

PROCEEDINGS OF THE STATE MISSION DIRECTOR, THIRUVANANTHAPURAM

Present : Dr.Rathan U. Kelkar IAS

Sub:- NHM - Incentives for contractual / daily wages staff in NHM - sanctioned - orders issued:-
Read:- Minutes of the 35th Executive Committee Meeting, State Health & Family Welfare Society held on 29th April 2020.

ORDER NO: NHM/6253/ADMIN1/2016/SPMSU,Dated, 06.05.2020

ORDER

Vide reference read above, a proposal for incentives for contractual and daily waged staff in NHM was placed in the 35th Executive Committee Meeting of State Health & Family Welfare Society, Kerala held on 29th April 2020.

As per the decision of 35th Executive Committee Meeting of State Health & Family Welfare Society, Kerala held on 29th April 2020, it was decided to provide incentives for contractual and daily wages staffs working in NHM based on certain conditions.

In these circumstances, sanction is hereby accorded for providing incentives for contractual and daily waged staff working in NHM with the following conditions. The incentives now being provided is on a one time basis only for COVID-19 activities.

1. Eligibility :

Only contract and daily waged staff working in NHM will be eligible for incentive. Deputation staffs in NHM are not eligible for incentive.. **This incentive is limited to the staffs who are working for COVID related duties only..**

2. Period

The total period is split up into three phases.

Phase I : 16th March 2020 to 15th April 2020

Phase II : 16th April 2020 to 15th May 2020

Phase III : 16th May 2020 to 15th June 2020

3. Quantum of Incentive

| Phase | Incentive | Consolidated salary of upto 30000 | Consolidated salary 30001 to 45000 | Consolidated salary > 45001 |
|-------|---------------------------|-------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| I | 1 st incentive | 40% of existing consolidated salary | 35% of existing consolidated Pay subject to a minimum of Rs.12000/- | 30% of existing consolidated Pay subject to a minimum of Rs.15750/- |
| II | 2 nd incentive | 30% of existing consolidated salary | 25% of existing consolidated Pay subject to a minimum of Rs.9000/- | 20% of existing consolidated Pay subject to a minimum of Rs.11250/- |
| III | 3 rd incentive | 20% of existing consolidated salary | 15% of existing consolidated Pay subject to a minimum of Rs.6000/- | 12% of existing consolidated Pay subject to a minimum of Rs.6750/- |

4. Attendance & Quantum of incentive

4.1. For Phase I - Total number of days is 31

| Days | Quantum |
|-----------|-----------------------------------|
| 25-31 | 100% of 1 st incentive |
| 23-24 | 90% of 1 st incentive |
| 21-22 | 80% of 1 st incentive |
| < 21 days | No incentive |

4.2. For Phase II - Total number of days is 30

| Days | Quantum |
|-------|-----------------------------------|
| 25-30 | 100% of 2 nd incentive |
| 23-24 | 90% of 2 nd incentive |
| 21-22 | 80% of 2 nd incentive |

| | |
|-----------|--------------|
| < 21 days | No incentive |
|-----------|--------------|

4.3. For Phase III - Total number of days is 31

| Days | Quantum |
|-----------|-----------------------------------|
| 26-31 | 100% of 3 rd incentive |
| 24-25 | 85% of 3 rd incentive |
| 22-23 | 70% of 3 rd incentive |
| < 22 days | No incentive |

If lockdown is not lifted, rates noted in 4.1 will be considered for this period also.

5. For daily waged Staff

For all daily waged staffs, conditions noted in points 2,3 & 4 will be applicable. For them, the daily wages as on 1st March multiplied by 27 days can be considered as the consolidated monthly wages. For daily waged drivers, entries in log book in each day will alone be considered as their attendance in the office. Drivers of hired vehicles will not be eligible for any incentives.

6. For staff stuck in lockdown

Few staffs were stuck in lockdown but were able to work either in another institution or as work from home (for administrative staff). For those administrative staff, a detailed statement on work done from home date-wise (daily log sheet) will have to be prepared by the individual and submitted to the head of the office including the DDFS Sheets..

Further, for those staff stuck in lockdown, specific remarks on the quantum of work done by these staff will have to be given by the concerned DPM to DPM of the district where the official has entered into an agreement. The concerned DPM (where the individual is working during lock down period) will also have to give specific recommendations whether the staff is qualified for incentive as per the conditions given above as well as the quality of work executed by the individual. Only in these conditions, incentive can be given for those officers. For the administrative staff who have submitted the daily log sheet, the head of the office will have to certify that he/she is actually satisfied with the work done by the individual on a daily basis and hence incentive can be released.

7. Other conditions

- i. Only those staff who have joined before 1st March 2020 will be eligible for incentives.
- ii. Incentive can be given only if the staff has worked in COVID-19 duty and for routine work no eligibility for incentive..**All DPMs and Controlling officers should ensure that the incentive is disbursed for COVID- 19 related works only.For any deviated payment of incentive the DPM/ Controlling officer concerned will be personally liable to repay the amount disbursed in excess.**
- iii. Consolidated salary as on 1st March 2020 will be taken as the salary for considering the incentives.
- iv. For those staff who had to go on quarantine due to "duty related" reasons, the said period will be considered as duty.

Incentives have to be calculated by Districts through HRIS portal only. All entries in HRIS portal upto March 2020 is to be updated (if not done so far). The Districts will be given an option to enter the number of working days for each phase. Based on data entered, incentive can be computed and amount eligible for each staff generated and payment should be effected in PFMS only, as it is the direction of GOI. Expenditure shall be met from the fund allotted under "COVID - 19" Package in different sub heads for different categories under B.31.4 as envisaged in the Guidance Note of GOI.(copy attached).All conditions above and in the Guidance Note shall strictly be adhered to.

Dr.Rathan U. Kelkar IAS
State Mission Director

To

All concerned

Approval Valid

Digitally Approved By
Dr.Rathan U. Kelkar IAS

Date: 06.05.2020
Reason: Approved

The document is digitally approved. Hence signature is not needed.