



S.No-/NCD/11/

Dated:

M/s Sukriti

19, Sharma Colony

22, Godown, Jaipur-19

Subject: Offer of Appointment for the Post of Finance Cum Logistic Officer under NPCDCS/NPHCE.

This is in reference to your application dated 24.10.11 regarding providing of services of Finance Cum Logistic Officer under NPCDCS/NPHCE and subsequent interview conducted by the department on 23.11.11. The Department is pleased to **inform you that Ms. Priyanka Sharma is selected for the post of Finance Cum Logistic Officer.**

You are therefore requested to mobilize services of Ms. Priyanka Sharma as Finance Cum Logistic Officer under State NCD Cell, Department of Medical, Health and family Welfare Services, Jaipur. Following would be the Job description/Terms of Reference of services provided by him:

General:-

- All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the State/ District.
- To maintain the fund flow mechanism from State to Districts and Districts to below.
- Accurate and timely submission of quarterly report on expenditure to Centre/State, annual audited statement of accounts and intensively monitoring the financial management in State/ District Health Society.
- Any other job assigned by concerned officers.

Specific:

- Preparing annual and quarterly budgets for the State/ District.
- Ensuring that adequate internal controls are in place to support the payments and receipts
- Ensuring timely consolidation of accounts/financial statements at the State/ District.
- Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the State /District.
- Coordinating with District and below to address the audit objection/internal control Weaknesses, issues of disallowances, if any.

The following terms and conditions would apply for the contractual assignment, for a fixed term of one year with effect from 7th December, 2011.

The headquarter of the Finance Cum Logistic Officer will be Jaipur. The Finance Cum. Logistic Officer will work for the implementation of NPCDCS/NPHCE under the guidance and supervision of State Program officer in coordination with State Nodal officer and will assist them in all such works as may be assigned to the Finance Cum Logistic Officer.

1. A monthly remuneration of Rs 30,000 (Thirty Thousand) would be paid to the agency against the services rendered to the Department. The agency would be responsible for paying monthly remuneration/payments to the selected candidate after deducting TDS and other applicable taxes and photocopy of payment voucher has to be submitted to the State NCD Cell on monthly basis.
2. The selected Finance Cum Logistic Officer would be entitled for 25 days leave during the contract period and weekly off days and government holidays would also be permitted. Any leave over and above the 25 days will be treated leave without payment.
3. If the selected Finance Cum Logistic Officer remains absent for more than 15 days without any intimation to the concerned authorities the contract liable to be terminated by the concerned authority. The State nodal Officer, NCD will be the final decision making authority on the issue.
4. It is the responsibility of the agency to ensure that the selected Finance Cum Logistic Officer would not have any past record of indulging in any of the police case or pending judicial inquiry. The agency has to ensure that the character of the Selected Finance Cum Logistic Officer would remain intact during the contract period. If found anything objectionable or not as per office decorum the State Nodal Officer would have the liberty to terminate the contract at any given time in case of any financial irregularities recovery will be done from the agency.
5. For official travel in connection with the work of the State NCD Cell during the period of appointment, the Finance Cum Logistic Officer will be entitled to draw TA/DA/Perdiem as per rules/guidelines of the program.
6. Contract can be terminated from either side giving one month prior notice in written or payment in lieu thereof.
7. The agency would ensure uninterrupted service of the selected Finance Cum Logistic officer during all working days and as per the directions of State Nodal Officer, NCD.
8. The agency would be responsible for furnishing income tax /service tax returns from time to time to the concerned department and would also be responsible for deducting PF/ESI from the payments payable to the Finance Cum Logistic Officer. The agency has to comply with all prevailing labour laws and rules of Income Tax and labour Department.
9. The Department would not be liable for any claim or continuity of the service of the Finance Cum Logistic Officer.

You are therefore requested to kindly report to the office of undersigned with immediate effect and submit duly signed and Notary attested ToR and terms and conditions on Non Judicial Stamp of Rs 100 and ensure mobilization of services of Ms. Priyanka Sharma as Finance Cum Logistic Officer w.e.f 7th December, 2011.

sd/

Director AIDS/HA

Dated: 28.11.11

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Copy to

1. Principal Secretary, Medical, Health and Family Welfare Services, GOR.
2. Incharge Server Room.



Director AIDS/HA