**MONITORING & SUPERVISION (M&S)**

**Monthly Visit Plan**

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| **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** |
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*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.