

राजस्थान सरकार
चिकित्सा स्वास्थ्य एवं परिवार कल्याण विभाग
निदेशालय एनएचएम, स्वास्थ्य भवन, तिलक मार्ग, सी-स्कीम, जयपुर

क्रमांक एफ.20 (503-V)एनआरएचएम/एचआरडी/2016/782 दिनांक : 5/8/2016

-: आदेश :-

राष्ट्रीय स्वास्थ्य मिशन के अन्तर्गत निदेशालय एनएचएम जयपुर द्वारा जारी विज्ञप्ति क्रमांक 277/295 दिनांक 14.03.2016/16.03.2016 के क्रम में **District Accounts Manager** (जिला लेखा प्रबन्धक) के संविदा पद पर चयनित अभ्यर्थियों को निम्नानुसार उनके नाम के सम्मुख उल्लेखित पदस्थापन स्थानों पर रु 30,000/- प्रतिमाह समेकित मानदेय दर पर नियुक्त-किया जाकर एतद् द्वारा पदस्थापित किया जाता है:-

क्र.सं.	कार्मिक का नाम	पिता/पति का नाम	पदस्थापन स्थान (जिला कार्यक्रम प्रबन्धन ईकाई)
1	योगेश सुवालका	रमेश चन्द्र	जिला बारां
2	प्रवीण राणासरिया	रामस्वरूप सिंह	जिला पाली
3	आशीष जैन	भागचन्द जैन	जिला अलवर
4	प्रियंका जैन	जगदीश चन्द जैन	जिला उदयपुर
5	महिपाल सिंह	महावीर प्रसाद	जिला बांसवाड़ा
6	निशा सैनी	जीवन लाल सैनी	जिला जालौर
7	हेमन्त कुमार इन्दोलिया	भंवर लाल वर्मा	जिला प्रतापगढ़
8	जितेन्द्र कुमार डामोर	हीरालाल डामोर	जिला डूंगरपुर
9	सुनील कुमार	मूलचन्द	जिला जैसलमेर

उक्त समस्त नव नियुक्त संविदा कार्मिकों को निर्देशित किया जाता है कि वे आदेश जारी दिनांक से दिनांक 16.08.2016 तक आवश्यक रूप से अपने आवंटित पदस्थापन स्थान पर सम्बन्धित मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी के समक्ष समस्त आवश्यक मूल दस्तावेजों सहित अपनी उपस्थिति देते हुये संबंधित पद पर कार्यग्रहण किया जाना सुनिश्चित करें।

समस्त नव नियुक्त संविदा कार्मिक अपने आवंटित पदस्थापन स्थान पर कार्यग्रहण कर, इसकी रिपोर्ट मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी के माध्यम से दिनांक 17.08.2016 को सायं 5.00 बजे तक आवश्यक रूप से ई-मेल आई.डी. co_hrd.nrhm@yahoo.com पर भिजवाना सुनिश्चित करावें।

यदि कोई कार्मिक तय समय सीमा में निर्धारित स्थान पर ज्वाइन नहीं करता है तो आगे नियुक्ति के संबंध में उसका कोई अधिकार नहीं होगा एवं उसकी नियुक्ति स्वतः ही निरस्त समझी जाकर संबंधित पद को रिक्त पद मानते हुये आगामी कार्यवाही की जायेगी। इस सम्बन्ध में अंतिम निर्णय का अधिकार मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन को होगा।

उक्त समस्त नव नियुक्त संविदा कार्मिकों को निर्देशित किया जाता है कार्यग्रहण के समय चिकित्सा प्रमाण पत्र, चरित्र प्रमाण पत्र एवं रु 100/- के नॉन ज्यूडिशियल स्टॉम्प पेपर के साथ उपस्थिति प्रदान कर कार्यग्रहण किया जाना सुनिश्चित करे। आदेश के साथ



निर्धारित अनुबंध का प्रारूप, चिकित्सा प्रमाण पत्र का प्रारूप एवं चरित्र प्रमाण पत्र का प्रारूप संलग्न कर आवश्यक कार्यवाही हेतु भिजवाया जा रहा है।

नव नियुक्त संविदा कार्मिकों के लिये अनुबंध अवधि कार्यग्रहण तिथि से दिनांक 31.03.2017 तक के लिये होगी जो कि भारत सरकार से प्राप्त अनुमति के आधार पर बढ़ाई जा सकेगी। अनुबंधित संविदा कार्मिकों को उक्तानुसार समेकित मानदेय के अतिरिक्त अन्य कोई परिलाभ देय नहीं होंगे। इस संबंध में आगामी कार्यवाही भारत सरकार द्वारा परियोजना के अन्तर्गत जारी विशिष्ट प्रावधानों के अध्याधीन होगी।

इस सम्बन्ध में समस्त मुख्य चिकित्सा एवं स्वास्थ्य अधिकारियों को निर्देशित किया जाता है उपरोक्त नव नियुक्त संविदा कार्मिकों के मूल दस्तावेजों की जाँच कर नियमानुसार कार्यग्रहण करवाये जाकर अनुबंध के निष्पादन की कार्यवाही किया जाना सुनिश्चित करावे।

(अंजू राजपाल)
परियोजना निदेशक
एनएचएम

क्रमांक एफ.20 (503-V)एनआरएचएम/एचआरडी/2016/782 दिनांक : 5/8/16

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

1. विशिष्ट सहायक, माननीय मंत्री महोदय, चिकित्सा एवं स्वास्थ्य विभाग, राज0 जयपुर।
2. निजी सचिव, प्रमुख शासन सचिव, चिकित्सा एवं स्वास्थ्य विभाग, जयपुर।
3. निजी सचिव, विशिष्ट शासन सचिव, चि0 स्वा0 विभाग एवं मिशन निदेशक, एनएचएम।
4. निजी सहायक, अतिरिक्त मिशन निदेशक, एनएचएम, जयपुर।
5. निजी सहायक, जिला कलक्टर, समस्त जिले, राजस्थान।
6. निजी सहायक, संयुक्त शासन सचिव, एनएचएम, जयपुर।
7. निजी सहायक, परियोजना निदेशक, एनएचएम, जयपुर।
8. निदेशक-आरसीएच, चिकित्सा एवं स्वास्थ्य सेवाएं, जयपुर।
9. निदेशक (वित्त), एनएचएम, जयपुर।
10. राज्य कार्यक्रम प्रबंधक, एनएचएम, जयपुर।
11. परियोजना निदेशक, एमएच/सीएच/इम्प्यूनाईजेशन/एफडब्ल्यू, एनएचएम, जयपुर।
12. अनुभाग अधिकारी, एचआर, एनएचएम, जयपुर।
13. संयुक्त निदेशक, चिकित्सा एवं स्वास्थ्य सेवाएं, समस्त जोन, राजस्थान।
14. मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी, समस्त जिले को भेजकर लेख है कि अपने संबंधित कार्मिकों को कार्यग्रहण करवाकर पालना रिपोर्ट अद्योहस्ताक्षरकर्ता को भिजवाये।
15. प्रमुख चिकित्सा अधिकारी, जिला चिकित्सालय, समस्त जिले।
16. जिला प्रजनन एवं शिशु स्वास्थ्य अधिकारी, समस्त जिले।
17. समस्त नोडल अधिकारी/समस्त सलाहकार, एनएचएम, जयपुर।
18. जिला कार्यक्रम प्रबंधक/जिला लेखा प्रबंधक, एनआरएचएम, समस्त जिले।
19. सम्बन्धित संविदा कार्मिकों को पालनार्थ।
20. प्रभारी सर्वर रूम को वर्णित आदेश को विभागीय वेबसाइट पर अपलोड करने एवं समस्त संबंधितों को ई मेल करने हेतु।
21. रक्षित पत्रावली।

(अंजू राजपाल)
परियोजना निदेशक
एनएचएम

Medical Certificate

I hereby certify that I have examined _____ and cannot discover that he/she has any disease, constitutional weakness or bodily infirmity. I do not consider this to be a reason for disqualification of the candidate for employment under the office of _____

Signature of the candidates attested _____

Left thumb and finger impression of the candidate

Signature of the examining physician _____

Registration Number _____

Place _____

Date _____

Certificate of Character

Certified that Shri/Smt. _____ has worked with _____ (name of the organization) during _____ to _____ (period) and on the basis of his/her conduct during his/her employment with the organization, I have no hesitation to state that to the best of my knowledge and belief he/she bears reputable character and has no antecedents which render him/her unsuitable for employment.

Shri/Smt. _____ is not related to me.

Place:

Signature:

Date:

Designation:

AGREEMENT

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

Whereas the second party has agreed to hire services of first party for ¹ in
short² 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 ⁵to
⁶
- (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 ⁹ per month.

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 of his/her authorized officer. First Party will submit bill by the 5th of the following month and second party will arrange to make payment up to 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 :
Date :

WITNESS

Signature :
Name :
Address :
Dated :

()
**Signed by authorized
of the Second Party**

Name :
Address :
Date :

WITNESS

Signature :
Name :
Address :
Dated :

d

**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.

**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 leave 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 service 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 RPF/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.

To be submitted @ Block / District PMU.

National Health Mission
Department of Medical, Health & Family Welfare
Government of Rajasthan

Web Address: <http://chrisnrhm.org>

CHRIS (Computerized Human Resource Information System) Format
(Information should be in BLOCK LETTERS)

Employee ID	(Generated by Software)	Employee Type	Contractual	Paste Your Color Photo Graph Here	
Employee Name		Work Institute Name			
Programme Name		Sub-Programme			
District / Zone		Designation			
Work Institute Type		Location			
Physical Handicap		Date of birth	(DD.MM.YYYY)		
Gender		Category :		Male- Right Thumb Female- Left Thumb Impression	
Mobile No.		Email ID			
Training Details					
Father's Name		Mother's Name		No. of Brother(s)	
No. of Sister(s)		Marital Status		Date of Marriage	(DD.MM.YYYY)
Spouse Name		No. of Male Child		No. of Female Child	
Phone No.		Mobile No.		Name of Contact Person (to be contacted in emergency)	
Relation with contact person		Phone No. of contact person		Mobile No. of contact person	
Address Line-1			Address Line-1		
Address Line-2			Address Line-2		
State			State		
District			District		
Pin Code			Pin Code		
Class	Subject/Degree			Passing Year	
12th					
Diploma					
Bachelor Degree					
Master Degree					
P.G. Diploma					
PHD					
Blood Group		Adhaar Card No		PAN No.	
D. License No.		Bank Name		Branch Name	
A/C Number		IFSC code			
Salary on Joining		Salary on April 2010		Salary on April 2011	
Salary on April 2012		Salary on April 2013		Salary on April 2014	
Salary on April 2015		Salary on April 2016		Date of Joining	
Any Other Details					

h.