

Through e-mail

eFile No. 11614 - NHMHP-CH0SNCI/1/2019-CH-Section
National Health Mission, SDA complex, Kasumpti Shimla
Himachal Pradesh

To

All the Sr. Medical Superintendents, ZH/RH
All the Sr. Medical Superintendent, Medical colleges
Himachal Pradesh

Dated

September 25



Subject : Regarding revised operational guidelines for Special Newborn Care units (SNCU)

Sir/Madam,

This is in reference to this office letter No. HFW-H/RCH/SNCU/2023 dated 2.8.2014 regarding operational guidelines for established special newborn care units (SNCU). In this regard it is informed that in order to reduce NMR and IMR in the state Special Newborn Care units have been established and some are under process. For smooth functioning of these SNCUs every year funds are being allocated. The revised Guidelines for Utilization of SNCU operational cost is as under:

Committee for SNCU Operational Cost:

For Medical Colleges:

- Principal/ Medical Superintendent of Medical college & Hospital :
Chairman
- HoD Paediatrics : Member Secretary
- Nodal incharge of SNCU/ Sr. Most Pead. : Member
- Superintendent/Accountant: Member

For DH/ CH/CHC :

- Medical Superintendent/MOH/DPO/BMO/SMO/MO (as the case may be) of
the Hospital : Chairman
- Nodal incharge of SNCU/ Sr. Most Pediatrician(as the case may be) :
Member Secretary
- Superintendent/Accountant: Member

General Administrative Guidelines

- MS/MOH/DPO/BMO/Pediatrician/SMO (as the case may be) will review the performance of SNCU quarterly and monthly report of SNCU is to uploaded on the FBNC portal.
- The senior most Pediatrician (specialist) of the hospital should remain

incharge of SNCU.

- In addition each unit should have preferably 2 MBBS /MO Specialist (Pead) to assist SNCU pead. incharge
- The services of SNCU pead. and medical officers should be utilized in OPD children wards, postnatal wards, labour rooms and operation theatre in the following manner:

SNCU Ward: One visit every morning and evening at least once in case of emergency

Postnatal ward: One visit every morning and evening at least once and in case of emergency

Labour rooms: will attend all newborns needing resuscitation at labour room on call by the LR duty sister.

OT: will attend all newborns needing resuscitation during caesarean section on call by the OT duty sister

- The Pead. incharge of SNCU will be primarily responsible for first reporting of any event in SNCU like any death of neonates, any untoward incident, any instruments/equipments going out of service to BMO/ MS/ MOH/DPO / Pediatrician/ SMO (as the case may be) of facility with the copy to CMO/DPO. The same to be reported in concerned portal viz FBNC and MPCDR portal.
- An emergency fund of Rs. 5000/- will be constantly maintained with the nodal in-charge of SNCU for any contingency expenditure, to be recouped upon submission of bills to the concerned authority from time to time.
- Proper inventory /stock register/ consumption register to be maintained against each of the items purchased by SNCU incharge staff nurse. The SNCU nodal officer will check the register periodically.
- The committee for utilization of SNCU operational cost will review the fund utilization of SNCU quarterly and minutes of meeting should be shared with the office of the undersigned.
- An annual indent should be submitted to BMO/ MS/ MOH / DPO/ Pediatrician/ SMO (as the case may be) for all drugs and consumables required for SNCU by Nodal incharge of SNCU.
- SNCU Staff nurse in charge should be responsible for preparing the monthly report and get it verified by Nodal officer SNCU in-charge. After verification get it uploaded on FBNC portal by DEO. The web address is https://sncuindiaonline.org/d_loginAction
- Ensure the MOs/staff nurses posted in SNCU should be trained in FBNC.
- Staff nurses trained in facility based newborn care (FBNC) and posted in SNCU should not be transferred to other wards as they are specially trained for Newborn care.

Expenditure can be incurred for following activities:

- Every effort must be given for constant supply and use of medicines and

consumables which are available under EDL.

- Consumables and Disposables required for sick newborns if not available in stores.
- Purchase of gowns, masks, rubber slippers and other consumables /disinfectants for sepsis control only if not available in stores.
- Most essential investigation which are advised by the treating doctor and not available in the hospital laboratory. The committee for Utilization of SNCU operational cost will decide which outside laboratory facility will be used for this purpose, using standard one-year rate contract available in the Govt. hospital.
- For maintenance /repair of equipments, Phototherapy tubes, Electrical, Furniture, Central Gas Pipeline, autoclave, semi auto analyzer, consumables fire extinguishers etc. required for uninterrupted functionality of SNCU.
- Comprehensive Maintenance Contract (CMC) including procurement of spares of equipments in SNCU after warranty period. The rates of spares for the entire period of CMC should be obtained in advance during making the contract and such rates adhered to during the period CMC is in force (where ever applicable)
- Renewal of CMC will be the responsibility of BMO/ MS/MOH /DPO/ Pediatrician /SMO (as the case may be) will initiate the process at least 60 days before the existing contract period expires.
- The fund can be used for repairing of DG set for continuous power supply to the SNCU unit.
- Cost of procurement of computer & printer consumables and stationeries' for SNCU record keeping not exceeding Rs. 15000 per annum
- Consumables and disposables of CPAP and Mechanical Ventilators, Compressor for CPAP and other parts of Mechanical Ventilators, side bars of radiant warmers, may be purchased from this fund maintaining standard financial procedure and approval of the Committee for Utilization of SNCU Fund at district hospital /CH/CHC and Medical Colleges. Proper stock registers to be maintained.
- Repair/maintenance/procurement of SNCU furniture for breast feeding room for promotion of KMC activities and follow-up clinic/OPD for SNCU graduates from SNCU operational funds.
- As per delegation of financial powers the respective SNCUs may utilize the funds after the approval of the SNCU operational committee as mentioned above and after completing all codal formalities thereof.

Clinical Management Guidelines: Standard protocol as described in the FBNC manual should be followed for admission/ treatment and discharge which is also available on <https://nhm.hp.gov.in/child-health/fbncfacility-based-newborn-care/guidelines>.

Signed by

Rajesh Guleri

Date: 02-09-2025 15:08:52

Dy. Mission Director
National Health Mission
Himachal Pradesh.

Endst No. 11614 - NHMHP-CH0SNCI/1/2019-CH-Section Dated
Copy forwarded to :

1. The Secretary (Health) to GoHP for information please.
2. All the Chief Medical Officers and Principal of Medical colleges for information please.
3. The Medical Superintendent of CH Nurpur, CH Palampur, CH Rohru and MGMSC Khaneri for information and necessary action.
4. All the MOH for information and necessary action.
5. The SMO of CH Paonta Sahib, CH Sundernagar and CHC Nalagarh for information and necessary action.
6. All the DPO (CH) for information and necessary action please.

-Sd-

Dy. Mission Director
National Health Mission
Himachal Pradesh.

