



Data Collection for Health Services Costing in India

Data collection tool: Primary Health Care

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Data Collection for Health Services Costing in India

Data Collection Tool: Primary Health Care

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.



Cost Data Collection Tool- Primary Health Centre

Cost data collection tool: Facility type: Primary Health Centre

Interview Date: _____ State Name: _____ District Name: _____
Facility Name: _____

Section 1 General Information

Table 1: Interview with the head of the facility or person In-charge

- A. Is it a 24x7 PHC? _____ (Yes/No)
- B. Please tell me how many days per week this facility is closed? : _____ (Days per week)
- C. Please tell me how many hours per day this facility is open (If A = No)? : _____ (Hours per day)
- D. If the facility remains closed on Public holidays then mention total public holidays in last year: _____ (Days in year)
- E. Average length of stay of IPD patients of the facility:

Mention the number of days of stay of 50 patients in the facility for financial year 2017-18



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Section 2 & 3: 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, Out-reach=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 Officer- MBBS = 1, MO –AYUSH= 2, Dental officer=3, Accountant/Clerk=4, Pharmacist=5, Pharmacist AYUSH=6, Nurse-midwife (Staff-Nurse)=7, Health workers (F)=8, Health worker (M) =9. Health Asstt. (Male) = 10, Health Asstt. (Female)/LHV=11, Health Educator= 12, Data entry cum computer operator=13, Laboratory Technician=14, Cold Chain & Vaccine Logistic Assistant=15, Multi-skilled Group D worker=16, Sanitary worker cum watchman=17, Sanitary worker=18, Watchman=19.

**For more than one person of a particular category, use alphabetic prefixes. For e.g. if there are 2 medical officers use code 1a and 1b.

@ 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 3: Details of annual allowances received (Interviews and record review)

Staff No. Code	Government residence			Transport facility		Uniform provided/ allowance			Any other allowance OR Special allowance
	Square feet of the house building or rooms provided (Do mention the unit of data collection)	Square feet of the open area in the accommodation provided	Amount paid in a year or How much would you pay if you would rent this house i.e. monthly rental price*12?	Amount paid in a year	Vehicle name and year of make, if provided free	Times per year (a)	Unit cost of uniform (b)	Amount incurred on uniform (a*b) or If unit cost not available ask, "For how much it will be available from market, if bought on its own?"	



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

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 born care corner (number of new borne)	
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 under 5 years age (number of patients)	
8	Routine OPD above 5 years age (number of patients)	
9	Family Planning: Tubectomy procedure (number of women)	
10	Family Planning: IUCD procedure (number of women)	
11	Special day care services(number of patients) (Primary management wounds, Primary management fracture, Primary management abscess	



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	drainage, Primary management burns)	
12	IPD services (patients admitted in Inpatient ward)	
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	Emergency ward (number of patients)	
18	Ambulatory services (number of patients)	
19	Food service/dietician (number of diets served)	
20	Indoor Residual spray (number of households sprayed)	
21	Family planning camps (number of camps)	
	Number of patient treated/sterilized in family planning camps	
22	Number of school health program / RBSK (Number of camps)	
	Number of school children screened under RBSK	
23	Adolescent health program (ARSH) (number of camps)	
	Number of adolescent screened under ARSH program	



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24	Number of trainings conducted	
25	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		

Section 5: Sources of Revenue

		Amount collected during the period 2017-18
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	



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6	Issuing the cardBirth –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)=
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Section 7: Details of the Physical infrastructure (Interview based)

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 _____			Corridor _____			Corridor _____			Corridor _____			Corridor _____		
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)												

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																	
Bulbs																	



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CFL tubes																	
Clock /watch																	
Coat rack																	
Curtain rods																	
Curtains																	
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																	
Mattress																	
Medicine chest																	
Medicine trolley																	
Metal chair																	
Metal file cabinet																	
Microscope																	
Mugs																	
Operation Lamp																	
Plastic bin																	
Refrigerator																	
Rubber / plastic shutting																	



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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																	
Others																	

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. 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. 26	Corridor 1	Corridor 2	Corridor 3	Corridor 4			
Almirah (Big steel)																	
Almirah (Small steel)																	
Almirahs (Small wooden)																	
Armless chairs																	
Bed side attendant chair																	
Bed side locker																	
Bed side Screen																	



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Bed side table																			
Buckets																			
Centrifuge																			
Bulbs																			
CFL tubes																			
Clock /watch																			
Coat rack																			
Curtain rods																			
Curtains																			
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																			
Mattress																			
Medicine chest																			



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Section 10a: 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	Useful life of 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 (for minor procedures like episiotomies stitching).					
	Equipment for Manual Vacuum Aspiration					
	Equipment for New Born Care and Neonatal Resuscitation.					
	IUCD insertion kit.					
	Refrigerator					
MCH Room	ILR (Small) and DF (Small) with Voltage Stabilizer					
	Cold Boxes (Small & Large): Small- one					
	Vaccine Carriers with 4 Icepacks: Two per SC (maximum 2 per polio booth) + 1 for PHC.					



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Fumigation apparatus					
Pulse oxymeter					
Suction machine					

Section10c: Special equipment for new born care corner

	Quantity	Price	Date of Purchase of Equipment	Useful life of equipment	List services for which it is used. Write serial number codes from Annexure 1
Open care system: radiant warmer, fixed height, with trolley, drawers, O2-bottles					
Resuscitator (silicone resuscitation bag and mask with reservoir) hand-operated, neonate, 500ml					
Weighing Scale, spring					
Pump suction, foot operated					
Thermometer, clinical, digital, 32-34 0C					
Light examination, mobile, 220-12 V					
Hub Cutter, syringe					
Laryngoscope and Endotracheal intubation tubes (neonatal).					
Feeding tubes for baby					
Others					



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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					
Electrical sterilizer					



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

Table 10e: Laboratory and X-ray equipment

Equipment	Quantity	Price	Date of Purchase of Equipment	Useful 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					



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Semi-auto analyser					
Equipments for pap smear					
Cusco's vaginal speculum (each of small, medium and large size)					
Sim's vaginal speculum – single & double ended -(each of small, medium and large size)					
Anterior Vaginal wall retractor					
Kidney tray					
Bowl					
Cheatle's forceps					
Proper light source/torch					

Section 11: Details of drugs consumed in the facility (Take consumption data and not the supply data) (Review the stock- register and list the quantity of various drugs consumed and their utility against each of them as shown 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				
Methyldopa Anhydrous				
Nifedipine				
Labetalol				



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Digoxin				
Mag Sulphate				
Folic Acid				
Ampicillin Trihydrate Eq. To Ampicillin				
Gentamycin Sulphate Eq. To Gentamycin				
Ampicillin Trihydrate Eq. To Ampicillin Anhydrous				
AmoxicillineTrihydrate Eq.To Amoxicilline				
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				
Cefotaxime Sodium				
Coxacillin				
Sensorcrain				
Promethazene Hydrochloride				
Declofenac				
Paracetamol				
Ibubrufen				
Multivitamin				
Domperidone				
Anti D Immunoglobulin- Polyclonal Human Anti Rhd				



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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				
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				



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Rifampicin				
Pyrazinamide				
Ethambutol				
Streptomycin				
Kanamycin				
Amikacin				
Drugs for NCD: Cardiovascular				
Glyceryl Trinitrate				
Isosorbide Dinitrate				
Atenolol				
Perindropil				
Methyldopa				
Propranolol Hydrochloride				
Labetolol Hydrochloride				
Metoprolol Tartrate				
Prazosin Hydrochloride				
Enalpril				
Telmisartan				
Amlodipine				
Simvastatin				
Nifedipine				
Digoxin				
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				



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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.			



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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			
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			



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K-90, Plain Catheter			
Floyes Catheter (Self Retaining Catheter)			
Sticking Plaster (Surgical Tape)			
Sodium Bicarbonate			
Sterile Water			
Section Tube			
Spinal Needle Disposable Adult BIS			
Urobag			
Sponges			
Mucus Sucker			
Mersilk On Cutting Needle			
Polyglycolic Acid, Braided, Coated And Absorbable, Half Circle Round Body			
Calcium Gluconate			
Drotavarine			
Pentazocine Lactate			
Hydroxyethyle Starch 6% Saline Solution			
Others			



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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)			
GIC			
Mercury			
Polycarbonate cement			
Pyrocresol (formacresol)			
crepe bandage 8x10 cm			
Cotton gauge			
IV set			
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			

Section 14: Details of stationary items and other miscellaneous 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		
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	



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Other	
Total (If available)	
Expenditure on laundry	
Expenditure on dietetics	

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	
RA factor	
X-rays	
Ultrasound	
Dental (IOPA X-ray)	



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Section 18: Details of referral transport (Data to be taken from referral reports).

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	

Section 20: Details about utilisation of funds and grants

Funds and grants	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		



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Jacha-Bacha scheme		
Measlescampaign 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 service								
12.	IPD (Patients admitted in Inpatient ward)								
13.	Operation theatre								
14.	Dental procedures								
15.	Emergency duty								



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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
16.	AYUSH services (OPD)								
17.	DOTS provision								
18.	Outreach services								
19.	School health programs								
20.	Adolescent health programs								
21.	Any other IEC activity done for 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	
25.	Meetings at the state head quarters						NA	NA	
26.	Meetings in CHC						NA	NA	
27.	Meetings at PHC itself						NA	NA	
28.	Meeting with ANM's from Sub centre						NA	NA	
29.	Meetings with local bodies						NA	NA	
30.	Meetings with ASHAs						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
31.	Routine administrative work / Maintenance of record, register & reports (Routine HMIS)						NA	NA	
32.	Family planning camp								
33.	Other health camps								
34.	Outreach : Pulse polio immunisation								
35.	Outreach : Village Health and Nutrition days						NA	NA	
36.	Disease surveillance and Control of local endemic diseases						NA	NA	
37.	Outreach : House to house surveys								
38.	Outreach : Water and Sanitation						NA	NA	
39.	Monitoring and supervision activities						NA	NA	
40.	Trainings conducted for staff at the facility						NA	NA	
41.	Ambulatory services								
42.	Laboratory/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	17	DOTS provision	33	Other health camps
2	Institutional deliveries	18	Outreach services	34	Outreach : Pulse polio immunisation
3	Post natal care	19	School health programs	35	Outreach : Village Health and Nutrition days
4	New born care corner	20	Adolescent health programs	36	Disease surveillance and Control of local endemic diseases
5	Immunisation	21	IEC activity done for other National health programs	37	Outreach : House to house surveys
6	Routine OPD	22	Special duties (Like during emergencies, jails, etc.)	38	Outreach : Water & Sanitation
7	Tubectomy motivation	23	Posting to another facility	39	Monitoring and supervision activities
8	Tubectomy procedure	24	Meetings at district level	40	Trainings conducted for staff at the facility
9	IUCD motivation	25	Meetings at the state head quarters	41	Ambulatory services
10	IUCD procedure	26	Meetings in CHC	42	Laboratory/Radiological services
11	Special day care service	27	Meetings at PHC itself	43	Pharmacy services
12	IPD (Patients admitted in Inpatient ward)	28	Meeting with ANM's from Sub centre	44	Transport
13	Operation theatre	29	Meetings with local bodies	45	Others (specify)
14	Dental procedures	30	Meetings with ASHAs		
15	Emergency duty	31	Routine administrative work / Maintenance of record, register & reports (Routine HMIS)		
16	AYUSH services (OPD)	32	Family planning camp		

