



# Health Awareness



For Service Providers 2014  
Tamil Nadu

## Circular No. 15 / 2014

Allocation of work among the sections Orders Issued - Guidelines



**NATIONAL HEALTH MISSION**

State Health Society - TN

DMS Complex, Chennai

# **Circular No.15 / 2014**

**Roc No: 3543 / P5 / SHS / 2014,  
Dated 24.06.2014**

**Dr.C.N.Mahevaran, IAS.,**  
Mission Director

**National Health Mission,**  
State Health Society-TN  
DMS Complex, Chennai – 6

**Circular No. 15 / 2014**  
**Roc No: 3543/P5/SHS/2014, Dated, 24.06.2014**

**Sub: NRHM-State Health Society-Tamilnadu – Allocation of work among the sections –Orders Issued-Reg.**

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In order to streamline the functioning of the office in accordance with office procedure, it is decided to entrust duties and responsibilities to the respective officers/staff working in this office. Accordingly, the job chart and responsibility to execute the work has been allotted as follows. The concerned officers are directed to strictly adhere to this office order without any deviation.

**1.STATE PROGRAMME MANAGER:**

The duties and responsibilities of State Programme Manager are:

1. To Monitor the Administrative Wing .
2. To facilitate and insist in preparation of state level NRHM Plan and Monitoring reports with appropriate analysis and recommendations for corrective action and facilitating preparation of planning, manual monitoring, preparation and approval of annual district and State PIPs, continuous process of monitoring and conducts meetings/Statutory obligations pertaining to State Health Mission and Society.
3. To assist in the preparation of necessary proposals for allocation of resources/ flexible funds to districts, Municipalities.
4. Obtain necessary assistance to ensure that the plans from districts/Municipalities etc., facilitate appraisal of plan, on the basis of appropriate criteria and recommend approval after making necessary changes, If required, to assist in preparing and consolidate State PIP and providing assistance in obtaining approval from Government of India.
5. Co-ordination of various departments i.e Programmes/Schemes implementing line Department like DPH&PM, DM&RHS, DME, & ISM at the state as well as district level if required at Secretariat level for the successful implementation of the National Health Mission (NHM) plans.

6. Monitoring of Civil Construction wing and procurement wing
7. Organising Governing Body Meeting & EC meetings.
8. Sanction of Office Contingent expenditure as the Financial powers delegated upto Rs.50,000/-
9. Appellate Authority to Right to Information Act 2005 petitions.

## **2.Establishment & Administrative Wing :-**

### **Administrative Officer**

The duties and responsibilities of Establishment Section allocated to Administrative officer are:

1. Administrative matters.

2. Subject related to:

- Establishment & files relating to court case
- Vehicles
- Installation of telephones, maintenance of Intercom, purchase of cell phones, SIM card & bill settlement.
- Purchase of computers & accessories for SHS. AM contract for Xerox machine & computers.
- Stationery purchase.
- Organizing Governing body & Executive committee meeting
- Monitoring of Health Information system in 4 hospitals
- Nodal Officer for Hon'ble CM cell petitions

3. Signing of fair copy.

4. Monitoring of file movement system, maintenance of Vehicle, Stationery, Furniture, Computer and accessories Stock Register in the sections.

5. Monitoring Tapal and Despatch section.

6. To report to the said works to State Programme Manager

7. All other work assigned by Mission Director and over all supervision of the sections.

### Establishment Seat ("E" Seat) (Superintendent on diversion)

The duties and responsibilities: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

Establishment, Appointment of contractual staff, renewal of contract period, remittance of Leave Salary Contribution and Pension Contribution in r/o the deputed staff, sanction of leave and SLS, etc.) SPMU Contractual payment.
Quality Assurance Cell (Action taken for fill up the sanctioned posts)
NRHM -MOU
Quality Management System - ISO
Pain and Palliative care
Annual award-District Collector
Right to Information Act 2005 Petitions (RTI)

**Steno Typist - I** (On Contract) – Attached to Mission Director Chamber to check office mail (srhm mail) daily and inform properly to the Officer and record of minutes of the meetings and anyother work assigned by M.D / SPM)

**Typist (on diversion)**- Typing work – Common (Establishment and Programme wings)

#### Data Entry Operators:

- DEO – I (Selvi,Elanseethai)– Attached to State Programme Manager and Tapal entry in the System daily.
- DEO – II (Tmt.Ezhil Arasi) - Attached to Fair copy Section.
- DEO – III (Tmt.Elaiyarani) Attached to Joint Director (NRHM)
- DEO – IV (Tmt.Gomathi Lakshmi) Attached to Deputy Director (Training)
- DEO – V (Tmt.M.Geetha) Attached to Deputy Director (Accounts & Audit)
- DEO – VI (Thiru.Jegadesan) Attached to E.A.(NRHM) Now diverted to Omandhurar Super Speciality Hospital.
- DEO – VII (Selvi.S.Sathya) - To check office mail (srhm mail) daily, download, enter in the register & disburse to the concerned officer/section after seen by Administrative Officer.

**Record Assistant: (On Contract) Duties and responsibilities are:**

- Maintenance of Record Room
- Collection of Closed files and Records from sections
- Arrange to stitch the closed files
- Make it in order year wise
- Maintenance of Library Books
- Collection of tapals from Secretariat and any other work assigned at Secretariat
- Proper handing over of the tapals to members as and when G.B & E.C Meetings Convened

**Record Clerk: –On contract**

- Maintenance of Tapal Distribution Register
- Maintenance of Register Post, Speed Post, Secretariat and Local Tapal despatch Register
- Maintenance of Franking Machine Numbering machine& Office Seal

**Drivers:**

Name of the Driver	Vehicle	Attached to
Th.Lakshmanan (on diversion)	Sumo TN G1926	State Programme Manager
Th.Subramani (contract)	Ambassador TN G 1312	Additional Director
Th.Chandrasekar (contract)	Sumo TN G. 1940	FA&CAO
Th.Damodharan (contract)	Esteem TN G 1370	Joint Director
Th.Kandasamy (contract)		Health Secretary
Th.Ramesh (contract)	Tracks TN G 1813	Office Use
Th. Sankar Ganesh (contract)	Armada TN G 1096	Office Use

**Office Assistants:**

Name of the Office Assistant	Attached to
Th.Ravichandran	Mission Director Chamber
Th.Anbu Arokiadas	Mission Director Chamber
Th.Selvaraj	State Programme Manager Chamber
Th.Sivakumar	Additional Director Chamber
Th Venkatesan	FA&CAO Chamber
Th Sathish	Xerox and Tapal
Vacant	JD, Assistant Director, Medical Officer Rooms& Deputy Director(Accts&Audit)-1 <sup>st</sup> floor
Vacant	Deputy Director, Expert Advisor, Medical Officer Rooms & E.A.(MCTS) Ground Floor

**3. ADDITIONAL DIRECTOR:**

1. All Maternal Health Programmes
2. All Child Health Programmes
3. NCD Programmes
4. NUHM
5. HMIS
6. All Training Programmes
7. Preparation of PIP
8. Conducting Maternal Death Audit Video Conference
9. Activities involving NGO
- 10.Procurments - RCH related Programmes

**4. JOINT DIRECTOR (NRHM):**

1. All NRHM Programmes
2. All Vertical Societies, NCD Programme
3. Nalamana Thamizhagam
4. Pengal Nalamudan

5. Quality Assurance Cell
6. Quality Care Services (ISO)
7. All Civil Works
8. Procurement - NRHM Related Programmes
9. Activities involving NGOs
10. Public Information Officer under Right to Information Act 2005
11. Involving in Preparation of PIP

## 5. DEPUTY DIRECTOR (TRAINING)

1. All Training Programmes (RCH/NRHM Programmes)
2. Monitoring and Evaluation, HMIS, MCTS, PICME

## 6. Monitoring & Evaluation wing

### I. Assistant Director -1 – Vacant

The duties and responsibilities of Assistant Director - 1 are:

Sl. No.	Report
	Preparation of following reports for GOI
1	MIS report –quarterly
2	Resulted Framework Document report (RFD) -quarterly
3	Key Performance Indicator (KPI) report-quarterly
4	Maternal Death Review report-quarterly
5	Delivery Points report-quarterly
6	Rural Health Statistics (RHS) report-yearly
7	Compilation of PIP proposals from various departments
	ONLINE MONITORING OF FOLLOWING REPORT
	NRHM portal ( <a href="http://www.nrhm-mis.nic.in">www.nrhm-mis.nic.in</a> )
	Facility Master in HMIS portal

Sl. No.	Report
1	HMIS Consolidated report – District - monthly
2	HMIS HSC report- monthly
3	HMIS PHC report- monthly
4	HMIS CHC/SDH report- monthly
5	HMIS DH report- monthly
6	HMIS quarterly report – District
7	HMIS quarterly report – State
8	HMIS Annual report – District
9	HMIS Annual report – State

## ii. ASSISTANT DIRECTOR - II

The duties and responsibilities of Assistant Director - 2 are;

Sl.No	Report
	<b>Preparation of following reports for GOI</b>
1	Janani Sishu Suraksha Karyakram (JSSK)report-quarterly
2	Janani Suraksha Yojana (JSY) report-quarterly
	<b>Preparation of following report for state</b>
1	Preparation of PIP for Districts
2	Compilation of EC meeting
3	Compilation of GB meeting
4	Preparation of DDHS review meeting reports (monthly) (Agenda) & PIP
5	Files related to PIP approved activities Monitoring and Evaluation
6	Preparation of reports for uploading into website as per Conditionality

Sl.No	Report
	<b>ONLINE MONITORING OF FOLLOWING REPORT</b>
	<b>NRHM portal (<a href="http://www.nrhm-mis.nic.in">www.nrhm-mis.nic.in</a>)</b>
	<b>Facility Master in HMIS portal</b>
1	Infrastructure report – HSC –yearly
2	Infrastructure report – PHC-yearly
3	Infrastructure report – CHC-yearly
4	Infrastructure report – SDH-yearly
5	Infrastructure report – DH-yearly
	<b>ONLINE MONITORING OF MCTS Portal (<a href="http://www.nrhm-mcts.nic.in">www.nrhm-mcts.nic.in</a>)</b>
	<b>Facility Master in MCTS portal</b>
1	Service Delivery details of Mother
2	Service Delivery details of Infant

#### **System Manager : 1**

- i. Maintenance of Video Conference Hall
- ii. Connectivity arrangement in Video Conference Hall
- iii. Attached to M.D's Chamber as PC to Mission Director.

#### **System Manager : 2**

- i. Maintenance of Office Computers in all section/Officers
- ii. Maintenance of Server Room
- iii. Maintenance of stock relating to Computer and Accessories
- iv. Entering into AMC in respect of all Computers and Peripheral
- v. Web-Site updation in Co-ordination with E.A.(MCTS)
- vi. Monitoring of HMS / HMIS implementation in tertiary care hospitals (RSRM, KGH, IOG & ICH) and SHS office.

## 7. MEDICAL OFFICERS:

The Duties and responsibilities of the Medical Officers are assigned as follows:

### Medical Officer I – (on diversion)

Sl.No	Scheme / Programme
1.	Quality Assurance Cell (Action taken for fill up the sanctioned posts)
2.	Executive Committee / Governing Body - coordination to the meeting
3.	National Rural Health Mission – MOU
4.	District Plans
5.	All Civil works
6.	Accreditation of Government Hospitals
7.	Procurement - Programme related
8.	Announcement, Policy Note, Budget Speech, Governor's Address, Performance Budget - Pertaining to the subject
9.	Preparation of PIP - Pertaining to the subject (Overall co-ordination and preparation)
10.	Human Resources Management
11.	Financial monitory of the programme / scheme concerned.

## Medical Officer II :-

1.	Operationalize RTI/STI services through TANSACS
2.	Blood donation camp arrangements
3.	JSSK - Drugs and consumables
	Free refund transport – pickup
	Drop back
	104 – JSSK call centre
4.	RTI/STI drugs
5.	Iron Surose
6.	GDM
7.	Study on Iron Sucrose
8.	31 Level I HSCs - Equipment & HR
9.	42 Level II MCH Centres - Equipment & HR
10.	Mainstreaming of Ayush + Additional schemes of ISM
11.	Allowances to single Medical Officers in 931 additional PHCs
12.	Incentive to staff Nurses/ANM
13.	RMNCH+A activities
14.	IEC - MH
15.	Iron plus Initiative (Reproductive women in age group)
16.	Procurement - Programme related
17.	Preparation of PIP - Pertaining to the subject
18.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject
19.	Financial monitoring of the programme / scheme concerned

**Medical Officer-III-(on deputation)**

1.	24 Hours Staff Nurse Salary, NRHM Allowance & Delivery incentive
2.	Feeding and Dietary charges
3.	Hiring of specialists, Super specialists, Diagnostics.
4.	Operational cost for CEmONC centres
5.	High risk mother observation
6.	Janani Suraksha Yojana (JSY)
7.	Maternal Death Review
8.	EmOC trained MOs for HR Monitoring
9.	Obstetric ICUs
10.	DHQ strengthening ( HR )
11.	S/N for buildings a GH constituted under NRHM
12.	RCH – Centre of Excellence – Madurai, Salem, IOG - HR
13.	Conditionality's – Incentives & disincentives of GOI
14.	Gender Equity PC – PNDT and Gender mainstreaming
15.	All family planning activities (except training)
16.	Preparation of PIP - Pertaining to the subject
17.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject.
18.	Financial monitoring of the programme / scheme concerned

## Medical Officer-IV - (on diversion)

### I. Child Health

1.	Special newborn care units
2.	New born stabilization units
3.	Nutrition rehabilitation centre
4.	New born care services
5.	Home based new born care
6.	F-IMNCI
7.	Facility based new born care training
8.	IMNCI Cell
9.	Infant and young child feeding
10.	SNCU data management
11.	Follow up of LBW babies
12.	Infant death
13.	Core committee for child health
14.	N1P1 – for 0-9 years
15.	Central Oxygen & Compressed air supply
16.	Procurement - Programme related
17.	Preparation of PIP - Pertaining to the subject
18.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject
19.	Financial monitoring of the programme / scheme concerned

## II. Tribal Health

1.	Birth waiting room
2.	Tribal MMU
3.	Tribal referral services
4.	Tribal feeding and dietary services

## III. Adolescent Health

1.	RKSK – Peer educator Adolescent counsellors Adolescent friendly health clinics
2.	Weekly Iron and folic acid (WIFS) Supplementation

## Medical Officer-V-(on diversion)

1.	Maternal Health Training
2.	Child Health Training
3.	Family Welfare Training
4.	Other training programmes conducted by DPH
5.	EmOC/LSAS training
6.	Medall / Mediscan prenatal congenital deformity screening project
7.	RTI Principals and DTT MO Review meeting
8.	Supportive Supervision
9.	Monthly training performance reports
10.	BTT / Nursing Mentors – HR and Monthly performance reports
11.	SHSRC / SHDRC
12.	Preparation of PIP - Pertaining to the subject
13.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject
14.	Financial monitoring of the scheme / programme concerned.

**Medical Officer-VI-(on diversion)**

1.	Immunization
2.	Integrated Disease Surveillance Programme (IDSP)
3.	Revised National Tuberculosis Control Programme (RNTCP)
4.	National Leprosy Eradication Programme (NLEP)
5.	NVBDCP
6.	Tobacco control programme
7.	Iodine deficiency
8.	Silicosis
9.	Preparation of PIP - Pertaining to the subject
10.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject
11.	Financial monitoring of the scheme / programme concerned.

**Medical Officer-VII -(on diversion)**

Sl.No	Scheme / Programme
1.	Bio Medical Waste Management
2.	Village Health, Water, Sanitation and Nutrition Committee
3.	Untied Fund
4.	Annual Maintenance Grants(AMG)
5.	Patients Welfare Society (PWS)
6.	Emergency Referral Control
7.	Best performing in Health Sector Collector - Annual award
8.	GOI /other state Officials Visits
9.	Officers meeting
10.	Community Process – ASHA
11.	Procurement - Programme related
12.	Announcement, Policy Note, Budget Speech, Governor's Address, Performance Budget - Pertaining to the subject
13.	Preparation of PIP - Pertaining to the subject
14.	Financial monitoring of the scheme / programme concerned.

**Medical Officer –VIII-(on diversion)**

1.	National Urban Health Mission
2.	Urban RCH – 57 Upgraded PHCs
3.	Universal Health Coverage – Pilot
4.	Procurement - Programme related
5.	Preparation of PIP - Pertaining to the subject
6.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject
7.	Co-ordination – EC & GB meetings
8.	Financial monitoring of the scheme / programme concerned.

**Medical Officer – IX – (on deputation)**

1	Quality Management System (ISO)
2	Telemedicine
3	Screening of Oral Cancer in TN
4	NCD Flexipool
	i.National Programme for control of Blindness (NPCB)
	ii.Mental Health
	iii.Pain and Palliative care
	iv.National Tobacco Control Programme (NITCP)
	v.Elderly Care (NPHCE)
	vi.National Programme for Prevention and Control of Deafness (NPPCD)
	vii.Oral Health) (NOHP)
	viii.Burns (NPPMBI)
	ix.Fluorosis (NPPCF)
	x. Cardio Vascular, Stroke, Cancer, Diabetes, Hypertension
5	Nalamana Thamizhagam

6	Pengal Nalamudan
7	Muscular Dystrophy in Children
8	Community Action for Health
9	Strengthening of Dental Services
10	Trauma Care
11	Financial monitoring of the scheme / programme concerned.
12	Preparation of PIP
13	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject

#### Medical Officer-X

1.	RBSK
2.	School children dental programme
3.	Kannoli Kappom Thittam
4.	Muscular Dystrophy in children (MDCRC - NGO)
5.	Club foot (NGO)
6.	Downs Syndrome (NGO)
7.	Congenital Defects screening
8.	Chellamuthu Trust (Developmental disorder in children) (NGO)
9.	Preparation of PIP - Pertaining to the subject
10.	Announcement, Policy Note, Budget Speech, Governors Address & Performance Budget - Pertaining to the subject
11.	DDHS& APMS – Review meeting – Co-ordination
12.	Financial monitoring of the scheme / programme concerned.

**Technical Consultant: (NUHM)–** Preparation of PIP for NUHM& Organising meeting related to NUHM. Overall co-ordination, supervision & Monitoring of NUHM

**Expert Advisor (NRHM) –** Expert Opinion and Suggestion in respect of subjects relating o NGOs & Vertial Programme/Societies, NCD (All NRHM flexipool related issues)

**Consultant (NRHM) –** To help in preparation of proposals pertaining to RCH / NRHM and get clearance at the Government level. for this State Health Society. Offering technical support in Administrative matters liaison with Department of Health & Family Welfare, Secretariat.

## 7. QUALITY ASSURANCE CELL:

**i. Maternal Health Wing:** The Wing consists of Expert Advisor, Medical Officers, Maternal and Child Health Officer and Statistical Assistant.

Expert Advisor - Dr.Rathnakumar

Medical Officers: Vacant

Maternal and Child Health Officer: Vacant

The duties and responsibilities of the wing are: (Expert Advisor and supportive staff as per G.O Ms. No.339H&FW Dept, dt. 11.12.12)

### 1. Provision of Technical support in

- Developing technical guidelines and protocols for MH services.
- Operationalization of all EmOC centres.
- Advocacy,
- Training and
- Monitoring and evaluation of the MH programme interventions,

### 2. Conceptual approval for innovations and special initiatives under RCH programme.

### 3. Developing mechanisms for effective networking and partnership with private sector and civil society organizations for MH activities.

### 3. Collection, compilation and analysis of MNH data

### 4. Documentation and Designing and conducting Operations Research on RCH priority issues.

### 5. To undertake any other GOI / State initiatives entrusted with the QAC from time to time.

**Statistical Assistant** – to assist to Expert Advisor.

The duties and responsibilities of the wing are: (Expert Advisor and supportive staff as per G.O Ms. No.339H&FW Dept, dt. 11.12.12)

### Provision of Technical support in

- Developing technical guidelines and protocols for CH services.
- Operationalization of all SNCU/ NBSUs / NBCCs and adolescent health care services.
- Advocacy
- training and
- Monitoring and evaluation of the CH and adolescent Health programme interventions,

### 1. Conceptual approval for innovations and special initiatives under RCH programme.

### 2. Developing mechanisms for effective networking and partnership with private sector and civil society organizations for CH and adolescent care activities.

### 3. Collection, compilation and analysis of child and adolescent health data.

### 4. Documentation and Designing and conducting Operations Research on RCH priority issues.

5. To undertake any other GOI / State initiatives entrusted with the QAC from time to time.

Maternal Health Wing and Child Health wing will report to the Mission Director through the RCH officer of SHS.

**Statistical Assistant** – I. To assist to Expert Advisor

II. Now he has been entrusted to assist the Technical Consultant in the NUHM wing.

**Quality Management Wing:** The Wing consists of Medical Officers, Data Entry Operator and Zonal Consultants for 6 Zones

**Medical Officer- Vacant** (Expert Advisor and supportive staff as per G.O Ms. No.339H&FW Dept, dt. 11.12.12)

The duties and responsibilities of the wing are:

1. Identifying gaps in service delivery and tracing its roots to gaps in organizational processes
2. Reorganizing and improving the deficient processes and work flows in the health care facilities as per the standard technical protocols.
3. Developing process documents for the institutional services
4. Developing work instructions for institutional services
5. Bringing desirable changes in organizational culture
6. Capacity building of district health managers and institutional staffs in quality management.
7. Developing and Monitoring quality indicators
8. To engage independent teams for periodic assessment visits for measuring and grading the quality of services and institutions
9. Prepare and implement "Quality Module" which will have entire PHC requirement and serve as a guide to PHC staffs
10. Prepare an audit checklists for grading of the PHCs
11. Conduct of patient satisfaction surveys at periodical intervals
12. Design and implementation of innovations for quality improvement and change management
13. Achieve, sustain and continually improve upon the quality of public health services

**Data Entry Operator:** Vacant

**Zonal level Quality Team:** 6 all 6 are vacant

- |                |   |  |
|----------------|---|--|
| 1.Vellore Zone | – | Tiruvallur, Poonamallee, Kancheepuram, Saidapet, Vellore, Tirupathur, Krishnagiri and Dharmapuri |
|----------------|---|--|

- |                    |   |  |
|--------------------|---|--|
| 2.Coimbatore Zone  | – | Salem, Namakkal, Drode, Thiruppur, Dharapuram, Coimbatore and The Nigiris.     |
| 3.Villupuram Zone  | – | Villupuram, Kalakurichi, Cuddalore, Perambalur, Tiruvannamalai and Cheyyar.    |
| 4.Trichy Zone      | – | Trichy, Pudukottai, Aranthangi, Thiruvarur, Thanjavur, Nagapattinam and Karur, |
| 5. Madurai Zone    | – | Madurai, Theni, Sivagangai, Dindigul, Palani, Ramangathapuram and Paramakudi   |
| 6.Tirunelveli Zone | – | Tirunelveli, Sankarankoil, Nagarcoil, Thoothukudi, Virudhunagar, and Siviasi.  |

The duties and responsibilities of the Zonal Consultants are: (Expert Advisor and supportive staff as per G.O Ms. No.339H&FW Dept, dt. 11.12.12)

Organize training programmes

1. Undertake continuous visits to health facilities for hands on training,
2. Participate in staff meetings to promote quality concepts,
3. Collect and compile data on quality indicators and
4. Attend review by the state quality management cell

State and six Zonal Quality Management wings will report to the Mission Director through the Additional Director & Joint Director (NRHM) of State Health Society and Joint Director (PHC Inspection) of the DPH & PM,

**MCTS Wing :** The Wing consists of Expert Advisor, Statistical Assistant and IT Co- Ordinator

The duties and responsibilities of the wing are: (Expert Advisor and supportive staff as per G.O Ms. No.339H&FW Dept, dt. 11.12.12)

1. Coverage of all the pregnant mothers of the State and the children in PICME.
2. Assess data quality and improve data validation in PICME.
3. Generation and use of work plan for reviewing of delivery of services by health care supervisors at all levels.

4. Giving regular feed back to State/ District / PHC level health officials for strengthening of management of health care delivery.
5. Coordination with NIC officials for uploading of PICME data base to MCTS portal on daily basis.
6. Capacity building and handholding of various health providers for data entry and monitoring of health services utilizing features of MCTS.
6. To undertake any other GOI / State initiatives entrusted with the MCTS wing from time to time.
7. Conceptual approval for innovations and special initiatives under MCTS.
8. Developing mechanisms for effective networking and partnership with private sector and civil society organizations for MCTS activities.
9. To Participate in MCTS related activities at GOI / State /District / PHC level.
10. e- Governance & CPSMS – Monitoring.

**STATISTICAL ASSISTANT & IT CO-ORDINATOR:**

Collection of Data, Compilation work and to assist to Expert Advisor(MCTS)

State MCTS Cell will report to the Mission Director through the State Programme Manager of State Health Society and the Joint Director of DPH & PM, who is incharge of PICME and MCTS.

**8. Block Health Statistician**

He is attached to HMIS wing. The duties and responsible of the BHS are following subject related files have to be dealt.

Status Report
RFD Report
PICME
Facility based report
population Research Centre (PRCs)
Compilation of Maternal Death
SASs
MCTs(Mother &Child Tracking System)
Rural Health Statistics

**10. MATERNAL AND CHILD HEALTH OFFICER:**

The duties and responsibilities are:

1. Collection of Maternal Death Case sheets from DDHS, Medical Colleges and District Collectors, Verbal Autopsy periodically.

2. Maternal Death meeting arrangements and Maternal Death Audit Committee at District level.
3. Organising Monthly Maternal Death Review Video Conference meeting
3. The subject relating to Training-Maternal Health and Child Health.

## **11. PROGRAMME SECTION:**

### **P1 - Assistant (on contract)**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

#### **MATERNAL HEALTH and NUHM**

1. Quality Assurance Cell (Action taken for fill up the sanctioned posts)
2. Operationalisation of MCH level 1 &2 centres
3. Operationalisation of Blood storage centres
4. Delivery incentive
5. RTI/STI Services
6. Feeding and dietary charges
7. Hiring of Obstetrics and Anaesthetists
8. Establishment of high risk mother observation centre in UG PHCs
9. URBAN RCH
10. TRIBAL RCH
11. Tribal MMU
12. Adolescent Anaemia Control Programme & Anemia Control Programme through PPP mode
13. ASHA
14. Gender Equity-PC, PNDT & Gender Mainstreaming
15. Gestational Diabetic control programme & Anemia Control Programme Iron sucrose
16. Accreditation of Government Hospitals
17. Janani Suraksha Yojana (JSY)
18. Maternal Death
19. RMNCH+A
20. EmonC trained MO
21. CEmonC Obstetric Care (ICU)

## **P2 - Assistant (on contract)**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. Settlement of Fuel Charges for Office vehicles and Maintenance
2. Purchase of Stationery items and distribution to officers and sections
3. Booking of Video Conference Hall
4. Settlement of Telephone /Internet /Mobile Charges
5. NCD Programmes
6. Telemedicine
7. Nalamana Thamizhagam
8. Pengal Nalamudan
9. Mobile Medical Unit
10. Community Monitor

## **P3 - Superintendent – on diversion**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

PROGRAMME MANAGEMENT (DPMU&BPMU) release of salary & maintenance)
ARSH & Menstrual Hygiene
Strengthening of Dental Services
Bio Medical Management
Registration of Society (SHS)
Supportive Supervision
Screening of Oral Cancer
CM Cell petitions
Village Health, Water, Sanitation and Nutrition Committee
Untied Fund
Annual Maintenance Grants(AMG)
Patients Welfare Society (PWS)

#### **P4 - Superintendent – (on diversion)**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. Emergency Referral Control(EMRI)
2. National Programme for control of Blindness (NPCB)
3. All programme Schemes Procurement of Drugs, Equipments & General Procurement
4. Procurement of Computer and Accessories at District level
5. Janani Shishu Suraksha Karyakram (JSSK)
6. Truama Care

#### **P5 – VACANT**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. Family Welfare Programme
2. Mental Health Programme
3. Field Visit of SHS Officials
4. Down Syndrome
5. Regional H&FW Dept- inspection reports
6. GOI Official visit
7. E.C & GB Meeting
8. District Plans
9. Health Mela
10. Announcement
11. PIP

#### **P6 – Assistant (on contract)**

TRAINING (All Training Programme under RCH / NRHM)

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. ARSH
2. EmOC

3. Blood Storage Training
4. Basic Ultrasound Training
5. CAMT
6. MCH Skill Lab Training
7. SBA Training
8. RTI/STI Training
9. Leadership Motivation Training
10. RMNCH Counsellors Training
11. RTI Principals Meeting/Minutes/Settlement of Advance
12. IMNCI Refresher Course
13. BeMONC Training
14. Medal/Medi scan
15. Deputation of Trainees to other States sanction of Course fee, TA/DA settlement
16. RTIs Infrastructure proposals
17. PIP Proposals
18. Release of funds to all RTIs, Watching of UC/SOE
19. Procurement of Computers etc., for RTIs
20. Collection of Training Particulars
21. Court Case
22. Release of funds to DPH and TNHSP based on their proposals/watching of U.C/SOE

#### **P7 – Assistant (on contract)**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. AYUSH - ISM
2. Purchase Computer, Laptop for SHS and vertical Societies
3. Xerox and A/C Purchase & Maintenance
4. Child Health programme
5. IMNCI
6. IEC-BCC: Child Health
7. Management of Children with SAM
8. Hiring of Contractual staff for Child Health Wing
9. Hiring of contractual staff for NICU
10. MNGO Madhuran Narayanan
11. Comprehensive school dental camps
12. Correction of refractive errors in school children
13. MDCRC
14. Club foot/RBSK
15. Congenital Defect/RBSK

### **P8 – Assistant (on contract)**

The duties and responsible are: following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. Immunisation
2. Integrated Disease Surveillance Programme(IDSP)
3. Nation Iodine Deficiency Disorders Control Programme(NIDDCP)
4. National Vector Borne Disease Control Programme (NVBDCP)
5. National Programme for Prevention and Control of Fluorosis (NPPCF)
6. National Tobacco Control Programme (NTCP)
7. Revised National Tuberculosis Control Programme(RNTCP)
8. National Leprosy Eradication Programme (NLEP)
9. National Programme for Preventive Control of Deafness (NPPCD)
10. Birth waiting Room

### **'S'- Superintendent - (on deputation)**

The duties and responsible are : following subject related files have to be dealt – Preparation Proposals, Release of funds, Collection UC/SOE from the implementing Institutions

1. Establishment of PHC
2. Repair Renovation of PHCs
3. Repair Renovation of HSCs
4. Construction of HSCs
5. Upgradation of infrastructure in FRUs-Civil works
6. MCH-Level-I(Civil Works)
7. MCH-Level-II(Civil Works)
8. Repair &Renovation of NICUs-Civil works
9. RCH Centre of Excellence -IOG,KGH
10. RCH Centre of Excellence -Madurai and Salem MCH
11. State Health Data Resource Centre
12. State Health Research Resource Centre

**Human Resource:**

1. PHCs
2. UGPHCs
3. 2nd Medical Officer to PHCs
4. 15 Hd.Qrs.HI upgrading
5. 213 d medical officer
6. To obtain number statement from the DPH / DDHS

**M –Block Extension Educator – Vacant**

1.	GOI /other state Officials Visits (arrangements of Accommodation & Transportation) & Arranging for officers meeting & Arranging for all meetings
2.	All Programme related Meeting as per monthly schedule of the M.D
3.	coordinating Vertical Societies Meeting
4.	Organising GB and E.C meeting
5.	Documentation of all minutes of the meeting including EC,GB & G.Os.
6.	Preparation of TA Bills for State Health Society officials - for their field visits and related programme meeting attended at New Delhi other State.
7.	Drawing of advance for the meeting and GOI official visits and adjustment of advance amount in time.

**ACCOUNTS AND AUDIT WING****Financial Advisor & Chief Accounts Officer**

1. All the files including financial transactions submitted to the MD are routed through the FA & CAO in SHS.
2. Signing of all cheques of SHS.
3. Signing of cheques of all the 5 vertical societies.viz NLEP, RNTCP,NVBDCP, IDSP, SBCP
4. Co-ordination of preparation of annual PIP.
5. Proposals to be sent to Government for the release of Government of India/ State Share.
6. Verification of Receipt and expenditure of NRHM/RCH/Vertical Programme/Societies etc.
7. Interact with Government of India / Government of Tamil Nadu in respect of Financial matters.
8. To attend all meetings conducted by the NRHM @ New Delhi with regard to Financial applications.
9. To attend all the meetings conducted by the Secretary to Government Health & Family Welfare and SPC.
10. To conduct Periodical Review meeting of all the A/cs personnel of all the DDHS with regard to FMR/Tally and A/cs matter.
11. Overall Verification of Financial Management of SHS

**Accounts Officer-I ( Deputation)**

1. GOI Correspondence,
2. E- Banking
3. Direct Funds release to PHCs, VHWSC, GH and other Institutions,
4. Supervising the accounts section and
5. Assisting FA & CAO in all Accounts related matters.

**Accounts Officer -II:( on contract)**

1. Co ordinate with Tally Training on going at Egmore H&FW Training Centres.
2. Scrutinizing all the files routed through FA&CAO, numerical accuracy of statement, salaring, claims etc.
3. Conduct of periodical review meeting of A/cs Personnels of DDHS.
4. Co-ordinating the conduct of Tally training and CPSMS Training at the DFW,Training Centre, Egmore, Chennai-06.
5. Drafting of certain detailed Financial proposals and letters.

**Consultant (Accounts) (On contract) – Vacant**

1. Implementation of CPSMS
2. Co ordination with DHS for making entries then and there in CPSMS web portal
3. Assisting Accounts wing in financial matter
4. Giving suggestion for writing reply for Audit Objections & CAG report

**Superintendent:(on Diversion)**

1. Preparation of State FMR based on the Ucs collected from the state level implementing units on monthly/ quarterly basis
2. Consolidation of FMR ( State + DHS)
3. Preparation of Committed Expenditure for the PIP preparation based on the release made by all sections
4. GOI related matters regarding fund release and claiming 15% state share of NRHM and
5. Supporting A2 Seat for the preparation of Policy Note, Performance Budget, Budget Speech and Governor Address.
6. Co ordinating Audit Parties and Preparation of replies for the audit slips i. AG Audit, ii) CAG audit report, standing committee audit, AG inspection reports, iii. IPAI audit files related to A2 Seat

**Cashier - A1.**

1. 1.Cashier - Maintenance Books of Accounts like Cash book, Cheque issue Register, Remittance Register, etc., All bank related matters i.e,
2. 2.TDS and Remittance of amount into the Government Account for Civil works and salary component of M.Os in SBI.

3. 3.Remittance of unspent amount in the ICICI Bank, Remittance of
4. 4.Preparation of Pay Bill Loans and Advances and P.A Recoupment, Recoupment of Permanent Advance
5. 5.Preparation Cheques for the transfer of funds for all schemes to ICICI Bank and other implementing Units Maintenance of Book Accounts

**Assistant -A2 – (On contract)**

1. Monthly Periodical to State Government regarding annual plan, State Budget, and GOI budget file, AG Reconciliation every monthly
2. Monthly Maintenance of AG, CAG audit file and preparation of Policy note,
3. Performance budget,
4. Budget speech and Governor Address
5. Maintenance of FMR file and Ucs,
6. Audited Accounts Books,
7. Settlement of fees to Statutory Auditor / Concurrent Auditors and other accounts related works
8. Preparation of reply for the quarterly FMR Analysation report called for by GOI
9. Co ordinating the Review Meeting conducted for DDHS, APM, AO and DAM
10. Receiving loans for the monthly review meeting of DDHS, for the accounts personnel of the DDHS those who are coming for the submission of quarterly FMR report in Tally and Audit party and adjustment of the advances received in A2 Seat.

**Assistant Accounts Officer:On contract**

Appointment of Statutory Auditor and Concurrent Auditors,  
 Scrutiny of Concurrent Audit Reports, sending Executive summaries to GOI  
 Settlement of Concurrent audit fees  
 Sending reply to FMG for the FMR Analysis and Observations made by the Statutory Auditor in the Annual Audit Report

**Superintendent:On contract**

To monitor the FMRs received from the DHS and other Vertical Societies  
 Preparation of Statement of Fund Position.  
 Extending Support to the A.O (Consultant) in connection with CPSMS implementation  
 Arranging monthly review meeting for Administrative Officers / District Accounts Manager and to take followup action accounts related matters.

### **Tally Assistant-I**

- Responsible and ensuring Tally entries made by other DEOs, Co- ordinate with the SHS Concurrent Auditor
- Co- ordinate with the Statutory Auditors, Co - ordinate with DEO and Superintendent for the preparation of the monthly FMR in time
- Ensure the correctness opening and closing balance of all Schemes in Tally for State
- Co- ordinate with the SAI Tally solutions for the Tally Training
- For the finance personnel of DDHS, SHS, Vertical Programme
- Co- ordinate with the DDHS Finance personnel to ensure the correct opening balance and entries for the receipts and expenditure in Tally under NRHM
- Putting Power point of finance wing in the meeting conducted for the DDHs, APM , Accounts personnel and other finance review meeting conducted with the implementing units other than DDHS, co-ordinating Training Centres for the preparation.

### **Tally Assistant –II**

- File movement to FA & CAO Room.
- Preparation of BRS in respect of SHS,
- Preparation of daily Cash Book in /excel arriving daily balance
- Maintenance of scheme wise releases made to Districts and other implementing unit in excel format
- Reconcile the payment made to District with SHS records.
- Co-ordinate with the A1 Assistant for the preparation of Staff Salary and other bills.
- Preparation of Quarterly TDS return
- Correspondence with the Banks in respect of releases
- Co- ordinate with the A1 Assistant for the maintenance of Vouchers of State Health Society
- fund transfer to DHS and other implementing units
- Preparation of letters for the remittance of salary recoveries of the Government staff based on the pay bill deductions,

### **Tally Assistant-III**

- Making entries in Tally of the releases made to DHS, Block PHCs, GH, Medical Colleges and other implementing Units Daily.
- Co-Ordinate with the Statutory Auditors
- Booking UCs in Tally.
- Responsible and ensuring Tally entries in vertical programmes of NLEP, IDSP.

### **DEO-I (Placed in the Assistant sanctioned post)**

- Co ordination with 15 DHS for making entry in Tally software
- Co-ordinate with the DHS staff for updating the Opening Balance, Expenditure, and monitoring the correctness of the entries.
- Preparing monthly consolidated FMR for the DHS.
- Preparing PPT for the meetings every month.

**DEO-II (Placed in the Assistant sanctioned post):** Now temporarily diverted to Super Multi Speciality Hospital

### **DEO-III**

- Making SHS data entries in CPSMS web portal
- Finalisation of statutory Audit report
- co-ordinating with other DEOs when the staff coming from DHS for making entries.

### **DEO-IV**

- Co ordination with 15 DHS for making entry in Tally software
- Co-ordinate with the DHS staff for updating the Opening Balance, Expenditure, and monitoring the correctness of the entries.
- Making daily voucher entries in Tally.
- Preparing monthly consolidated FMR for the DHS.
- Preparing ppt for the meetings every month

### **DEO-IV**

- Direct releases based on the proceeding
- Making voucher entry in tally
- Consolidation of State & District FMR.
- Preparing Check slip on Scrutiny of Concurrent Audit Reports.

**Computer** – All works related to CPSMS.

**ii. Audit Wing**

**D.D (Audit) – (on contract)**

**Duties and Responsibilities of Deputy Director (Accounts & Audit)**

1. In charge for taking up audit of all NRHM implementing units.
2. Supervising the work of Field Auditors.
3. Preparation of draft tour programmes of Field Auditors and obtaining the approval of Mission Director through FA&CAO and SPM.
4. Review of inspection conducted by the Field Auditors.
5. Attending Joint Sitzings to consider the replies furnished to Audit slips communicated by the Field Auditors and settlement of objection in the inspection reports issued.
6. Scrutinising the draft inspection reports after compiling the unsettled audit slips and submitting for approval of Mission Director through FA & CAO and SPM.
7. Scrutinising the files submitted by the Field Auditors and submitting then to Mission Director through FA & CAO and SPM.
8. Any other specific item of work as and when entrusted by higher officials.

**FA 1**

1. Conducting Audit on the NRHM accounts of implementing units according to the tour programme approved by the Mission Director and preparation of draft Audit Report.
2. Attending Joint Sitzings for settlement of objections raised both in draft Audit Reports as well as for settlement of old objection.
3. Taking further action on the Audit Reports pertaining to the following districts:-
  1. Kancheepuram
  2. Thiruvallur
  3. Nagapattinam
  4. Thiruvarur
  5. Thanjavur
  6. Pudukottai
  7. Sivagangai
  8. Thiruvannamalai
  9. Karur
  10. Coimbatore
4. Preparation and submission of draft tour programmes for approval.
5. Maintenance of Personal Register.
6. Any work specifically entrusted by higher officials.

## **FA 2**

1. Conducting Inspection on the NRHM accounts of implementing units according to the tour programme approved by the Mission Director and Preparation of draft Inspection Report.
2. Attending Joint Sitzings for settlement of objections raised both in draft Inspection Reports as well as for settlement of old objections.
3. Taking further action on the Inspection Reports pertaining to the following districts:-
  1. Ramanathapuram
  2. Trichy
  3. Dindigul
  4. Theni
  5. Madurai
  6. Virudhunagar
  7. Tuticorin
  8. Tirunelveli
  9. Ariyalur
  10. Perambalur
4. General correspondence etc.
5. Maintenance of Personal Register.
6. Any work specifically entrusted by higher officials.

## **FA 3**

1. Conducting inspection on the NRHM accounts of implementing units according to the tour programme approved by the Mission Director and Preparation of draft Inspection Report.
2. Attending Joint Sitzings for settlement of objections raised both in draft Inspection Reports as well as for settlement of old objections.
3. Taking further action on the Inspection Reports pertaining to the following districts:-
  1. Vellore
  2. Krishnagiri
  3. Dharmapuri
  4. Salem
  5. Erode
  6. Thirupur
  7. The Nilgiris
  8. Namakkal
  9. Kanyakumari

4. Scrutiny and submission of Tour Advance claims and T.A bills of Field Auditors for approval.
5. Maintenance of Personal Register.
6. Any work specifically entrusted by higher officials.

Sd/ ...  
(Dr.C.N. Mahesvaran)  
Mission Director,  
National Health Mission-TN.

All officers of Expert Advisor  
State Health Society

Copy Submitted to Secretary to Government  
Health & Family Welfare Department,  
Secretariat, Chennai.