MEMORANDUM

Based on Performance Appraisal Report the under mentioned staisf 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

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<th>Place of Posting</th>
<th>Date of Continuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Nandan Debnath</td>
<td>000447</td>
<td>Medical Officer, Ayush(RBSK)</td>
<td>Tripura Sundari Sub-Divisional Hospital, Udaipur</td>
<td>22-08-2019</td>
</tr>
</tbody>
</table>

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.

4. 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. 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) Conduct screening at the level of Anganwadi Centre and at Government and Government aided Schools.

ii) Prepare a calendar of visit Schedule in consultation with other team members and by involving representatives from WCD and education department.

iii) Responsible for quality referrals and urge patients for importance of early screening and timely intervention.

iv) To generate monthly reports and update visit register with support from Assistant and SN/ANM.

v) To work as a team with other staff members of BHT/ Sub-Divisional Health Team.

vi) Any other Job as may be assigned by the controlling facility / district / state authority.

To: Dr. Nandan Debnath
Medical Officer, Ayush(RBSK)
Gomati District Hospital, Udaipur

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, Gomati Tripura for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.
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

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</thead>
<tbody>
<tr>
<td>A</td>
<td>Sri Sushanta Banik</td>
<td>010868</td>
<td>Data Entry Operator (Blood Cell)</td>
<td>Gomati District Hospital, Udaipur</td>
<td>21-08-2019</td>
</tr>
</tbody>
</table>

Terms & Conditions:-

9. 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.

10. 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) For entering every unit which comes and go out of the blood bank.

ii) Inventory management and for maintaining the registry of regular repeat and rare donors blood donors.

iii) Any other Job as may be assigned by the controlling facility/district/state authority.

To: Sri Sushanta Banik
Data Entry Operator (Blood Cell)
Gomati District Hospital, Udaipur

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 Hospital for information.
- The Medical Superintendent, Gomati District Hospital, Udaipur for information.
- The MOI/C, Blood Cell, Gomati District Hospital, Udaipur for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.
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:

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Sri. Tinku Poddar</td>
<td>000459</td>
<td>Cold Chain Supervisor</td>
<td>O/o the CMO, Udaipur, Gomati Tripura</td>
<td>24-08-2019</td>
</tr>
</tbody>
</table>

Terms & Conditions:

17. 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.

18. 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) Maintenance of Cold Chain equipment.

ii) Supervision of Cold Chain system vaccine supply, quality of vaccine, preventive maintenance of cold chain equipments, logistic supply.

iii) Any other job as may be assigned by the controlling facility/District/State authority.

To:
Sri. Tinku Poddar, Cold Chain Supervisor
O/o the CMO, 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.
- Website Section, SHFWS, Tripura for update the information in NHM website.
No.F.17(8-119)/ACDR/DH&FWS/CMO/G/2014(VOL-II)
GOVERNMENT OF TRIPURA
DISTRICT HEALTH & FAMILY WELFARE SOCIETY
OFFICE OF THE CHIEF MEDICAL OFFICER
GOMATI DISTRICT, UDAIJPUR
Dated, Udaipur ............... 2019

28/8/19

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

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<tbody>
<tr>
<td>1</td>
<td>Sri Dhananjoy Biswas</td>
<td>000766</td>
<td>Pharmacist(Allo)</td>
<td>Killa PHC</td>
<td>27-07-2019</td>
</tr>
</tbody>
</table>

**Terms & Conditions:**

15. 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.

16. 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) Prescription adherence.

ii) Storage & distribution of drugs.

iii) Drug choice.

iv) Drug monitoring.

v) Information & education.

vi) Clinical pharmacokinetics.

vii) Research & development and many other health activities.

viii) Any other job as may be assigned.

To: Sri Dhananjoy Biswas, Pharmacist(Allo)
Killa 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, Killa PHC, Gomati Tripura for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.
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

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<tbody>
<tr>
<td>1</td>
<td>Sri Raju Barman</td>
<td>000516</td>
<td>Van Cleaner/Helper (Blood Cell)</td>
<td>Gomati District Hospital, Udaipur</td>
<td>21-08-2019</td>
</tr>
</tbody>
</table>

**Terms & Conditions:**

7. 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.

8. The appointment is subject to fulfillment of following conditions:-

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.

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 limited to the following:-

i) To work exclusively at Blood Bank /Blood Cell /Officer /Mobile Blood vehicle.

ii) To wash /clean the Mobile Blood Vehicle and daily maintenance check.

iii) To held the all other staff for organizing the blood camp.

iv) Attends to the daily sign-up list and schedules and for attending the blood camp.

v) Any other Job as may be assigned by the controlling facility /district/state authority.

To: Sri Raju Barman  
Van Cleaner/Helper (Blood Cell)  
Gomati District Hospital, Udaipur

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 Medical Superintendent, Gomati District Hospital, Udaipur for information.
- The MOI/C, Blood Cell, Gomati District Hospital, Udaipur for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.
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

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<tbody>
<tr>
<td>1</td>
<td>Smt.Ganita Tripura</td>
<td>010685</td>
<td>MPW(F)/ANM</td>
<td>North Changang S/C under Ompi CHC</td>
<td>08-03-2019</td>
</tr>
<tr>
<td>2</td>
<td>Smt.Durga Devi Debbarma</td>
<td>010688</td>
<td>MPW(F)/ANM</td>
<td>Palku S/C under Ompi CHC</td>
<td>11-03-2019</td>
</tr>
</tbody>
</table>

**Terms & Conditions:**

11. 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.
12. 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 services.
ii) Family planning services.
iii) Nutrition programme services.
iv) Communicable diseases.
v) Immunization services.
vii) ASHA, Anganwadi Worker, Dai, training.
viii) Maintaining birth, deaths records etc.
ix) Record Keeping of pregnant women & Child etc.
x) Primary Medical care.
xii) Team activities.
xii) Any other Job as may be assigned by the controlling facility/district/state authority.
To: All concerned
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.
- The MOI/C, Ompi CHC, Gomati Tripura for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.
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

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<tbody>
<tr>
<td>A</td>
<td>Sri Subhrangsu Mallik</td>
<td>011212</td>
<td>Lab Attendant (Blood Cell)</td>
<td>Sub-Divisional Hospital, Amarpur</td>
<td>21-08-2019</td>
</tr>
</tbody>
</table>

Terms & Conditions:-

13. 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.

14. 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.

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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 Flexifoil.

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) Office Cleaning

ii) Delivering Documents

iii) Collecting Documents

iv) Purchasing small office items

v) Entertaining visitors

vi) Filing documents

vii) Bank works

viii) He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.

ix) To carry and deliver within and outside the office (maximum weight to be carried outside the office not exceed 10 Kgs)

x) To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.

xi) He will attend to the telephone calls when the officer is not in his seat.

xii) To perform miscellaneous and odd jobs for officers/officials.

xiii) To attend to officers at Headquarter and while on tour.

xiv) To attend to any other work that may be assigned by the Head of the office.

xv) Any other job as may be assigned by the controlling facility/district/state authority.

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

Contd......P/2
To: Sri Subhrangsu Malik,  
Lab Attendant (Blood Cell)  
Sub-Divisional Hospital, Amarpur

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.
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

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<tbody>
<tr>
<td>1</td>
<td>Md Billal Miah</td>
<td>000498</td>
<td>Driver(Blood Cell)</td>
<td>Gomati District Hospital, Udaipur</td>
<td>21-08-2019</td>
</tr>
</tbody>
</table>

Terms & Conditions:-

5. 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.

6. 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) Attends to the daily sign-up list and schedules the route for picking up officials, bringing them to the office, and returning them home.
  ii) Attends to the other aspects of the center’s vehicle service which includes but is not limited to driving for the center’s periodic trips, transporting officials to and from appointments or errands.
  iii) Attends to the cleanliness and daily maintenance check of the vehicle; timely informs the Supervisory authority and the project director when the vehicle is not operating satisfactorily.
  iv) Submits accurate and timely reports and rosters. Repair and maintenance of machinery and vehicles etc.
  v) He will ensure that in case of mechanical defect the Officer In charge is intimated timely and remedial measures taken.
  vi) He will not make any un-authorised movement of the vehicle. He will maintain the Log Book of the vehicle every day and maintain its repair book.
  vii) He will be responsible to keep all the documents relating to the vehicle and his license with him all the time.
  viii) Any other job may be assigned by the Controlling / District /State authority.

District Magistrate & Collector
Chairperson (DHFWS)
Gomati District, Udaipur
Contd.... P/2
To: Md Billal Miah  
    Driver(Blood Cell)  
    Gomati District Hospital,Udaipur

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 Medical Superintendent, Gomati District Hospital, Udaipur for information.  
• The MOI/C,Blood Cell, Gomati District Hospital, Udaipur for information.  
• Website Section, SHFWS, Tripura for update the information in NHM website.
No.F.17(8-119)/ACDR/DH&FWS/CMO/G/2014(VOL-II)
GOVERNMENT OF TRIPURA
DISTRICT HEALTH & FAMILY WELFARE SOCIETY
OFFICE OF THE CHIEF MEDICAL OFFICER
GOMATI DISTRICT,UDAIPUR

MEMORANDUM

Dated, Udaipur .............. 4,2019

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.

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<tbody>
<tr>
<td>1</td>
<td>Sri. Manish Kanti Noatia</td>
<td>010703</td>
<td>Administrative Cum Accounts Assistant</td>
<td>Natun Bazar Rural Hospital, Amarpur</td>
<td>11-03-2019</td>
</tr>
<tr>
<td>2</td>
<td>Sri Biswajit Bhaumik</td>
<td>000518</td>
<td>Administrative Cum Accounts Assistant</td>
<td>Tulamura PHC</td>
<td>21-08-2019</td>
</tr>
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</table>

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:-
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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: -
3.1. To maintain all statistical records related to NHM.
3.2. To meet the reporting recruitment of NHM 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 NHM.
3.5. To support the process of audit & Compilation of account(if any) at PHC/CHC level.

Contd...... P/2
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 released to ASHA, Referal Transport for High Risk Pregnant Women and babies etc.
3.8 To carry out analysis of OPD and IPD load in the concerned PHC on quarterly basis for onward transmission.
3.9 To assist the MOI/Cs in all administrative works related to NHM.
3.10 Any other Job as may be assigned by the controlling facility/district/state authority.

To: All concerned
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.
- The MOI/C, Tulamura PHC, Gomati Tripura/Natunbazar Rural Hospital, Amarpur, Gomati Tripura for information.
- Website Section, SHFWS, Tripura for update the information in NHM website.
No.F.17(8-119)/ACDR/DH&FWS/CMO/G/2014(VOL-II)
GOVERNMENT OF TRIPURA
DISTRICT HEALTH & FAMILY WELFARE SOCIETY
OFFICE OF THE CHIEF MEDICAL OFFICER
GOMATI DISTRICT,UDAIPUR
Dated,Udaipur,28/8/2019

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

<table>
<thead>
<tr>
<th>SL. No</th>
<th>Name of Officials</th>
<th>Employee Code</th>
<th>Designation</th>
<th>Place of Posting</th>
<th>Date of Continuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sri Krishanu Debnath</td>
<td>000527</td>
<td>HMIS Assistant (Nodal M &amp; E Officer for CHC/PHC)</td>
<td>Tulamura PHC</td>
<td>12-08-2019</td>
</tr>
</tbody>
</table>

Terms & Conditions:

19. 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.

20. 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 Flexifoil.

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 contract 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.

vii) Undertake random check-on quality of data.

ix) Undertake the name based tracking for pregnant women 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.

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

Contd......P/2
To: Sri Krishanu Debnath  
HMIS Assistant(Nodal M & E Officer for CHC/PHC)  
Tulamura PHC  

Copy to:-  
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  • The Member Secretary, SHFWS, Agartala Palace compound for information.  
  • The Chief Medical Officer, Gomati District, Udaipur for information.  
  • The Medical Superintendent Gomati District Hospital, Udaipur for information.  
  • The Sub-Divisional Medical Officer, Udaipur, TSSDH, Gomati Tripura for information.  
  • The MOI/C, Tulamura PHC, Gomati Tripura for information.  
  • Website Section, SHFWS, Tripura for update the information in NHM website.