Kind attention of Voluntary Organisation/NGOs/Pvt. Hospitals

Applications on prescribed proforma are invited from registered Voluntary Organisation / NGOs / Pvt. Hospitals to participate with Mobile Health Scheme GNCT Delhi to provide basic health care including immunization & family planning services through Mobile Van Dispensaries to residents of J J clusters & unserved areas / Building & other construction workers & their families all over Delhi for two years. Mobile Van Dispensary / ies will be allotted to interested and eligible NGOs / Pvt. Hospitals under the scheme for a period of two years w.e.f 01.11.2011. The Government of Delhi will provide hired commercial vehicle, essential drugs, vaccine and other required consumable items and the NGOs / Pvt. Hospitals has to provide qualified manpower including Doctor registered with DMC, Pharmacist, Nurse, Dresser & Attendant. The NGO / Pvt. Hospital shall pay the salary to the staff so employed. Expenditure upto 25% of the salary disbursed to the deployed staff excluding the salary of the pharmacist by the NGO / Pvt. Hospital maximum upto Rs. 10,785/- per month per mobile dispensary, will be reimbursed by the GNCT Delhi.

Desired NGOs / Pvt. Hospitals registered under Societies Registration Act, 1860 / Indian Trut Act, 1882 / Nusing Home Registration Act with Dte. of Health Services, GNCT Delhi can apply for allotment of Mobile Van Dispensary / ies. The Prescribed Application form along with terms & conditions for allotment can be obtained from the office of CMO Incharge (Mobile Health Scheme) Delhi Govt. Dispensary Building, ‘B’ Block Prashant Vihar, Delhi-110085 on all working days from 10:00 AM to 01:00 PM free of cost or can be downloaded from website http://www.health.delhigovt.nic.in
The last date of submission of duly completed application form is 07.06.2011 upto 02:00 PM.

(Dr. N.V. Kamat)
Director, Health Services
GNCTD
Terms & Conditions for allotment of Mobile Van Dispensaries to various Voluntary Organizations/ NGOs/ Pvt. Hospitals by Dte. of Health Services, GNCT Delhi.

1. The Voluntary Organizations / NGOs / Pvt. Hospitals shall recruit & provide the required manpower to be deployed on allotted Mobile Van Dispensary. The minimum manpower required for one Mobile Van Dispensary is one Doctor registered with Delhi Medical Council, one Pharmacist, one Nurse/ANM, one Dresser and one Attendant. In case the doctor in the health team is ready to disburse the drugs prescribed by himself / herself then the inclusion of the pharmacist in the team is relaxed. The staff should be qualified and registered with respective councils to practice. Photocopy of certificate of qualification and registration with respective council of the staff to be deployed should be enclosed with prescribed application form. The Voluntary Organization / NGO / Pvt. Hospital shall pay the salary to the staff so employed. Expenditure upto 25% of the salary disbursed to the deployed staff excluding the salary of the pharmacist by the NGO / Pvt. Hospital maximum upto Rs. 10,785/- per month per mobile dispensary, will be reimbursed by the GNCT Delhi. The NGO / Pvt. Hospital has to maintain daily attendance register of the staff deployed & complete record of salary distribution to the staff.

2. Mobile Health Scheme, Directorate of Health Services, GNCT Delhi shall provide hired vehicle with capacity of 08 seats or above for prescribed duty hours & areas only.

3. The organization will declare the reporting point for the vehicle, since the counting of arrival time and kilometer reading will start from this point of reporting and back to this point after the days work.

4. The organization will prepare monthly vehicle duty report in triplicate, original copy for the office of CMO I/C (Mobile Health Scheme), second copy to the transport contractor and the third copy as office copy for the organization. The name and the specimen signature of the authorized person signing the vehicle duty report should be given to the CMO I/C MHS.
5. In case the vehicle does not report on any particular day, the absent may be clearly indicated in the vehicle duty report enabling the office of CMO (MHS) to deduct the hiring charges and imposing penalty.

6. Mobile Health Scheme will supply essential drugs, vaccines, oral pills, condoms, surgical consumables, OPD slips, OPD registers, stock registers, indent books & other consumables required for basic health care in the J J clusters. The item like B.P. Apparatus, Stethoscope, Torch etc. required for examination of patients will be arranged by the NGO / Pvt. Hospital.

7. Drugs & other items supplied to the organization will be used for the people of J J clusters allotted to them/duty assigned to the allotted Mobile Van Dispensary only. These items are not to be used for their own hospital/Nursing Homes or any personal use.

8. The indent of the Drugs & other items is to be collected from the store of Mobile Health Scheme at Delhi Govt. Dispensary Building, B-Block, Prashant Vihar, Delhi on monthly basis. Doctor along with the pharmacist deployed on allotted Mobile Van Dispensary will come to collect the indent along with relevant records & register as & when asked for. The indent is to be prepared as per the requirement and availability of drugs. The indent should be signed by the authorized Doctor.

9. The daily OPD register, stock register and attendance register of the staff is to be strictly maintained by the organization.

10. The organization will ensure cold chain for the vaccine supplied. The equipment required for storage i.e. refrigerator has to be arranged by the concerned organization. The vaccine carrier will be provided by the department.

11. The monthly morbidity report, vehicle duty report, immunization & family planning report should reach in the office of CMO (MHS) on or before 5th day of every succeeding month.

12. The organization will adhere to allotted schedule of the area of J J clusters to be covered under Mobile Health Scheme and in no circumstances the agency will deviate from this schedule without prior approval of the competent authority.

13. The Mobile Van Dispensary will adhere to schedule of activities in the area and will keep a liaison with local area representative Pradhan, MLC & MLA.
14. The organization shall nominate any of its members as a Nodal officer to look after the day-to-day activity and intimate his/her name, address, and telephone numbers to the department for correspondence.

15. The organization has to display a board/banner depicting the following message on the vehicle while working in J J cluster or during any assigned duty. In no circumstances the Mobile Van Dispensary will go for duty without such banner. Such board/banner has got to be prepared/procured by the organization.

16. The voluntary organization/NGO/Pvt. Hospital can be asked to divert the allotted Mobile Van Dispensary along with manpower in case of natural calamities, public, religious gatherings or for other health related programmes as and when the situation demand. Non-compliance may lead to discontinuation of sponsorship for Mobile Van Dispensary.

17. In case the organization fails to provide the required number of manpower or failed to send Mobile Van Dispensary in allotted areas/assigned duty, it will be presumed that the organization is not capable to run the Mobile Van Dispensary and sponsorship will be withdrawn immediately and the same Mobile Van Dispensary shall be allotted to other NGOs.

18. The organization shall monitor the daily functioning of allotted Mobile Van Dispensary. Director, Health Services, CMO (Mobile Health Scheme), Zonal Incharges Mobile Health Scheme will also monitor the Mobile Van Dispensary allotted to NGO and these officers can inspect the records pertaining to allotted Mobile Van Dispensary at any time.

19. The agreement can be terminated at any time before the expiry of contract by the department by giving one month notice and in this matter the decision of Director Health Service would be sufficient to terminate the agreement. The agreement can also be extended after expiry of contract by mutual consent.

20. The NGO has to intimate the department the contact no./Telephone No. of the organization & the Nodal person authorized by the NGO for correspondence. The NGO will have to be in constant touch with MLA/MLC/Deputy Commissioner (Revenue district) of the allotted areas to apprise them the services being provided by the Mobile Van Dispensary.

(Dr. Adarsh Kumar)
I/C (Mobile Health Scheme)
OFFICE OF THE INCHARGE
MOBILE HEALTH SCHEME
DIRECTORATE OF HEALTH SERVICES, GOVT. of NCT of DELHI
D. A. D. Building, B - Block, Prashant Vihar, New Delhi – 110085.
Tel. No. 27864430, Telefax 27860225, E-mail: cmomhs-dhs.delhi@nic.in

Application for allotment of Mobile Dispensary/ies to Voluntary Organizations/Non-Governmental Organizations/Pvt. Hospitals for the year 2011 – 2013 by Directorate of Health Services, Govt. of NCT of Delhi.

Enquiry No. F1/31/11/DHS/MHS/

1. Name of Voluntary Organization/Non Governmental Organization/ Pvt. Hospital with complete Address/Telephone No./Fax No./E-mail.

2. Name of the Applicant with his/her status in Voluntary Organization/NGO/ Pvt. Hospital.

3. Is the Organization registered under the Societies Registration Act, 1860/Indian Trust Act, 1882/Nursing Home Registration Act with Dte. of Health Services.
   Yes/No
   If yes enclose a photocopy of registration certificate, Article of Association and bye-laws.

4. Details of infrastructure available with the organization including trained manpower & their qualifications.
   (Enclose photocopies of the qualification documents of the staff to be deployed on Mobile Dispensary. The Doctor should be registered with Delhi Medical Council. Minimum staff required for one Mobile Dispensary is one Doctor, one Pharmacist, one Nursing staff, one Dresser & one Nursing Orderly/Attendant). In case the doctor in the health team is ready to disburse the drugs prescribed by himself/herself then the inclusion of the pharmacist in the team is relaxed.
5. No. of years of experience in the field of providing Health Care.
   (Enclose relevant document depicting these activities)

6. Are the adequate funds available with organization to give salary to the staff to be deployed on Mobile Dispensary?
   Yes/No
   (Enclose Audited statement of Accounts for last year and an undertaking on letter head of organization that the organization is having adequate funds to disburse salary to the mobile Dispensary Staff).

7. Name of the Nodal Officer, Designation & Telephone No. for contact/correspondence.

8. Undertaking from the organization stating that the vehicle, consumables including drugs & other items provided to run Mobile Dispensary shall be used for the purpose it is given for.

9. Is organization getting any other assistance in form of Grant-in-Aid from the Government or any other agency? If yes, details thereof.

10. Is the organization willing to abide by all the terms & conditions of Directorate of Health Services, Govt. of NCT of Delhi for running Mobile Dispensary?
    Yes/No
    (If yes, the organization has to sign an agreement with the Director, Health Services, GNCT Delhi to this effect on allotment of the Mobile Dispensary).

11. No. of Mobile Dispensaries the organization is willing to run.

    (Signature of the Applicant)
    Name
    Complete Address
    Tel. No.
    Fax. No.
    E-mail