



Ward Kalyan Samiti(WKS)

Under National Urban Health Mission

Odisha

Mission Directorate

National Health Mission, Odisha
Department of Health & Family Welfare,
Government of Odisha

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Abbreviation

ASHA	Accredited Social Health Activist
ANM	Auxiliary Nursing Midwife
AWW	Anganwadi Worker
GKS	Gaon Kalyan Samiti
LLIN	Long Lasting Insecticide Nets
IRS	Indoor Residual Spray
WSS	Ward Swasthya Samiti
ULB	Urban Local Bodies
H&FW	Health & Family Welfare
W&CD	Women & Child Development
S&ME	School & Mass Education Department
H&UD	Housing & Urban Development Department
CSO	Civil Society Organization
MAS	Mahila Arogya Samiti
NGO	Non-Government Organization
PHEO	Public Health Engineering Organization
NRHM	National Rural Health Mission
NUHM	National Urban Health Mission
SOE	Statement of Expenditure
MP	Member of Parliament
MLA	Member of Legislative Assembly
SHG	Self Help Group
H&ND	Health & Nutrition Day
VHSC	Village Health & Sanitation Committee



1. Background:

The ultimate goal of access to better health to all in urban areas needs an effective management structure comprising of the elected representative, frontline workers of various allied department, civil society organizations, and community based organizations etc.

In the urban areas, ward is the lowest administrative and governance unit in a city/town for planning, monitoring and management of different programs/schemes/services. Each ward is politically represented by an elected member like Ward Corporator/Ward councilor. The management structure at the Ward level will envisage as a facilitating body for health, water, sanitation, hygiene and nutrition etc. related programs by various departments.

Village Health & Sanitation Committee (VHSC) is known as Gaon Kalyan Samiti (GKS) in the state of Odisha. GKS have been functional at the revenue village level as a community level platform to address local health and its determinants issues through participatory community action. In Odisha, GKS plays an important role to identify the local health, water, sanitation, hygiene and nutrition issues and take suitable measures to solve the same.

Keeping the experience in the rural part thorough GKS, it is proposed to extend the similar model in the urban areas of the state in the name of Ward Kalyan Samiti (WKS) to oversee Health, Sanitation, Water and Nutrition activities/program in the urban areas of the state.

The Ward in the urban area is the actual convergence and linkage points of all programs/persons. It establishes linkage between service provider and community by virtue of their rights through policy level influence for decision making. It is proposed to constitute the Ward Kalyan Samiti (WKS) at ward level under the urban local bodies (ULBs).

2. Constitution of the Samiti:

Ward Kalyan Samiti shall be constituted taking representatives from Health & FW Department, Women & Child Development, School & Mass Education Department, Housing & Urban Development Department, Civil society and ULB. The details about the members are as follows:

1. Ward Corporator/Councilor of the ward –**President**
2. Anganwadi worker (Senior most AWW in the ward or covering highest population)- **Convener**
3. Accredited Social Health Activists (ASHA) in the ward- Member
4. Community organizer of the ULB – Member
5. Sanitary Inspector, ULB- Member
6. ANM of the area – Member
7. Junior Engineer, PHEO, (in charge of the ward) /his/her representative - Member
8. One representative from each Mahila Arogya Samiti(MAS) in the ward- Member
9. One representative from Slum Development Committee/Basti Vikas Manch (to be nominated by the president)
10. Representative from the Primary school located in the ward or nearby ward(to be nominated by the president) – Member
11. Representative of the NGOs implementing the urban health project under the operational in the area
12. Special invitee (in case of need to be decided by President)

While forming the committee, care should be taken to ensure that the representatives from all slums under the ward is represented in the committee properly.

In case of non-existence/absence of Anganwadi centre in the ward and left out/dropout of Anganwadi worker, the ANM will act as Convener till engagement of AWW.

3. Role and Responsibility of Ward Kalyan Samiti:

- Convene monthly meeting of the committee and discuss the issues/problems of the ward.
- Identify various health, water, sanitation and nutrition related issues/problems and health resources of the ward particularly the slum areas.



- Prepare ward level plan and budget to address the issues related to Health, and its determinant with participation and representation from all the areas.
- Utilization of funds and resources received from various departments, charitable organizations and ULB.
- Create awareness in the community on good health practices through different IEC activities.
- Coordinate with health and other line departments, institutions, officials and ULB for convergent action.
- Approve the expenditure incurred for different programs and maintenance of records/registers for the same.
- Monitor the quality of services related to health, nutrition, sanitation, water supply etc. in the ward.
- Provide support for implementation of development schemes relating to their respective wards and identification of beneficiaries for the implementation of development and welfare schemes.
- Ensure repairing of the defunct tube wells, pipe water supply points/stand posts and disinfection of water sources and sensitize the people for using safe drinking water.
- Perform such other functions as may be assigned to it by the ULB and Govt.
- Conducting social audit and discuss on the reasons of birth and death of mother and child in the ward.
- Provide necessary support in organizing Urban Health & Nutrition Day, outreach session and Fixed Immunization Day (FID) in the ward.
- Ensure the participation of all sections of the community in the Urban H & ND sessions and Fixed Immunization Day
- Promote *Sustha* slum, *Sustha* ward , *Sustha* city and *Sustha* Odisha
- Arrangement for referral of pregnant women and malnourished children belonging to poor family of the ward to appropriate public health institutions.
- Inform the health service providers or health institutions of the locality regarding any emergency situation arising out of outbreak of Malaria, Diarrhea, Cholera or any other epidemics.
- Make necessary arrangement for referral of patients to the hospital during emergency.
- In case WKS mobilize resources from various sources or received funds from different departments, same will be deposited in a joint bank account in the name of scheduled bank/nationalized bank/post offices. The bank account shall be opened and operated by the



President , Convener and ANM of the area and transaction will be made by any two of the above signatories

4. Role of the President:

- Call regular monthly meeting of the Ward Kalyan Samiti on fixed day in each month and preside over the meeting. In case of need the emergency meeting may be called on by issuing notice to the members through the convener.
- Preparing ward health, sanitation, water, nutrition plan with the help of other members of the samiti and periodically reviews of the activities being undertaken by the samiti.
- Operate the bank account of the samiti jointly with Convener
- Ensure the utilization of the fund received as per the plan
- Share the proceedings of the meeting with all the members

5. Role of the Convener:

- Convene the meeting with due permission of the President and notice all the members about the date and time of the meeting
- Ensure participation of all the members of the committee in the meeting
- Record the proceedings of the meeting, maintain cash book, facilitate proactively for preparation and implementation of ward health plan and submit expenditure details and SOE to the concerned authority /City/District
- Maintain bank account of the samiti with ANM and President

6. Role of ASHA:

- Inform the community through notice on formation of the samiti in ward level and inform the community to attend the monthly meeting.
- Support the convener for undertaking different activities and organizing the monthly meeting
- Support for implementation of activity of Ward Kalyan Samiti
- Inform the samiti about the health & its related issues/problems in her slums
- Support the samiti for preparation and implementation of Ward Kalyan Samiti (WKS) plan

7. Meeting of Ward Kalyan Samiti (WKS):

- The WKS will meet once in a month. The date, place and time will be communicated to all the members by the convener well in advance.
- The meeting will be held preferably on particular designated day (Ward Kalyan Diwas) by the respective Ward Kalyan Samiti.
- The meeting will be held under the chairmanship of the ward corporator/ward councilor.
- The quorum of the meeting will be 2/3rd members of the Ward Kalyan Samiti .
- The health, sanitation, nutrition, water related issues/problems of the ward/slums will be discussed in the meeting.
- The activities/achievement of the previous month will be reviewed and coming month's plan of action will be prepared and approved in the meeting.
- The expenditure incurred for different activities will be placed for approval in the meeting.

8. Register/Record:

The following registers/records to be maintained by the convener of the Ward Kalyan Samiti (WKS)

- Meeting register
- Activity/event register
- Cash book
- Bank passbook
- Vouchers
- Reporting format

9. Ward Health Plan:

Ward level annual health plan will be prepared by the Ward Kalyan Samiti(WKS). The plan will be developed as per the local need and to address the issues on a priority basis. While preparing the plan opinion of the local people, field functionaries, CBOs, Voluntary organizations, Self Help Groups, teachers, ANM & others should be taken and due consultation should be made with them for making the plan a realistic and ideal one. It will also lead to have a clear vision of the community on the plan and its implementation. The prepared plan should be approved by the Ward Kalyan Samiti for its



implementation. The proceeding on the approval of the health plan should be recorded

in the WKS register. The President should review the Ward Health Plan in the monthly WKS meeting regarding implementation of activities as per the action plan. There is a need to prepare monthly plan of action for implementation of the activities as per the prioritized health issues and referring to the annual plan. A sample format for preparation of monthly action plan is given below.

Annual Health Plan Format

Issues	Activities	Time period		Estimated cost	Person responsible	Person to support/assist	Remark
		Period/date of starting	Period/date of completion				

10. Monitoring and Supportive Supervision Mechanism:

The District Health Society, City Health Mission/ Society, Urban Local Bodies, Urban Health Project implementing agency, urban dispensaries/hospitals will provide necessary support and facilitate the functioning of the WKS and ensure timely submission of the reports and implementation of the activities. The officials of the above bodies will also monitor the activities of WKS and provide necessary guidance and strategic direction to the samiti. The officials can verify the records/registers of the samiti from time to time. The standing committee of the ULB will regularly review of the performance of the WKS in the meeting.

11. Inter Sectoral Convergence:

Ward Kalyan Samiti (WKS) as a ward level institutions works for the interest of the urban community. The objective of this institution is to identify local health problems/needs, taking measures to find out solutions for the problems and to improve the quality of health services facility at community level. The objective can be achieved if proper coordination and convergence is made with different front line workers like officials of Health & Family Welfare Department, Housing & Urban Development Department, Urban Local bodies, Integrated Child Development Scheme(ICDS) under Women & Child Development Department , Non-Governmental Organizations like Voluntary Organizations, Women SHG, Mahila Arogya Samiti, CBOs etc for undertaking the activities. The Ward Kalyan Samiti (WKS) could also take interest and initiatives to coordinate and establish good co-operation with these departments



or organizations so that problems related to health, water, sanitation, and nutrition can be sorted out easily. The WKS will mobilize/sensitize the urban community about various schemes/programs being implemented by the Government, ULB and others and to ensure maximum benefit from these programs.

12. Process for formation of Ward Kalyan Samiti (WKS)

Ward Kalyan Samiti (WKS) will be formed at ward level and the following process will be adopted.

- General meeting will be organized in the ward in consultation with the ward corporator/counselor.
- The local NGO/ANM/Community organizer/ICDS supervisor will initiate the process for organizing the meeting in the respective ward. In the same meeting, decision will be taken for constitution of the committee, sharing of goal and objectives of the committee, opening of the bank account and preparation of action plan.
- A notice will be issued by under the signature of the Ward Corporator/Counselor for 1st meeting. The template of notice for 1st meeting is attached as annexure-II
- After the 1st meeting, regular monthly meeting will be organized under the chairpersonship of ward corporator/ward counselor. The template for preparation of resolution of 1st and subsequent meeting is attached as annexure- III & IV.



Annexure-I

Letter to Bank for opening of Bank Account:

To

The Branch Manager

Sub: Opening of the Bank Account in the name of Ward Kalyan Samiti

Madam/Sir,

We would like to inform you that the Ward Kalyan Samiti (WKS) is formed to implement health, nutrition, sanitation related activities in ward no..... of city/town. To facilitate the funds transaction it was decided in the Ward Kalyan Samiti to open the saving bank account in your bank. The account will be operated by

- | | |
|----------------|-----------|
| 1. Smt./Sri/Ms | President |
| 2. Smt./Ms | Convener |
| 3. Smt./Ms | ANM |

The resolution of the meeting held for the formation of WKS and opening of bank account in name of WKS is attached herewith for your reference. Any two of the signatory can issue the cheque and withdraw the amount. We request you to open the bank account in the name of Ward Kalyan Samiti (WKS) in your bank. The account opening form duly filled in is also enclosed with this letter. It is therefore requested to immediately open an account in your bank in favor of our Ward Kalyan Samiti.

Yours faithfully,

President, WKS

Convener, WKS

ANM

Encl: Copy of the resolution of the meeting.



Annexure –II

NOTICE

It is hereby informed the members of the Ward Kalyan Samiti to attend the 1st meeting to be held onathrs in the venue ofas per the agenda given below.

1. Formation of Ward Kalyan Samiti(WKS)
2. Discuss aims and objectives of WKS, role and responsibility of different members, functions and activities, fund management, frequency of meeting etc. of WKS
3. Opening of bank account
4. Any other

You are requested to attend the above meeting.

Corporator/Counselor

Ward no.

Name of the city/towns



Annexure- III

Resolution of the first Ward Kalyan Samiti (WKS) meeting:

Name of the city :

Name of the ward :

Date & timings of the meeting :

Venue of the meeting :

The first meeting of the Ward Kalyan Samiti (WKS) of ward no..... in ----- city/town was held under the chairmanship of Smt./Sri/Ms -----Corporator/counselor. The members of the WKS participated in the meeting. The aims, objectives, activities, role of different stakeholders, fund management and utilization, record maintenance etc. of WKS were discussed in details. The Corporator Smt./Mrs/Mrwas nominated as President of the Samiti and Smt/Mswas nominated as Convener of the Samiti.

It was decided to open a SB joint account in the nearest -----bank.

It was agreed that the resolution of this meeting along with a letter of request should be submitted to the Branch Manager, -----bank for opening of the bank account in the name of WKS. The following persons will operate the bank account and any two can issue cheque and withdrawal the amount.

- | | |
|----------------|-----------|
| 1. Smt./Sri/Ms | President |
| 2. Smt./Ms | Convener |
| 3. Smt./Ms | ANM |

It was decided that the functioning of the WKS would be governed by the guidelines of National Rural Health Mission (NRHM)/National Urban Health Mission (NUHM). The meeting of samiti will be held on each month.

The meeting ended with a vote of thanks to the chair and all

Signature of the members present in the meeting

1.



Annexure- IV

Template for subsequent meetings of Ward Kalyan Samiti (WKS)

Date of Meeting :

Time of Meeting :

Place of Meeting :

Members Present :

S. No.	Name of the Member	Signature

Meeting Proceedings in Brief:

Discussions held

1.

2.

3.

Decisions taken

1.

2.

3.