



Data Collection for Health Services Costing in India

Data collection tool: Community Health Centre

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Data Collection for Health Services Costing in India

Data Collection Tool: Community Health Centre

This document is part of a series that provides a standardised methodology for costing health services in India. The series describes the methodology used in the costing and also provides a manual and set of data collection tools for use in applying this methodology. The methodology follows standard costing principles.



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Section 2: Human resource-Salary and fringe benefits details (Details for each person separately using codes given below)

Staff No. Code*	Designation @	Speciality	Services (OPD=1, IPD=2, Outreach=3, OPD+IPD=4, All= 5, OPD+OR=6, IPD+ OR=7)	Monthly gross salary (inclusive of all allowances or deductions)	Annual Incentive received for trainings (TA/DA received for trainings)	Period/days of posting in the year 2017-18 [§]	Days of absence from this health facility in the period of posting in the year 2017-18 ^{§§}

*Medical Superintendent = 1, General Surgeon=2, Physician=3, Obstetrician &Gynaecologist=4, Paediatrician=5, Anaesthetist=6, Public health specialist=7, Eye surgeon=8, Dental Surgeon=9, General Duty Medical Officer=10, Medical Officer –AYUSH=11, Staff Nurse=12, Pharmacist=13, Pharmacist –AYUSH=14, Lab. Technician=15, Radiographer=16, Dietician=17, Ophthalmic Assistant=18, Dental Assistant=19, Cold Chain & Vaccine=20, Logistic Assistant=21, OT Technician=22, Multi Rehabilitation/ Community Based Rehabilitation worker=23, Counsellor=24, Registration Clerk=25, Statistical Assistant/ Data Entry Operator=26, Account Assistant=27, Administrative Assistant =28, Dresser= 29, Ward Boys/Nursing Orderly=30, Driver=31, Public Health Specialist=32, Public Health Nurse=33, ANM=34

**For more than one person of a particular category, use alphabetic prefixes. For e.g. if there are 2 medical officers use code 10a and 10b.

@ Add extra rows, if more personnel

[§]Include any person posted during 2017-18, but now transferred/not posted and include any person not posted at this facility during 2017-18, but providing services in PHC for few days or week/ month/ year.

^{§§}Leave of any nature, training days, etc.



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Section 4: Annual services delivered* (Record based) (If data is collected for less than 1 year than mention the period)* Facility reports to be reviewed and not areas reports.

S. No.	Services delivered	Actual services delivered during 2017-18
1	Ante natal care (number of visits)	
2	Institutional deliveries (number of women)	
3	Post-natal care (Number of PNC within 48 hrs at the facility)	
	Post-natal care (Number of PNC visit by ANM at outreach level)	
4	New-borne care corner (number of new born)	
5	Immunisation (Total number of new children registered for immunization in year 2017-18 Total under the facility)	
	Immunisation (Total number of new children registered for immunization in year 2017-18 at outreach level)	
6	Total number of old registered children forwarded for immunization in 2017-18.	
7	Routine OPD over 5 years age (number of patients) (Considering all specialities)	
8	Routine OPD under 5 years age (number of patients)	
9	Family Planning: Tubectomy procedure (number of women)	
10	Family Planning: IUCD procedure (number of women)	
11	<ul style="list-style-type: none"> Special day care services (number of patients) (Primary management wounds, Primary management fracture, Primary management abscess drainage, Primary management burns) 	



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12	<ul style="list-style-type: none"> • IPD (number of patients admitted in the facility for at least 24 hrs) (patients admitted in Inpatient ward) • Surgical (Fractures, hernia or traumatic injury) • Medical (Malaria, Dengue, Typhoid, simple fever, dog and snake bites, poisonings, burn, pneumonia, dehydration, respiratory conditions, etc.) • Paediatrics 		
	IPD	Eye	
		Others	
		Total (if not segregated)	
13	AYUSH services (number of patients)		
14	Dental services (number of patients)		
15	Operation theatre (number of surgeries treated / patients treated)		
16	DOTS provision (number of patients)		
17	Number of school health program / RBSK (Number of camps)		
	Number of school children screened under RBSK		
18	Adolescent health program (ARSH) (number of camps)		
	Number of adolescent screened under ARSH program		
19	Number of family planning camps		



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	Number of patient treated/sterilized in family planning camps	
20	Ambulatory services (number of patients)	
21	Emergency services (number of patients)	
22	Food service /dietician (number of diets served)	
23	Laundry (number of items washed)	
24	Indoor Residual spray (number of household sprayed)	
25	Number of trainings conducted	
26	Number of village health & nutrition days	

Section 4b: Vaccine consumables

S. No.	Vaccine consumables	Number of doses	Number of vials consumed
1	BCG		
2	DPT I+II+III+ Booster		
3	Polio-O+ I+II+III+ Booster		
4	Hepatitis B I+II+III		
5	Pentavalent I+II+III		
5	Measles		
6	Vitamin A (Add the total doses)		
7	TT		
8	OPV booster		
9	Rotavirus vaccine		
10	JE dose 1		
11	Any other		



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Section 5: Sources of Revenue

		Amount collected during the period of data collection
1.	Procedure fee (Medical dental combined)	
2.	Referral Charges	
3.	Medical certificate for driving license	
4.	Birth –death registration	
5.	Record checking for Birth –death	
6.	Issuing the card Birth –death	
7.	Any other (specify)	
	Total user fee from 2017-18	

Section 6: Population covered under facility

Total population under the Public Health Centre	Total= Male= Children (under 5 years)=	Female= Children (5-10 years)=
-------------------------------------------------	----------------------------------------------	-----------------------------------

Section 7 and 8: Details of the Physical infrastructure

Table 7a: Particulars	Specify
Area of the building (Total area in Sq. ft.) (Covered space)	
Area of the building (Total area in Sq. ft.) (Open space)	
What is the rental price of 100 sq ft place where this centre is located?	
Was there any expense on renovation or construction of accessory items during the period 2017-18	



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Section 8: Services delivered in different rooms in facility

***Instruction:** If the activity is a routine activity, then fill the code 11 (for routine activity) in column b (as shown in the frequency codes below) and hours per day in column (c). Similarly, if the given activity is a fixed activity (fill the respective code in column B, as per codes mentioned) and write the total hours in column 'c' for which the activity was done.

Frequency: *'1' for once a year participation, '2' for twice a year, 3 for thrice a year participation, 4 for quarterly participation, 5 for once every two months, 6 for monthly participation, 7 for fortnightly participation, 8 for weekly participation, 9 for twice a week participation, 10 for thrice a week participation, **11 for routine activity**.

Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)



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Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)



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Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)



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Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		

Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		



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Section 9: Details about non-medical items (Observation` and record review) (Do ask for any items that are there in stock register and are stored due to non utilisation or non- functionality)

Name of the equipment or furniture	Quantity of functioning items in each room																
	Room no. 1	Room no. 2	Room no. 3	Room no. 4	Room no. 5	Room no. 6	Room no. 7	Room no. 8	Room no. 9	Room no. 10	Room no. 11	Room no. 12	Room no. 13	Room no. 14	Room no. 15	Room no. 16	Room no. 17
Almirah (Big steel)																	
Almirah (Small steel)																	
Almirahs (Small wooden)																	
Armless chairs																	
Bed side attendant chair																	
Bed side locker																	
Bed side Screen																	
Bed side table																	
Buckets																	
Centrifuge																	
CFL tubes																	
Bulbs																	
Clock /watch																	
Coat rack																	
Curtain rods																	
Curtains																	
Cylinder																	
Delivery table																	
Dressing trolley																	
Drum with tap for storing water																	
Examination bed or table																	



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Fans																	
Foot step																	
Hand washing basin																	
Height measuring stand																	
Inpatient iron bed																	
Kerosene stove																	
Labour table																	
Large medicine cupboard																	
Large steel benches																	
Large wooden benches																	
Mattress																	
Medicine chest																	
Medicine trolley																	
Metal chair																	
Metal file cabinet																	
Microscope																	
Mugs																	
Operation Lamp																	
Plastic bin																	
Refrigerator																	
Rubber / plastic shutting																	
Sauce pan with lid																	
Side Wall mounted fan																	



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Name of the equipment or furniture	Quantity of functioning items in each room																
	Room no. 18	Room no. 19	Room no. 20	Room no. 21	Room no. 22	Room no. 23	Room no. 24	Room no. 25	Room no. 26	Room no. 27	Room no. 28	Room no. 29	Room no. 30	Room no. 31	Room no. 32	Room no. 33	Room no. 34
Almirah (Big steel)																	
Almirah (Small steel)																	
Almirahs (Small wooden)																	
Armless chairs																	
Bed side attendant chair																	
Bed side locker																	
Bed side Screen																	
Bed side table																	
Buckets																	
Centrifuge																	
CFL tubes																	
Bulbs																	
Clock /watch																	
Coat rack																	
Curtain rods																	
Curtains																	
Cylinder																	



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Delivery table																	
Dressing trolley																	
Drum with tap for storing water																	
Examination bed or table																	
Fans																	
Foot step																	
Hand washing basin																	
Height measuring stand																	
Inpatient iron bed																	
Kerosene stove																	
Labour table																	
Large medicine cupboard																	
Large steel benches																	
Large wooden benches																	
Mattress																	
Medicine																	



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chest																	
Medicine trolley																	
Metal chair																	
Metal file cabinet																	
Microscope																	
Mugs																	
Operation Lamp																	
Plastic bin																	
Refrigerator																	
Rubber / plastic shutting																	
Sauce pan with lid																	
Side Wall mounted fan																	
Side wooden racks																	
Sink																	
Stool (steel)																	
Stool (wooden)																	
stove 2 burner																	
Stretcher																	
Swab rack																	
Telephone																	
Three seater steel chairs																	



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Name of the equipment or furniture	Quantity of functioning items in each room															
	Room no. 35	Room no. 36	Corridor 1	Corridor 2	Corridor 3	Corridor 4	Corridor 5	Corridor 6	Corridor 7	Corridor 8						
Almirah (Big steel)																
Almirah (Small steel)																
Almirahs (Small wooden)																
Armless chairs																
Bed side attendant chair																
Bed side locker																
Bed side Screen																
Bed side table																
Buckets																
Centrifuge																
CFL tubes																
Bulbs																
Clock /watch																
Coat rack																
Curtain rods																
Curtains																



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Cylinder																	
Delivery table																	
Dressing trolley																	
Drum with tap for storing water																	
Examination bed or table																	
Fans																	
Foot step																	
Hand washing basin																	
Height measuring stand																	
Inpatient iron bed																	
Kerosene stove																	
Labour table																	
Large medicine cupboard																	
Large steel benches																	
Large wooden benches																	



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Mattress																	
Medicine chest																	
Medicine trolley																	
Metal chair																	
Metal file cabinet																	
Microscope																	
Mugs																	
Operation Lamp																	
Plastic bin																	
Refrigerator																	
Rubber / plastic shutting																	
Sauce pan with lid																	
Side Wall mounted fan																	
Side wooden racks																	
Sink																	
Stool (steel)																	
Stool (wooden)																	
stove 2 burner																	
Stretcher																	
Swab rack																	
Telephone																	



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Three seater steel chairs																	

Section 10: Details of Equipment (Observation cum record review of stock registers) (Equipment procured in year 2018 should not be captured, but condemn equipment in year 2018 should be captured)

Room No.	Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of the equipment	List services for which it is used. Write serial number codes from Annexure 1
Labour Room	Normal Delivery Kit					
	Equipment for assisted vacuum delivery					
	Equipment for assisted forceps delivery					
	Standard Surgical Set I					
	Standard Surgical Set II					
	Standard Surgical Set III					
	Standard Surgical Set IV					
	Standard Surgical Set V					
	Standard Surgical Set VI					
	Equipment for Manual Vacuum Aspiration					
	IUCD insertion kit.					
	Refrigerator					



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IPD wards	Equipment for Anaesthesia (Essential)					
	Airway Guedel or Berman, autoclavable rubber, set of 6					
	Bag, breathing, self inflating, anti-static rubber, set of 4					
	Breathing tubes, hoses, connectors for item 1, anti-static					
	Catheter, endotracheal w/cuff, rubber set of 4					
	Catheter, urethral, stainless steel, set of 8					
	Connectors, catheter, straight/curved, 3, 4, 5 mm					
	Cuffs for endotracheal catheters, spare for item 4					
	Face mask, plastic w/rubber cushion & headstrap, set of 4					
	Forceps, catheter, Magill, adult and child sizes, set of 2					
	Intravenous set in box					
	Laryngoscope, set with infant, child, adolescent blades					
	Needle, spinal, stainless set of 4					
	Syringe, anesthetic, control 5 ml Luer mount glass					
	Valve, inhaler, chrome-plated brass, Y-shape					
	Vaporiser, ether or methoxyflurane,					



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Section10c: Special equipment for new born care corner

Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1
Catheter, endotracheal, open tip, funnel end rubber, 12Fr					
Catheter, mucus, rubber, open ended tip, size 14FR					
Catheter, nasal, rubber, open tip, funnel end, size 8Fr					
Catheter, suction, rubber, size 8Fr					
Cells for item 6 (Laryngoscope)					
Dextrose ticks					
Infantometer: Measuring range 33-100 cm					
IV Cannulas (22 G and 24 G)					
IV infusion sets (adult and pediatrics)					
Lamp, ultra-violet (heat source) with floor stand					
Laryngoscope, infant, w/three blades and spare bulbs.					
Lateral mask, with ventillatory bag, infant size					
Nasal Prongs					
Nasogastric tube (8,10,12 FG)					
Nebulisers/MD					
Oropharyngeal airway (000-4 Guydel size)					
Oxygen Cylinders					
Photo therapy Unit					
Plastic/disposable syringes including tuberculin					
Radiant warmers					
Resuscitator, automatic, basinet type					
Scalp vein set No. 22 and 24					
Stadiometer: Measuring range 60-200 cm					
Stilette, curved, for stiffening tracheal catheter SS					
Thermometers					
Suction machine					
Generator					
Monitors					
Oxygen concentrator					



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Others					

Section 10d: Dental Equipments

Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1
Amalgam carrier					
Artery forceps					
Autoclave					
Bone cutter					
Cheatel forceps					
Dental chair					
Dapper glass					
Dressing drum (big)					
Endo box					
Electric BP apparatus					
Glass mortar					
Glass pestle					



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Glass bead sterilizer					
Hammer chisel					
Kidney tray					
Matrix retainer (ivory)					
Light cure machine					
Mirror tops					
Mirror handles					
Plastic filling instruments					
Probe					
Tooth extraction forceps					
Tweezers					
Steel tray					
Operating light					
Halogen bulbs					
High and low vacuum motored suction					
Air rotor hand piece					
Micro motor 35000 rpm					
EMS scalar					
3 way syringe					
X ray viewer					
Compressor 3/4 HP with driver and filter					
Stool with pneumatic cylinder					
Surgical curette					
Sterilizer					
Dental X-ray tube head					
Dental X-ray turner with stand					
Development box					
Needle holder					



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Electrical sterilizer					
Cotton drum					
Steel Almirah					
Needle destroyer					
Revolving doctor chair					
Visiting chair					
Glass slab					
Matrix bands (ivory)					
Light cure composite					
Mucus suction trap					
Thermometer					
Others					



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Section 10e: Laboratory Equipment

Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1
Binocular microscope					
Monocular Microscope					
Laproscope					
Nebuliser					
Stadio-meter					
Coploscope					
Cryotherapy equipment					
Spirometer					
Non-invasive ventilator					
Dialysis machine					
Haemoglobinometer					
Semi-auto analyser					
Nebuliser					
NSV Kit					
Peak Expiratory Flow Rate (PEFR) Meter (Desirable)					
Others					



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Section 10f: Radiological equipment

Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1
Aprons lead					
Dark room accessories					
Dark room timer					
Diagnostic X-ray Unit 20 C 7300 m A with automatic Device					
Film clips					
Illuminator					
Lamps shadow less: Ceiling lamp Portable type					
Lead sheets					
X-ay protection screen					
X-ray film processing tank					
X-ray view box					
Others					



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Section 11: Details of drugs consumed in the facility (Consumption data to be taken and not the supply data) (Review the stock- register and list the quantity of drugs in drug list sheets provided at the end of tool by using the sheets to photocopy index of drugs register and write quantity and utility against each drug as given below

Name of drug	Quantity Consumed	Quantity Expired	Price Per Unit	List services for which it is used. Write serial number codes from Annexure 1
Iron And Folic Acid - Dried Ferrous Sulphate Eq. To Ferrous Iron And Folic Acid				
Methyledopa Anhydrous				
Nifedipine				
Labetalol				
Digoxin				
Mag Sulphate				
Folic Acid				
Ampicillin Trihydrate Eq. To Ampicillin				
Gentamycin Sulphate Eq. To Gentamycin				
Ampicillin Trihydrate Eq. To Ampicillin Anhydrous				
AmoxicillineTrihydrate Eq.To Amoxycilline				
Metronidazole				
Nitrofurantoin				
Doxycycline Hydrochloride				
Methylegometrine Maleate				
Misoprostole				
Dicycloamine				
Magnesium Sulphate Eq To Doxycycline				
Oxytocin				
Hyoscine Butyle Bromide				
Dextrose Eq. To Dextrose Anhydrous				
Lignocane Hydrochloride				
Metronidazole				
Gentamycin Sulphate				



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Cefotaxime Sodium				
Coxacillin				
Sensorcrain				
Promethazene Hydrochloride				
Declofenac				
Paracetamol				
Ibuprofen				
Multivitamin				
Domperidone				
Anti D Immunoglobulin- Polyclonal Human Anti Rhd				
Adrenaline Tartrate				
Atropine Sulphate				
Dopamine Hydrochloride				
Bupivacane Hydrochloride				
Betamethasone Phosphate				
Halothane				
Thiopentone				
Veduronium Bromide				
Ketamine Hydrochloride				
Salbutamol Sulphate				
Frusemide				
Diazepam				
Dexamethasone Sodium Phosphate Eq To Dexamethasone Phosphate				
Etofyllin B Plus *, Anhydrous Theophylline** Combination				
Adrenaline Tartrate				
Amikacin				
Aminophyline				
Ampicillin Sodium Eq To Ampicillin Anhydrous				
Dopamine				



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Phenobarbitone Sodium				
Phenytoin Sodium Bp				
STI/RTI kits				
Kit 1 – Grey				
Kit 2 – Green				
Kit 3 – white				
Kit 4 – Blue				
Kit 5 – Red				
Kit 6 – Yellow				
Drugs for TB				
Isoniazid				
Rifampicin				
Pyrazinamide				
Ethambutol				
Streptomycin				
Kanamycin				
Amikacin				
Drugs for NCD: Cardiovascular				
Glyceryl Trinitrate				
Isosorbide Dinitrate				
Atenolol				
Perindopril				
Methyldopa				
Propranolol Hydrochloride				
Labetolol Hydrochloride				
Metoprolol Tartrate				
Prazosin Hydrochloride				
Enalapril				
Telmisartan				
Amlodipine				
Simvastatin				
Nifedipine				
Digoxin				



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Drugs for NCD: Antidiabetics				
Glibenclamide				
Glicazide				
Insulin recombinant Neutral Human short acting				
Insulin recombinant Neutral Human long acting				
Metformin Hydrochloride				
Drugs for NCD: Diuretics				
Fursemide				
Hydrochlorothiazide				
Spironolactone				
Medroxyprogesterone Acetate				
Drugs for NCD: Respiratory				
Beclomethasone Dipropionate				
Budesonide				
Ipratropium Bromide				
Salbutamol				
Theophyline				
Diphenhydramine Hydrochloride +Ammonium Chloride				
Diphenhydramine Hydrochloride				
AmoniumBicarb,Tinc				
Bromhexine Hydrochloride				
Aminophyline				
Oral Pills				
Others				



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Section 12: Details of Consumables. Material and Supplies consumed in the facility

Consumables	Quantity	Price Per Unit	List services for which it is used. Write serial number codes from Annexure 1
Bandages 4 meters* 5cm			
Bandages 5 meters*10cm			
Bandages 5 meters*15cm			
Biowaste polythene			
Blade 11 no.			
Cotton wool absorbent surgical 500g packet			
Crape bandage BP 3 mtr x 10cm			
Crape bandage BP 3 mtr x 15cm			
Crape bandage BP 3 mtr x 7.5cm			
Disinfectant fluids (Phenly-Ltr)			
Disposable surgical rubber gloves 6.5			
Gauge cloth 90cm*18 mtr			
Infusion set vented with needle for single use (IV set)			
IV Cannula 20 No.			
IV cannula 24 no.			
Mouth wash			
Mucus suction trap			
Spirit			
Surgical tape 25mm*9.1 meter			
Surgical tape 50mm*9.1 meter			
Surgical tape 75mm*9.1 meter			
Sulphuric acid			
Phenol/hypochlorite			
Immersion oil			



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Methylene blue			
Methylated spirit			
Menadione Usp (Vit K3)			
Sodium Lactate (Ringers Lactate)			
Sodium Chloride			
Potassium Chloride			
Sodium Chloride			
Absorbent Cotton			
Povidine Iodine Solution			
Disposable Examination Gloves Latex			
Surgical Gloves Sterile BIS			
Hypodermic Syringe For Single Use BP/BIS			
Hypodermic Needle For Single Use BP/BIS			
Cotton Bandage			
Absorbent Gauze			
Surgical Spirit BP			
Infusion Equipment BIS, IV Set With Hypodermic Needle			
Intra Cath Cannula For Single Use (IV Catheters) BIS			
Chromic Catgut On Round Body Needle			
Cord Lamp			
Muccus Sucker			
Medicated Soap			
K-90, Plain Catheter			
Floyes Catheter (Self Retaining Catheter)			
Sticking Plaster (Surgical Tape)			
Sodium Bicarbonate			
Sterile Water			
Section Tube			



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Section: 12b. Dental consumables

Dental consumables	Quantity	Price Per Unit	List services for which it is used. Write serial number codes from Annexure 1
Disposable syringe 2cc			
Disposable syringe 5cc			
Gloves 6.5, 7, 7.5			
Root canal Reamers (45-80)			
Root canal Reamers (15-40)			
Suture needles			
Self- etching bond			
Silver alloy			
Sodium hypochlorite			
Xylocaine			
Kodak X-ray films			
Developer and fixer			
8 spreaders (15-40)			
Spreaders (45-80)			
Kalsogen 10			
Formacresol			
Orafil			
Zinc phosphate cement			
Zinc oxide			
H-files			
Cotton			
Spirit			
K files (15-40)			
Kalgenol			



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Absorbent paper points (45-80)			
Absorbent paper points (15-40)			
Calcium with paste + CaOH ₂ powder			
Diamond burs			
Guttapercha points (15-40)			
Guttapercha points (45-80)			
Glass Ionomer Cement			
Mercury			
Polycarbonate cement			
Pyrocresol (formacresol)			
crepe bandage 8x10 cm			
Cotton gauge			
Others			



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Section 13: Details about IEC material (Observation cum record review in stock register)

Type of IEC material (Specify size)	Quantity	Expenditure	List services for which it is used. Write serial number codes from Annexure 1
Flex board			
Paper Charts			
Wall paintings			
Handbills			
Pamphlets			
Booklets			
Others			

Section 14: Details of stationary items (Record review for billed amounts of purchased stationary)

Item	Quantity	Expenditure
Article indent book		
Attendance register		
Bath soap		
Carbon paper		
Cash receipt book		
Disinfectant fluids (Phenly-Ltr)		
Harpic		
Health management info system subcenter register		
Indoor register		
Nirma		
OPD card		
OPD register		
Out-station dak book		



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Pencil		
Broom		
Photostat paper		
Pocha		
Poly bags for biowaste		
Register IDSP		
Savlon solution		
Spirit		
Stamp ink		
Stamp pad		
Stock + OPD register		
Toilet brush		
Towels + dusters		
A-4 paper		
Vim powder		
BMI charts		
Others		



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Section 15: Vehicles Details

Type of Vehicle	Quantity	Date of Purchase of Vehicle	Price	Average Life

Section 16: Utilities

	Expenditure (Annual)
1.Means of transport	
Maintenance	
Repairs	
Insurance	
Others	
Total (If available)	
2. Building	
Electricity	
Water	
Facility rent (if relevant)	
Maintenance	
Telephone	
Kerosene	
Other	
Total (If available)	
3. Equipment	
Maintenance	
Repairs	
Other	
Total (If available)	
Expenditure on laundry	



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Section 17: Laboratory/ Radiological investigation/Procedure

Type of tests	Quantity
Haemoglobin	
TLC	
DLC	
ESR	
Malaria parasite	
Sputum testing for TB (AFB)	
Routine urine	
Widal	
Blood grouping	
Bleeding time, clotting time (BT and CT)	
Cholesterol	
Urea	
Uric acid	
Blood sugar	
Rapid tests for pregnancy	
RPR test for Syphills/YAWS surveillance (in high endemic area only) VDRL	
Rapid tests for HIV	
Elisa for HIV	
Coomb's test	
RA factor	
Radiological tests	
X-rays	
Ultrasound	
ECG	
ECG	
Stress test	
2-D echo	
Ultrasound scan	
Endoscopy	



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Ct scan	
<i>Dental: IOPA X-ray</i>	

Section 18: Details of referral transport

Total number of patients referred from facility using referral transport	No. of Under-Fives	No. of Over-Fives	List services for which it is used. Write serial number codes from Annexure 1

Section 19: Details about cash benefits paid to patients

Name of Scheme	Amount paid during the period 2017-18
JSSK	
Any other	

***Staff could be asked to mention the different entitlements for patient services and then data should be collected for same.**



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Section 20: Details about utilisation of funds and grants

Name of the grant	Amount spent in the 2017-18	List services for which it is used. Write serial number codes from Annexure 1
Annual Maintenance Grant for PHCs		
ASHA incentive for completing 3 ANCs		
Incentive to ASHAs		
Incentive to ASHA under child health		
Infant death audit		
Jaccha Baccha scheme		
Measles campaign grant		
Mobility support for school health officer		
Mobility support for supervision for state & district level		
Mobilization of children through ASHA or other mobilizers		
Monitoring & supervision of IMNCI activities		
Monthly meeting of PEEs-ARSH		
Other strategies/activities (family planning)		
RCH outreach camps		
Untied fund for PHCs		
Untied fund for VHSC (PHC level)		
Others		



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Section 21: Time allocation sheet. Staff Member Code (Enter Code as entered in Table 2):

Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
1.	Ante natal care								
2.	Institutional deliveries								
3.	Post natal care								
4.	New born care corner								
5.	Immunisation (at the facility)								
	Immunisation (outreach)								
6.	Routine OPD								
7.	Tubectomy motivation								
8.	Tubectomy procedure								
9.	IUCD motivation								
10.	IUCD procedure								
11.	Special day care services								
12.	IPD (Patients admitted in Inpatient ward)								



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Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
13.	OT: Surgeries, eye related operations, Gynae operations, etc.								
14.	Dental procedures								
15.	Emergency duty								
16.	AYUSH services (OPD)								
17.	DOTS provision								
18.	Outreach services								
19.	School health programs								
20.	Adolescent health programs								
21.	IEC activity done for other National health programs						NA	NA	
22.	Special duties (Like during emergencies, jails, etc.)								
23.	Posting to another facility								
24.	Meetings at district level						NA	NA	



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Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
25.	Meetings at the state head quarters						NA	NA	
26.	Meetings in CHC itself						NA	NA	
27.	Meeting with ANM's from Sub centre						NA	NA	
28.	Meetings with ASHAs						NA	NA	
29.	Meetings with local bodies						NA	NA	
30.	Routine administrative work / Maintenance of record, register & reports (Routine HMIS)						NA	NA	
31.	Family planning camp								
32.	Other health camps								
33.	Outreach : Pulse polio immunisation								
34.	Outreach : Village Health & Nutrition days						NA	NA	
35.	Disease surveillance and Control of local endemic diseases						NA	NA	
36.	Outreach : House to house surveys								



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Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
37.	Outreach : Water and Sanitation						NA	NA	
38.	Monitoring and supervision activities						NA	NA	
39.	Trainings conducted for staff at the facility						NA	NA	
40.	Ambulatory services								
41.	Laboratory services								
42.	Radiological services								
43.	Pharmacy services								

*'1' for once a year participation, '2' for twice a year, 3 for thrice a year participation, 4 for quarterly participation, 5 for once every two months, 6 for monthly participation, 7 for fortnightly participation, 8 for weekly participation, 9 for twice a week participation, 10 for thrice a week participation.



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Annexure 1

Code no	Activity name	Code no	Activity name	Code no	Activity name
1	Ante natal care	16	AYUSH services (OPD)	31	Family planning camp
2	Institutional deliveries	17	DOTS provision	32	Other health camps
3	Post natal care	18	Outreach services	33	Outreach : Pulse polio immunisation
4	New born care corner	19	School health programs	34	Outreach : Village health & nutrition days
5	Immunisation (at the facility)	20	Adolescent health programs	35	Disease surveillance and Control of local endemic diseases
6	Routine OPD*	21	IEC activity done for other National health programs	36	Outreach : House to house surveys
7	Tubectomy motivation	22	Special duties (Like during emergencies, jails, etc.)	37	Outreach : Water and Sanitation
8	Tubectomy procedure	23	Posting to another facility	38	Monitoring and supervision activities
9	IUCD motivation	24	Meetings at district level	39	Trainings conducted for staff at the facility
10	IUCD procedure	25	Meetings at the state head quarters	40	Ambulatory services
11	Special day care services	26	Meetings in CHC itself	41	Laboratory services
12	IPD (Patients admitted in Inpatient ward)*	27	Meeting with ANM's from Sub centre	42	Radiological services
13	OT: Surgeries, eye related operations, Gynae operations, etc.	28	Meetings with ASHAs	43	Pharmacy services
14	Dental procedures	29	Meetings with local bodies	44	Transport
15	Emergency duty	30	Routine administrative work / Maintenance of record, register & reports (Routine HMIS)	45	Others (specify)

*In case of speciality wise OPD & IPD, please mentioned the speciality along with codes 6 & 12

