

GOVERNMENT OF TRIPURA

DISTRICT HEALTH & FAMILY WELFARE SOCIETY

OFFICE OF THE CHIEF MEDICAL OFFICER

GOMATI DISTRICT, UDAIPUR

Dated, Udaipur.....29/5/2019

MEMORANDUM

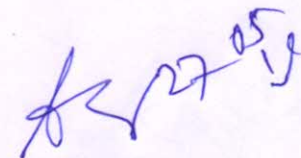
Based on Performance Appraisal Report the under mentioned staffs is hereby allowed to continue her service under District Health & Family Welfare Society, Gomati District for a further period of 11(eleven) month with effect from the date as noted in col. **F** as per following terms and conditions

SL. No.	Name of Officials	Employee Code	Designation	Place of Posting	Date of Continuation
A	B	C	D	E	F
1	Smt.Rupa Majumder	011217	MPW(F)/ANM	Sub-Divisionl Hospital, Amarpur	08-03-2019

The staff mentioned above is evaluated in her performance Appraisal Report by the authority as Grade-3(i.e. good). She is hereby warned and asked to improve her performance otherwise she may be liable to be discontinued in future.

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) Maternal & Child health service.
 - ii) Family Planning Services.
 - iii) Nutrition Programme Services.
 - iv) Communicable diseases.
 - v) ASHA, Anganwadi Worker, Dai training.
 - vi) Maintaining birth, deaths records etc.
 - vii) Record keeping of pregnant woman & Child etc.
 - viii) Primary Medical care.
 - ix) Team activities.
 - x) Any other Job as may be assigned by the controlling facility/district/state authority.



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

To: Smt.Rupa Majumder, MPW(F)/ANM, Sub-Divisionl Hospital, Amarpur, 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, Amarpur, Gomati Tripura for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.

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

Dated, Udaipur.....19/6/2019

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	Sri Mithun Datta	010885	Administrative Cum Accounts Assistant	Gomati District Hospital, Udaipur	10-06-2019

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.
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 - 2.1. The appointment is purely on contract basis for a period of 11(eleven) months, only from the date of continuation above noted in column F.
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 - 2.5 TA/DA on tour of official duty will be entitled as per norms of NHM, Tripura.
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 - 2.7 If any information furnished by the incumbent duty joining is 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:-
 - 3.1 To maintain all statistical records related to NRHM
 - 3.2 To meet the reporting recruitment of NRHM by sending reports in the basic forms like 18 HFS reports, HMIS Reports, JSY Reports, Village Health day reports etc.
 - 3.3 To maintain financial registers like.
 - Ledger Book
 - Cash Book
 - Accounts Register
 - Bill Register
 - Advance Register
 - Fund Allocation Register
 - Journal Book
 - Fund Receipt Register
 - Cheque Issue register
 - Cheque Voucher register
 - Debit Voucher register
 - Any Accounts file as per requirement
 - 3.4 To maintain all financial database and meet all financial reporting requirement by sending SOEs, UCs, Statement of Fund position etc, those are vital for functioning of NRHM.
 - 3.5 To support the process of audit & Complication of accounts (if any) at PHC/CHC level.

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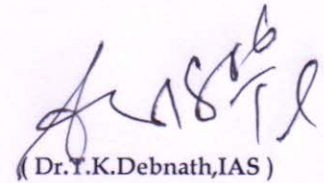
3.6 To attend Village Health Day(VHD) along with MOI/C to ensure that the intended activities for VHD are being carried out properly and to generate database regarding the same.

3.7 To maintain a database of works done out of untied fund and Annual maintenance Grant,details of training carried out or provided to the staffs etc,incentive related to ASHA,Referral Transport for High Risk Pregnant Women and babies etc.

3.8 To carry out analysis of OPD and IPD load in the concerned PHC/CHC on quarterly basis for onward transmission.

3.9 To assist the MOI/Cs in all administrative works related to NRHM.

3.10 To carry out all such activities as may be assigned by the authority from time to time.



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

To: Sri Mithun Datta, Administrative Cum Accounts Assistant, Gomati District Hospital, Udaipur, Gomati Tripura

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- The Medical Superintendent Gomati District Hospital, Udaipur for information.
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1	Sri Premangshu Raha	001003	Administrative Cum Accounts Assistant	Kakraban PHC	10-06-2019

Terms & Conditions:-

3. 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.
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 - Any Accounts file as per requirement
 - 3.4 To maintain all financial database and meet all financial reporting requirement by sending SOEs,UCs,Statement of Fund position etc,those are vital for functioning of NRHM.
 - 3.5 To support the process of audit & Complication of accounts(if any)at PHC/CHC level.

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