



Government of West Bengal
Health & Family Welfare Department
National Health Mission

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Memo No: **HFW/NHM - 585/2021/1713**

Date: **24.05.2022**

From: Dr. Saumitra Mohan, IAS
Mission Director, NHM &
Secretary to the Govt. of West Bengal

To: **The Chief Medical Officer of Health**
All districts and health districts

Sub: Reimbursement of Photocopying and Stationary Expenses of ASHAs from Sub Centre Untied Fund

Sir/Madam,

ASHAs play a vital role in bridging the gap between the lowest service delivery points in our healthcare system and the beneficiaries in rural West Bengal. Proper documentation and reporting of services provided by the ASHAs are integral components of the ASHA programme and help in assessing individual performances of ASHAs, payment of performance based incentives to ASHAs and maintenance of relevant records and registers. It has often been observed that the ASHAs have to incur certain out-of-pocket expenses towards photocopying of documents and purchase of basic stationaries for this documentation and reporting purpose.

Now, it has been decided that such expenses, as incurred by the ASHAs for the purpose of documentation and reporting of their activities, will be reimbursed from the Sub Centre Untied Fund upon submission of claims with relevant documents, if any. The ANM/ANM-in-Charge of the concerned Sub Centre will approve such claims after thorough scrutiny.

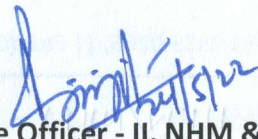
Please take necessary action in this regard and instruct all accordingly.

Yours faithfully,

(Dr. Saumitra Mohan, IAS)
Mission Director, NHM &
Secretary to the Govt. of West Bengal

Copy forwarded for information and necessary action to:

1. The Director, Finance, NHM & Jt. Director, Dept. of H&FW, Govt. of W.B.
2. Nilanjan Das – Senior Executive Asistant, SPMU
3. The District Accounts Manager, All districts and health districts
4. Office Copy – State ASHA Cell



**Programme Officer - II, NHM &
Dy. Secretary, H&FW Dept., Govt. of West
Bengal**