

SN	Item	Action to be taken	Officer Concerned	Target Date	Remarks
1	Community Monitoring				
1.1	Constitution of Committees	Kindly ensure that various committees like VHSC, Planning & Monitoring Committee at various levels, Rogi Kalyan Samiti at DHS have been constituted. Further these need to be constituted as per guidelines.	MD NRHM	–	–
1.2	Meeting	Kindly monitor the meetings held by these committees in the conference of Civil Surgeons. We have to ensure that these meetings are held as per stipulated frequency.	MD NRHM	–	–
1.3	Printed Register	We have got number of registers printed for use by various committees for utilization of Untied Fund, Annual Maintenance Grant and Rogi Kalyan Samiti. Kindly obtain certificate that these registers have reached the destination point and they are being used.	MD NRHM	–	–
2	Training				
2.1	SIRD Load	We should train 2 members of VHSC, 3 members of Planning & Monitoring Committee, 3 members of Rogi Kalyan Samiti and SIRD.	MD NRHM	–	MD NRHM to draw up a plan
2.2	VHSC Schedule	Schedule of these trainings be drawn.	MD NRHM	–	–
2.3	Course Content	Course content may be carefully finalized in consultation with the undersigned.	MD NRHM	–	–
2.4	Course Material	Number of employees have been joined during the last 2 years and the material was supplied in December 2008. We may kindly get new set of guidelines printed for these trainings.	MD NRHM	–	–

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3	Jan Sunwai				
3.1	Service Guarantees	Jan Sunwai can be effective only if we retain the public about the services guaranteed by various places like Sub-Centres, PHCs, Block PHCs, Community Health Centres, Sub-Divisional Hospitals, District Hospitals. We may kindly get the services available at various places printed at the board and also in poster shape.	MD PHSC/ MD NRHM	–	–
3.2	Preparation List	Organize the Jan Sunwai	MD PHSC/ MD NRHM	–	–