



Sanjay Kumar, I.A.S

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बिहार सरकार

State Health Society
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पत्रांक :- SHSB/SPM/94/2010 -

सेवा में,

सभी क्षेत्रीय उपनिदेशक,
स्वास्थ्य सेवाएं,
बिहार ।

पटना, दिनांक :-

विषय : प्रमंडल स्तर पर क्षेत्रीय कार्यक्रम प्रबंधन इकाई में क्षेत्रीय कार्यक्रम प्रबंधक, क्षेत्रीय लेखा प्रबंधक, क्षेत्रीय मूल्यांकन एवं अनुश्रवण पदाधिकारी तथा क्षेत्रीय एच0एम0आई0एस0 सुपरवाइजर की नियुक्ति के संबंध में ।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि वर्ष 2010-11 के PIP में क्षेत्रीय कार्यक्रम प्रबंधन इकाई की स्थापना की स्वीकृति भारत सरकार के द्वारा प्रदान की गयी तथा इसके लिये राशि का उपबंध किया गया । तत् के आलोक में प्रमंडल स्तर पर Regional Programme Manager, Regional Accounts Manager, Regional Monitoring & Evaluation Officer तथा HMIS Supervisor की नियुक्ति के लिये समाचार पत्रों में विज्ञापन प्रकाशित कर आवेदन पत्र आमंत्रित किये गये तथा अभ्यर्थियों का साक्षात्कार लिया गया । साक्षात्कार के पश्चात निम्न रूप से श्रेणीवार अभ्यर्थियों का चयन प्रमंडलवार किया गया है -

1. क्षेत्रीय कार्यक्रम प्रबंधक - (i) श्री कौशलेन्द्र कुमार सिंह -दरभंगा, (ii) श्री राजेश कुमार पचौरी -तिरहुत, (iii) श्री मनोज नारायण -पूर्णियां, (iv) श्री मनीष कुमार गुप्ता -कोशी, (v) श्री पियूष रंजन -मगध, (vi) श्रीमती अनिसा -सारण, (vii) श्री रूप नारायण शर्मा -मुंगेर, (viii) श्री शैलेश कुमार -पटना तथा (ix) श्री अरुण प्रकाश -भागलपुर ।
2. क्षेत्रीय लेखा प्रबंधक - (i) श्री ईग्नेसियस चेरुबिन -भागलपुर, (ii) श्री संजीव कुमार सिंह -सारण, (iii) श्री राजेश कुमार ठाकुर -पटना, (iv) मो0 आरिफ हुसैन -पूर्णियां, (v) श्री सुशील कुमार -दरभंगा, (vi) श्री सोमेश कुमार झा -मगध, (vii) श्री सुधीर कुमार -तिरहुत, तथा (viii) श्री निर्भय कुमार -कोशी ।
3. क्षेत्रीय मूल्यांकन एवं अनुश्रवण पदाधिकारी - (i) श्री मनीष कुमार सोनी -मुंगेर, (ii) मो0 खतीबुर रहमान आरिफ -तिरहुत, (iii) श्रीमती रितु राय -पटना, (iv) श्री सुनील कुमार -मगध तथा (v) श्री बिपीन कुमार चौधरी -दरभंगा ।
4. क्षेत्रीय एच0एम0आई0एस0 सुपरवाइजर - (i) श्री प्रभाकर रंजन -दरभंगा, (ii) श्री यशवंत कुमार सिंह -पूर्णियां, (iii) श्री धीरज कुमार -पटना, (iv) श्री गिरि रंजन कुमार -सारण, (v) श्री दीपक कुमार -तिरहुत, (vi) श्री अभिषेक कुमार -मगध, (vii) श्री मुकेश कुमार -कोशी, (viii) श्री जफर ईकबाल -मुंगेर, तथा (ix) श्री विपीन कुमार सिंह -भागलपुर ।



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349

तदनुकूल निदेश दिया जाता है कि सभी पदों के लिये चयनित अभ्यर्थियों का नियुक्ति पत्र निर्गत करते हुये इन्हें क्षेत्रीय कार्यक्रम प्रबंधन इकाई में पदस्थापित करने का कष्ट करें। इस पद से संबंधित TOR भी इस पत्र के साथ आवश्यक क्रियार्थ संलग्न किया जाता है।

अनु०— यथोक्त।

विश्वासभाजन,

ह०/—

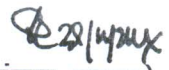
(संजय कुमार)

ज्ञापांक : 21667

पटना, दिनांक : 29-11-10

प्रतिलिपि :-

- सभी प्रमंडलीय आयुक्त, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।
- सभी जिला पदाधिकारी/सिविल सर्जन, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। सभी प्रमंडलीय मुख्यालय में पदस्थापित सिविल सर्जनों को निदेश दिया जाता है कि क्षेत्रीय कार्यक्रम प्रबंधन इकाई के लिये राशि जिला स्वास्थ्य समिति को उपलब्ध करायी जा चुकी है। वे इस राशि को क्षेत्रीय उपनिदेशक, स्वास्थ्य सेवाएं को उपलब्ध करा देंगे ताकि क्षेत्रीय कार्यक्रम प्रबंधन इकाई की स्थापना की जा सके।
- सभी चयनित अभ्यर्थियों को सूचनार्थ एवं अनुपालनार्थ प्रेषित। उन्हें निदेश दिया जाता है कि वे एक सप्ताह के अंदर संबंधित क्षेत्रीय उपनिदेशक के यहाँ अपना योगदान देना सुनिश्चित करें।


(संजय कुमार)

State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014

Inviting applications for position – Regional Programme Management Unit

State Health Society, Bihar under National Rural Health Mission invites applications for positions at Regional Programme Management Unit on contract Basis. The details of position and essential qualifications are as under:

1. Position: Regional Programme Manager.

Reporting to Executive Director, SHSB & Additional Director – Planning, Monitoring & Evaluation, State Health Society, Bihar, Regional Deputy Director, Health.

Place of Posting – Regional Headquarter/Districts

No. of Position – 9 (1 position for each region)

Category – Open

Roles and Responsibilities:

1. Provide technical and managerial assistance for implementation of the NRHM and its goals in the districts falling under that region, as may be agreed upon from time to time with State Health Society.
2. Assist the ED, SHSB in all the matters relating to overall management of human and financial resources under the package of NRHM in the region.
3. Set up and manage regional programme management unit.
4. Analyze financial and physical progress report of all the districts in the region and take corrective measures for improving output.
5. Submit regional reports and organize regional meetings for reviewing the NRHM programme in the districts.
6. Support and guide District Programme Management unit of the concerned districts in the region in matters related to expenditure, releasing grant, preparation of budget etc for overall control of financial matters.
7. Provide necessary support to technical consultant appointed at state and field level during their field visit in their region.
8. Identify the cause of any unreasonable delay in the achievement of milestones or in the release of funds and propose corrective action.
9. Regular follow up of the programs and report to concerned authority accordingly. Ensure participation of Government authorities, development partners in the process to develop operational plans and strategies, monitoring the implementation process and progress.
10. Ensure Preparation of annual action plan for District under NRHM and ensure that proposed activities are implemented timely and as per the prescribed process.
11. Documentation of the best practices/success stories.
12. Undertake studies & budgeting and financial planning as required by the low performing districts of the region.
13. Undertake field visits in the districts falling under that region.
14. Undertake any other duties assigned to him by ED - SHSB and his team.

Qualification & Experience:

- Post graduation or higher qualification from AICTE recognized institute in Public health / Community health/ Social Sciences /Social Welfare/ Social Work/ Rural Development/ Rural Management
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening district level health systems.
- Existing District Programme Managers under NRHM may also apply.

2. Position: Regional Accounts Manager

Reporting to Executive Director SHSB, Additional Director – Finance, SHSB and RPM and RDD at RPMU Level

Place of Posting – Regional Headquarter / District

No. of Position – 9 (1 position for each region)

Category – Open

Roles & Responsibilities:

1. Periodic auditing/checking of accounts maintained by district health society / health facilities within the region and take remedial measures for proper maintenance of accounting system. Carry out regular internal checks and coordinate with external auditors and AG/CAG for meeting audit requirements and submit audit reports as required annually.
2. To establish audit & accounting systems, Procedures and internal controls on regular basis for programme funding to all the stakeholders and health facilities within the regional office.
3. To implement records and reporting formats to ensure that all financial transaction and information are accurately recorded and adequately monitored for decision making and projection.
4. Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
5. To ensure that all expenses are in conformity with established rules and regulations.
6. To develop yearly financial plans and budgets, and timely disbursement of funds to all the stakeholders and health facilities within the region for the effective implementation of various programme.
7. Support supervision visit within the region.
8. Compile and monitor financial information of the various programme and other agencies as required.
9. Undertake any other finance related duties assigned to him by reporting officer.

Qualification and Experience:

- CA / Post graduation or higher qualification in financial management/ICWA.
- At least 3 years of relevant work experience in any Health Financing/NRHM areas.
- Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point.

- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening regional/district level health systems.
- Existing District Accounts Managers under NRHM may also apply.

3. Position: Regional Monitoring & Evaluation Officer

Reporting to : Executive Director, SHSB, Deputy Director – Monitoring & Evaluation, State Health Society, Bihar and RPM and RDD at RPMU level.

Place of Posting – Regional Headquarter / Districts

No. of Position – 9 (1 position for each region)

Category - Open

Roles & Responsibilities:

1. Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at regional level. (for all the concerned districts)
2. Provide feedback for policy and management at regional and society level.
3. Support process and impact monitoring of IEC materials, and other initiatives taken by Regional programme management unit.
4. Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
5. Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
6. Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.

Qualification and Experience:

- Post graduation or higher qualification in Public health /Community health/ Social welfare/Social Science/Rural Development/Rural Management from AICTE recognized institute.
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health monitoring & evaluation programme at field level / working in strengthening district level health systems.
- Existing District Monitoring & Evaluation Officers under NRHM may also apply.

State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna 800014

Terms of Reference
HMIS Supervisor

Background

In order to oversee proper and qualitative implementation of NRHM in the districts, a Regional Programme Management Unit is being established at the divisional headquarter & districts which will be manned by Regional Programme Manager, Regional Accounts Manager, Regional M&E Officer and HMIS supervisor.

Name of the Position:

HMIS Supervisor

Number of Position:

9 (1 in each RPMU)

Place of posting:

All Regional Headquarter & districts

Reporting to:

- Regional Programme Manager.
- Regional Monitoring & Evaluation Officer.

Roles and Responsibilities:

1. Supervision of HMIS data flow at the Regional level.
2. To compile HMIS reports, data entry and analysis and giving feedbacks to the health facilities and Regional Programme Management Unit.
3. Preparing monthly and quarterly HMIS reports at Regional level.
4. Collecting the monthly HMIS reports from health facilities.
5. Assisting regional monitoring & evaluation officer in his / her functioning and for setting and implementing indicators and targets.
6. Conducting HMIS initial or refresher training for the district / block level employees under NRHM based on the need of the programme.
7. Undertake field visits pertaining to his / her region.

Eligibility:

- Graduate in Computer application /information system.
- 2 years of relevant experience in management of MIS system
- Some experience of working with Health management System would be preferred for this position.
- Good communication and presentation skills, analytical and interpersonal abilities, along with working knowledge of Hindi also desirable.

Salary & Emoluments:

- The positions will be contractual in nature and will be appointed by the State Health Society, Bihar.
- Regional HMIS Supervisor will be paid at the rate of Rs.12, 000/- (Rupees Twelve Thousand only) per month.