



Health Awareness



For Service Providers 2014
Tamil Nadu

Circular No. 14 / 2014

Job Chart and work allocation for Accounts Manager - Guidelines



NATIONAL HEALTH MISSION

State Health Society - TN

DMS Complex, Chennai

Circular No.14 / 2014

**Roc No: 3543 / P5 / SHS / 2014,
Dated 24.06.2014**

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Roc No: 3543/P5/SHS/2014, Dated, 24.06.2014

Sub: SHS – Appointment of District Accounts Managers in the District Health Societies – Job Chart/Work allocation – Communicated – Regarding.

Ref: 1. G.O.Ms.No.77, H&FW (EAP.II-2) Dept., dated 06.03.2007.
2. G.O.Ms.No.409, H&FW (EAP.II-2) Dept., dated 24.10.2007.
3. G.O.Ms.No.350, H&FW (EAP.II-2) Dept., dated 20.12.2012.
4. G.O.Ms.No.246, H&FW (EAP.II-2) Dept., dated 31.10.2013.

Kind attention is invited to the references cited above.

As per the Government of India's guidelines, the Government of Tamil Nadu in G.O.1st cited have sanctioned 29 posts of District Accounts Managers (DAM) (One post for each DPMU) for the maintenance of books of accounts for NRHM scheme at District Health Society and also to ensure the maintenance of the same at all implementing units so as to prepare the consolidated Financial Management Report (FMR) of the District Health Society. Accordingly the posts of District Accounts Managers have been filled up by regular Assistant Accounts Officers of Treasuries and Accounts Department/retired officials of Government Departments.

In view of the appointment of District Accounts Managers in the District Health Societies, the job chart/work allocation of the District Accounts Managers are as follows:-

Job Chart /Workallocation of District AccountsManager in the District Health Society

1. Supervision of the work of Accounts Assistant and Data Entry Operator.
2. Submission of files for getting approval of Deputy Director of Health Services through Dist Acct Manager APM/AO in respect of National Rural Health Mission funds.
3. Ensure the maintenance of three separate Cash Books for recording the transactions relatin to the schemes separately.

- i) NRHM Scheme including RCH, immunization and additionalities.
 - ii) NVBDC
 - iii) IDSP
4. Ensure also the maintenance of the following registers for each of the scheme mentioned at serial no.3
- i) Cheque/Draft received registers.
 - ii) Cheque/Draft issued registers
 - iii) Ledger
 - iv) Advance Register
 - v) Asset Register
 - vi) Stock Register for consumables
 - vii) Petty Cash Book
5. Ensure the closing of Cash Books daily over the signature of Deputy Director of Health Services/ Administrative Officer.
6. Ensure the recording of Bank Reconciliation Statement every month in the Cash Book with the signature of the Deputy Director of Health Services.
7. Ensure the credit of funds transferred by State Health Society to the DHS in the respective scheme accounts without any omission.
8. To ensure the receipt of proceedings for the funds credited by State Health Society.
9. Ensure the funds received from State Health Society for various components and due to the implementing units are transferred to the user end immediately without any delay.
10. Ensure the credit of funds transferred by the DHS to various implementing units by cross checking the Financial Management Report and verifying the records during the visits to the implementing units including the additional HUD, if any.
11. To ensure that the proceedings for transfer of funds to implementing units are sent to the concerned without any omission.
12. To ensure the obtaining of the approval of District Health Society for incurring expenditure at Deputy Director of Health Service office and transfer of funds.
13. Ensure the Collection of Financial Management Reports from the implementing units without any omission.
14. The District Accounts Manager has to ensure that the monthly consolidated Financial Management Report is prepared with cent percent accuracy and submitted to the State Health Society, in Tally software on every 5th of next month.

15. FMRs received from the implementing units should be reviewed critically to ensure the achievement of physical and financial targets and report submitted to DDHS for further action.
16. Review of funds utilization with reference to the Financial Management Report received from all the implementing units and also with reference to the physical and financial target fixed and taken to the notice of the DDHS for necessary further action.
17. Submission of SOE/UCS for the funds received from the Training Institutes, DPH etc.
18. Watch the adjustment of advances paid.
19. Ensure the avoidance of inter transfer of funds among the implementing units and also transfer from one activity head to another activity head without the specific approval of SHS.
20. Ensure the interest earned at the end of each half year is remitted to SHS without delay (interest should not be utilized for the scheme).
21. Ensure the implementation of Public Financial Management System (formerly Central Plan Scheme Monitoring System) in all the implementing units.
22. Ensure the timely renewal of registration of DHS and PWS established in various implementing units viz. PHC/Government Hospital/Medical College Hospital and attached institutions.
23. Assisting the Deputy Director of Health Services for Preparation of Programme Implementation Plan (PIP).
24. Liaison with the Audit parties regarding audit of the utilization of funds released by SHS by
 - i. Statutory Auditor in the finalization of Annual Accounts of DHS.
 - ii. Concurrent Auditors for the conduct of periodical audit of DDHS, Block PHCS, PHCs and other implementing units.
 - iii. Accountant General audit party.
 - iv. Internal Audit team of SHS
25. The District Accounts Manager has to take follow up action in the audit reports / inspection reports received for the audit / inspections conducted and submit final replies to the concerned for settlement of objections.
26. The District Accounts Manager has to assist the Administrative Officer/Assistant Programme Manager/Deputy Director of Health Services in all the matters relating to NRHM accounts.
27. The District Accounts Manager has to liaison with the officials of State Health Society in respect of NRHM scheme.

28. Visit to implementing units and Additional HUD

- i. With the approval of the DDHS, the District Accounts Manager has to visit one Block PHC per week, summoning all the accounts maintaining officials of additional PHCs and VHNs of HSCs for which advance intimation by E-Mail/Phone/SMS has to be sent to the concerned.
- ii. With the approval of Executive Secretary of DHS, DAM has to visit the Additional HUD, if any in the district, at least once in a fortnight in the district to ensure that the books of accounts are maintained as per the guidelines issued by SHS and consolidated FMR prepared by collecting the FMRs from implementing units with cent percent accuracy.
- iii. During the above visit, the District Account Manager has to scrutinize the books of accounts including the Bank Pass Book of the BPHC/PHC/HSC and certify in the Cash Book as "verified and found correct".

Further the District Accounts Manager has to verify whether the Executive Committee / General Body meetings of Patient Welfare Societies and VHWSN committees are conducted as per the bye laws.

And also to ensure that expenditure other than the expenditure permissible under NRHM schemes are not incurred from the NRHM funds.

- iv. The District Accounts Manager has to visit the District Head Quarters/Taluk/Non-Taluk Hospitals and Government Medical College Hospital / Attached Institutions once in a month with the approval of DDHS to meet the Head of office / Accounts personnel of the respective implementing units so as to make them to submit the monthly FMR and S.O.E /U.C in time to the DDHS and also to ensure the proper maintenance of books of accounts as per the guidelines issued by SHS.
 - v. During the visit to the implementing units at Block level, Additional HUD, the Physical and Financial achievements by the units have to be reviewed critically and report submitted to the DDHS for further action.
 - vi. Ensure the timely and correct payment of salary, incentive, additional remuneration etc., to the concerned.
 - vii. Ensure the payment of financial assistance under JSY to the beneficiaries without delay with reference to delivery register.
29. The District Accounts Manager should be well acquainted with the details, both physical and financial in respect of NRHM scheme and should be able to present any details during review at State Health Society.
30. Any other specific work connected with NRHM Scheme entrusted by the Deputy Director of Health Services.

The Deputy Director of Health Services are requested to utilize the services of these District Accounts Managers to ensure the perfection and accuracy in the maintenance of books of accounts and furnishing of all financial and physical reports relating to implementation of NRHM scheme to State Health Society periodically.

Encl: as above

Sd/ ...

(Dr.C.N. Mahesvaran)
Mission Director,
National Health Mission-TN.

To

The All District Collectors

All the Executive Secretaries of
District Health Societies.

The District Accounts Manager of all DDHSs,

All Additional HUD DDHSs,

The Deputy Director (Accounts & Audit),

Office of the State Health Society.

Copy Submitted to Secretary to Government

Health & Family Welfare Department,
Secretariat, Chennai.