



GOVERNMENT OF RAJASTHAN  
RAJASTHAN STATE HEALTH SOCIETY  
SWASTHYA BHAWAN, TILAK MARG, JAIPUR

F. 20(PAS)/NRHM/HRD/2010/264

Dated: 11/9/10

Chief Medical & Health Officer ( All Districts)

**Sub: Engagement of PHC ASHA Supervisors on contract basis under National Rural Health Mission.**

Please find enclosed the list of 144 selected candidates for the post of PHC ASHA Supervisor with their posting places. You are hereby directed to follow the guidelines mentioned under for appointing the candidates deployed to your Districts.

**Issue of Offer of Contract letter:** The offer of contract will be issued by member Secretary (CM&HO), District Health Society. The list of selected candidates along with allotted PHC is enclosed. CM&HOs are directed to immediately issue the offer of contract to the candidates as per the list. The candidates should be directed to join latest by 30<sup>th</sup> September 2010. The offer of contract failing which the offers may be cancelled. Immediately on joining of candidate in the District, they should be directed of report to concerned PHC on the next working day. Agreement with PHC ASHA Supervisors shall be executed at PHC level with RMRS. However, his reporting and joining at DHS should be treated as the date of joining for all practical purposes. Draft of offer of contract letter to be issued, Terms of Reference and copy of agreement to be signed between the candidate and the RMRS is enclosed along with this circular.

**Signing of Agreement :** These PHC ASHA Supervisor have to execute an agreement on Rs. 500/- non-judicial stamp paper with the RMRS of allocated PHC. The Member Secretary of RMRS is authorised to sign the contractual agreement on behalf of the RMRS. The candidate should be directed to report to the allotted institution where they will give there joining report. The OIC of the institution will send the copy of the joining report to Member Secretary DHS (i.e. CM&HO). The Chief Medical & Health Officer will consolidate all the joining and in turn intimate the joining dates of all PHC ASHA Supervisors posted in their respective districts to the State.

**Facilities to be Provided at the Institution :** CM&HO/BCMO should ensure that MO I/C must provide proper sitting arrangements to these PHC ASHA Supervisors.

**Training :** Shortly a training programme will be organised for PHC ASHA Supervisors at District level for which intimation will be sent separately.

**Payment of Honorarium :** The PHC ASHA Supervisor will be paid honorarium @ Rs. 5000/- per month (Rs. Five Thousand Only). The funds for payment of honorarium to these PHC ASHA Supervisors are being released to District Health Societies (DHS) shortly. The DHS will in turn release the funds to the concerned RMRS through blocks from where the individual will be paid the honorarium. They will be paid honorarium on raising the monthly bill on individual basis (the format for raising the bills is enclosed). It should be ensured that the payment of honorarium be made latest by 7<sup>th</sup> of every month based on attendance. The

OIC of the institution will necessarily report to DHS after making the payment of honorarium every month.

**Maintenance of Attendance Register :** MO I/C should be directed to maintain a new attendance register for all such contractual staff posted at the institution.

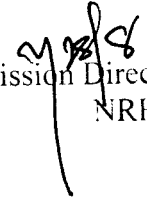
**Maintenance of Personal Record :** The personal record of each of the candidates shall be maintained at office of the Concerned Block CMO. A consolidated report of status of joining of PHC ASHA Supervisors should be sent to Project Director NRHM as per the format given under by CM&HO.

Name of the District :

S.No.	Name of PHC ASHA Supervisors	Place of posting	Date of Joining

Leave/TA/DA Rules : As per the NRHM norms.

Note : CM&HO must ensure that all of the required documents provided by the candidates are true (please check with original documents) before their joining.


  
Mission Director  
NRHM

Encl :

1. Copy of offer of contract
2. Copy of the Agreement
3. Copy of Terms of Reference
4. Copy of honorarium bill
5. Copy of Leave, TA/DA rules

Copy for information and necessary action to :

1. PS to Principal Secretary Medical, Health & Family Welfare, Secretariat, Jaipur
2. District Collectors – All Districts
3. Director (RCH) – Swasthya Bhawan, Jaipur
4. Financial Advisor, NRHM
5. Joint Director – All Zones
6. State Programme Manager, NRHM, Jaipur
7. Controller, Finance & Accounts, NRHM, Jaipur
8. District Programme Manager, C/o CM&HO – All Districts
9. BCMO – All Blocks
10. Concerned File

  
Project Director  
मिशन निदेशक  
राष्ट्रीय ग्रामीण स्वास्थ्य मिशन  
राजस्थान, जयपुर



GOVERNMENT OF RAJASTHAN  
DISTRICT HEALTH SOCIETY (NATIONAL RURAL HEALTH MISSION)  
O/O CHIEF MEDICAL & HEALTH OFFICER  
DISTRICT \_\_\_\_\_

F.

Dated:

**Sub:- Offer of Contract as PHC ASHA Supervisors under National Rural Health Mission at \_\_\_\_\_ (Name of the PHC) in the District \_\_\_\_\_ (Name of the District)**

Dear Candidate,

We herewith confirm your contractual engagement to carry out the above mentioned assignment specified in the attached Terms of Reference (Annex-I).

1. Consequent upon your selection made by the selection board, you are hereby offered the contract of **PHC ASHA Supervisors** at \_\_\_\_\_ (Name of the PHC) in District \_\_\_\_\_ (Name of the District) on a contract basis for a period of **12** months on a consolidated fee of Rs 5,000/- (Rs Five Thousand Only) per month (consolidated)
2. The terms of your contract are as given in the Terms of Contract (Annex. II) attached to this offer letter which you have to sign at the time of joining your duties under the Society.
3. Other conditions of your service under the Society will be governed by such rules as may be adopted by the Society from time to time.
4. Please note that your offer is also subject to:-
  - a. Production of a certificate of fitness from the Competent Medical Authority viz. Civil Surgeon, District Medical Officer, Medical Officer or equivalent status in the prescribed form enclosed (Annex-III)
  - b. Production of original certificates:-
    1. Photo Proof of identity- (eg. driving license / election card / passport etc)
    2. Academic certificate
    3. Certificate of age.
    4. Character certificate in the prescribed form from present / last employer. (Annex-IV)
    5. One Photograph
    6. Caste certificate ( For OBC category -it should not be more than six months Old & must be issued by a competent authority of Rajasthan Government)
7. If any declaration given or information furnished by you proves to be false or if you are found to have wilfully suppressed any material/information, you will be liable to

✓  
be removed from the said post under the Society and for such other action as the Society may deem necessary.

8. On acceptance or otherwise of the terms and conditions as mentioned above, you are requested to report for duty at the above mentioned institution along with the required documents by \_\_\_\_\_ to the undersigned.
9. If you fail to join your duties by the above stipulated date, the offer of contract made to you is liable to be ~~treated as cancelled forthwith.~~

Yours sincerely,

(Name of the Member Secretary)  
District Health Society

(TO BE PRINTED ON Rs. 500/- NON-JUDICIAL STAMP PAPER BY THE CANDIDATE)

### AGREEMENT

#### TERMS OF CONTRACT FOR ENGAGEMENT AS "PHS ASHA SUPERVISORS" AT RAJASTHAN MEDICARE RELIEF SOCIETY(RMRS) UNDER NRHM.

Article of Agreement made this day, the \_\_\_\_\_ (Date of Joining) between Shri/Smt/Ku \_\_\_\_\_ (hereinafter called the **PHC ASHA Supervisors**) of the one part and Rajasthan Medicare Relief society(RMRS), \_\_\_\_\_ (hereinafter called the society) located at \_\_\_\_\_ (Name of the PHC) in the District \_\_\_\_\_ (name of the District) of the other part under National Rural Health Mission, a programme of Government of India funded 100% by them and the first party has agreed to provide these services to the second party in that capacity for the period of two year on the terms and conditions herein after contained.

Whereas the society has agreed to hire services of Mr./Ms./Mrs. \_\_\_\_\_ (Name of the **PHS ASHA Supervisors**) engaged on a contract basis and the **PHS ASHA Supervisors** has agreed to serve the Society in that capacity on the terms and conditions hereinafter contained.

**NOW THESE PRESENT WITNESS AND THE PHS ASHA Supervisors** hereto respectively agree as follows:

1. The **PHC ASHA Supervisor** shall remain in the service of Society as **PHC ASHA Supervisor** (name of the post) under District Health Society, \_\_\_\_\_ at \_\_\_\_\_ (Name of the Block) at District \_\_\_\_\_ (Name of the District) from \_\_\_\_\_ to \_\_\_\_\_ (hereinafter called 'contractual period') subject to the provision herein contained.
2. The **PHC ASHA Supervisor** will be based at \_\_\_\_\_ (Name of the District), Rajasthan. However, the **PHC ASHA Supervisor** may be required to travel across the State/district as per the directions of the reporting authority.
3. The **PHC ASHA Supervisor** will be entitled to a consolidated remuneration (not salary) of Indian Rupees 5,000/- (Rs. Five Thousand Only) per month. This will include all applicable taxes. The society will perform such duties in regard to the deduction of such tax as may be lawfully imposed.
4. The **PHC ASHA Supervisor** shall be reporting to the Medical Officer Incharge.
5. In addition to the consolidated compensation referred to in article (3) herein above, the he shall be entitled to receive such benefits / compensation such as TA/DA allowance while on tour, leave etc in accordance with the rule of the society.
6. The appointment of the **PHC ASHA Supervisor** is purely on a contract basis and the he would not be entitled to any claims, rights, interests or further benefits in terms of regularisation or consideration of further appointment to the said post or any other post under the Society.

7. The **PHC ASHA Supervisor** will be responsible for appropriate insurance coverage. S/he shall indemnify and hold harmless the society against any and all claims, demands and/or judgements of any nature brought against the Society arising out of the services under this agreement the obligation under this paragraph shall survive the termination of this agreement.
8. The **PHC ASHA Supervisor** has agreed to perform duties as per the present job description prescribed for the said post under the Society and further agrees to be governed by the Rules of the Society in force and such other conditions of service as may be adopted by the Society from time to time.
9. All materials produced or acquired under the terms of agreement written, graphic, film, magnetic tape or otherwise shall remain the property of the Society. The Society retains the exclusive right to publish or disseminates reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this execution of its other provisions.
10. The **PHC ASHA Supervisor** will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith.
11. The **PHC ASHA Supervisor** will not accept any full-time/part-time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the Society.
12. All manufacturing or construction firms, with which the **PHC ASHA Supervisor** might be associated with, will not be eligible to participate in bidding for any good or works resulting from or associated with the project of which this consulting assignment forms a part.
13. All knowledge and information not within the public domain which may be acquired during the carrying out of this agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence and shall not be directly or indirectly disclosed to any person whatsoever except with the Society's written permission.
14. The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of Project/Programme/Mission stops before the normal date or closes for any reasons whatsoever, agreement shall stand terminated automatically at the end of the month or from the date of such intimation by second party to the first party.
15. Annual Appraisal Report will be prepared by second party which shall also form basis of extensions of agreement period. Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an maximum amount not exceeding 10% of preceding year's package amount for the ensuing year only after the approval of the Mission Director.
16. The contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for service rendered after expiry of stipulated date of contract, if not extended.

17. Any unauthorized or wilful absence from duty for a period of 10 days would entitle second party to terminate contract without any notice.
18. Notwithstanding anything contained herein above, the services of the **PHC ASHA Supervisor** may be terminated at any time by the competent authority on recommendation of the Society, if the **PHC ASHA Supervisor** is found to be guilty of any insubordination intemperance or other misconduct or of breach of performance.
19. This Contract is issued on the understanding that all the information given by the **PHC ASHA Supervisor** in his/her application form is correct true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed the society will have the right either to withdraw this letter before **PHC ASHA Supervisor** joins or terminate appointment at any time the **PHC ASHA Supervisor** has taken up services with the Society without any notice or compensation.
20. The contract can be terminated with notice of one month on either side or by depositing/paying one month's package/contract amount in lieu of notice.
21. In case of termination of the services of **PHC ASHA Supervisor** by the Society, the society will give one month's notice. However, at its discretion, the Society can give one month's salary in lieu of the notice period.
22. **PHC ASHA Supervisor** shall have to take prior permission of the Society for applying for alternative assignments/posts. If a **PHC ASHA Supervisor** did not obtain prior permission from the Society and apply or serve his services elsewhere, he will not be relieved, till alternate arrangements are made or till two months, whichever is earlier.
23. Any dispute arising out of the contract which cannot be amicably settled between the parties shall be referred to adjudication in accordance with Indian Arbitration and Conciliation Act 1996.

In witness thereof the **PHC ASHA Supervisor** and the authorised signatory of the Society have hereunto set their hands the day and year first above written.

\_\_\_\_\_  
Signed by the PHC ASHA Supervisor

Name:  
Address:  
Dated:

\_\_\_\_\_  
Signed by authorised signatory of the society

Name:  
Designation in the society:-  
Dated:

Witness-I

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Dated:

Witness-II

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Dated:

Medical Certificate

**A-III**

I hereby certify that I have examined \_\_\_\_\_ and  
cannot discover that she has any disease, constitutional weakness or  
bodily infirmity. I do not consider this to be a reason for  
disqualification of the candidate for employment under the office of  
\_\_\_\_\_

Signature of the candidates Attested \_\_\_\_\_

Left thumb and finger impression of the candidate

**Signature of the examining physician** \_\_\_\_\_

**Registration Number** \_\_\_\_\_

**Place** \_\_\_\_\_

**Date** \_\_\_\_\_



**Certificate of Character**

*Certified that Shri/Smt/Kumari ..... has worked with ..... (name of the organization) during ..... to ..... (period) and on the basis of his/her conduct during his/her employment with the organization, I have no hesitation to state that to the best of my knowledge and belief he/she bears reputable character and has no antecedents which render him/her unsuitable for employment*

*Shri/Smt/Kumari ..... is not related to me.*

**Place:**  
**Date:**

**Name & Signature:**  
**Designation:**

## पी.एच.सी. आशा सुपरवाइजर टी.ओ.आर.

पी.एच.सी. आशा सुपरवाइजर प्राथमिक स्वास्थ्य केन्द्र पर नियुक्त होंगे तथा चिकित्सा अधिकारी प्रभारी के प्रति उत्तरदायी होंगे। वे प्राथमिक स्वास्थ्य केन्द्र के अधीन आने वाले समस्त उप स्वास्थ्य केन्द्र/आंगनवाडी केन्द्र से संबद्ध आशा-सहयोगिनी के लिये कार्य करेंगे।

इनके प्रमुख कार्य निम्नानुसार रहेंगे :-

1. आशा डाटाबेस तैयार करना - कुल आशाओं के नाम, आयु, प्रशिक्षण स्तर इत्यादि के साथ प्रोफाइल तैयार करना।
2. प्रति माह उप स्वास्थ्य केन्द्रवार कार्यरत एवं ड्रापआउट आशाओं की सूची अपडेट करना।
3. आशाओं की राष्ट्रीय ग्रामीण स्वास्थ्य मिशन एवं आर.सी.एच. II की विभिन्न गतिविधियोंवार कार्य सम्पादन की रिपोर्ट तैयार करना।
4. प्रतिमाह 15 दिन की फिल्ड विजिट अनिवार्य होंगी। जिसमें प्रतिदिन 5 आशाओं से व्यक्तिगत भेंट, उनके कार्य अवलोकन करना, एम.सी.एच.एन. दिवस का अवलोकन एवं उनके आयोजन में मदद करना सम्मिलित होगा।
5. ग्राम स्वास्थ्य समिति का नियमित बैठकों में शामिल होंगे एवं उनके आयोजन व बैठक कार्यवाही विवरण तैयार करवाने में मदद करेंगे।
6. प्राथमिक स्वास्थ्य केन्द्र पर प्रति माह होने वाली आशा मासिक बैठक का आयोजन करना, रिपोर्ट संकलित करना एवं सम्बन्धित खण्ड मुख्य चिकित्सा अधिकारी कार्यालय पर भेजना।
7. आशाओं के भुगतान को नियमित कराना।
8. आशा सुपरवाइजर चिकित्सा अधिकारी प्रभारी के साथ-साथ बी.पी.एम. एवं ब्लॉक आशा फेसिलिटेटर का रिपोर्ट करेंगे।
9. अपने क्षेत्र की आशाओं को जागरूक बनाने एवं उनकी कार्य क्षमता बढ़ाते हुये स्वास्थ्य सूचकांकों में दिलायेंगे।
10. समय-समय पर चिकित्सा अधिकारी प्रभारी अथवा अन्य अधिकारियों द्वारा दिये गये कार्यों का सम्पादन करेंगे।

  
16/12/09



GOVERNMENT OF RAJASTHAN  
RAJASTHAN STATE HEALTH SOCIETY  
SWASTHYA BHAWAN, TILAK MARG, JAIPUR

F 20(HRM)/NRHM/HRD/2009/ 551

Dated 10/3/10

Office Order

In supersession to all previous orders regarding leave for all the contractual manpower like SPMU Consultants, DPMU Consultants, BPMU Consultants, Accountants, ANM, GNM, Medical Officer, Ayush Doctor/Ayush Nurse Compounder, Pharmacist, PHC ASHA Supervisors etc working under NRHM following guidelines are being issued

- I All the contractual manpowers under NRHM will be entitled to 25 days leave in a calendar year (January-December) in the addition to the weekly off days and regular holidays allowed to the other regular staff
- II Any leave over and above the 25 days leave will be treated leave without payment
- III All the leaves will be credited to the concerned staff account at the beginning of each calendar year and all the leaves remaining at the end of the year will be atomically lapsed
- IV In case of any contractual staff remains absent from duty for more than 15 days without any intimation to the concerned authorities at state/district level his/her contract is liable to be terminated by the concerned authority. However, the Mission Director will be the final decision making authority on this issue

This shall come into force from December 14, 2009

551  
10/3/10

(Bhawani Singh Detha)  
Mission Director, NRHM

Copy forwarded to following for information and necessary action please:

1. The Principal Secretary, Medical, Health & FW, GoR, Jaipur
2. Director (PH)/RCH/Aids, Medical & Health Department, Rajasthan, Jaipur
3. F.A. NRHM /CAO(FW)
4. Joint Director, M & H Deptt (All)
5. CM & HO / PMO (All)
6. SPM/SFM/SAM, NRHM
7. DPMs, O/O CM&HOs (All)
8. OIC, CSR to mail all concerned officers

Project Director  
NRHM

Rajasthan Government  
National Rural Health Mission  
Rajasthan State Health Society Swasthya Bhawan Jaipur

No. F. 1 (40) / NRHM / Accts. / 2007 / 3926

Dated:- 17/12/08

Office Order

**Sub: - Amendment in the TA/DA rules of Raj. State Health Society.**

The executive committee in its XIXth meeting held on 14.11.2008 has taken a decision to amend the TA/DA. Rules of the State Health Society. Accordingly the TA/DA Rules for Chairman / Executive Secretary / Mission Director / officers on deputation, consultants & other staff, working in State Health Society, Disstt. Health Society, State Programme committee (TB), Blindness, ITDSP, Vector Born Diseases & other Diseases control under the umbrella of NRHM are allowed to draw rates as mentioned below with w.e.f. 14-11-2008.

**Schedule of T.A. & D.A. Rates**

Category	within State including Jaipur		Out side State except Matropolitan cities		Matropolitan cities Delhi - Mumbai, Chennai etc.		Stay Facility	Journey / Travel
	2 Lodging Maximum Limit	3 Boarding (D.A.)	4 Lodging Maximum Limit	5 Boarding (D.A.)	6 Lodging Maximum Limit	7 Boarding (D.A.)		
A. Chairman / Ex. Secretary / Mission Director, Project Director, Financial Advisor	Actual	300	Actual	300	Actual	400	Actual ITDC & RTDC, AC suit or equivalent *	1st AC, Rail / AC Bus
B. Officers running in Senior scale and above in Govt. (on Deputation)	750	250	750	250	1000	300	Actual RTDC / Circuit House Ac	Ac 1st Rail / AC Bus Sleeper
C. Consultants having Remuneration exceeding Rs 15000	500	200	500	200	750	250	Actual AC Room RTDC / Circuit House	AC II Rail / AC Bus
D. Other officers on deputation	500	200	500	200	750	250	Actual Non AC Room RTDC + Cooler.	AC II Rail, AC Bus
E. Consultants having remuneration upto Rs. 15000	400	200	400	200	600	200	As per limit	AC III / Deluxe Bus
F. Other Staff	300	150	300	150	500	200	As per limit	IInd Sleeper Rail / Bus

\* Actual Hotel charges for Chairman, Executive Secretary and Mission Director. within State and out side State and equivalent to ITDC / RTDC for other Hotels.

Contd. ...

Notes -

1. IA/DA is not a Source of Profit
2. Lodging charges will be paid on production of bill issued by circuit House / Hotel.
3. Fixed charges will be paid: Actual for A, Rs.60 for Ajmer, Jodhpur, Udaipur, Kota, Jaipur, Bikaner and Rs.3 per k.m. for other places and other categories.
4. Incidental charges 7 paise per km. for A, 5 paise per km. for B, C & D and 3 paise per km. for E & F categories limited to one D.A. and 20% of Air ticket limited to one D.A.
5. For travel by Air the permission of higher authority, not below Mission Director, will be obtained.
6. The rates of RTDC/ITDC/Circuit house / Hotels are inclusive of all taxes, A/c charges, TV and service charges etc.
7. Tickets of Air, A.C. seats, first class and Reservation in IInd sleeper, Deluxe Buses will be enclosed with the bill and the No. of Ticket will be mentioned in the Bill it self.
8. Cost of actual fare + Taxes only will be reimbursed.
9. One Daily allowance will be allowed as per following.
  - i. Absence not exceeding six hours. ....Nil
  - ii. Exceeding Six hrs. but not exceeding 12 hrs. ....50%
  - iii. Exceeding 12 hrs. ....100%.
10. Officers of State Govt. sent on tour for NRHM work will be paid as per State Govt. Rules.

Taxi for traveling A.C. / Non AC will be used as per approval of the PHS/Mission Director. Employees of category 'A' are allowed to travel by own car at the rates fixed by State govt. in its rules.

These rates are superceded from all orders issued previously for this purpose.



(V. Srinivas)

Mission Director, N.R.H.M