

**Terms of Reference for Accountants**

Immediate Supervisor	Incharge of the Facility/Posting place
Immediate reporting Officer	BCMO through BPM
District Level reporting officer	CM&HO through DPM/DAM

1.	To Maintain all the financial records and accounts of the funds made available to the their assigned PHC/CHC/Block
2.	To provide all necessary support to the SMO I/C/M.O I/C/BCMO & BPM for effective planning of fund flow & booking of the expenditures
3.	To assist BCMO & BPM in preparation of PIP.
4.	To support SMO I/c/M.O I/C/BCMO & BPM in day management of the office functioning
5.	Ensure timely payment of JSY Beneficiaries & maintaining its proper records.
6.	To support and organize payment of performance based remuneration to the ASHAs and maintain related accounts and Data bases.
7.	Proper management of all type of the united funds available at different centres of their assigned office.
8.	To maintain all physical and financial data in the form of modern Management Information System.
9.	Reporting of schemes, preparation of utilization certificates and SOE,s of all activities of his assigned areas.

(TO BE PRINTED ON Rs 500 NON-JUDICIAL STAMP PAPER BY THE CANDIDATE)

AGREEMENT

TERMS OF CONTRACT FOR ENGAGEMENT AS ACCOUNTANT AT RAJASTHAN MEDICARE RELIEF SOCIETY(RMRS)

Article of Agreement made this day, the \_\_\_\_\_ (Date of Joining)) between Shri/Smt/Ku \_\_\_\_\_ (hereinafter called the Accountant) of the one part and Rajasthan Medicare Relief Society(RMRS) (hereinafter called the society) located at \_\_\_\_\_ (Name of the Institution) in the district \_\_\_\_\_ (name of the district) of the other part under National Rural Health Mission, Rajasthan a Govt. of India funded programme and the first party has agreed to provide these services to the second party in that capacity for the period of eleven months on the terms and conditions herein after contained.

Whereas the society has agreed to hire services of \_\_\_\_\_ (Name of the Accountant) engaged on a contract basis and the Accountant has agreed to serve the Society in that capacity on the terms and conditions hereinafter contained.

NOW THESE PRESENT WITNESS AND THE ACCOUNTANTS hereto respectively agree as follows:

1. The Accountant shall remain in the service of Society as Accountant (name of the post) under Rajasthan Medicare Relief Society(RMRS at \_\_\_\_\_ (Name of the Institution) at district \_\_\_\_\_ (Name of the district) from \_\_\_\_\_ to \_\_\_\_\_ (hereinafter called 'contractual period') subject to the provision herein contained.
2. The Accountant will be based at ----- (Name of the district), Rajasthan. However, the Accountant may be required to travel across the State/district as per the directions of the reporting authority.
3. The Accountant will be entitled to a consolidated remuneration (not salary) of Indian Rupees 8,000/- (Rs Eight Thousand Only) per month. This will include all applicable taxes. The society will perform such duties in regard to the deduction of such tax as may be lawfully imposed.
4. The Accountant shall be reporting to the \_\_\_\_\_
5. In addition to the consolidated compensation referred to in article (3) herein above, the Accountant shall be entitled to receive such benefits / compensation such as TA/DA allowance while on tour, leave etc in accordance with the rule of the society.
6. The appointment of the Accountant is purely on a contract basis and the Accountant would not be entitled to any claims, rights, interests or further benefits in terms of regularisation or consideration of further appointment to the said post or any other post under the Society.



7. The Accountant will be responsible for appropriate insurance coverage. S/he shall indemnify and hold harmless the society against any and all claims, demands and/or judgements of any nature brought against the Society arising out of the services under this agreement the obligation under this paragraph shall survive the termination of this agreement.
8. The Accountant has agreed to perform duties as per the present job description prescribed for the said post under the Society and further agrees to be governed by the Rules of the Society in force and such other conditions of service as may be adopted by the Society from time to time.
9. All materials produced or acquired under the terms of agreement written, graphic, film, magnetic tape or otherwise shall remain the property of the Society. The Society retains the exclusive right to publish or disseminates reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this execution of its other provisions.
10. The Accountant will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith.
11. The Accountant 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 Society.
12. All manufacturing or construction firms, with which the Accountant might be associated with, will not be eligible to participate in bidding for any good or works resulting from or associated with the project of which this consulting assignment forms a part.
13. All knowledge and information not within the public domain which may be acquired during the carrying out of this agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence and shall not be directly or indirectly disclosed to any person whatsoever except with the Society's written permission.
14. The period of contract can however be extended by mutual consent for a period of not more than 11 months at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of Project/Programme/Mission stops before the normal date or closes for any reasons whatsoever, agreement shall stand terminated automatically at the end of the month or from the date of such intimation by second party to the first party.
15. Annual Appraisal Report will be prepared by second party which shall also form basis of extensions of agreement period. Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an maximum amount not exceeding 10% of preceding year's package amount for the ensuing year only after the approval of the Mission Director.
16. The 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, if not extended.

17. Any unauthorized or wilful absence from duty for a period of 10 days would entitle second party to terminate contract without any notice.
18. Notwithstanding anything contained herein above, the services of the Accountant may be terminated at any time by the competent authority on recommendation of the Society, if the Accountant is found to be guilty of any insubordination intemperance or other misconduct or of breach of performance.
19. This Contract is issued on the understanding that all the information given by the Accountant 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 society will have the right either to withdraw this letter before Accountant joins or terminate appointment at any time the Accountant has taken up services with the Society without any notice or compensation.
20. 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.
21. In case of termination of the services of Accountant by the Society, the society will give one month's notice. However, at its discretion, the Society can give one month's salary in lieu of the notice period.
22. Accountant shall have to take prior permission of the Society for applying for alternative assignments/posts. If an Accountant did not obtain prior permission from the Society and apply or serve his services elsewhere, he will not be relieved, till alternate arrangements are made or till two months, whichever is earlier.
23. Any dispute arising out of the contract which cannot be amicably settled between the parties shall be referred to adjudication in accordance with Indian Arbitration and Conciliation Act 1996.

In witness thereof the Accountant and the authorised signatory of the Society have hereunto set their hands the day and year first above written.

\_\_\_\_\_  
Signed by the Accountant

Name:  
Address:  
Dated:

\_\_\_\_\_  
Signed by authorised signatory of the society

Name:  
Designation in the society:-  
Dated:

\_\_\_\_\_  
Witness-I

\_\_\_\_\_  
Witness I

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Address:

Address:

Dated

Dated

Medical Certificate

I hereby certify that I have examined \_\_\_\_\_ and cannot discover that 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/Kumari ..... 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/Kumari ..... is not related to me.*

*Place:*

*Date:*

*Name & Signature:*

*Designation:*

