMENT OF EXPENDITURE (SOE)  
UNDER INFRASTRUCTURE MAINTENANCE (IM)**

Name of the State/UT:

Financial Year:

1. Unspent balance / arrear from previous financial year: Rs. \_\_\_\_\_ Lakh
2. Total Central Grants received during the reporting financial year for IM: Rs. \_\_\_\_\_ lakh
3. Expenditure incurred during the reporting financial year :

**(Rs. in lakhs)**

Sl. No.	Name of Scheme	Expenditure
(1)	(2)	(3)
1	Direction & Administration (Maintenance of State/District FW Bureaux)	
2	Sub-Centres	
3	Urban Family Welfare Centres (UFWCs)	
4	Urban Revamping Scheme (Health Posts)	
5	Basic Training for ANMs/LHVs	
6	Maintenance and Strengthening of Health & FW Training Centres (HFWTCs)	
7	Basic Training for MPWs (Male)	
	<b>TOTAL</b>	

4. Total funds available 4= (1+2) : Rs. \_\_\_\_\_ lakh
  5. Utilization of fund during the reporting financial year (5=3) : Rs. \_\_\_\_\_ lakh
  6. Balance / Arrear 6 = (4 -5) : Rs. \_\_\_\_\_ lakh
- i. It is certified that the expenditure incurred during the reporting financial year \_\_\_\_ is only for salary of the regular staff of State/UT Government engaged for the implementation of Family Welfare Programme i.e. Infrastructure Maintenance (IM).
  - ii. Further, certified that the MoHFW's Office Order No. P.17029/59/2012-NRHM-IV dated 25th May, 2012 is being compiled with.
  - iii. The State/UT Government will submit the final Audited Statement of Expenditure (ASE) once the State AG Audit is complete.

**Director of Family Welfare**  
State/UT Govt of

**ACS/ Principal Secretary/ /Secretary  
Health & FW**  
State/UT Govt. of

**ACS/Principal Secretary/Secretary  
Finance**  
State/UT Govt. of

Pl. issue 30 letters  
by Speed Post.

No.P.17029/59/2012-NRHM-IV  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health & Family Welfare)

Handwritten signature  
28/5/12  
S.O. (Budget)

Nirman Bhavan, New Delhi - 110 108.

Dated 25<sup>th</sup> May 2012

**OFFICE ORDER**

30+

30 letters  
31/5/12  
ISSUED  
DEPT OF HEALTH

Pl. issue 18 wul  
R & T

40 Envelopes  
Send 90 minuly for speed post

Subject: Infrastructure Maintenance - Issue of Revised Guidelines reg.

As per the existing guidelines, the grant-in-aid is released to States/UTs in four advance quarterly instalments for the infrastructural set up in respect of seven Schemes viz. Direction & Administration (Family Welfare Bureaus at State & District level), Sub-Centres, Urban Family Welfare Centres, Urban Revamping Scheme (Health Posts), ANM/LHV Training Schools, Health & Family Welfare Training Centres, and Training of Multi-Purpose Workers (Male).

The financial support under these Schemes for various components/activities, as being provided till date, is at Annexure.

The matter has been reviewed and it has been decided that in supersession of the existing Orders in this regard, henceforth the grants-in-aid from Government of India will be provided only for the salary of the regular staff of the States/UTs engaged in implementation of Family Welfare Programme as enumerated below for each Scheme. Expenditure on all other components/activities, as mentioned in the Annexure, will be borne by the respective State/UT Governments.

1. Direction & Administration - Assistance for Direction & Administration will include only the salary of the regular staff at State and District Family Welfare Bureaus.
2. Sub-Centres - Assistance will be limited to salary of regular staff consisting of one ANM and one-sixth salary of Lady Health Visitor (LHV) per Sub-Centre.
3. Urban Family Welfare Centres (UFWCs) - Assistance will be limited to salary component for the regular posts sanctioned as per norms for each type of UFWC.
4. Urban Revamping Scheme (Health Posts) - Assistance will be limited to salary component for the regular posts sanctioned as per norms for each type of Health Post.
5. Basic Training for ANM/LHVs - Assistance will be limited to the salary for the regular staff in the training schools funded by Government of India.
6. Maintenance and Strengthening of Health & FW Training Centres (HFWTCs) - Assistance will be limited to the salary for the regular staff sanctioned in HFWTCs.
7. Basic Training for MPWs (Male) - Assistance will be limited to the salary for the regular staff in the training schools funded by Government of India.

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Besides, GOI assistance will be limited to the number of Sub-Centres existing as on 31<sup>st</sup> March 2012 and also the number of regular posts sanctioned in each of the above Schemes as on the said date. Any addition in the number of Sub-Centres or the number of Posts under any Scheme will be possible only with prior approval of Government of India.

*Rekha Chauhan*  
(Rekha Chauhan)

Under Secretary to Government of India

To,

1. Secretary to the Government of all States/UTs, Health/Finance/Planning Departments
2. Director of Audit, Central Revenues, New Delhi.
3. Directorate of Health & FW of all States/UTs
4. State Family Welfare Officers of all States/UTs
5. Accountant Generals of all States/UTs
6. All Regional Offices, Ministry of Health & FW
7. Principal Accounts Office, Ministry of H&FW *Rekha Chauhan*

Copy to:

- (i) Plan Finance Division, Ministry of Finance, New Delhi.
- (ii) Planning Commission (Health/PA) Division, New Delhi.
- (iii) PPS to Secretary (HFW) *30/5/12*
- (iv) PS to AS&MD (NRHM) *30/5/12*
- (v) PS to AS&FA / CCA *30/5/12*
- (vi) PS to JS(RCH) / JS(Policy) *30/5/12*
- (vii) Director (NRHM-Finance) / Director (PP) *30/5/12*
- (viii) DS (IFD) *30/5*

*Rekha Chauhan*  
(Rekha Chauhan)

Under Secretary to Government of India

## ANNEXURE

1. **Direction & Administration** - Assistance for Direction & Administration will include the cost of maintaining the State and District Family Welfare Bureaus, salaries to CSSM staff and procurement of vehicles. Flexibility has been also allowed to States for reviewing the existing staff position and to abolish any post that may have become irrelevant now and to create in its place some other posts so long as they remain within the grant available from Government of India for this purpose. States will also be required to finance purchase of new vehicles or replacement of old vehicles out of this amount.

2. **Sub-Centres** - Each Sub-Centre has one ANM and one Male Health Worker. In addition, one Lady Health Visitor (LHV) is entrusted with six Sub-Centres. The salary of ANM and LHV is borne by Government of India whereas that of Male Worker is borne by the State Government.

3. **Urban Family Welfare Centres (UFWCs)** - There are three types of UFWCs based on the population covered by each Centre. In addition to the salary component for the posts sanctioned in each type, the funds are provided for rent and contingency also for which norms are as under:

(In Rupees per annum)

Type	Norms	
	Rent *	Contingency
I	-	5,000
II	-	7,000
III	25,000	15,000

4. **Urban Revamping Scheme (Health Posts)** - There are four types of Health Posts sanctioned based on the population covered by each Health Post. In addition to the committed salaries of the staff (as per norms for each type), the GOI provides funds for contingencies and rent, which are as under:

(In Rupees per annum)

Type	Norms	
	Rent *	Contingency
A	-	5,000
B	-	5,000
C	-	15,000
D	25,000	25,000

5. **Basic Training for ANM/LHVs** - Apart from the salary for the staff in the training schools funded by Government of India, the norms for following other approved costs are as under:

Item	Norms
Stipend	Rs.500 p.m. per trainee
Contingency	Rs.10,000 per annum
Rent for School & Hostel (if in rented building)	Rs.60,000 per annum

6. **Maintenance and Strengthening of Health & FW Training Centres (HFWTCs)** - In addition to the salary to the staff sanctioned in HFWTCs, the assistance for other costs are as under:

Item	Norms
Contingency	Rs.15,000 per annum
Rent *	Rs.40,000 per annum
Payment to Guest Faculty	Rs.50,000 per annum

7. **Basic Training for MPWs (Male)** - While funding the salary component of the sanctioned staff at the approved training centres for MPWs (Male), the other items of approved costs are as under:

Item	Norms
Rent (for new schools)	Rs.10,000 per month
Rent for hostel (for new schools)	Rs.250 per month per candidate
Stipend	Rs.300 per month per candidate
Educational Aids and Training Material	Rs.15,000 per annum
Transportation (for hiring bus)	Rs.30,000 per annum
Contingency	Rs.50,000 per annum



**GFR 12 – C**  
[[See Rule 239]]

**FORM UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)**  
(Where expenditure incurred by Govt. bodies only)

Sl. No.	Letter No. and date	Amount	Certified that out of Rs.....Of grants sanctioned during the year.....in favour of .....under the Ministry/Department Letter No. given in the margin and Rs.....on account of unspent balance of the previous year, a sum of Rs.....has been utilized for the propose of .....for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year has been surrendered to Government (vide No. ....dated.....)/will be adjusted towards the grants payable during the next year.....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....  
Designation.....  
Date.....

**PS:** The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.