



Rajasthan Government
Directorate of Medical & Health Services, Rajasthan
State Health Society (NCD)



No.: NCD/2015/481

Dated: 08.09.2015

Appointment Letter

In reference to the Advertisement No NCD/2015/215 dated 15.04.2015 regarding recruitment of "Finance cum Logistic Consultant" purely on contract basis under NPCDCS Programme, following mentioned candidates are found to be eligible and are mobilized to their place of posting as mentioned in the table given below:-

S. No.	Name of Candidate	F/H Name	Sex (M/F)	Posting Place
1	BHAGIRATH CHUYAL	ASHA RAM CHUYAL	MALE	CM&HO Office, Hanumangarh
2	VIKASH HASNANI	KHEMCHAND HASNANI	MALE	CM&HO Office, Dholpur
3	DIVYA CHHABRA	RAJ KUMAR CHHABRA	FEMALE	CM&HO Office, Sawai Madhopur
4	ABHISHEK SHARMA	AKHILESH SHARMA	MALE	CM&HO Office, Jaipur
5	SHILPI AGARWAL	MURLIRAM GUPTA	FEMALE	CM&HO Office, Dausa
6	SATTAR KHAN	INAYAT ALI	MALE	CM&HO Office, Churu
7	SHISHPAL SAINI	MOHROORAM SAINI	MALE	CM&HO Office, Jhunjhunu
8	VIDHI MAHAJAN	NISHANT MAHAJAN	FEMALE	CM&HO Office, Rajsamand
9	PRACHI JAIN	SURESH CHAND JAIN	FEMALE	CM&HO Office, Baran
10	NARESH MAAN	JAGDISH PRASAD	MALE	CM&HO Office, Tonk
11	SHARWAN KUMAR SAINI	DWARKA PRASAD SAINI	MALE	CM&HO Office, Banswara
12	MUKESH KUMAR SAINI	BABU LAL SAINI	MALE	CM&HO Office, Pali
13	NARESH ARYA	MAHESH CHAND ARYA	MALE	CM&HO Office, Chittorgarh
14	GOVIND KUAMR SHARMA	UMASHANKAR SHARMA	MALE	CM&HO Office, Alwar
15	SUDHIR SHARMA	GANESH NARAYAN SHARMA	MALE	CM&HO Office, Bharatpur
16	HARISH KUMAR AGARWAL	SATYA NARAYAN MITTAL	MALE	CM&HO Office, Jhalawar
17	KAVITA KOTHARI	RAJKUMAR KOTHARI	FEMALE	CM&HO Office, Udaipur

You are request to report to the CMHO Office concerned & join duties within 7 days from the date of issue of this order and ensure executing a contractual service agreement with CMHO in the prescribed format as mentioned in Terms & Conditions.

Terms & conditions:-

1. This appointment/Recruitment is purely on contractual basis.
2. The contract will be signed on Non judicial stamp of Rs. 100/- at the level of CMHO & District Nodal Officer(NCD)
3. This contract will be valid up to one year or less depending on the budget availability and approval from MOHFW, Gol.
4. Contract with the CMHO shall be done in accordance with Finance Dept. Circular No. F.1(4)FD/Rules/2011 pt-II dated 27 July, 2014(Anex.A) & MD, NHM Direction No. F.20(513)NRHM/HRD/2014/517 dated 30.09.2014 in the format to at Anex. B.
5. The selected candidate will have to report to the concerned CMHO and submit joining report within 7 days otherwise necessary action would be taken.
6. Monthly honorarium of Rs. 30,000/- is applicable to all above mentioned positions.

Enclosed:- Anex "A"


Director (PH)

Directorate of Medical & Health Services,
Rajasthan

dated: 08.09.2015

No.: NCD/2015/48

Copy to:-

1. P.S. to Hon'ble Health Minister, Medical, Health & F.W. Dept. Rajasthan.
2. P.S to PHS, Medical & Health & F.W. Deptt., Rajasthan, Jaipur.
3. Mission Director (NHM), Medical & Health Services, Rajasthan, Jaipur.
4. CMHO concerned to ensure all necessary document verification of the candidate, signing of agreement with the selected candidate and after accepting the joining the candidate may be positioned at the place mentioned in the above table.
5. Concerned Candidates.
6. Incharge, Server Room, HQ kindly upload on website.


Director (PH)

Directorate of Medical & Health Services,
Rajasthan

**GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(Rules Division)**

No. F.1 (4)FD/Rules/2011 Pt. II

Jaipur, dated: 27 JUN 2014

**All Additional Chief Secretaries/
Principal Secretaries/
All Secretaries to Government of Rajasthan**

Circular

Sub :- Appointments of persons on Contract on Fixed Remuneration for Services in State Government Agencies for External Aided Projects/ Centrally Sponsored Schemes/ State Government Schemes etc.

The State Government undertakes departmental schemes/projects for social and economic development as welfare State. Most of these projects/schemes are implemented through specific agencies/undertakings corporations etc. which are not governed by service rules in Government for regulating civil appointments in Government. By their very nature the development schemes undertaken by the government are usually of shorter/medium periods. Developmental priorities of the government and development strategy/ technology also keep on changing requiring different skill sets and competences etc. Most of the developmental schemes/projects also require skill/ experience in social/ economic sector which are available in the non-government sector and are not exclusive to the Government. Therefore, State Government needs to allow such posts to be filled on contract in societies and autonomous organizations.

2. To facilitate hiring the specific services on direct contract a standard contract document along with clarificatory instructions was issued vide FD Circular No. F.1(15)FD(Rules)/2002, dated 09/01/2007. Subsequently the provision of maternity leave period for female contractual employees was increased to 180 days from two months period vide FD Circular No. F.1(6)FD(Rules)/2007, dated 19/06/2009. The main terms and conditions of such contract appointments are at Annexure-'A'.
3. The circulars / orders issued for contractual appointments from time to time in societies/non-departmental organizations were, however, withdrawn vide circular of even number dated 29.4.2011.
4. The matter of contractual appointment has once again been examined and it has been decided to re-introduce contractual appointments on fixed remuneration for services in State Government agencies for External Aided Projects/ Centrally Sponsored Schemes/ State Government Schemes etc.

5. Standard Model contract agreement and instructions are placed at Annexure-'B'.
6. The terms and conditions contained in the model agreement at Annexure-'B' may be made applicable to the existing individual contractual employee wherever the contracts entered into under the earlier arrangement still subsist.
7. It may be noted that the selection of contractual appointees shall be made only after following the procedure laid down in the rules of the Societies / Non-departmental organizations contract. None will be employed on these contracts without following the regular process of appointment as per applicable rules of the concerned Non Departmental organizations.
8. Contractual arrangement for services provision through agencies can be made under the 'Rajasthan Transparency in Public Procurement Act, 2012' and rules made therein.

3/04
26/1/2014
(Subhash Chandra Garg)
Principal Secretary to Government

(11/RSR)

The main terms and conditions of the Standard Contract documents.

- (i) Contract shall be for fixed period only which may be extended by mutual consent thereafter.
- (ii) Appointee would be paid a consolidated package. The package amount would include the element of House Rent.
- (iii) The package amount based on quality and efficiency of service rendered in the preceding year may be revised for the ensuing year by the amount not exceeding 10% of preceding year's package amount.
- (iv) Leave upto 20 days only in a calendar year to be allowed.
- (v) Maternity Leave to female employee upto 180 days to be allowed.
- (vi) Medi-claim insurance policy upto rupees one lac. Premium upto Rs. 500/- per annum to be reimbursed on production of receipt.
- (vii) Gratuity payment as per provisions of Payment of Gratuity Act, 1972.
- (viii) Provision for Travel compensation.
- (ix) Provisions for Contributory Pension Scheme (10% of the consolidated amount by the employer and employee both).
- (x) Provisions for Accidental Insurance Scheme.

Annexure-B

(TO BE PRINTED ON RS 100 NON-JUDICIAL STAMP PAPER BY THE HIRING ORGANIZATION)

AGREEMENT

Article of Agreement made this day, thebetween
Shri/Smt./Kum. son/daughter of
.....
residing presently at (the first
Party) and (designation of hiring authority representing
the PSU/ Society constituted by Government of Rajasthan) the second party.

Whereas the second party has agreed to hire services of first party for
1 in short 2 on contract
basis for the 3 programme/scheme funded fully /
substantially by 4 and the first party has agreed to provide
these services to the second party in that capacity for the period
.....on the terms and conditions herein after contained.

**NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO
RESPECTIVELY AGREE AS FOLLOWS:**

1. PERIOD OF CONTRACT

- (i) The period of contractual appointment shall be from ⁵ ___/___/20___
to ⁶ ___/___/20___.
- (ii) The period of contract can however be extended by mutual consent
for a period of not more than one year at a time but will not in any
case exceed five years in all or the date on which the plan scheme/
projects/ programmes closes, whichever is earlier. In case of
external / Central Government funding for project stops before the
normal date of closure for any reason whatsoever, agreement shall
stand terminated automatically at the end of one month from the
date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF

- (i) The first party will present himself / herself at the place and time
designated by the second party and render services to the second
party broadly designated as 7 and
described in detail in a job chart attached as Annexure - 1⁸ to this
agreement.
- (ii) In consideration of the services desired in (i) above, the second
party shall pay a consolidated package amount of Rs
⁹per month.

⁴ C:\Users\Akhil\Desktop\New legal doc

No other amount shall be payable to the first party other than compensatory allowances described later in this agreement and a contribution of Rs..... (representing 10% of the consolidated amount) as second party's contribution for the Contributory Pension Fund under the New Contributory Pension Scheme.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED

Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/her authorized officer. First party will submit bill by the 5th of the following month and second party will arrange to make payment upto 15th of the following month.

4. OTHER TERMS AND CONDITIONS

As per Annexure-II

5. ANNUAL REVISION

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an amount not exceeding 10% of preceding year's package amount for the ensuing year.

6. ACTION AGAINST FIRST PARTY

(i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.

(ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT

(i) The contract can be terminated with notice of one month on either side or by depositing / paying one month's package / contract amount in lieu of notice.

(ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract.

- (iii) The agreement / contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for service rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. GENERAL

This contract is issued on the understanding that all the information given by the first party in his / her application form and during the interviews is correct, true and complete. If it is found at any time that the information given when seeking appointment is not complete and true and / or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time. The first party has taken up services with the second party without any notice or compensation.

(
Signed by First Party
signatory

Name :

Address :

Dated :

WITNESS

Signature :

Name :

Address:

Dated:

(
Signed by authorized
of the Second Party

Name :

Address :

Dated :

WITNESS

Signature :

Name :

Address:

Dated:

Job Responsibilities

Post of "Finance cum Logistic Consultant" Under NPCDCS/NPHCE

General:-

1. To support all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS/NPHCE in the Centre/ State.
2. To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts.
3. Accurate and timely submission of quarterly report on expenditure to State, annual audited statement of accounts and intensively monitoring the financial management in each District NCD society.
4. Financial aspects of activities in Cancer, Diabetes, CVD & Stroke and Elderly
5. Any other job assigned by concerned officers.

Specific:

1. Preparing annual and quarterly budgets for the District.
2. Ensuring that adequate internal controls are in place to support the payments and receipts.
3. Ensuring timely consolidation of accounts/financial statements at the District.
4. Training of District level in fund flow mechanism and filling up the reporting formats.
5. Supporting the audit of the accounts of the District in accordance with the financial guidelines.
6. Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the Districts.
7. Reviewing the accounts and records of the District on a periodic basis.
8. Preparing consolidated SOE of NPCDCS/NPHCE on a Monthly basis.
9. Coordinating with the State and District to address the audit objection/internal control weaknesses, issues of disallowances, if any.

**OTHER TERMS AND CONDITIONS OF
ENGAGEMENT OF FIRST PARTY**

- (i) **Leave:** 20 days leave in a calendar year shall be allowed to first party on proportionate basis e.g. if first party joins on 1st July then he/she shall be allowed 10 days leave. Similarly, if he/ she is appointed from 1st December, then he /she shall be allowed leave of 1½ day only. Leave shall accrue on monthly basis. However, second party can permit use of leave to accrue during a calendar year only in advance for deserving reasons. Unavailed leave shall stand lapsed at the end of calendar year.
- (ii) **Maternity Leave:** Maternity leave upto 180 days would be admissible to the female employee who have less than two surviving Children. If there is no surviving child after availing it twice, maternity leave may be granted on one more occasion. Payment of leave shall be made as per the rate of remuneration/contractual amount paid on the day before leaves commence.
- (iii) **Medical Reimbursement:** During the period of contractual appointment, first party shall avail mediclaim insurance policy upto Rs 1 lakh, offered by State Insurance Department or from any other Insurance Company. In case, first party opts to avail it from any Insurance Company other than State Insurance Department, the premium paid by first party would be reimbursed by second party upto Rs 500 per annum on production of receipt.
- (iv) **Gazetted / Restricted holidays:** Holidays gazetted by Government of Rajasthan shall be admissible to first party. However, no restricted holidays shall be admissible.
- (v) **Permission for leaving Headquarters:** First party will not leave headquarter without prior permission of second party or his/her authorized authority in this regard.
- (vi) **Travelling Allowance:** In case of tour as directed by second party, first party shall be eligible for travelling allowance as under :
 - a) **Travel Cost:** First party shall be provided reimbursement of travel cost on production of tickets of class (here specify his / her entitlement)
 - b) **The Rate of Daily Allowance** shall be determined at the rate of 1% of the package amount for the employees providing manual, clerical, ministerial, computer services and 0.75% (minimum Rs. 100/-) for professional/officer services.
 - c) **Local Transport:** Rs 3/- per km from office / residence to Bus / Railway stations & vice-versa.
- (vii) **Gratuity:** Payment of gratuity shall be made as per provisions of "Payment of Gratuity Act," if admissible and applicable.
- (viii) **Annual Appraisal:** An Annual Appraisal Report will be prepared by second party on the basis of *annual performance of first party*, which shall also form basis of extensions of agreement period under condition No. 1 and annual revision under condition No. 5 of the agreement.
- (ix) First party shall not be entitled for any Government accommodation.
- (x) No deduction towards RPFM/GPF/SI/Accidental Group Insurance Scheme shall be paid from package of first party.
- (xi) First party shall not be entitled for any regularization of service or any special preference in regular recruitment.
- (xii) First party shall not be provided any loans and advances by the second party.

- (xiii) No bonus shall be payable to first party.
- (xiv) The first party shall get himself/herself covered under any accidental insurance scheme. For this purpose, first party can join the accidental insurance scheme from SI Department or opt for accident insurance coverage from any other insurance company for which an annual premium of Rs 500/- shall be reimbursed by the second party on production of receipt.
- (xv) No terminal leave shall be admissible on termination of the contract.
- (xvi) TDS on income, if due, shall be recovered from package payable to first party.
- (xvii) General conditions, ethics and observance :

- a) The first party shall observe general satisfactory conducts and ethics at the level expected under orders / rules and instructions issued by higher authorities / second party.
- b) The first party shall be non-transferable.
- c) The first party will not accept any full time / part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the second party.
- d) All manufacturing or construction departmental organizations/ consultancies etc., with which the first party might be associated with, will not be eligible to participate in bidding for any goods or works / consultancy etc. resulting from or associated with the project of which this first party assignment forms a part.
- e) In case uniform / livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.

Explanatory Memorandum
(For 'superscripts' marked in the Agreement)

1. Describe the work to be performed by the first party broadly and in brief e.g. providing medical services in rural areas / providing data entry services / providing teaching services for students in class I to V etc.
2. Give a short designation for his work (avoid using a designation already in use for Government employees under service rules).
3. Mention the name of Centrally Sponsored Scheme, State Plan Scheme/PSU or any Project for which being engaged.
4. Mention the name of funding agency like Government of India, ADS, World Bank and so on.
5. Mention the date when the contract shall come into effect.
6. Mention the date upto which contract will subsist i.e. the date of disengagement of first party.
7. Give a short designation for his work (avoid using a designation already in use for Government employees under service rules)..
8. Describe the service expected to be rendered by the first party. An example is at Annexure - I.
9. State the amount at which first party has been engaged, Package amount can be worked out by adding HRA at the rates applicable to Government employees (at the place of posting) to the fixed remuneration prescribed by Finance Department for probationer trainees vide Notification No. F.14(1)FD/Rules/2013-II dated 28-08-2013 of equivalent level. Instructions contained in above Notification of FD may be followed for determining the consolidated amount unless any different consolidated amount has been agreed by FD Expenditure and Rules in any specific case.
10. Decide this increment amount by keeping in view first party's absolute and relative performance. Highest possible increases are to be given not more than 10% of the package amount of contract service providers.
11. The contractual appointee may be allowed to travel on duty in bus / rail as per entitlement which may be like this :
 - (i) Contractual appointee's availing package upto Rs 10,000/- per month be allowed to travel in deluxe bus and second class in rail.
 - (ii) The appointees availing package above Rs 10,000/- be allowed in deluxe bus and III AC in Rail. No Air Journey be allowed, no taxi, and no own car shall be allowed for making journey.
12. Daily allowance may be determined @ 1.00% of consolidated amount for service providers providing manual, clerical, ministerial, computer services and 0.75% (minimum Rs. 100/-) for professional / officer services.

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राजस्थान सरकार
निदेशालय चिकित्सा स्वास्थ्य एवं परिवार कल्याण सेवाएं
एनआरएचएम, स्वास्थ्य भवन, सी-स्कीम, जयपुर

क्रमांक एफ.20 (513)एनआरएचएम/एचआरडी/2014/513 दिनांक 30-09-14


मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी/सी
समस्त जिले, राजस्थान।

विषय :- एनआरएचएम योजनान्तर्गत जिले में कार्यरत समस्त सविदा कार्मिकों के नवीन अनुबंध निष्पादन के संबंध में।

उपरोक्त विषय के संबंध में लेख है कि आपके संबंधित जिले में एनआरएचएम योजनान्तर्गत सविदा आधार पर योजना प्रारंभ से अब तक सविदा पर नियुक्त किए गए सभी केडर के सविदा कार्मिकों के उनके कार्यग्रहण के समय कराए गए अनुबंध एवं क्रमानुसार किए गए अनुबंध नवीनीकरण के क्रम में पूर्व में निष्पादित किए गए सविदा कार्मिकों के समस्त अनुबंधों के अतिक्रमण में वित्त विभाग (नियम डिविजन), राजस्थान सरकार के परिपत्र क्रमांक एफ 1(4) एफ.डी/रूल्स/2011 पार्ट-II दिनांक 27.06.2014 के Annexure-B पर उपलब्ध अनुबंध प्रारूप आपको संलग्न कर भिजवाया जा रहा है। संलग्न प्रारूप अनुसार रु 100/- के नॉन ज्यूडिशियल स्टाम्प पर एनआरएचएम में वर्तमान में कार्यरत प्रत्येक केडर के सविदा कार्मिकों के साथ संलग्न परिपत्र के अनुसार अनुबंध का निष्पादन किया जाना सुनिश्चित करावे।

पत्र को सर्वोच्च प्राथमिकता प्रदान करें।

संलग्न-वित्त विभाग का परिपत्र 27.06.2014 (मय अनुबंध प्रारूप)


विशेष सहायक सचिव,
चिकित्सा एवं स्वास्थ्य विभाग एवं
भारत निदेशक, एनएचएम

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. विशिष्ट सहायक, माओ मंत्री, चिकित्सा एवं स्वास्थ्य विभाग, जयपुर।
2. निजी सचिव, प्रमुख शासन सचिव, चिकित्सा एवं स्वास्थ्य विभाग, जयपुर।
3. निजी सचिव, विशिष्ट शासन सचिव, चिकित्सा स्वास्थ्य विभाग एवं मिशन निदेशक, एनएचएम, जयपुर।
4. अतिरिक्त मिशन निदेशक, एनएचएम, जयपुर।
5. जिला कलक्टर, समस्त जिले, राजस्थान।
6. उप शासन सचिव (सुप-2/एनएचएम) जयपुर।
7. परियोजना निदेशक, एनएचएम, जयपुर।
8. निदेशक (वित्त), एनएचएम, जयपुर।
9. निदेशक, जनस्वास्थ्य/आरसीएच/एड्स, चिकित्सा एवं स्वास्थ्य सेवाएं, जयपुर।
10. नियंत्रक/अधीक्षक, मेडिकल कॉलेज, सैटेलाइट चिकित्सालय, राजस्थान।
11. औषधि नियंत्रक, चिकित्सा एवं स्वास्थ्य सेवाएं, जयपुर।
12. अतिरिक्त निदेशक, प्रशासन/राजपत्रित/ग्रामीण स्वास्थ्य/चिकित्सा प्रशासन, चिकित्सा एवं स्वास्थ्य सेवाएं, जयपुर।
13. संयुक्त निदेशक (प्रशिक्षण) चिकित्सा एवं स्वास्थ्य सेवाएं, जयपुर।
14. संयुक्त निदेशक, चिकित्सा एवं स्वास्थ्य सेवाएं, समस्त जेन, राजस्थान।
15. मुख्य सार्वजनिक विश्लेषक, जनस्वास्थ्य प्रयोगशाला, समस्त, राजस्थान।
16. प्रमुख चिकित्सा अधिकारी, समस्त जिला चिकित्सालय, राजस्थान।
17. राज्य कार्यक्रम प्रबंधक, एनएचएम, जयपुर।
18. अनुभाग अधिकारी (एचआर) एनएचएम, जयपुर।
19. जिला कार्यक्रम प्रबंधक, एनएचएम, समस्त जिले, राजस्थान।
20. जिला लेखा प्रबंधक/लेखाधिकारी, समस्त जिले, राजस्थान।
21. प्रचारी सर्वर रूम को वास्तव में सभी संबंधितों को ई मेल हेतु।
22. रक्षित पत्रावली।

परियोजना निदेशक
एनएचएम