



[E- 292268 ] NHMHP-HWC0VC/1/2025-HWC-Section-  
National Health Mission,  
Directorate of Health Services,  
SDA Complex, Kasumpti  
Himachal Pradesh, Shimla-9

NATIONAL HEALTH MISSION  
03 AUG 2025

To

All the Chief Medical Officers  
In Himachal Pradesh

Kasumpti Shimla-9 (H.P.)

Dated: Shimla-9, the, August, 2025

Subject; Regarding SoPs for disbursement of Honorarium and Performance based Incentive for State Mentors under CHO Mentoring Programme.

Sir/Madam,

This is in reference to the notification No.NHMHP-HWCOGEN/6/2022-HWC-Section- 11235-9267 dated 11.5.2023.

Queries have been received from various districts regarding disbursement of Honorarium and Performance- based Incentive for State Mentors under CHO Mentoring Programme.

In this regard, it is informed that the Honorarium and Performance-based Incentive for State Mentors under CHO-Mentoring Programme may be disbursed on the basis of the SOPs attached as Annexure-1.

Endst No. As above  
Copy to:

1. The Secretary (Health) to the Government of Himachal Pradesh for information please
2. The Director Health Services, Himachal Pradesh for information please
3. The Joint Controller (F&A) NHM for information please
4. All the District Programme Officers (HWC) for information and with the request to update the facility profile of the notified HWCs.
5. The Consultant (MIS) for information and with the request to upload the copy of the letter on NHM website

Signed by

Mission Director (NHM)

Pradeep Kumar Thakur

Dated: Shimla-9, The

Date: 02-09-2025 14:38:47

NATIONAL HEALTH MISSION  
03 AUG 2025

Kasumpti Shimla-9 (H.P.)

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Mission Director (NHM)  
Himachal Pradesh, Shimla-9

### Annexure-1

## Standard Operating Procedure (SOP) for Disbursement of Honorarium and Performance-Based Incentive for State Mentors

A State Mentor is eligible for an honorarium of ₹100 per CHO mentored per month, with an additional maximum of ₹50 per CHO per month as a performance-linked incentive based on predefined indicators.

### 1. Honorarium Disbursement for State Mentors

- Each State Mentor will inform their CHOs and BMO at least one month in advance regarding the training schedule.
- The Block Medical Officer (BMO) will ensure that all CHOs regularly attend the scheduled trainings and are well-informed of the training schedule.
- Honorarium Calculation: The State Mentor will receive the honorarium based on the number of invites sent to CHOs. Example: If the State Mentor shared 36 invites, they are entitled to ₹3,600 (36 × ₹100 per invite).

### 2. Performance Based Incentive (Maximum ₹50 per CHO per Month)

- An additional ₹50 per CHO per month will be paid as an incentive, based on the performance of the CHOs according to predefined performance indicators.
- After every session, a detailed report of marks scored by each CHO is shared by CMC Vellore.
- The State will share this report with the district in the first week of every month for the preceding month.
- The average of the marks scored by each CHO will define the incentive amount for the State Mentor.

2.1 How Marks Are Displayed Marks are displayed in the following format:

Name of the CHO	Week 1			
	CHO2-TFW21PRE11	CHO2-PC6.1	CHO2-PC6.2-V1	CHO2-TFW22
ABC	60%	70%	80%	75%

The marks will be shared for all four weeks.

### 2.2 Step by Step Calculation of Monthly Incentive

1. Calculate the average marks for each week (Weeks 1 to 4).
  - Example for Week 1 using the four scores: Weekly Average (Week 1) = (60

+ 70 + 80 + 75) ÷ 4 = 71.25%.

2. Repeat the above for Week 2, Week 3, and Week 4 to get all four weekly averages.
3. Calculate the Monthly Average score using the four weekly averages.
  - Example: Weekly averages are 71.25%, 80%, 60%, and 55%.
  - Monthly Average = (71.25 + 80 + 60 + 55) ÷ 4 = 67%.
4. Calculate the incentive per CHO for the month.
  - Incentive per CHO = Monthly Average (%) × ₹50.
  - Using the example: Incentive = 67% × ₹50 = ₹34 per CHO.
5. The same calculation will be done individually for all CHOs who have attended the training.

**3. CHO Transfers and Replacements**

**3.1 Transfer of CHOs**

- If a CHO is transferred to another district, the district authority must formally communicate the specifics of the transferred or resigned CHO (name, designation, reason for transfer/resignation) to the State.
- The transfer of CHOs should be officially recorded, and the district must nominate a new CHO to replace the transferred or resigned CHO.

**3.2 Maintaining the CHO Allocation Ratio**

- It is the responsibility of the district authorities to ensure that the ratio of CHOs to State Mentors remains 36 CHOs per State Mentor.
- If a CHO is transferred or replaced, the district must ensure that the State Mentor's caseload is maintained at 36 CHOs, either by reassigning CHOs or adjusting other resources.