

BY SPEED POST/ REGD. POST

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Government of India
Ministry of Health and Family Welfare

Nirman Bhavan, New Delhi – 110011
August 4, 2011

To

Secretary/ Principal Secretary/ Mission Director
Health and Family Welfare,
(17 states only)

Subject: Home delivery of contraceptives (Condoms, OCPs, ECPs) by ASHA at the doorstep of beneficiaries.

Sir/Madam

The Government of India supplies contraceptives such as condoms, oral contraceptive pills, and emergency contraceptive pills to States as part of the free supply and social marketing schemes. However access to these contraceptives is reported to be low because of several causes including delay in making supplies available to sub district level downwards. As such, use of contraceptives in the country has been largely static. On the other hand, unmet need for spacing methods continues to be substantial.

To improve access to contraceptives by the eligible couples, it has been decided to utilize the services of ASHA to deliver contraceptives at the doorstep of households and incentivise her for the effort. To begin with, the initiative is being implemented on a pilot basis in 233 districts in 17 States. Details of the States & the districts are given at annexure I.

In the districts where distribution of contraceptives through ASHA is being introduced, the free supply of contraceptives at PHC and Sub-Centre level would stand withdrawn in the light of the new provision of home delivery of contraceptives by ASHA. However free supply of contraceptives at CHCs, Sub-Divisional and District level hospitals

shall continue as before. In the districts and states which are not covered under the pilot, existing system of free supply of contraceptive at all centres shall similarly continue.

The contraceptives meant for the pilot districts would be supplied by HLL directly to the District CMO or his authorized representative. The States should put in place a proper mechanism to ensure that the contraceptives are supplied from the district level to the PHCs/ Sub-Centres and then to ASHAs timely and regularly.

Supplies have already started and are expected to reach all the pilot districts by September. Necessary steps for further distribution to ASHA and implementation of the scheme may be taken on priority.

The detailed guidelines, roles and responsibilities of various personnel and monitoring modalities are given at Annexure II.

Yours faithfully
Dr. S. K. Sikdar
Deputy Commissioner (Family Planning)

Copy to

1. PS to hon'ble HFM
2. PS to Secretary (HFW)
3. PS to SS & MD (NRHM)
4. PS to JS (AG)
5. Regional Directors (HFW), Govt. of India

ANNEXE-I

| State | | SN | | Districts |
|-------|-----------------------|----|----|--------------------|
| 1 | Arunachal Pradesh (3) | 1 | 1 | East Kameng |
| | | 2 | 2 | Kurung Kumey |
| | | 3 | 3 | Upper Subansiri |
| 2 | Assam (14) | 1 | 4 | Bongaigaon |
| | | 2 | 5 | Cacher |
| | | 3 | 6 | Darrang |
| | | 4 | 7 | Dhemaji |
| | | 5 | 8 | Dhubri |
| | | 6 | 9 | Goalpara |
| | | 7 | 10 | Hailakandi |
| | | 8 | 11 | Jorhat |
| | | 9 | 12 | Karbi Anglong |
| | | 10 | 13 | Karimganj |
| | | 11 | 14 | Kokrajhar |
| | | 12 | 15 | Nagaon |
| | | 13 | 16 | Nalbari |
| | | 14 | 17 | North Cachar Hills |
| 3 | Bihar (36) | 1 | 18 | Arwal |
| | | 2 | 19 | Araria |
| | | 3 | 20 | Aurangabad |
| | | 4 | 21 | Banka |
| | | 5 | 22 | Begusarai |
| | | 6 | 23 | Bhagalpur |
| | | 7 | 24 | Bhojpur |
| | | 8 | 25 | Buxar |
| | | 9 | 26 | Darbhanga |
| | | 10 | 27 | Gaya |
| | | 11 | 28 | Gopalgunj |
| | | 12 | 29 | Jamui |
| | | 13 | 30 | Jehanabad |
| | | 14 | 31 | Kaimur |
| | | 15 | 32 | Katihar |
| | | 16 | 33 | Khagaria |
| | | 17 | 34 | Kishangunj |
| | | 18 | 35 | Lakhisarai |
| | | 19 | 36 | Madhepura |
| | | 20 | 37 | Madhubani |
| | | 21 | 38 | Muzaffarpur |
| | | 22 | 39 | Nalanda |
| | | 23 | 40 | Nawada |
| | | 24 | 41 | Paschim Champaran |
| | | 25 | 42 | Purab Champaran |
| | | 26 | 43 | Purnia |
| | | 27 | 44 | Rohtas |
| | | 28 | 45 | Saharsa |
| | | 29 | 46 | Samastipur |
| | | 30 | 47 | Saran |

| State | | SN | | Districts |
|-------|----------------------|----|----|----------------|
| | | 31 | 48 | Sheikpura |
| | | 32 | 49 | Sheohar |
| | | 33 | 50 | Sitamarhi |
| | | 34 | 51 | Siwan |
| | | 35 | 52 | Supaul |
| | | 36 | 53 | Vaishali |
| 4 | Chhattisgarh (16) | 1 | 54 | Bastar |
| | | 2 | 55 | Bijapur |
| | | 3 | 56 | Bilaspur |
| | | 4 | 57 | Dantewada |
| | | 5 | 58 | Dhamtari |
| | | 6 | 59 | Janjgir-Champa |
| | | 7 | 60 | Jashpur |
| | | 8 | 61 | Kanker |
| | | 9 | 62 | Kawardha |
| | | 10 | 63 | Korba |
| | | 11 | 64 | Koriya |
| | | 12 | 65 | Mahasamund |
| | | 13 | 66 | Narayanpur |
| | | 14 | 67 | Raigarh |
| | | 15 | 68 | Rajnandgaon |
| | | 16 | 69 | Surguja |
| 5 | Gujarat (6) | 1 | 70 | Banas Kantha |
| | | 2 | 71 | Dahod |
| | | 3 | 72 | Dangs |
| | | 4 | 73 | Narmada |
| | | 5 | 74 | Navsari |
| | | 6 | 75 | Valsad |
| 6 | Haryana (1) | 1 | 76 | Mewat |
| 7 | Himachal Pradesh (3) | 1 | 77 | Chamba |
| | | 2 | 78 | Kinnaur |
| | | 3 | 79 | Lahul & Spiti |
| 8 | Jammu & Kashmir (4) | 1 | 80 | Doda |
| | | 2 | 81 | Poonch |
| | | 3 | 82 | Rajauri |
| | | 4 | 83 | Udhampur |
| 9 | Jharkhand (19) | 1 | 84 | Bokaro |
| | | 2 | 85 | Chatra |
| | | 3 | 86 | Deoghar |
| | | 4 | 87 | Dumka |
| | | 5 | 88 | East Singhbhum |
| | | 6 | 89 | Garhwa |
| | | 7 | 90 | Giridih |
| | | 8 | 91 | Godda |
| | | 9 | 92 | Gumla |
| | | 10 | 93 | Hazaribagh |
| | | 11 | 94 | Jamtara |
| | | 12 | 95 | Kodarma |
| | | 13 | 96 | Latehar |
| | | 14 | 97 | Lohardaga |

| State | | SN | | Districts |
|-------|---------------------|----|-----|---------------------|
| | | 15 | 98 | Pakaur |
| | | 16 | 99 | Palamu |
| | | 17 | 100 | Pashchimi Singhbhum |
| | | 18 | 101 | Sahibganj |
| | | 19 | 102 | Simdega |
| 10 | Madhya Pradesh (34) | 1 | 103 | Anuppur |
| | | 2 | 104 | Balaghat |
| | | 3 | 105 | Barwani |
| | | 4 | 106 | Betul |
| | | 5 | 107 | Bhind |
| | | 6 | 108 | Chhatarpur |
| | | 7 | 109 | Chhindwara |
| | | 8 | 110 | Damoh |
| | | 9 | 111 | Dewas |
| | | 10 | 112 | Dhar |
| | | 11 | 113 | Dindori |
| | | 12 | 114 | East NEMAR |
| | | 13 | 115 | Guna |
| | | 14 | 116 | Harda |
| | | 15 | 117 | Hoshangabad |
| | | 16 | 118 | Jhabua |
| | | 17 | 119 | Katni |
| | | 18 | 120 | Mandla |
| | | 19 | 121 | Morena |
| | | 20 | 122 | Panna |
| | | 21 | 123 | Raisen |
| | | 22 | 124 | Rajgarh |
| | | 23 | 125 | Ratlam |
| | | 24 | 126 | Rewa |
| | | 25 | 127 | Satna |
| | | 26 | 128 | Sehore |
| | | 27 | 129 | Seoni |
| | | 28 | 130 | Shahdol |
| | | 29 | 131 | Sheopur |
| | | 30 | 132 | Shivpuri |
| | | 31 | 133 | Sidhi |
| | | 32 | 134 | Singrauli |
| | | 33 | 135 | Tikamgarh |
| | | 34 | 136 | Umaria |
| 11 | Manipur (4) | 1 | 137 | Chandel |
| | | 2 | 138 | Churachandpur |
| | | 3 | 139 | Tamenglong |
| | | 4 | 140 | Ukhrul |
| 12 | Meghalaya (5) | 1 | 141 | East Garo Hills |
| | | 2 | 142 | Jaintia Hills |
| | | 3 | 143 | South Garo Hills |
| | | 4 | 144 | West Garo Hills |
| | | 5 | 145 | West Khasi Hills |
| 13 | Orissa (18) | 1 | 146 | Anugul |
| | | 2 | 147 | Balangir |

| State | | SN | | Districts | | |
|-------|--------------------|----|----------------|----------------|-----|----------|
| | | 3 | 148 | Bargarh | | |
| | | 4 | 149 | Boudh | | |
| | | 5 | 150 | Deogarh | | |
| | | 6 | 151 | Gajapati | | |
| | | 7 | 152 | Jharsuguda | | |
| | | 8 | 153 | Kalahandi | | |
| | | 9 | 154 | Kandhamal | | |
| | | 10 | 155 | Kenoujhar | | |
| | | 11 | 156 | Koraput | | |
| | | 12 | 157 | Malkangiri | | |
| | | 13 | 158 | Nabarangapur | | |
| | | 14 | 159 | Nayagarh | | |
| | | 15 | 160 | Nuapada | | |
| | | 16 | 161 | Rayagada | | |
| | | 17 | 162 | Sambalpur | | |
| | | 18 | 163 | Sundargarh | | |
| | | 14 | Rajasthan (19) | 1 | 164 | Alwar |
| | | | | 2 | 165 | Banswara |
| 3 | 166 | | | Baran | | |
| 4 | 167 | | | Barmer | | |
| 5 | 168 | | | Bharatpur | | |
| 6 | 169 | | | Bundi | | |
| 7 | 170 | | | Chittaurgarh | | |
| 8 | 171 | | | Churu | | |
| 9 | 172 | | | Dausa | | |
| 10 | 173 | | | Dhaulpur | | |
| 11 | 174 | | | Dungarpur | | |
| 12 | 175 | | | Jaisalmer | | |
| 13 | 176 | | | Jhalawar | | |
| 14 | 177 | | | Jodhpur | | |
| 15 | 178 | | | Karauli | | |
| 16 | 179 | | | Pali | | |
| 17 | 180 | | | Sawai Madhopur | | |
| 18 | 181 | | | Sirohi | | |
| 19 | 182 | | | Udaipur | | |
| 15 | Tripura (2) | 1 | 183 | Dhalai | | |
| | | 2 | 184 | South Tripura | | |
| 16 | Uttar Pradesh (45) | 1 | 185 | Agra | | |
| | | 2 | 186 | Aligarh | | |
| | | 3 | 187 | Auraiya | | |
| | | 4 | 188 | Bahraich | | |
| | | 5 | 189 | Balrampur | | |
| | | 6 | 190 | Banda | | |
| | | 7 | 191 | Barabanki | | |
| | | 8 | 192 | Bareilly | | |
| | | 9 | 193 | Basti | | |
| | | 10 | 194 | Budaun | | |
| | | 11 | 195 | Chandauli | | |
| | | 12 | 196 | Chitrakoot | | |
| | | 13 | 197 | Etah | | |

| State | | SN | | Districts | | |
|-------|--|----|-----------------|---------------------------|-----|-------------|
| | | 14 | 198 | Etawah | | |
| | | 15 | 199 | Farrukhabad | | |
| | | 16 | 200 | Fatehpur | | |
| | | 17 | 201 | Firozabad | | |
| | | 18 | 202 | Gonda | | |
| | | 19 | 203 | Hardoi | | |
| | | 20 | 204 | Hathras (maha Maya Nagar) | | |
| | | 21 | 205 | Jalaun | | |
| | | 22 | 206 | Jyotiba Phule Nagar | | |
| | | 23 | 207 | Kannauj | | |
| | | 24 | 208 | Kanpur Dehat | | |
| | | 25 | 209 | Kaushambi | | |
| | | 26 | 210 | Kheri | | |
| | | 27 | 211 | Kushinagar | | |
| | | 28 | 212 | Lalitpur | | |
| | | 29 | 213 | Maharajganj | | |
| | | 30 | 214 | Mahoba | | |
| | | 31 | 215 | Mainpuri | | |
| | | 32 | 216 | Mathura | | |
| | | 33 | 217 | Mirzapur | | |
| | | 34 | 218 | Moradabad | | |
| | | 35 | 219 | Pilibhit | | |
| | | 36 | 220 | Rae Bareli | | |
| | | 37 | 221 | Rampur | | |
| | | 38 | 222 | Sant Kabir Nagar | | |
| | | 39 | 223 | Sant Ravidas Nagar | | |
| | | 40 | 224 | Shahjahanpur | | |
| | | 41 | 225 | Shrawasti | | |
| | | 42 | 226 | Siddharth Nagar | | |
| | | 43 | 227 | Sitapur | | |
| | | 44 | 228 | Sonbhadra | | |
| | | 45 | 229 | Unnao | | |
| | | 17 | Uttarakhand (4) | 1 | 230 | Bageshwar |
| | | | | 2 | 231 | Chamoli |
| | | | | 3 | 232 | Pithoragarh |
| | | | | 4 | 233 | Uttarkashi |

**DETAILED GUIDELINES & MONITORING MODALITIES
FOR THE PILOT SCHEME**

THE SCHEME:

1. The scheme is being implemented on a pilot basis in 233 districts of 17 States.
2. Under the scheme ASHA would do home delivery of the contraceptives at the doorstep of beneficiaries.
3. In the districts where distribution of contraceptives through ASHA is being introduced, the free supply of contraceptives at PHC and Sub-Centre level would stand withdrawn in the light of the new provision of home delivery of contraceptives by ASHA. The free supply of contraceptives at CHCs, Sub-Divisional and District level hospitals shall continue as before.
4. In the districts and states which are not covered under the pilot, existing system of free supply of contraceptive at all centres shall similarly continue.
5. The supplies for the scheme would continue to be made by the GOI, directly to the pilot districts where the consignee would be the district Chief Medical Officer or equivalent. The state would put in place a suitable mechanism to ensure supply of contraceptives to ASHA on a regular basis.
6. ASHA would make a list of all the eligible couples of her village mentioning the preferred type of contraception and share the data of users with the sub centre as well as the PHC as per proforma attached (Format A).
7. The ASHA shall collect the consignment/ replenish her stock every month from the Block PHC/ CHC / PHC as per the system put in place by the state. Monthly meetings could be one of the opportunities to give the required stock of contraceptives to ASHAs.
8. No transport cost for carrying the contraceptives is admissible as the monthly stock requirement per village would be small enough to be carried in a normal ASHA bag.
9. ASHA would charge Re 1/- for a pack of 3 condoms, Re 1/- for a cycle of OCP and Rs 2/- for a pack of one tablet of ECP, from the beneficiaries as an incentive for her efforts.
10. These packs would be marked:

“Government of India supply,”
“For home delivery by ASHA,”
“Re 1/- for a pack of 3 condoms”
“Re 1/- for a cycle of OCP”
“Re 2/- for a pack of one tablet of ECP”

- Deliver contraceptives at door step of the beneficiaries.
- Regularly collect stock from Block/ CHC/ PHC (may vary from state to state based on their own supply chain system).
- Charge the beneficiary at the approved rate as an incentive for her efforts.

MONITORING OF SCHEME:

The scheme should be monitored closely at the PHC, CHC and higher levels.

State Nodal Officer:

State nodal officer for family planning programme would have the overall responsibility for smooth conduct of this new scheme. He/ She would be responsible for the following tasks:

- Conduct a meeting of all pilot districts and orient them on the new scheme.
- Designate a nodal person in each pilot district for monitoring of the scheme.
- Prepare a list of ASHAs in high focus districts where this scheme would be implemented and make a tentative calculation of yearly demand.
- Collect and compile monthly usage (of contraceptives) report from pilot districts and send a quarterly report to GoI as per the attached format (Format-D).

District Nodal Officer:

- Orient all the MOs, ANMs and ASHAs regarding the scheme.
- Ask ASHAs to update list of eligible couples and compile it at district level; this would help in calculating tentative demand.
- Distribute contraceptives (received from GoI) to ASHA as per state specific system.
- Monitor the usage of contraceptives through a format prepared for Block offices
- Send the monthly report to the state.

MO I/C (Block PHC, CHC, Block Office etc):

- MO I/C (Block PHC, CHC, Block Office etc.) would distribute contraceptives to ASHAs as per their demand (and also availability of supplies).
- He/she would keep a record (monthly) in prescribed format (Format-B) which would provide information such as stock received, items distributed, number of ASHAs received stock etc:

Format-B

| Month: | | | | | |
|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|----------------|
| Block: | | | | | |
| District: | | | | | |
| Contraceptives | Opening balance | Stock Received | Stock Distributed | Balance Available | Remarks |
| Condom | | | | | |
| OCP | | | | | |
| ECP | | | | | |

This report must be sent to the districts every month which in turn would compile entire districts' data in similar format and send to state.

- Additionally MO I/Cs should keep a register in place which would have records of individual ASHA wise distribution of contraceptives (see format below; Format-C):

Format-C

| Month: District: Block: | | | | | | | | | | | | |
|-------------------------------|--------------|------------------------------|----------------|-----|-----|------------|-----|-----|-------------------|-----|-----|-----------|
| SN. | Name of ASHA | Address with contact details | Stock Provided | | | Stock Used | | | Balance Available | | | Signature |
| | | | CC | OCP | ECP | CC | OCP | ECP | CC | OCP | ECP | |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

- Initially this information would be collected on the basis of these formats, later on, if feasible these elements would be added to web based HMIS.
- A quarterly report should be sent to GoI in the following format (Format-D) and information for this format would be taken from above sources available at district and block level:

Format-D

| Quarter: State: | | | | | | | | | | | | | | | |
|---------------------------------|-------------------------------------|--|-----------------|-----|-----|----------------|-----|-----|----------------|-----|-----|-------------------|-----|-----|---------|
| # of districts under the scheme | Number of blocks in these districts | Number of ASHAs involved in the scheme | Opening balance | | | Stock Received | | | Stock utilised | | | Balance available | | | Remarks |
| | | | CC | OCP | ECP | CC | OCP | ECP | CC | OCP | ECP | CC | OCP | ECP | |
| | | | | | | | | | | | | | | | |

Other aspect of monitoring:

- Initially, it is proposed that state and district nodal officers would carry out fortnightly supervisory visits to pilot districts.
- The scheme should be reviewed closely during regular meeting at state and district level.