

Job Responsibilities of Programme Manager

1. Programme Manager will be responsible for consolidating all the Block Health Action Plans by 30th October of every year.
2. Programme Manager will send the consolidated District plan to the State through Chief Medical Officer by 31st October of every year.
3. Programme Manager with the support of District Accountant will ensure distribution of / communication of Resource Envelope (alongwith physical and financial targets) to all the health facilities in the District within 7 days from the receipt from the State.
4. Programme Manager will review the physical progress exclusively and financial progress with District Accountant in every monthly meeting under the guidance and supervision of CMO.
5. Programme Manager will compile and submit monthly report on prescribed format within 2 days from the date of BMO's monthly meeting to the State by e-mail and by a hard copy.
6. Programme Manager will be responsible to get the meeting of all RKSs in his / her District organised in time (both EC & GC) as per following schedule :-
 - E.C. - Once in every month
 - G.C. - Once every six months
7. Programme Manager will ensure that first Governing Council Meeting discusses annual budget. (RKS Member Secretary has to convene the meeting. Programme Manager will facilitate and ensure that the meetings take place in time).
8. Programme Manager will visit at least one Block, 3 CHC /Primary Health Centres in a month and at least 3 Sub-Centres in a month and report to CMO on the following indicators :-
 - i) RKS meeting
 - ii) RKS Utilization of funds
 - iii) Availability of medicines
 - iv) Progress under Janani Suraksha Yojna (JSY) and Referral Transport.

- v) VHSC Committee Meetings Achievement / Progress as per resource envelope.
9. He will co-ordinate and deal with all correspondence related to NRHM at District level.
 10. HMIS : Programme Manager will be responsible for District HMIS and will make the physical progress available to the District Accountant for reporting on HMIS portal.
 11. Programme Manager will co-ordinate the collection and distribution of NRHM supplies to the blocks and all health institutions in the District. He / She will also maintain the record related to these supplies.
 12. **Any other additional work / duty can only be assigned to Programme Manager by the Chief Medical Officer with the prior written approval of the Mission Director, National Rural Health Mission, Himachal Pradesh.**

Job Responsibilities of District Accountant

1. District Accountant will maintain all the accounts of NRHM.
2. District Accountant will be responsible for getting the Audit done.
3. District Accountant will monitor the financial progress in the District (for all the health institutions in the District) as per the Resource Envelope.
4. District Accountant will be responsible for all financial reporting on prescribed formats to the State.
5. District Accountant will be responsible for reconciliation of accounts with the State and the bank.
6. District Accountant will be responsible to facilitate the RKSs in the District to :-
 - i) Prepare annual budget
 - ii) Pass annual budget in EC & GC
 - iii) Monitor progress as per budget

He / She will give all technical assistance in maintenance of RKS accounts.

7. District Accountant with the support of Programme Manager will ensure distribution of / communication of Resource Envelope (alongwith physical and financial targets) to all the health facilities in the District within 7 days from the receipt from State.
8. District Accountant will visit at least one Block, 3 CHC / Primary Health Centres in a month to monitor financial progress under NRHM and RKSs.
9. Implementation of Tally will be the responsibility of District Accountant.
10. HMIS : District Accountant with the support of Programme Manager, Data Entry Operator will be responsible to put financial and physical information on the portal of HMIS as per the fixed deadline.
11. **Any other additional work / duty can only be assigned to District Accountant by the Chief Medical Officer with the prior written approval of the Mission Director, National Rural Health Mission, Himachal Pradesh.**

Job Responsibilities of Block Accountant

1. Block Accountant will maintain all the accounts of NRHM.
2. Block Accountant will be responsible for getting the Audit done.
3. Block Accountant will monitor the financial progress in the block (for all the health institutions in the block) as per the Resource Envelope.
4. Block Accountant will be responsible for all financial reporting on prescribed formats to District.
5. Block Accountant will be responsible for reconciliation of accounts with the district and the bank.
6. Block Accountant will be responsible to facilitate the RKSs in the block to :-
 - i) Prepare annual budget
 - ii) Pass annual budget in EC & GC
 - iv) Monitor progress as per budget

He / She will give all technical assistance in maintenance of RKS accounts.

7. Block Accountant with the support of Block Programme Manager will ensure distribution of / communication of Resource Envelope (alongwith physical and financial targets) to all the health facilities in the block within 7 days from the receipt from District.
8. Block Accountant will assist in preparing Expenditure Plan for each Sub-Centre in the block.
9. Block Accountant will visit at least 3 Primary Health Centres, and at least 7 Health Sanitation Committees in a month to monitor financial progress under NRHM and RKSs.
10. Implementation of Tally will be the responsibility of Block Accountant.
11. HMIS : Block Accountant with the support of Block Programme Manager, Data Entry Operator will be responsible to put financial and physical information on the portal of HMIS as per the fixed deadline.
12. **Any other additional work / duty can only be assigned to Programme Manager by the BMO / Chief Medical Officer with the prior written approval of the Mission Director, National Rural Health Mission, Himachal Pradesh.**

**Job Responsibilities of Behaviour Change Co-ordinator (BCC)
at District level**

1. BCC will be responsible for all IEC activities in the district under the supervision and guidance of CMO / MOH.
2. BCC will be responsible to make all VHSCs functional in the district.
3. BCC will be responsible to ensure that VHNDs are celebrated in the district.
4. BCC will attend at least 5 VHSC meetings in a month and at least 5 VHNDs at Anganwari level and will submit the report to CMO / MOH.
5. BCC will be responsible to ensure that institutional delivery target is met and JSY benefits are disbursed.
6. He will be a member of a District IEC Committee which is being notified separately.
7. **Any other additional work / duty can only be assigned to Behaviour Change Co-ordinator (BCC) by the Chief Medical Officer with the prior written approval of the Mission Director, National Rural Health Mission, Himachal Pradesh.**

Data Entry Operator

Job Responsibilities of Data Entry Operator shall be as under :-

1. She / He will be responsible for feeding the information / data as provided to her/him in the computer and process it in the manner as is required by the authorities.
2. She / He will be responsible for all such work like typing of reports, making power point presentation etc. as are assigned to her / him by the authorities.
3. She / He will ensure up-keep of the computer systems in a working condition and will report any loss or damage to the higher authorities.
4. She / He will ensure safe custody of data in the system and will ensure that any un-authorized person does not have access to the official data.
5. She / He will be responsible for record keeping / maintenance of files of subject pertaining to NRHM / Other Disease Control Programmes assigned to her / him by the authority.

Any other additional work / duty can only be assigned to Data Entry Operator by the Chief Medical Officer with the prior written approval of the Mission Director, National Rural Health Mission, Himachal Pradesh.

Job Responsibilities of Block Programme Manager

1. Block Programme Manager will be responsible for consolidating all Village Level health Plans at Block levels by 30th September of every year.
2. Block Programme Manager will send the consolidated block plan to the District through Block Medical Officer by 10th October of every year.
3. Block Programme Manager with the support of Block Accountant will ensure distribution of / communication of Resource Envelope (alongwith physical and financial targets) to all the health facilities in the block within 7 days from the receipt from District.
4. Block Programme Manager will review the physical progress exclusively and financial progress with Block Accountant in every month meeting under the guidance and supervision of BMO.
5. Block Programme Manager will compile and submit monthly report on prescribed format within 2 days from the date of block level meeting to the District / State by e-mail and by a hard copy.
6. BPM will responsible to get the meeting of all RKSs in his / her block organised in time (both EC & GC) as per following schedule :-
 - a. E.C. - Once in every month
 - b. G.C. - Once in every six months
7. BPM will ensure that first Governing Council Meeting discusses annual budget. (RKS Member Secretary has to convene the meeting. BPM will facilitate and ensure that the meetings take place in time).
8. BPM will visit at least 3 Primary Health Centres in a month and at least 7 Sub-Centres in a month and report to BMO on the following indicators :-
 - a. RKS meeting
 - b. RKS Utilization of funds
9. Availability of medicines
10. Progress under Janani Suraksha Yojna (JSY) and Referral Transport.
11. VHSC Committee Meetings Achievement / Progress as per resource envelope.
12. He will co-ordinate and deal with all correspondence related to NRHM at Block level.

13. HMIS: BPM will make the physical progress available to the Block Accountant for reporting on HMIS portal.
14. BPM will co-ordinate the collection and distribution of NRHM supplies to the block and all health institutions in the block. He / She will also maintain the record related to these supplies.
15. **Any other additional work / duty can only be assigned to Block Programme Manager by the BMO / Chief Medical Officer with the prior written approval of the Mission Director, National Rural Health Mission, Himachal Pradesh.**