

**GOVERNMENT OF TRIPURA**  
**DISTRICT HEALTH & FAMILY WELFARE SOCIETY**  
**OFFICE OF THE CHIEF MEDICAL OFFICER**  
**GOMATI DISTRICT, UDAIPUR**

Dated, Udaipur... 19/8/2019 July, 2019

**MEMORANDUM**

Based on Performance Appraisal Report the under mentioned staffs is hereby allowed to continue his service under District Health & Family Welfare Society, Gomati District for a further period of 11(eleven) month with effect from the date as noted in col. **F** as per following terms and conditions

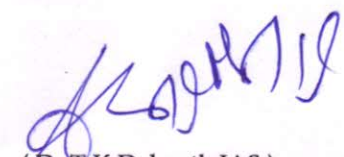
SL. No.	Name of Officials	Employee Code	Designation	Place of Posting	Date of Continuation
A	B	C	D	E	F
1	Smt Manasi Majumder	000523	HMIS Assistant (Nodal M & E Officer for CHC/PHC)	Chandrapur PHC	10-07-2019

**Terms & Conditions:-**

1. The Appointment is purely on temporary and contractual basis and liable to terminated at any time without assigning any reason thereof with 1(One) month's notice from either side or submission of 1(one) month's salary.
2. The appointment is subject to fulfillment of following conditions:-
  - 2.1. The appointment is purely on contract basis for a period of 11(eleven) month, only from the date of continuation above noted in column F.
  - 2.2 This will not confer any right to the condition for regular appointment under the society or under the State/Central Government.
  - 2.3 No.NOC will be issued within 11(eleven) months of engagement.
  - 2.4 The appointment carries liability to serve anywhere in the state for public interest.
  - 2.5 TA/DA on tour of official duty will be entitled as per norms of NHM, Tripura.
  - 2.6 Incumbent will be entitled for leaves as per norms of NHM, Tripura.
  - 2.7 If any information furnished by the incumbent duty joining found to have been willfully suppressed he/she will be liable for removal from the contractual service.
  - 2.8 His/Her pay shall be debatable against fund available for RCH Flexifool.
3. The post carries the following responsibilities to be performed by the incumbent:
 

The key tasks would include, but not be limited to the following:-

  - i) Collection & monitoring of health related information through specified formats from the lower formation.
  - ii) Facilitate timely submission of returns from lower formations and ensure timely submission to the higher formations.
  - iii) Periodic and timely compilation of the information for upward submission.
  - iv) Prepare and analyze health related reports for dissemination at same level or lower level.
  - v) Act as a single points of contact for health related information and analytical report.
  - vi) Facilitate and respond to timely upload the validated information to HMIS portal. Repository for compiled reports and facility survey under his/her Jurisdiction.
  - viii) Undertake random check-on quality of data.
  - ix) Undertake the name based tracking for pregnant woman and children.
  - x) Minor repair and maintenance of the computers and networking system in the concern facility.
  - xi) Facilitate training regarding reporting.
  - xii) Any other Job as may be assigned by the controlling/district/state authority.

  
 (Dr. P.K. Debnath, IAS)  
 District Magistrate & Collector  
 Chairperson (DHFWS)  
 Gomati District, Udaipur

**To:** Smt Manasi Majumder,  
HMIS Assistant(Nodal M & E Officer for CHC/PHC)  
Chandrapur PHC,Udaipur,Gomati Tripura

**Copy to:-**

- The Mission Director. NHM, Agartala Palace compound for kind information.
- The Member Secretary,SHFWS, Agartala Palace compound for information.
- The Chief Medical Officer, Gomati District,Udaipur for information.
- The Sub-Divisional Medical Officer,Udaipur,TSSDH,Gomati Tripura for information.
- The MOI/C,Chandrapur PHC,Udaipur,Gomati Tripura for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.

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SL. No.	Name of Officials	Employee Code	Designation	Place of Posting	Date of Continuation
A	B	C	D	E	F
1	Md.Litan Miah	000462	Driver(MMU)	O/o the CMO Udaipur, Gomati Tripura	02-07-2019
2	Sri Joysingh Debbarma	000463	Driver(MMU)	O/o the CMO Udaipur, Gomati Tripura	02-07-2019
3	Sri Sanjoy Majumder	000464	Driver(MMU)	O/o the CMO Udaipur, Gomati Tripura	02-07-2019

**Terms & Conditions:-**

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  - 2.8 His/Her pay shall be debatable against fund available for RCH Flexifool.

## 3. The post carries the following responsibilities to be performed by the incumbent:

The key tasks would include, but not be limited to the following:-

- i) Presence in the health camp site with the allotted/concerned vehicle as per health camp schedule.
- ii) Placement of vehicle as per direction in the identified place after completion of health camp.
- iii) Preparedness alongwith vehicle (cleaning & upto date) at any time to attend in any emergency as per direction.
- iv) Ensure availability of fuel and other logistics as per need of health camp.
- v) Record keeping of health camp data as per prescribed format (provided from office)
- vi) Sharing of information for any mechanical defect / timely servicing & any other matter related with MMU functionality.
- vii) Action may be taken for any un-authorized movement of the vehicle.
- viii) Proper maintain of Log Book of the vehicle every day and maintain its repair book.
- ix) Responsible to keep all the documents relating to the vehicle and up to date driving license during journey.
- x) Any other job may be assigned by the controlling authority.

(Dr. P.K. Debnath, IAS)

District Magistrate & Collector  
 Chairperson (DHFWS)  
 Gomati District, Udaipur

**To: All concerned**

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