



बिहार सरकार

Terms of Reference (ToR)

राज्य स्वास्थ्य समिति, बिहार

परिवार कल्याण भवन, शेखपुरा, पटना- 800014



राज्य स्वास्थ्य समिति, बिहार में आंतरिक अंकेक्षण इकाई के गठन के लिए सेवानिवृत्त वरीय लेखा परीक्षा अधिकारी/लेखा परीक्षा अधिकारी एवं सहायक लेखा परीक्षा अधिकारी की संविदा पर नियुक्ति हेतु आवेदन आमंत्रण

राज्य स्वास्थ्य समिति, बिहार ने राज्य स्तर से प्रखण्ड स्तर तक लेखा/वित्तीय प्रबंधन को और सुदृढ़ करने के दृष्टिकोण से आंतरिक अंकेक्षण इकाई का गठन करने का निर्णय लिया है, जिसके तहत इच्छुक महालेखाकार अथवा वित्त विभाग से सेवानिवृत्त अभ्यर्थियों से निम्नांकित पदों के लिये आवेदन आमंत्रित किये जाते हैं-

पदों का नाम	रिक्त पदों की संख्या	आरक्षण/कोटिवार रिक्त पदों की संख्या
वरीय लेखा परीक्षा अधिकारी/लेखा परीक्षा अधिकारी (आंतरिक अंकेक्षण)	3	अनारक्षित - 2 पद अत्यंत पिछड़ा वर्ग - 1 पद
सहायक लेखा परीक्षा अधिकारी (आंतरिक अंकेक्षण)	3	अनारक्षित - 2 पद अत्यंत पिछड़ा वर्ग - 1 पद

उपरोक्त पदों से संबंधित TOR, शैक्षणिक योग्यता, अनुभव, वेतनादि एवं आवेदन के लिये विहित प्रपत्र, राज्य स्वास्थ्य समिति, बिहार, पटना के वेब साईट www.statehealthsocietybihar.org पर उपलब्ध है। इच्छुक व्यक्ति अपना आवेदन, दिनांक 28.06.2010 संध्या 5 बजे तक, कार्यपालक निदेशक, राज्य स्वास्थ्य समिति, बिहार, परिवार कल्याण भवन, शेखपुरा, पटना-800014 के पते पर निबंधित डाक द्वारा भेज सकते हैं। आवेदन के साथ स्वप्रमाणित प्रमाण पत्र तथा प्रशंसा पत्र (Testimonials) अवश्य संलग्न रहे। लिफाफा के दाहिने शीर्ष पर, लाल स्याही से, जिस पद के लिये आवेदन दिया जा रहा है उस पद का नाम अवश्य अंकित रहे।

- अधूरा/निर्धारित समय एवं तिथि के बाद प्राप्त आवेदन स्वीकार नहीं किया जायेगा।
- किसी पद या दोनों पद के विरुद्ध नियुक्ति स्थगित करने/रद्द करने के लिये समिति सक्षम होगी, उसका निर्णय अंतिम होगा।

कार्यपालक निदेशक

Terms of Reference (ToR)

➤ For the Internal Audit Cell of SHSB-

1. Job responsibilities:

1. Streamlining financial management practices.
2. Identification of Systemic and operational barriers in smooth flow of funds.
3. racking of NRHM/external assistance fund.
4. Data analysis.
5. Adoption of electronic accounting system (like Tally)/e-banking.
6. Regular interaction with the field functionaries, updating instructions issued by NRHM/ State Govt. relating to management of finance. Quarterly Review conferences between the State and District/Block Accounts personnel to review and improve expenditure and accounts status.
7. Skill up-gradation/training of personnel in-charge regarding disbursement of funds, expenditure reporting and maintenance of books of accounts.
8. Assist in reporting of NRHM funded project, and work closely with the State Program Unit to identify opportunities for systems strengthening.

2. Name of the assignment:

(a) Senior Audit Officer/Audit Officer (Internal Audit)

(b) Assistant Audit Officer (Internal Audit)

3. Emoluments:

- The salary figures should be finalized as Last payment drawn – sanctioned pension = Honorarium for both position.
- For both positions appropriate travel allowance should be available to ensure frequent visit to districts and blocks to build capacity at these levels.

4. Qualification and Experience:

(a) Senior Audit Officer/Audit Officer :

Applicant should be a retired person from Accountant General (A & E) Office and Accountant General (Audit) Bihar, Patna /Finance Department, having Graduate with minimum of 10 years of experience **with demonstrable IT based finance/account handing skills and capacity** in management of finance.

Can creatively financial information, assemble spreadsheet and draw charts and drafts, prepare expenditure plan, monitor expenditure pattern/ prepare report, organize training and interactions with persons in-charge of incurring expenditure, maintain the account and report the expenditure to DHS/State Health Society, Bihar.

She/he must be proficient in developing a financial management information system using latest information technology.

(b) Assistant Audit Officer :

Applicant should be a retired person from Accountant General (A & E) Office and Accountant General (Audit) Bihar, Patna /Finance Department, having Graduate with minimum of 10 years of experience **with demonstrable IT based finance/account handing skills and capacity** in management of finance. She/he should be proficient in, and working with latest financial management information system using, information technology. Knowledge of Income Tax Act etc.

(2)

5. Age limit: Maximum 65 years old (As on 30th of June, 2010)

6. Terms of Appointment:

- (a) Contractual appointment for one year, likely to continue based on performance review from the reporting authority and availability of funds.
- (b) Stationed at SHSB, Patna.
- (c) Frequent visit to districts and, at times, to PHCs.
- (d) Renewal of contract will depend upon performance appraisal.
- (e) Performance yard stick: smooth flow of fund, maximum utilization of grants/ funds, least audit objections, ability to use and propagate IT based financial system at State and District levels.

6. Employer:

- The personnel will be employed by NRHM/State Health Society, Bihar.
- The recruited persons will report to FM/ED/Principal Secretary, Health as part of the Inter Audit Cell, SHSB.

8. Educational Qualification (starting from matriculation/above qualification):

S. No.	Name of Candidate	Class	Board/University	Subject	Year	% of marks	Grade
1.							
2.							
3.							
4.							

9. Experience, if any, start from most recent:

S. No.	Name and address of the employer	Designation and responsibility	Duration

10. Special claim to the post, if any:

Date:
Place:

Signature of the candidate
Name:

Application form

1. Name of the post applied for :
2. Name of the Candidate (in Capital letters):
3. Date of birth:
4. Age as on 30th June. 2010:
5. Father's Name :
6. Present postal address (E-mail ID, telephone inclusive):

7. Permanent address (E-mail ID, telephone inclusive):

Photograph with
signature
4cmx5cm

8. Educational Qualifications (starting from matriculation examination):

S. No.	Name of Examination	Class	Board/University	Subject of studies	% of marks	Grade
1						
2						
3						
4						

9. Experience, if any; start from most recent:

S. No.	Name and address of the employer	Designation and responsibility	Duration
1			
2			

10. Special claim to the post, if any:

Date:
Place:

Signature of the candidate
Name: