

**OFFICE OF THE COMMISSIONER, HEALTH & FAMILY WELFARE,  
TELANGANA, HYDERABAD**

Rc.No.104/CH&FW/NHM/QA2017

Date.04.09.2017

**Sub:** CH&FW/NHM/QA -Utilization guidelines for Kayakalp Cash award for Public Health Facilities in the State of Telangana

**Ref:** Swachh Bharat Abhiyan (Kayakalp) Guidelines

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It is submit that the State of Telangana has successfully implemented Kayakalp during FY 2015-16, 2016-17 at secondary and primary health facilities as a part of Swachh Bharat Abhiyan (Kayakalp) to promote the cleanliness, hygiene & infection control in public health facilities.

As part of the programme, Incentives in the form of Cash will be awarded to different categories of public health institutions that successfully topped in the external assessment.

The following guidelines may be adopted for utilization of cash award:

**Cash Award Norms:**

Cash award has been divided into two components as per as MoHFW, Gol guidelines

1. Team Incentives ( Comprises of 25% of awarded amount)
2. Facility incentives ( Comprises of 75% of awarded amount)

**Exemptions to Kayakalp cash reward:**

Personnel who got retired / left at the time of issue of this circular were exempted to receive the cash reward.

**District Hospital, Area Hospital and Community Health Centers:**

1. 25% of the amount will be given to staff that were actively participated in Kayakalp Programme during particular period of programme implementation as a team incentive. For the distribution of the awarded money following percentage of incentive breakup shall be followed :
2. 35% of the fund shall be allocated for Staff who are performing duties of Housekeeping, Security, Gardening, Plumbing, electrical etc.
  - a. If in case above mentioned services are outsourced through an agency, incentives can be paid to staff through outsourced agency, Bank statement of incentive paid to the staff of outsourced agency (Acknowledgement) shall be submitted to concerned Medical Superintendent within 15 days of distribution of incentives.
    - 25% of fund shall be paid for nursing staff within the facility.
    - 20% of fund shall be paid for doctors within the facility.
    - 15% of fund shall be paid for Paramedical staffs that are performing in the areas such as Laboratory, Radiology units, Operation Theatres, Dressing rooms etc.
    - 05% of fund for Ministerial staff who are functioning from establishment within the facility.

The above mentioned percentage of incentive shall be divided equally among the above listed sections of staff.

Disbursement of the above said sanctioned incentives shall be done by organizing a rewards & recognitions function under the supervision of state official.

**Remaining 75% of the amount would be spend through HDS for improving the patient amenities, upkeep of services such as**

1. Filling the gaps which were identified during the assessments.
2. Strengthening of staff rest room.
3. Library with books, journals, periodical for doctor, nurse and paramedical staff.
4. Improvement in amenities in Doctors/ Staff duty rooms.
5. Improving hospital facility /upkeep Like:
6. Pest & Animal Control
  - Landscaping & Gardening
  - Maintenance of Open Area
  - Facility Appearance
  - Infrastructure Maintenance
  - Illumination
  - Maintenance of Furniture & Fixture
  - Removal of junk material
  - Water Conservation
  - Work Place Management

A detail Plan shall be prepared for the utilization of the awarded money for fulfilling the standards of Kayakalp as well as National Quality Assurance Standards after due approval of Facility level Quality Team and Hospital Development Society. This plan shall be shared with State Quality Cell within 01 month of receiving funds.

**Primary Health Centers**

5. 25% of the awarded cash incentives disbursement shall be as follows -

- i. One Active Member among the staff shall be identified as a “star performer” during Quality team meeting and with the approval of Hospital Development Society, 20 % out of 25% incentive shall be awarded to the “star performer” as a token of greater efforts contributed towards achieving the award.

- ii. Remaining 80% of Incentive shall be disbursed uniformly among the staff irrespective of post by excluding the “star performer”.

Disbursement of the above said sanctioned incentives shall be done by organizing a rewards & recognitions function under the supervision of state official.

**Remaining 75% of the amount shall be spend through HDS for improving the patient amenities, upkeep of services such as**

- Filling the gaps which were identified during assessments.
- Improvement in amenities in Doctors/ Staff duty room.

- Improving hospital facility /upkeep Like:
- Pest & Animal Control
- Facility Appearance
- Infrastructure Maintenance
- Illumination
- Maintenance of Furniture & Fixture
- Water Conservation

**For any query regarding guidelines you can communicate to State Quality Cell on E-mail – [sgapts@gmail.com](mailto:sgapts@gmail.com) or to respective District Quality Assurance Manager.**

**Sd/-Smt.Karuna Vakati  
Commissioner of Health &  
Family Welfare & MD-NHM**

**// Attested //**

**Chief Programme Officer (NHM)**

To

All the Medical Superintendents of the District and Area Hospitals in the State.

Copy to

- 1) Commissioner – TVVP
- 2) All DMHOs
- 3) All DCHCs
- 4) All DPOs
- 5) All DPMUs
- 6) All PHCs – Medical Officers
- 7) Chief Programme Officer – NHM, Telangana
- 8) Chief Administrative Officer – NHM, Telangana
- 9) All DQAMs

