

No. A-33024/01/2015-Admn-I

भारत सरकार
Government of India
स्वास्थ्य और परिवार कल्याण मंत्रालय
Ministry of Health and Family Welfare
स्वास्थ्य सेवा महानिदेशालय
Directorate General of Health Services
(प्रशासन-9 अनुभाग)
[Administration-I Section]

Nirman Bhavan, New Delhi

Dated the 05, MAY, 2017

कार्यालय ज्ञापन/Office Memorandum

Subject: Rescheduling of 3-day Residential Training Programme on Financial Management at NIFM, Faridabad from 27th -29th April, 2017 to 25th - 27th May 2017.

The undersigned is directed to invite a reference to this Directorate's O.M. No. A-33024/01/2015-Admn-I dated 29.04.2017 on the subject cited above and to say that the last date of receipt of nomination for the said training has been extended upto **15.05.2017** instead of **30.04.2017**.

2. Therefore, all the Hospitals/Institutes, who have still not been able to communicate the nomination of the participants, are requested to kindly send nominations latest by **15.05.2017** in the prescribed format to: email id: training.dghs@gmail.com/ Dr. Raghuram Rao, DADG (TB), Dte.GHS, Ministry of Health and Family Welfare, Room No. 529-C, Nirman Bhawan, New Delhi-110108.

3. Other contents of the said O.M. will remain unchanged.

जितेन्द्र

(जितेन्द्र सिंह)

उप निदेशक (प्रशासन)

दूरभाष संख्या (011)-23062814

(Encl: Annexure-I & II as above)


To,

1. The Medical Superintendent, Dr. R.M.L, Hospital, New Delhi.
2. The Medical Superintendent, Safdarjang Hospital, New Delhi-110029.
3. The Director, LHMC & Associated Hospitals, New Delhi.
4. The Director, All India Institute of Physical Medicine & Rehabilitation, Haji Ali Park, K. Khadya Marg, Mahalaxmi, Mumbai-400034.

5. The Director, All India Institute of Hygiene and Public Health, 110, Chitranjan Avenue, Kolkata-700073.
6. The Director, National Centre for Disease Control, 22, Sham Nath Marg, Delhi-110054.
7. The Director, National Vector Borne Disease Control Programme, Dte. General of Health Service, DMRC IT Park, Shastri Park Block-III, Delhi-110053.
8. The Director, Central Institute of Psychiatry, Kanke, Ranchi-834006 (Jharkhand)
9. The DDG (MSO), West Block No. 1, Wing-6, 1st floor, R.K Puram, New Delhi-110006.
10. The DCG (I), FDA Bhavan, Kotla Road, New Delhi-110002.
11. All PHOs/APHOs, Port Health Organisations/Airport health Organisations.
12. All Sr. RDs/R.Ds, Regional Offices for Health & Family Welfare.
13. The Director, Institute of Serology, 2K YD Street, Kolkata-700016.
14. The Director, Central Leprosy Teaching and Research Institute, Chengalpattu (TN)-603001.
15. The Director, Regional Leprosy Training and Research Institute, Aska (Babanpur), Ganjam (Orissa)-761110.
16. The Director, Central Research Institute, P.O. Kasauli, Distt. Solan- 173204, Himachal Pradesh.
17. The Director, B.C.G. Vaccine Laboratory, Near King Institute, Guindy, Chennai-600032.
18. The Director, National T.B. Institute, Avalon, No.8, Bellary Road, Bangalore-560003.
19. All DDGs, Dte. General of Health Service, Nirman Bhavan, New Delhi.
20. PPS to DGHS, PS to DDG (A).
21. Shri R. K. Ahluwalia, Dy. Director (GA), Dte. GHS, Nirman Bhavan, New Delhi, with request to upload on Dte.GHS website.

Copy to:

1. The Director, National Institute of Financial Management (NIFM) (Ministry of Finance, Government of India), Sector-48, Pali Road, Faridabad-121001 (Haryana).
2. Shri. Rajiv Manjhi, Director (Training Manager), Dte. GHS, Nirman Bhavan, New Delhi.
3. Shri. S. K. Jha, Director (HQ), Dte. GHS, Nirman Bhavan, New Delhi.
4. Dr. Tanu Jain, ADG (TJ), Dte. GHS, Nirman Bhavan, New Delhi.
5. Dr. Raghuram Rao, DADG(TB), Dte. GHS, Nirman Bhavan, New Delhi.


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ANNEXURE-I

MINISTRY OF HEALTH AND FAMILY WELFARE DIRECTORATE GENERAL OF HEALTH SERVICES

Financial Management Programme for CHS Officers.

Background:

It has been felt that CHS officers, who are primarily medicos and have less exposure on administrative and financial matters concerning day-to-day administration in Hospital/Institutions, face difficulties in procurement of materials in accordance with General Financial Rules and proper assessment of budget as well as Expenditure management. Usually it is found that the proposals for procurement of equipments/ services etc. are processed by a clerical staff and recommended by middle level administrative staff for approval of HODs/Addl. MS/ MS/ Director of the Institutes etc., who are Doctors and are constrained to rely upon their administrative staff and officer as they have not been trained on financial and administration matters. It has, therefore, been felt that a calibrated training programme be developed and designed suiting the needs of such CHS officers who are supposed to handle matters concerning Purchase and Financial Management.

Objectives:

The objective of the programme is to equip the senior medico officers (primarily CHS officers) with essential financial management tools for efficient and effective disposal of their roles and responsibilities.

Eligibility of the Participants:

All the CHS officers holding the position of the Head of Division/Organisation and working in the attached and subordinate offices of the Ministry of Health and Family Welfare will be eligible subject to the condition that they are left with minimum one year of service.

Duration of the Programme:

The Programme has been designed for a period of 3 days (5 sessions of 90 minutes each) and will cover the following topics:

Day-I

- i) Budgeting – structure and process
- ii) Delegation of Financial Power Rules(DFPR)
- iii) General Financial Rules and their applicability in hospital like institutions.

Day-II

- i) Overview of Hospital Procurement including types of purchases in Government Hospitals-Drugs-Medical Equipment and General Items Purchase of Proprietary items in Healthcare
- ii) Legal issues in Hospital Procurement supported by Court Judgements.
- iii) Tendering Process including e-Procurement, e-Inspection and e-Payment.
- iv) CVC Guidelines in Procurement as well as Stores Management.

Day-III

- i) Purchase of Generic Drugs vis-à-vis Branded Drugs.
- ii) Inventory Management Techniques in Hospital Stores and Role of Technology in Stores Management and Purchasing Cycle.
- iii) Cost Effectiveness vs Cost Benefit analysis in Hospital Purchases.
- iv) Case Studies in Hospital Procurement including examples of successful and unsuccessful cases

Programme Outcomes:

- i) Enhance level of awareness of GFR and DFPR.
- ii) Gain insight into functional aspects of budgeting and appropriation of Funds
- iii) Enhance understanding of purchase procedure in Govt.
- iv) Exposure to Purchase and Stores Management.

ANNEXURE-II

TO BE FILLED BY THE PARTICIPANT

Name of the participant	
Designation and nature of duties	
Cadre / Sub-cadre	
Grade Pay	
Organization	
Address	
Pin	
Phone (O) (R) (M)	
Email	
Fax	
Previous Training attended	

Date:
Place:

Signature of Participant

This organization undertakes to declare that upon admission of the candidate to the program organised by the Directorate General of Health Services, Ministry of Health & Family Welfare she/he would be relieved and she/he would abide by rules and regulations of NIFM.

Organisation/Office