

# MONITORING & SUPERVISION (M&S)

## Monthly Visit Plan

Visit plan submission date:		Name of Supervisor:	
Designation of Supervisor:		Posting place:	
Program		Total No. of field visits planned:	
Year-Month		District	

### LIST OF FACILITIES – VISITS PLANNED

Sr #	Visit Category	Facility Type	Facility Name	Checklist Name	HCP Name	Date of Visit
1						
2						
3						
4						

Sr #	Visit Category	Facility Type	Facility Name	Checklist Name	HCP Name	Date of Visit
5						
6						
7						
8						

*Key consideration of M&S visits:*

1. Distribution of total number of facilities among supervisors for M&S visits,
2. M&S visit plan should be conducted in a group of 3-4 supervisors using one vehicle, like DFP MNCHP, EPI, LHWP, etc.,
3. Prepare M&S visit plan in coordination with group members for selecting facilities in same geographical area, and to avoid duplication,
4. More than one facility may be included in one day visit depending upon location, where possible,
5. After the visit, supervisors should prepare and share visit report with the “DHO”, and upload report in “M&E Dashboard” on the day following the visit, and
6. Prepare and submit travel claim/ bill on the day following the visit.