

No.Z.28015/05/2024-Estt.II
Government of India
Ministry of Health & Family Welfare
(Establishment-II)

Nirman Bhawan, New Delhi
Dated the 22-05-2024

CIRCULAR

Subject: Engagement of an Accountant in Central Mental Health Authority(CMHA), Department of Health and Family Welfare on contract basis.

Ministry of Health and Family Welfare invite applications from retired government servants for engagement as Accountant on contract basis. The Accountant will be posted in the CMHA, Department of the Health and Family Welfare. Detailed terms and conditions of engagement of Accountant is annexed. The eligibly criteria and other details are as follow:

1.	No. of positions to be engaged on contract basis:	1
2.	Age limit	Maximum of 63 years as on date of Circular
3.	Place of assignment	CMHA, Department of Health & Family Welfare
4.	Tenure of contract	One Year
5.	Eligibility	As per Annexure
6.	Assignment	

2. Interested persons who are in a position to join immediately on call may submit their particulars in the enclosed format along with a copy of PPO, addressed to the "Under Secretary (Admn.), Room No.-330 'C-wing', Nirman Bhawan, New Delhi" within one month of issue of this circular.

Signed by

Amit Kumar Sharma

Date: 22-05-2024 13:32:58

(Amit Kumar Sharma)

Under Secretary to Government of India
Telefax: 23061323

1. NIC, MoHFW for publishing the circular in M/o of Health & FW's website.
2. Under Secretary (CS.I)(Kind Attn: Shri Sunil Kumar), Lok Nayak Bhawan, Khan Market, New Delhi - for publishing the circular in DoPT's website.
3. E-office notice board.
4. Notice board

Sl. No.	Assignments:	Eligibility
1	<p>To assist in following matter of Central Mental Health Authority(CMHA)</p> <p>(a) Maintaining Central Mental Health Authority Sectt. (CMHAS)'s bank account, filing of ITR etc. including all financial matters of CMHA..</p> <p>(b) Data entry, compilation, analysis and data management online on reporting formats.</p> <p>(c) Assist in Data Processing, Interpretation and report preparation.</p> <p>(d) Maintenance of records which received from States and various Institutes regarding progress report and information.</p> <p>(e) Assist in Monitoring and Evaluation.</p> <p>(f) Monitor Budgetary performance and assist in the preparation of annual budget.</p> <p>(g) Perform regular bank reconciliation to ensure accuracy and traceability of financial transactions.</p> <p>(h) Assist in preparation for internal and external audits and to provide necessary documentation and explanations during audits.</p> <p>(j) Develop data base monitoring formats and reports.</p> <p>(j) Any other job assigned as per programme need by the reporting officer.</p>	<p style="text-align: center;">One Position of Accountant</p> <ul style="list-style-type: none"> • Retired Central Government officer at the level of Accountant or Sr. Accountant • <u>Desired qualification & Experience</u> – Experience in Computer Skills, Internet, web surfing including data processing and interpretation using Accounting Software and MS Excel.

Annexure-II

Terms and Conditions for engagement of Consultant in the Ministry of Health & Family Welfare.

1. The Consultant shall perform the services as assigned by the controlling officer.
2. The normal working hours would be from 9.00 am to 5.30 p.m. with lunch break of 30 minutes from 1.00 p.m. to 1.30 p.m. from Monday to Friday.
3. The consultant shall be entitled to leave at the rate of 1.5 days of leave for every completed month of service, to be availed with prior permission.
4. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours.
5. The contractual appointment is for a maximum period of one year, extendable as per requirement, in Ministry of Health & Family Welfare.
6. The consultant shall be paid a consolidated remuneration as per the formula of last pay drawn minus pension subject to TDS etc. The remuneration for the services rendered in a month shall be payable in subsequent month. No other allowances shall be permissible to him except TA/DA on official tours. TA/DA entitlement shall be the same as what was entitled to him at the time of retirement from the service.
7. Ministry of Health & Family Welfare shall have the right to examine / review the services provided by him.
8. He shall perform his obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided to him by the Ministry of Health and Family Welfare. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. The Ministry shall not be responsible for any loss, accident, damages / injury suffered by him, whatsoever arising in or out of the execution of his work, including travel.
11. During the terms of service, he shall not engage in any private business of professional activity which could conflict with the interest of the Government.
12. He shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
13. The service can be terminated by either side by giving one month's notice.

APPLICATION FORMAT FOR APPOINTMENT AS AN ACCOUNTANT IN CENTRAL
MENTAL HEALTH AUTHORITY, MINISTRY OF HEALTH & FAMILY WELFARE

Position applied for:

Name

Father's Name

Date of Birth

Aadhar Number

Affix recent
passport
size
photograph

Date of Retirement

Department retired from

Designation last held

Last pay drawn (Basic)

Pay Level / Grade Pay

Basic Pension

Telephone No.

Mobile No.

E-mail ID

Mailing Address

Permanent Address

Educational Qualification

Work Experience (Add separate sheet is required)

Organization/Institute	Period		Nature of work	Remarks
	From	To		

I certify that the information provided in this application is true and correct as on the date submission of this application. I understand that withholding of information or giving false information will result in a refusal to hire / termination of employment / civil penalty.

Place

Date

(Signature)