

**Government of Himachal Pradesh  
Department of Health and Family Welfare**

**Guidelines Regarding  
Village Health and Sanitation  
Committees**

**(May, 2010)**

**Issued by :**

**National Rural Health Mission  
Himachal Pradesh**

## **Guidelines Regarding Constitution of Village Health and Sanitation Committees and Utilization of Grants to These Committees**

### **1. Composition of the Village Health and Sanitation Committee :**

A Village Health and Sanitation Committee will be constituted in every Gram Panchayat level in the State and will be constituted by the concerned Block Development Officer in consultation with Block Medical Officer. Composition will be as under :-

1	Up Pradhan, Gram Panchayat	President
2	Female Health Worker	Member Secretary
3	All AWW's working in G.P.	
4	One School Teacher (Primary)	
5	One nominated Mahila Mandal Representative	
6	One nominated Yuva Mandal Representative	
7	One nominated IPH Field Staff	
8	All Female Panch	
9	One Nominated Woman (S.C.)	
10	One Nominated Representative (S.T.)	
11	One Nominated Representative (O.B.C.)	
12	One nominated B.P.L. Representative	
13	One nominated Female Representative from a Self Help Group	

Following should also be ensured while constituting a Village Health and Sanitation Committee :-

- a) Committee of the above mentioned categories should be constituted in such a way that at least 50% of the members of VHSC are female.
- b) It is mandatory for the Committee to have one member each from S.C., S.T., O.B.C. and BPL categories, if available.
- c) Every ward of the G.P. should be represented in the Committee.
- d) Tenure of the Committee will be for One year.

### **2. Orientation and Training :**

Every Village Health and Sanitation Committee after being duly constituted by the State Government needs to be oriented and trained by the NRHM and Panchayati Raj and Rural Development Department to carry out the activities expected of them.

### **3. Village Health and Sanitation Committee Fund**

- a) A sum of Rs. 10,000/-per annum to the VHSC will be provided by the NRHM through Department of Rural Development and Panchayati Raj. This amount will form part of separate account
- b) For making expenditure from this amount, an Annual Working Plan and a Micro Health Plan has to be made by the VHSC which has to be approved by the Gram Sabha. Gram Sabha shall also monitor the physical progress or expenditure incurred under the scheme.
- c) For making an emergent expenditure not approved in annual work plan, approval of the Gram Panchayat has to be taken which subsequently is to be got approved by the Gram Sabha.
- d) This fund will be operated with the Joint signature of Up-Pradhan (President of the VHSC) and FHW (Member Secretary of the VHSC).
- e) In case there is no FHW in the G.P., Block Medical Officer can nominate either a MHW of that Sub-Centre as a co-signatory or a FHW or MHW of a Sub Centre located in adjoining Gram Panchayat as a co-signatory.
- f) VHSC Member Secretary shall maintain a register of funds received and expenditure incurred.
- g) This register shall be available for Public Security and shall be inspected from time to time by the officers of Health / Panchayati Raj and Rural Development / Social Justice and Empowerment Departments.
- h) The record pertaining to VHSC funds receipt and expenditure shall be retained for a period of three years or till audited whichever is later.

### **4. Activities for which Village Health & Sanitation Fund could be utilised :-**

- i) For any village level public health activity like cleanliness drive, sanitation drive, school health activities, child care activities, pregnant and lactating mothers care activities, family planning activities, promotion of girl child activities and HIV/AIDS awareness activities.
- ii) In extraordinary case of destitute women or very poor household, the Village Health and Sanitation Committee grants could even be used for health care need of the poor household.

- iii) The grant is a resource for community action at the local level and shall only be used for community activities that involve the benefit for more than one household. Nutrition awareness and Sanitation, Environmental Protection, Public Health Measures shall be the key areas where these funds could be utilized.
- iv) For organizing Village Health and Nutrition Days (VHND) in the Gram Panchayat every month.
- v) To create awareness in the Gram Panchayat about various State Health Schemes / Guaranties particularly **Janani Suraksha Yojna (JSY), Rashtriya Swasthya Bima Yojna (RSBY)**.
- vi) To ensure the reporting and registration of all the vital health events occurring in the Gram Panchayat like Births, Deaths (including maternal, infants) with local Birth and Death registrar i.e. Secretary, Gram Panchayat.
- vii) For organizing Village Health and Sanitation Committee (VHSC) meetings.
- viii) For maintenance of VHSC records.
- ix) Every village is free to contribute additional grant towards the Village Health and Sanitation Committee. In villages where the community contributes financial resources to the Village Health and Sanitation Committee, additional incentive and financial assistance to the village could be explored. The intention of this grant is to enable local action and to ensure that Public Health activities at the village level receive priority attention.

## **5. Accountability**

1. Every Village and Health Sanitation Committees needs to maintain updated Household Survey Data and enable need based interventions and a copy of this should be made available to FHW and AWW.
2. The District Health Mission in its meeting also through its members / block facilitators elicit information on the functioning of the VHSC.
3. A data base may be maintained on VHSC by the DPMUs.

**6. For any clarification contact may be made with :-**

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