

Terms of Reference
Finance Assistant in the NHM Finance Division

Name of Division	NHM Finance Division (Financial Management Group)
Reporting to	Director (NHM-Fin), US (NHM-Fin.) & Finance Controller
Name of Position	Finance Assistant
Number of Positions	Two
Location	MoHFW, New Delhi

1. Background

National Health Mission is the umbrella programme of the Ministry of Health & Family Welfare, GOI to provide holistic public health delivery system primarily in the rural areas. The manpower support in the shape of technical assistance purely on a contractual basis is required to assist in the implementation and monitoring of the financial management systems under NHM.

2. Objective

As Finance Assistant at the central level is to monitor funds under NHM including RCH Flexipool, HSS, NCD, NUHM and the NDCPs including data entry, release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, E-banking, Utilization Certificates, conduct financial review visits and action taken by the States.

3. Scope of Work

Key Responsibilities:

- (i) Overall data consolidation, generation of financial MIS activity-wise, Division-wise, state-wise, quarter and year-wise and generation of comparative statements with reference to percentage of allocation, release and expenditure.
- (ii) Preparation of financial year wise Guard Files of sanction orders for RCH Flexible Pool, Immunization and HSS Flexible Pool etc, corresponding to the Sanction Orders and overall settlement of UCs with PAO, MoHFW.
- (iii) Electronic transfer of funds to the States/UTs, website updation and maintenance of centralized fund transfer data-base for all programmes under NHM including NDCPs.

Other Responsibilities:

- (i) Data entry of quarterly FMRs, monthly Status Reports from NDCPs and maintaining programme/component wise data base for the allocated States/UTs for official use of all concerned.
- (ii) Tracking receipt of Utilisation Certificates from allocated States/UTs from 2005-06 onwards and assist in follow up action with the States for their settlement with the PAO (MoHFW).
- (iii) Tracking receipt of quarterly FMRs, SFPs, Statutory Audit and Concurrent Audit Reports from States/UTs, examination thereof and provide feedback to Finance Analysts, Finance Controllers and regular officers of the Division.
- (iv) Interaction with NDCPs regarding their progressive fund release, expenditure, unspent balance and obtaining the prescribed monthly status reports from them.
- (v) Maintain contact with SHS/DHSs regarding progress of Statutory Audit, concurrent audit, compliance of audit observations and provide feedback to FMG and regular officers from time to time.
- (vi) Preparation of Expenditure Statements for claiming reimbursement of eligible expenditure from Development Partners.
- (vii) Joint Team Visits to the States/Districts for conducting finance, accounts and audit performance reviews/studies and preparing status reports with observations and recommendations for improvement.
- (viii) Provide training to finance & accounts staff at State, District and Block levels in general and as per inputs from JRMs, CRMs, Review Reports and Audit observations.

- (ix) Provide support to Finance Controllers, Finance Analysts and the regular officers of NHM Finance Division and other Programme Divisions as and when required by them.

4. Outputs

Timely action on all tasks and responsibilities and provide work support to Director (NHM-Finance), US (NHM-Finance), Finance Controllers and the Finance Analysts.

5. Qualifications, Experience and Age

M.Com. or B.Com (Hons.) or B.Com from any recognized university. Experience of at least 3 to 4 years in finance and accounts matters in social and private sector. Knowledge of accounting packages, preferably tally, PFMS, CPSMS and MS Office, MS Word, MS Power Point and proficiency in written and spoken English and making Power Point Presentations would be desirable

6. Travel and subsistence

The consultant should be ready to travel extensively to State/District/Block/village levels. All travels must be authorized in advance by the Director (NHM-Finance). While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per the rules of NHSRC or the GOI rules.

7. Reporting Requirements

The consultant will submit a report to the FMG at the end of every quarter.

8. Consultancy period

Initially, it will be for a period of one year. The first three months will be on a trial basis. Subject to satisfactory performance, the consultancy will continue for the full one year and the contract may further be renewed purely at the discretion of the MoHFW, GOI. The consultancy can, however, be terminated by either party by giving a notice of one month in writing.

9. Remuneration

The consultant will be paid a consolidated monthly remuneration of Rs. 40,000/- to Rs. 60,000/- per month on the basis of qualifications and experience as may be decided by the Joint Selection Board of the GOI, NHSRC and other nominated subject experts. If proposed to be engaged and paid through GOI budget, the remuneration shall be decided by the MoHFW Selection/ Review Committee on the basis of conditions prevailing at the time of open advertisement for that purpose.

The consultant shall not be entitled to any other benefits such as subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received. Consultants recent CV and evidence of last consultancy payment received should be attached.

- 10.** Upper limit 45 years as on the last date of receiving application

To Apply:

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to nhm.recruitments@gmail.com by **29-May-2018**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.