

## Terms of Reference

### Finance Controller (NHM-Finance)

|                     |                            |
|---------------------|----------------------------|
| Name of Division    | NHM Finance Division       |
| Reporting to        | Director/ DS (NHM-Finance) |
| Name of Position    | <b>Finance Controller</b>  |
| Number of Positions | <b>Two</b>                 |
| Location            | MoHFW, New Delhi           |

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

#### 1. Background

National Health Mission (NHM) is the umbrella programme of the Ministry of Health & Family Welfare, Government of India to provide holistic public health delivery both in the rural and urban 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 system under NHM.

Financial Management Group (FMG) working under NHM Finance Division of Ministry of Health & Family Welfare is involved in planning, budgeting, accounting, financial reporting, internal controls including internal audit, external audit, disbursement of funds and monitoring of physical and financial performance of the programme with the main aim of managing resources efficiently and achieving pre-determined objectives. Sound financial management is a critical input for decision making and programme success. Accurate and timely financial information provides a basis for informed decisions about the programme, fund release and assists in reducing delays for smooth programme implementation. FMG tries to ensure that all programmes receive their funds in a timely manner after adhering to all the GFR provisions and DoE conditionalities. Under NHM, it is endeavour of the Government of India to build effective financial management capabilities for managing the funds provided to the State / UTs. The States have also been encouraged to set up Financial Management Groups (FMGs) at the State and strengthen financial management capacities at District level.

#### 2. Objective

Finance Controller at the central level is to oversee the funds management under NHM and other Centrally sponsored scheme under NHM Framework to monitor overall financial management including release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, PFMS, E-banking, Utilization Certificates, field review visits and action taken thereon by the States/UTs.

#### 3. Scope of Work

##### Key Responsibilities:

- i. To ensure correctness/ compliance of release proposals based on extant guidelines and norms.
- ii. Supervision, monitoring, training and guidance of the team consisting of Financial Analyst and Finance Assistants for the allocated States/UTs.
- iii. Implementation of e-banking arrangements for electronic transfer of funds and implementation of customized Tally at State, District and block levels.
- iv. Coordination with development partners, preparation and submission of claims for reimbursement of eligible expenditure.
- v. Devising financial MIS and parallel program management status with the help of e-banking data and reconcile the same with manual reports of the States.
- vi. Follow up with the States/UTs for uploading financial information on HMIS Portal of the Ministry for the States/UTs.
- vii. Coordination with Disease Control Programmes for compiling allocation, release and utilisation of funds etc.

- viii. Statutory Audit arrangements for States/UTs including NDCPs, monitoring, review, analysis, compliance of Audit and GOI observations and timely submission of Audit Reports to Development Partners.
- ix. Monitoring and implementation of Concurrent Audit of all States/UTs including appointment of Concurrent Auditors, receipt of monthly reports and follow up action thereon.
- x. Capacity building for State/District/block level finance & accounts staff from time to time in States, NIHF and other Institutions.
- xi. To oversee the implementation of PFMS at State/District/block level including imparting of training for PFMS from time to time.

**Other Responsibilities:**

- i. To oversee release, expenditure and unspent balance for release of funds to States/UTs for all programmes and activities under NHM.
- ii. To oversee timely receipt and analysis of FMRs, Statements of Funds Position, matching physical and financial progress of NHM programmes for States/UTs.
- iii. To act as a Nodal Officer for all Finance, Accounts and Audit matters and feedback for allocated States/UTs.
- iv. To provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc.
- v. To monitor financial performance indicators and convergence of financial & accounting processes under NHM at state/district /block levels.
- vi. Joint Team Visits to States/UTs for financial management performance review, financial studies and prepare status reports with recommendations for improvement. Participating in JRMs, CRMs and prepare reports with observations and implementation of their recommendations.
- vii. To implement the Public Finance Management System (PFMS) for funds release under NHM.
- viii. Appraisal of Annual PIPs of allocated States, providing draft/final comments to the Nodal Officers and attending deliberations of the NPCC.
- ix. To monitor and implement NFAMS at pan India level and their integration with PFMS.
- x. To monitor and implement NHM Finance Dashboard.
- xi. To monitor funds transfer from State Treasury to Bank Accounts of State Health Society under NHM.

**4. Outputs**

Timely action on all tasks and responsibilities and submission of a detailed report to Director/ DS (NHM-Finance) at the end of every quarter of action taken and proposed to be taken.

**5. Qualifications and Experience**

MBA(Finance)/CA from a recognized University/Institute.

Experience of at least 6 years in social sector, private or government sector in financial management operation, government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a government setup. Experience in Development of accounting packages, system analysis, computer programming etc will be an added advantage.

**6. Age**

Upto 50 years of age on the last date of submitting application.

**7. 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/ DS (NHM-Finance). While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per Govt. of India rules.

**8. Reporting Requirements**

The consultant will submit a report to the Director/ DS (NHM-Finance) at the end of every quarter.

## **9. Consultancy period**

Initially, the contract will be for a period upto 31<sup>st</sup> March 2023. However, subject to satisfactory performance, the consultancy may be renewed for the further period of one year, 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.

## **10. Remuneration**

The consultant will be paid a consolidated monthly remuneration in the fee range of **Rs. 90000 –Rs 150000/- per month** on the basis of qualifications and experience as may be decided by the Joint Selection Board of the GOI and other nominated subject experts, if any. 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 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.

### **How to apply:**

Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **23-Aug-2022**.