



## **ABSTRACT**

National Health Mission – State Health Society – Tamil Nadu – Creation of post of Hospital Manager in 31 Government Hospitals under the contract of Director of Medical and Rural Health Services – Orders issued-Regarding.

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### **Health and Family Welfare (EAP II-2) Department**

G.O. (Ms.) No.60

Dated :15.02.2018

Heyvilambi,

Thiruvalluvar Aandu 2048

Read:

From the Mission Director, National Health Mission letter  
No.6822/SHS/P/2017, dated: 29.07.2017

### **ORDER:**

The Hon'ble Minister (Health and Family Welfare) has made an announcement on the floor of Tamil Nadu Legislative Assembly for the year 2017-18, that "31 Data Entry Operators and 31 Accounts Assistants will be appointed one each in all offices of the Joint Director of Medical and Rural Health Services at a cost of Rs.93 lakh and 32 Physiotherapists in District Headquarters Hospitals will be appointed on consolidated pay at a cost of Rs.38 lakh(Total: Rs.1.31 crore)"

2. In the letter read above, the Mission Director, State Health Society has stated that in G.O.(2D) No.198, Health and Family Welfare (C1) Department, dated: 15.12.2016, Government has accorded administrative sanction for Outsourcing the Housekeeping and Security Management which includes services such as cleaning and sanitation services, laundry services and catering services etc., in 76 Hospitals inclusive of 31 Government Hospitals, where creation of 31 post of Hospital Manager one each to 31 Districts has been approved in Record of Proceedings 2017-18, as per the proposal submitted by the Director of Medical and Rural Health Services. A sum of Rs.23.25 lakh was allotted in the Record of Proceedings for the creation of 31 posts of Hospital Manager in 31 Government Hospitals: at Rs.25,000/- per month per post.

3. The Mission Director, National Health Mission has further stated that since there is a dire need in District Headquarters and Sub District Hospitals to ensure proper management of Hospital Database and Accounts Management, there is a need for creation of the post of one Data Entry Operator and one Accounts Assistant in Office of the Joint Director Health Service in the districts through outsourcing. Therefore, it has been decided to post one Account Assistant with Rs.15,000 per month and one Data Entry Operator with Rs.10,000 per month instead of one Hospital Manager with Rs.25,000/- per month in Office of the Joint Director of Health Services in the 31 Districts. The appointment of the above posts may be done through outsourcing. As per the GO.(Ms).No.318, Health and Family Welfare (EAP II -2) Dept, dated 27.10.2015, the contract salary of Accounts Assistants is Rs.12,000 per month with 5% increase every year and Data Entry Operators is Rs 10,000 per month with 5% increase every year. As per the 33<sup>rd</sup> Executive Committee approval the total cost for salary (for both Accounts Assistant at Rs 12,000 per month and Data Entry Operator post at Rs 10,000 per month) comes to Rs. 22,000/- per month per person which is well within the allocated budget of Government of India in Record of Proceeding 2017-18 (i.e.) Rs 25,000 / Hospital Manager. The balance amount of Rs. 3,000/- per month per person may be pooled and utilized towards the other mandatory charges namely EPF, ESI,

Admin cost, service tax etc., towards the above posts concerned. The details are as follows:

Sl. No.	Staff pattern proposed now	No. of posts per District	Total no. of posts	Salary per Person per month (in Rs.)	Mode of appointment	Qualification
1.	Accounts Assistant	1	31	12000	Contractual through outsourcing mode	B.Com degree with Tally
2.	Data Entry Operator	1	31	10000	Contractual through outsourcing mode	Any degree with 1 year PG Diploma. Computer application Type writing in English & Tamil (Lower)
	Total	2	62			

4. The incumbent of the post is responsible for compiling all accounts and records (both physical and financial performance) pertaining to District Headquarters and sub District Hospitals. Job responsibility of Account Assistant and Data Entry Operator is enclosed in the Annexure to this order.

5. The proposal for placing one Account Assistant and one Data Entry Operator each in the office of Joint Director of Health Services in 31 Districts instead of Hospital Managers already sanctioned in 31 District, has been placed before 33<sup>rd</sup> Executive Committee meeting and it was approved.

6. The Mission Director, National Health Mission has requested the Government Order in this regard.

7. The Government after careful consideration decided to accept the proposal of Mission Director, National Health Mission and accordingly issue the following orders:-

- i. The Mission Director, National Health Mission be permitted to place 31 posts of Account Assistant and 31 posts of Data Entry Operators at the rate of one each to the office of the Joint Director Health Services in 31 Districts instead of the post Hospital Manager already created through outsourcing. The details of salary, mode of appointment and Qualification are as follows:

Sl. No.	Staff pattern proposed	No. of posts per District	Total no. of posts	Salary per Person	Mode of appointment	Qualification
1.	Accounts Assistant	1	31	12000	Contractual through outsourcing	B.Com degree with Tally
2.	Data Entry Operator	1	31	10000	Contractual through outsourcing mode	Any degree with 1 year PG Diploma. Computer application Type writing in English & Tamil (Lower)
	Total	2	62			

The balance amount of Rs.3.000/-per post may be pooled and utilized towards other monetary charges namely EPF,ESI, Administration cost service Tax extra towards the above posts.

- ii. The Mission Director, National Health Mission shall be permitted to utilize the funds sanctioned in Record of Proceeding towards salary of the 31 Accounts Assistant and 31 Data Entry Operators.

9. This orders issues with the concurrence of Finance Department vid.e its U.O.No.59951/Health-I/2017, dated:15.12.2017.

**(BY ORDER OF THE GOVERNOR)**

**J.RADHAKRISHNAN  
PRINCIPAL SECRETARY TO GOVERNMENT**

**TO**

The Mission Director, State Health Society, Chennai – 600 006.

The Director of Medical Education, Chennai-10

The Director of Medical and Rural Health Services, Chennai- 600 006.

The Accountant General, Chennai – 600 018.

The Pay and Accounts Officer, Chennai – 600 035.

**Copy to:**

The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare Department), Chennai- 600 009.

The Finance (Health -I) Department, Chennai – 600 009.

~~The Health and Family Welfare (Data Cell) Department, Chennai-600 009~~

SF/SC

**//Forwarded by Order//**

  
**SECTION OFFICER**

## Annexure-I

(G.O. (Ms.) No.60.Health and Family Welfare (EAP II-2) Department,  
dated. 15.02.2018)

### Job Responsibility of Accounts Assistant

- i. Facilitate disbursement of funds to implementing agencies
- ii. Prepare SOEs and make audit arrangements as per REP guidelines
- iii. Maintain the records of Government Hospital Accounts
- iv. Ensuring timely issue and submission of Utilization Certificate to District for the utilized funds
- v. Ensure timely submission of FMR's, SFP's and Quarterly / Monthly MIS to the District Health Society
- vi. Provide training to the Finance staff at the sub District level
- vii. To monitor the expenditure reported by the implementing units
- viii. Compliance of TDS provisions, wherever, applicable.

### Job Responsibility of Data Entry Operator

- i. Ensure 100% of data entry of ISMR in all Government Hospitals of the district within stipulated time
- ii. Facility wise reporting of MIS in National Rural Health Mission (NRHM) portal periodically
- iii. Facility wise infrastructure details in National Rural Health Mission (NRHM) portal periodically
- iv. Ensure daily updation of morbidity details in all Government Hospital
- v. To provide support towards new registration of pregnant women, infants and updation of service delivery details in PICME in institutions
- vi. Maintenance of Training data base
- vii. Preparation of various MIS reports under the technical guidance of AD(SBHI)/SA of Office of Deputy Director of Health Services.
- viii. Computer training to all health staff in the block
- ix. Preparation of various reports for the review by the Joint Director of Health Services
- x. CBHI – updating of Communicable and Non-Communicable report.
- xi. Any other duties assigned in connection with HMIS and other reports by Joint Director Health Service from time to time

**Thiru. Kiran Gurralla, I.A.S.,**  
**Deputy Secretary to Government.**

// True copy//

*[Handwritten Signature]*  
**SECTION OFFICER**