

**Terms Of Reference**  
**Finance Assistant (NHM-Fin)**

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

Name of Division	NHM Finance Division (Financial Management Group)
Reporting to	Director/DS (NHM-Fin), US (NHM-Fin.) & Finance Controller
Name of Position	<b>Finance Assistant</b>
Number of Positions	<b>Two (02)</b>
Location	MoHFW, New Delhi

**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 primarily 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 endeavor 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 Assistant at the central level is to monitor funds under NHM including data entry, release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, E-banking, Utilization Certificates, PFMS, 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 releases under NHM 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 database for all programmes under NHM.

## **Other Responsibilities**

- i. To do Data entry of quarterly FMRs, monthly Status Reports and maintaining programme/component wise data base for the allocated States/UTs for official use of all concerned.
- ii. To Track 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. To Track 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 senior officers of the Division.
- iv. To process and monitor fund release, expenditure, unspent balance and obtaining the prescribed monthly status reports from States/UTs.
- v. To 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. To prepare 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. To provide training to finance & accounts staff at State, District and Block levels in general and PFMS specifically and as per inputs from JRMs, CRMs, Review Reports and Audit observations.
- ix. To support 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/DS (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 years in finance and accounts matters in social and private sector.

**Age :** The applicant should be below 45 years as on last date of receiving of applications.

## **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/DS (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 concerned Finance Controller at the end of every quarter.

## **8. Consultancy period**

The contract will initially be for a period upto 31<sup>st</sup> March 2024. 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 in the range of Rs. 40,000/- to Rs. 70,000/- per month on the basis of qualifications and experience.

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.

**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-May-2023**.