MEMO

It has been decided that Annual Record Book shall be opened in the names of the contractual staffs engaged under National Rural Health Mission.

Annual Record Book in the name of the contractual staffs engaged under National Rural Health Mission will be maintained at State /District level as per following direction:

<table>
<thead>
<tr>
<th>Health Institution</th>
<th>Annual Record Book maintained by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff posted under O/o the MD, NRHM</td>
<td>O/o the MD, NRHM</td>
</tr>
<tr>
<td>Staff posted under direct control of CMO/SH/DH/ all Programme Division.</td>
<td>O/o the respective CMO</td>
</tr>
<tr>
<td>Staff posted under Sub-divisional Medical Officer including SDH/CHC/PHC/ all Programme Division/Dispensaries.</td>
<td>O/o the respective SDMO</td>
</tr>
<tr>
<td>Staff posted under O/o the all Programme Division (State HQ).</td>
<td>O/o the Programme Officer</td>
</tr>
</tbody>
</table>

The particulars of the incumbents i.e complete bio-data including Leave Account of contractual staffs under National Rural Health Mission will be recorded in the Annual Record Book etc. as per format developed and enclosed herewith.

This issues with the approval of the authority under, U.O No. 1495/Min (HFW)/12, dated-26/09/2012.

(Samarjit Bhowmik)
Secretary & Mission Director, NRHM
Government of Tripura
Agartala: Tripura

Enclo: As stated.

To
1. Director of Health Services, Govt. of Tripura for information.
2. The Director of Family Welfare & PM, Govt. of Tripura for information.
3. The CMO, West/ Khowai/ Sepahijala/ Gomati/ South/ Unakoti/ North/ Dhalai Tripura for information and necessary action.
4. The Medical Superintendent, AGMC & GBP Hospital/ IGM Hospital/ RGM Hospital/ TSD Hospital/ BSM Hospital, Agartala/Kailashahar, Udaipur, Kamalpur, Tripura for information.
5. The Programme Officer, RNTCP, NVBDCP, IDSP, NLEP, NPCB, NIDDCP, AYUSH Agartala, Tripura for information and necessary action.
6. The SDMO, ___________________ , West/ Khowai/ Sepahijala/ Gomati/ South/ Unakoti/ North/ Dhalai Tripura for information and necessary action.
7. The MO I/C, ___________________ , West/ Khowai/ Sepahijala/ Gomati/ South/ Unakoti/ North/ Dhalai Tripura for information and necessary action.

(Samarjit Bhowmik)
Secretary & Mission Director, NRHM
Government of Tripura
Agartala: Tripura
1. Name : 

2. Father’s/Husband’s Name : 

3. Permanent Address : 

4. Present Address : 

5. Date of Birth : 

6. Nationality : 

7. Religion : 

8. Community (SC/ST/OBC) : 

9. Height : 

10. Mark of Identification, if any : 

11. Educational Qualification : 
(at the entry point) 

12. Subsequent enhancement : 
of educational qualification
13. Name of Post : 
(at the entry point)

14. No. and date of engagement: 
(order showing the period)

15. Authority No. and date of : 
Continuation showing the Period.

i)

ii)

iii)

iv)

v)

vi)

vii)

16. Authority No. and Date : 
of Re-designation/ Promotion, if any
17. Rate of initial monthly Remuneration

18. Rate of subsequent enhancement of honorarium showing the authority
No. and Date

Rs

Rs

Rs

Rs
### Leave Account Format

**Nature of Leave:**

<table>
<thead>
<tr>
<th>No. of Leave earned as on</th>
<th>Total Leave at credit</th>
<th>Leave Taken</th>
<th>Balance of Leave (Col.2-5)</th>
<th>No. &amp; date of Leave sanction order duly authenticated by the D.D.O.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td>No. of Days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

-4-