

STATE HEALTH SOCIETY
SATPUDA BHAWAN
Bhopal (M.P.)

Delegation of Administrative and Financial Powers under NRHM

Financial Powers of the General Body, Executive Committee, Programme Committees and other office bearers of the State Health Society:

The Committee recommends that the delegated administrative and financial powers of the office bearers and staff of the State Health Society may be as indicated in

Table:1

Item	Authority	Extent of Power
A-1: Approval of the State Programme Implementation Plan (State PIP) for submission to GOI	Executive Committee	Full powers
A-2: One time approval of the activities in the State PIP approved by GOI and approval of Program-wise, District-wise allocations	Executive Committee	Full powers
B-1: Financial sanctions for release of funds to District Health Societies as approved in state PIP	Mission Director DFW	Full powers. Upto Rs. 50.00 Lakhs
B-2 Approval of proposals for re-appropriation of the funds beyond 10% of the original allocation at the District level (ref. Governing Principle-4), as approved in state PIP	Mission Director	Full powers.
	Director PH / Director RCH / NRHM /DFW	As per reallocation powers provided under existing programme guidelines up to Rs.50=00 lakhs
C: Specific expenditure proposals		
C-1: Approval of procurement of goods, medicines, medical equipments, etc. approved in the State PIP	Mission Director	Full Powers for C-1 and C-2
C-2: Approval of procurement of services (including hiring of auditors) for specific tasks including outsourcing of support services for the	Director Public Health /DFW	More than Rs. 5 lakhs and upto Rs. 50.00 lakh per case for C-1 and more than Rs. 1.00 lakh

<p>Directorate.</p> <p>Note-1: As far as possible, procurement should be done using the rate contracts of the DGS&D or State Government / any other rate contract adopted by the State Health Society to the extent possible.</p> <p>Note-2: For items which are not available under rate contract mechanism, the respective approving authorities should approve the expenditure on the recommendations of a duly appointed procurement committee.</p> <p>Note-3: The State Health Society should develop and adopt detailed procurement guidelines for itself and District Health Societies.</p>	<p>State Programme Officers Joint Directors of concerned programmes / Div. Joint Directors</p>	<p>and upto Rs.10.00 lakh per case for C-2</p> <p>Upto Rs. 5 lakh per case for C-1 and Rs. 1 lakh per case for C2</p>
<p>C-3: Financial sanctions for major/new civil works</p> <p>Note-1: Estimates should be prepared on the basis (a)an approved type design and, (b)State schedule of rates (SORs)</p> <p>Note-2: Options other than executing works through Public Works Department (PWD) Can be exercised. However, the selected agency must follow the open tendering process for selecting contractors.</p> <p>Note-3: Works can be bundled at the State level [for a group of districts or all districts] or delegated to District Health Societies.</p> <p>Note-4: As far as possible, contracts should be awarded on a turn key basis (design, execution and handing over) with 'no cost over-run' and</p>	<p>Mission Director</p> <p>Director (Family Welfare)</p>	<p>Full Powers subject to notes 1 to 4</p> <p>Up to Rs. 1 crore per site.</p>

<i>'penalty' (for time over run) clauses.</i>		
Note-5: <i>Maintenance should be delegated to facility level management society along with suitable guidelines.</i>		
C-4: Minor Civil Works at the State Level: repairs and renovations (including civil & electrical works) Note-1: <i>Any civil work related to already existing structure and amounting upto Rs. 20 lakhs per institution/structure should be considered as Minor Civil Works.</i> Note-2: <i>Minor civil works should generally be delegated to the concerned hospital management society (Rogi Kalyan Samiti)</i>	Mission Director	Full Powers
	DPH / DFW	More than Rs.1Lakh and upto Rs. 10 lakhs per site.
	State Programme Officers Joint Directors of concerned programmes	Upto Rs.1 (one) lakh per site.
C-5: Hiring of contractual staff against approved posts in the State PIP, including sanction of compensation package, eligibility, ToR and renewal of contract etc. <i>Note: The posts under the State Health Society can be filled up through hiring from the open market or through appointment of regular officers on deputation basis [ref: MoHFW DO no. 37018/6/2003-EAG (part IV) dated 20th June, 2005]</i>	Sub Committee of Executive Committee /Principal Secretary Govt. of MP Dept. of PH & FW	Full Powers
C-6: Approval/sanction of payment of monthly remuneration/honorarium/wages for approved contractual staff Note: <i>All contracts will be subject to review and renewal on an annual basis and will require approval of the Executive Committee</i>	State Programme Officers Joint Directors of concerned Programmes / Divisional Joint Directors	Full Powers for payments to staff specifically working under their programme.

<p>C-7: Sanction of TA/DA and other admissible allowances Note-1: TA/DA should be regulated in accordance with the bye-laws of the State Health Society which can be defined on the lines of the norms suggested in Appendix 4.1. Note-2: The Society funds can be used for payment of TA/DA only for the personnel who are drawing salaries from the State Health Society, unless otherwise provided in the specific programme included under the NRHM.</p>	<p>Director Public Health /FW</p>	<p>Full Powers</p>
<p>C-8: Approval for hiring of Vehicles/Taxis for supervisory visits by state level programme officers or office bearers/officials of State Health Society. Note-1: Provision for hiring is only available where vehicles are not available from the State Government or from the project/programme. Note-2: Hiring charges have to be met from the 6% management costs along with salaries, TA/DA and office expenses. Note-3: The state PIP should indicate the overall distribution of provisions for vehicle hiring at state, district and sub-district levels.</p>	<p>Director Public Health / FW (State Programme Officers) Joint Directors of concerned programmes /Divisional Joint Directors</p>	<p>Full Powers subject to approved budget (limit for hiring of vehicle/taxi on monthly basis). Upto Rs.50000/-JD of concerned programme/Div. JD. Above Rs.50000/-to Rs.200000/- JD NRHM & CE Works Above Rs. 200000/- Director PH/FW</p>
<p>Note-4: The State Health Society should create a panel of accredited taxi operators through open tendering for hiring vehicles which should be done on yearly basis. * In case of emergency vehicle</p>	<p>(Director Public Health / FW) (Mission Director) Director Public Health/FW (State Programme Officers) Joint Directors of concerned programmes/Divisional Joint Director</p>	<p>Full powers, subject to approved budget and the hiring of vehicle /taxi on daily basis.</p>

will be hired on MPTDC rates with the approval of appropriate authority.		
C-9: Expenditure on office expenses such as stationary, computer accessories, office equipments, office furniture, broadband internet connection, etc.	Full Powers subject to the approved budget. Mission Director DPH / DFW Full powers upto Rs.100000/-per case	
	(State Programme Officers) Joint Directors of concerned programmes /Divisional Joint Directors	Upto Rs. 10,000/- per case.
	State Programme Manager of the State PMSU	Upto Rs. 2,000/- per case
C-10: Expenditure on approved workshops, meetings etc. (excluding training), including associated expenses incurred as per programme guidelines	Full Powers (Mission Director) (Director Public Health/FW) Upto Rs. 2 lakh per case.	
	(State Programme Officers) Joint Directors of concerned programmes/Divisional Joint Director	Upto Rs. 50,000/- per case.
C-11: Expenditure on approved Training activities: including payment of TA/DA as per approved norms and purchase of training material and other associated expenses. * As per TA/DA norms is annexed –table1.2	Mission Director	Full Powers
	Director Public Health/FW	Upto Rs. 5 lakh per case.
	(State Programme Officers) Joint Directors of concerned programmes/Divisional Joint Director	Upto Rs. 1 lakh per case.
C-12: Miscellaneous expenses not specifically covered above.	Chairperson Sub Committee of Executive Committee (Principal Secretary Govt. of MP Dept. of PH&FW)/Mission Director	Full Powers
Note: No assets shall be acquired under this head. Any proposal for acquiring assets should be specifically provided for in the State PIP under the provisions laid down in para C-9 or other relevant provisions above (as the case may be). And approval sought for the same	Mission Director	Upto Rs. 5Lakh per case.
	DPH/DFW	Rs. 1 Lakhs per case
	(State Programme Officers) Joint Directors of concerned programmes/Divisional Joint Director	Upto Rs. 10,000/- per case.

Footnote-1: *The General Body of the State Society should adopt a resolution indicating work allocation among (a) (Mission Director) (b) (Director-PH/FW), (b) (State Programme Officers Joint Director of concerned Programmes Div.JDs) and the other office bearers of the Society.*

Footnote-2: *For cheque signing / electronic e-banking authorisation for funds transfers, the procedures detailed in 'National Rural Health Mission. Guidelines on Financial, Accounting, Auditing, Fund flow & Banking Arrangement' as approved by the Empowered Programme Committee (EPC) of NRHM, as per the notification No.107/FMG/2005-06 dated 14th December, 2006 of Government of India, Shall apply. All funds flow and other associated processes will also be as per the same notification.*

Footnote-3: *Management cost [items C-6, C-7, C-8, C-9 and C-12] can not exceed 6% of total expenditure in a year.*

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**Financial Powers of the General Body, Executive Committee,
Programme Committees and other office bearers of the
District Health Society**

The Committee recommends that the delegated administrative and financial powers of the office bearers and staff of the District Health Society may be as indicated in

Table1.1

Items	Authority	Extent of Power
A: Approval of District Action Plan (DAP)	One time approval of General body of District Health Society chaired by In-charge Minister Govt. of (M.P.)	Full Powers
B-1 : Approval for release of <u>Untied Funds and Annual Maintenance Grants</u> to RKS, CHC, PHC, Sub-Centre and VHSC etc.	1.District Collector 2.Divisional Joint Director 3.Chief Medical & Health Officer	Full Powers Subject to allocations in the approved DAP. Rs. 5.00 Lakhs to 10.00 Lakhs Upto Rs. 5.0/- Lakhs
B-2: Approval for release of funds (<u>other than United Funds</u>) to implementing agencies for example, to Hospitals/Hospital Societies, Block Medical Officers/CHC/PHC/Sub-Centre/VHSC/NGOs and other implementing agencies and imprest money to Medical Officers, ANM and ASHA etc.	(Chief Medical & Health Officer)	Full Powers subject to allocations in the approved DAP.
	District Programme Officers T.B., Malaria, Immunization ,Blindness, Leprosy, RCH/NRHM others	UP to Rs. 20,000 per case subject to allocations in the approved DAP.
C: Specific Expenditure Proposals		
<i>C-1: Major/New Civil Works which have been delegated to the District Health Society. Note -1 : Estimates should be prepared on the basis of an approved type design and,(b) State schedule of rates (SORs)</i>	District Collector	Full Powers subject to allocations in the approved DAP.

<p>Note-2: Options other than executing works through public Works Departments [PWD] can be considered, provided selection of executing agency is done through a competitive tendering/bidding process which allows the PWD to participate in the Tendering/bidding Process.</p> <p>Note-3: Major Civil works should not be delegated below district level.</p> <p>Note-4: As far as possible, contracts should be awarded on a turn key basis (design, execution and penalty (for time over run clauses.)</p> <p>Note-5: Maintenance should be delegated to facility level management society.</p>		Above Rs.1.00Crore Administrative approval by Principal Secretary Govt. of M.P. Dept. of PH &FW & Technical approval by Chief Engineer
<p>C-2: Approval for Minor civil works; repairs and renovations (including civil and electrical works)</p> <p>Note-1: Any civil work related to already existing structure and amounting upto Rs. 2.00 Lakhs per institution/Structure should be considered as Minor Civil Work.</p> <p>Note -2: Minor Civil works should generally be delegated to the concerned hospital management society (Rogi Kalyan Samiti along with suitable guidelines)</p>	<p>(CM&HO)</p> <p>District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others</p>	<p>Full Powers subject to allocations in the approved DAP.</p> <p>Up to Rs.20000/- per case.</p>
<p>C-3:Approval for procurement of medical equipment, furniture and other items for the facilities selected for Upgradation to FRU/IPHS</p>	<p>District Collector Chairperson Executive Committee of Dist. Health Society</p>	<p>Full Powers subject to approved DAP, and following approved procurement</p>

level and/or 24/7 PHC level		guidelines.
C-4: Approval for procurement of other goods, medicines and medical supplies C-5: Approval for procurement of services (including hiring of auditors) for specific tasks including outsourcing of support services. <i>Note-1: To the extent possible, procurement should be done using the rate contracts of the DGS&D or State Government / any other rate contract adopted by the State Health Society.</i> <i>Note-2: For items which are not available under rate contract mechanism, the respective approving authorities should approve the expenditure on the recommendations of a duly appointed procurement committee, as per the procurement rules/guidelines prescribed by the State Health Society.</i>	(CM&HO)	Up to Rs. 5.00 lakhs Per case subject to approved DAP and following approved procurement guidelines for C-3. Up to Rs. 5.00 lakhs per case subject to approved DAP and following approved procurement guidelines for C-4. Up to Rs. 1 lakhs /per annum case subject to approved DAP and following approved procurement guidelines for C-5.
	District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others	Up to Rs. 15,000/- per case subject to approval in DAP.
C-6: Hiring of contractual staff against approved posts in the DAP, including sanction of compensation package.	Executive Committee	Full powers, subject to the norms/guidelines prescribed by the State Health Society.
C-7: Sanction/approval for payment of monthly remuneration for contractual Staff and payment of their TA/DA	(CM&HO)	Full powers subject to norms adopted by the Society.
	District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others	Full powers for the staff working specifically under their programme.
C-8: Approval for hiring of vehicles/taxis for supervisory visits in the district.	(CM&HO)	Full powers subject to maximum limit of Rs. 1000/- per day

		approved budget.
<p>*Incase of emergency vehicle will be hired on MPTDC rates with the approval of appropriate authority.</p> <p>Note-1: Provision for hiring is only available where vehicles are not available from the State Government or from the project/programme.</p> <p>Note-2: Hiring charges have to be met from the 6% management costs along with salaries, TA/DA and office expenses.</p> <p>Note-3: The District PIP should indicate the overall distribution of provisions for vehicle hiring at state, district and sub-district levels.</p> <p>Note-4: The District Health Society should create a panel of accredited taxi operators through open tendering for hiring vehicles which should be done on yearly basis.</p>	District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others and Block Medical Officers and other sub-district level functionaries.	Full Powers subject to approved budget for the programme /block/hospital under the DAP and the condition that payment for vehicles hired outside the Rate Contract referred to in Note-4 shall require approval of the CM&HO
C-9: Expenditure on Workshops, Meeting etc. (excluding training) at district level	Full Power to Divisional JDs. CM&HO subject to approved budget maximum limit of Rs.50000/- per case	
	District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others& BMO	Up to Rs. 5,000/- per case
C-10: Expenditure on Training at District level (including TA/DA as per norms, AV equipment and logistics etc.)	Full powers, subject to budget in the approved DAP (CM&HO)	
	District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others	Up to Rs. 20,000/- per Case
	BMO	Rs.10000/- per cases
C-11: Expenditure of offices expenses such as stationary,	Upto Rs. 1.00 lakh to Divisional Joint Director subject to approved budget in DAP	

computer accessories, maintenance of office equipment (AMC), broadband internet connection and other miscellaneous items not covered above	(CM&HO) Up to Rs. 20,000/- per case, subject to approved budget as per state purchase rule	
	District Programme Officers T.B., Malaria, Immunization, Blindness, Leprosy, RCH/NRHM others	Up to Rs 10,000/- per case, subject to approved budget as per state purchase rule
	DPM of DPMSU/BMO	Up to Rs. 5,000/- per month subject to approved budget as per state purchase rule

Footnote-1: All the above-mentioned financial and administrative powers shall be limited by the norms provided under the approved District Action Plan.

Footnote-2: For cheque signing/electronic e-banking authorization for funds transfers, the procedures detailed in 'National Rural Health Mission: Guidelines on Financial, Accounting, Auditing, Fund Flow & Banking Arrangements' shall apply. All funds flow and other associated processes will also be as per the same notification.

Footnote-3: Management cost [items C-6/C-7, C-8, and C-11] can not exceed 6% of total expenditure in a year.

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Financial Powers of the Governing Body, Executive Committees and other office bearers of the Hospital Management Societies (Rogi Kalyan Samities or equivalent)

Table-1.2

Item	Authority	Extent of power
<p>A-1: Approval of expenditure plan for the untied grants and annual maintenance grants received under NRHM</p> <p>A-2: Approval of expenditure plan for user fee collections and other receipts</p>	Executive Committee	Full Power
<p>B-1: Approval for procurement of goods including minor equipments medicine, dressing material, injection, vaccine, etc.</p> <p>B-2: Approval for procurement of services (excluding auditor appointment, which would be done by the DHS) for specific tasks including outsourcing of support services.</p> <p>B-3: Approval for repairs and maintenance including minor civil works.</p> <p>B-4: Approval for expenditure on all other activities envisaged under RKS mechanism and funded through the untied grant mechanism and/or maintenance grants.</p>	Hospital Superintendent/ BMO	<p>Full Powers if expenditure is as per the plan approved by the Executive Committee. Otherwise, full powers upto the following monetary ceilings without prior approval of the Executive Committee:</p> <p>Rs. 1 lakh-District Hospital Rs. 50,000 – Civil Hospital / CHC /Block PHC / Rural / Referral Hospital Rs. 35,000 – PHC</p> <p>Further expenditure shall require endorsement / approval of the above amounts by the Executive Committee.</p> <p>After endorsement, the ceilings indicated above shall stand recouped.</p> <p>Note: In case the Executive Committee (RKS) does not endorse the purpose for which funds have been used by the chairperson (Executive Committee), RKS, the matter may be</p>

		placed before the Executive Committee of the District Health Society
C-1: Payment of salaries for contractual medical, paramedical and non-medical Staff and their TA/DA <i>Note: TA/DA entitlements may be as per the norms adopted by the District Health Society</i>	Civil Surgeon cum Hospital Superintendent and BMO	Full Powers, subject to approved budget and norms
C-2: Approval for payments of benefits under Janani Suraksha Yojana <i>Note: As per JSY Guidelines, RKS is required to keep a separate Bank Account for JSY funds.</i>	CM&HO Full powers for sanction/ Release of budget Civil Surgeon Cum Hospital Superintendent / BMO)	Full Powers, Accounts for the funds disbursed should be included in the agenda of the Executive Committee meetings.

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Appendix-1.3**TA/DA entitlements at the State Health Society level**

	Category I State Programme Officers and State Government Officers (Class I) on deputation to State Health Society	Category-II State Government Officers (Class II) on deputation to State Health Society and full time contractual staff/consultants of the State Health Society receiving monthly remuneration of Rs. 15,000/- per month or more	Category-III Other contractual technical/clerical staff of the State Health Society receiving monthly remuneration less than Rs. 15,000/- per month or any state government staff (Class III and IV) on deputation to State Health Society.
For travel (outside state)	By air	By air, if distance by shortest route is more than 500 KM else by 2nd AC Rail.	Rail: 3rd AC or AC Chair Car
For travel within the State	By air, if distance by shortest route is more than 500 KM, else by AC I/II Rail, Office vehicle or Taxi (As per entitlement)	2nd AC Rail/AC Bus/ office vehicle	Sleeper Class by Train/non-AC Bus. Can travel in officer vehicle where travelling along with entitled officers
Per-diem for travel outside state when hotel is not used	Rs. 500/- per day	Rs. 300/- per day	Rs.200/- per day
Per-diem for travel outside state when hotel is used	Rs. 2000/- per day	Rs. 1000/- per day	Rs.500/- per day
Per-diem for travel within state when hotel is not used	Rs. 200/- per day	Rs. 150/- per day	Rs.100/- per day
Per-diem for travel within state when hotel is used MPTDC or other hotel	Rs750/- per day	Rs. 500/- per day	Rs.300/- per night
Local Conveyance	Rs.500/-	Rs.300/-	Rs.200/-
Local Conveyance per day in Delhi	Rs.1000/-	Rs.700/-	Rs.400/-

Notes

1. Air travel, where admissible, should be undertaken in economy class only, utilizing lowest available fares under check fares or other discounted fares on any airline, by the shortest direct route.
2. Officer vehicle or taxi, if admissible, should generally be used only where it is more economical or where direct train connection is not available. Taxi or officer vehicle should generally not be used for distances greater than 300 kms.
3. The State Health Society should identify and negotiate standard discounted tariffs for its staff/employees with the State Tourism Corporation, guest houses of PSUs and budget hotels in the state to minimize travel related expenditure.
4. Travel for official purposes using own vehicle is permissible and may be reimbursed on per KM basis as per the rates approved by State Government in this regard.

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Annexure-V

Table-2

TA/DA entitlements at the District Health Society level

Entitlement	Category I District Programme Officers and State Government Officers (Class I) on deputation to District Health Society	Category II State Government Officers (Class II) on deputation to District Health Society and full time contractual staff/consultants of the District Health Society receiving monthly remuneration of Rs. 15,000/- per month or more	Category III Other contractual technical/clerical staff of the District Health Society receiving monthly remuneration less than Rs. 15,000/- per month or any state government staff (Class III and IV) on deputation to District Health Society
For travel (outside state)	By air, if distance by shortest route is more than 500 Km, else by 2nd AC Rail	By 2nd AC Rail	Rail: 3rd AC or AC Chair Car
For travel within the State	By 2nd AC Rail, Office vehicle or non-AC Taxi	By 2nd AC Rail, Office vehicle or non-AC Taxi	Sleeper Class by Train/non-AC Bus/office vehicle if available.
For travel within District	By Office vehicle, non-AC bus, non-AC Taxi, Rail	By Office vehicle or non-AC bus, non-AC Taxi, Rail	By Office vehicle non-AC bus, Rail
Per-diem for travel outside state when hotel is used	Rs. 500/- per day	Rs. 300/- per day	Rs.200/- per day
Per-diem for travel outside state when hotel is not used	Rs. 1500/- per day	Rs. 1000/- per day	Rs.500/- per day
Per-diem for travel to State Capital when hotel is not used	Rs.300/- per day	Rs. 200/- per day	Rs.100/- per day
Per-diem for travel State Capital when hotel is used	Rs600/- per day MPTDC hotel /other hotel	Rs. 400/- per day (Subject to actuals)	Rs.300/- per night (Subject to actuals)

Per-diem for travel to places within the State other than State Capital when hotel is not used.	Rs. 200/- per day	Rs. 150/- per day	Rs.100/- per day
Per-diem for travel to places within the State other than State Capital when hotel is used	Rs.400/- per Day MPTDC hotel/other hotel	Rs. 300/- per day (Subject to actuals)	Rs.200/- per day (Subject to actuals)
Per-diem for travel within own district	As per state government TA/DA rules	a) As per state government TA/DA rules for Government employee b) Rs. 100 per day for Contractual employee	a) As per state government TA/DA rules for Government employee. b) Rs. 75 per day for Contractual employee

Notes

1. Air travel, where admissible, should be undertaken in economy class only, utilizing lowest available fares under check fares or other discounted fares on any airline, by the shortest direct route.
2. Officer vehicle or taxi, if admissible, should generally be used only where it is more economical or where direct train connection is not available. Taxi or officer vehicle should generally not be used for distances greater than 300 kms.
3. Where available, the District Health Society should utilize the standard discounted tariffs for its staff/employees with the State Tourism Corporation, guest houses of PSUs and budget hotels in the state to minimize travel related expenditure.
4. Travel for official purposes using own vehicle is permissible and may be reimbursed on per KM basis as per the rates approved by State Government in this regard.

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