



ABSTRACT



Tamil Nadu Urban Health Care Project – Establishment of Project Management Unit at State level with supporting staff to implement the Tamil Nadu Urban Health Care Project with loan from Japan International Co-operation Agency (JICA) – Sanctioned – Orders – Issued.

Health and Family Welfare (EAP II-1) Department)

G.O.(Ms.) No.174

Dated : 11.05.2017
Heyvilambi, Chithirai-28
Thiruvalluvar Aandu 2048

Read:

1. G.O.(Ms) No.217, Health and Family Welfare (EAP II-1) Department, dated: 08.09.2016.
2. G.O.(2D) No.203, Health and Family Welfare Department, dated: 28.12.2016
3. From the Project Director, Tamil Nadu Health System Project letter No. 7301/E1/TNHSP/JICA/2016, dated: 18.02.2017

ORDER:

As per the announcement made by the Hon'ble Chief Minister on the floor of the Legislative Assembly on 01.09.2016 under rule 110, in the Government order first read above, administrative sanction was accorded for the implementation of Tamil Nadu Urban Health Care Project at a cost of Rs.1634,69,50,000/- with the assistance of Japanese International Co-operation Agency (JICA). The Project Director, Tamil Nadu Urban Health Care Project was permitted to establish Tamil Nadu Urban Health Care Society to implement the Tamil Nadu Urban Health Care Project in Tamil Nadu in 21 Urban Towns / Cities in 17 Districts of the State.

2. The Project Director, Tamil Nadu Health System Project(TNHSP) has stated that the Project will be implemented through the following three tier management structure to ensure smooth implementation:

- First tier - State Empowered Committee (SEC)
- Second tier - Project Steering Committee (PSC)
- Third tier - Project Management Unit (PMU)

3. In the Government order second read above, the project steering committee for the Tamil Nadu Urban Health Care Project was constituted.

4. The Project Director has stated that the Project Management Unit will be the third tier of the Project Management Sector, which will implement and co-ordinate the project. The Project Management Unit will be headed by the Project Director. The

Project Director will have financial and executive authority as a head of the department. The Financial powers will be Rs.1.00 crore per activity, approved in the annual action plan. The Project Director may be provided with the powers for making an expenditure of Rs.5.00 lakhs at a time as discretionary fund for incurring expenditure on conducting / attending meetings, hiring of vehicles, printing of books etc. The Project Management Unit will consist of the following cells:

(i)	Project Management and Monitoring cell (PMMC)
(ii)	Administration Cell
(iii)	Training and Capacity Building Cell (TCBC)
(iv)	Procurement and Engineering Cell (PEC)
(v)	Financial Management Cell (FMC)

5. The project Director has stated that the proposed Project Management Unit for Tamil Nadu Urban Health Care Project will function in the building in the DMS, Annex Buildings, where the erstwhile Project Management Unit of Tamil Nadu Health Systems Project functioned. All equipment and vehicles used by the Project Management Unit of Tamil Nadu Health Systems Project will be transferred to Tamil Nadu Urban Health Care Project. Any unserviceable equipment will be replaced by the project. The four units namely National Rural Health Mission (NRHM) including National Urban Health Mission (NUHM), Tamil Nadu Urban Health Project (TNUHP), Chief Minister's Comprehensive Health Insurance Scheme and Tamil Nadu Health System Project (TNHSP) residual unit will function in the DMS annex building. It is proposed that all the four units will be administered and function independently. However it is proposed that certain common expenditures like Electricity bill, Water bill, Outsourced House Keeping Services bill, maintenance of the building including the auditorium will be the responsibility of National Rural Health Mission (NRHM). The Project Director may be permitted to open a website for the project. The Mission Director, National Health Mission may be directed to remit Rs.5.00 lakhs from out of the discretionary fund to the Project Director, Tamil Nadu Urban Health Care Project for the pre-project sanction operational expenditure towards travel, hiring of vehicle, printing of books, hiring of persons on daily wages, purchase of essential stationary etc.

6. The Project Director, Tamil Nadu Health Systems Project has further stated that recurring and non recurring expenditure is proposed for the Project Management Unit based on the current level of salary/contract payment to the officers and staff. The cost towards the salary of regular Government servants will be booked under Government of Tamil Nadu part of project cost. The contract payment and certain operational expenditure will be booked under Japan International Co-operation Agency (JICA) part of project cost. The biannual dearness allowance and increment increase for Government servants will be reflected in the second year budget. The contract staff will be paid ten percent increase in their monthly contract payment on completion of each year.

7. The Project Director, Tamil Nadu Health System Project has therefore requested the Government orders in this regard.

8. The Government after careful consideration of the proposal of Project Director, Tamil Nadu Urban Health Care Project and has decided to accept the proposal. Accordingly the following orders are issued:-

- i) sanction is accorded for creation of a Project Management Unit for Tamil Nadu Urban Health Care Project comprising the following five cells with the composition of staff as indicated below:-

The functions of the Project Management Unit are given in the annexure-1 to this order and the qualifications and job responsibilities of the Project Management Unit are given in the annexure-II to this order.

Project Management & Monitoring Cell (PMMC)				
Sl. No.	Name of Post	Scale of Pay+ Grade Pay	Details of posts existing/ to be created	Remarks
1	Project Director (Regular)	IAS Cadre	1	Already created vide G.O.Ms.No.217, H&FW, dated 08.9.2016
2	Lead Project Coordinator (Contract)	1,20,000	1	newly created
3	M&E Specialist (Regular) in JD Rank	37400 - 67000+ 8700 GP	1	newly created
4	Statistical Officer	15600- 39100+ 5400 GP	1	To be utilized from the existing TNHSP staff
5	Assistant (Contract)	20000	1	To be utilized from the existing TNHSP staff
6	Computer Operators (Contract)	15000	2	To be utilized from the existing TNHSP staff
7	Office Assistant (Contract)	10000	2	To be utilized from the existing TNHSP staff
8	Driver 3 (On Diversion)			To be utilized from the existing TNHSP staff
	Total		9	

Administrative Cell				
Sl. No	Name of Post	Scale of Pay+Grade Pay	Details of posts existing/ to be created	Remarks
1	Administrative Officer	15600-39100+5400 GP	1	Existing post to be utilized
2	Computer Operator (Contract)	15000	1	Existing post to be utilized
3	Office Assistant (Contract)	10000	1	Existing post to be utilized
4	Watch Man (Contract)	10000	1	newly created
	Total		4	

Training and Capacity Building Cell (TCBC)				
Sl. No.	Name of Post	Scale of Pay+Grade Pay	Details of posts existing/ to be created	Remarks
1	Lead Training Coordinator in JD rank	37400 - 67000+8700 GP	1	newly created
2	Training Officer-I in MO rank	15600-39100+5400 GP	1	To be utilized from the existing TNHSP staff
3	Training Officer-II Nursing superintendent (Contract)	30000	1	newly created
4	Assistant (Contract)	20000	1	To be utilized from the existing TNHSP staff
5	Computer Operator (Contract)	15000	1	newly created
6	Office Assistant (Contract)	10000	1	newly created
	Total		6	

Procurement and Engineering Cell (PEC)				
Sl. No.	Name of Post	Scale of Pay+Grade Pay	Details of posts existing/ to be created	Remarks
1	Lead procurement Manager in DD Rank	15600-39100+ 6600 GP	1	newly created
2	Procurement Specialist (Equipment) in the rank of MO	15600-39100+ 5400 GP	1	newly created
3	Bio Medical Engineers (Contract) one BME for 10 Tertiary care and other BME for 11 Secondary care Institutions	30000	2	newly created
4	Assistant Engineer on deputation from PWD	15600-39100+ 5400 GP	1	newly created
5	Assistant (Contract)	20000	1	newly created
6	Computer Operator (Contract)	15000	1	newly created
7	Office Assistant	10000	1	newly created
	Total		8	

Financial Management Cell (FMC)				
Sl. No	Name of Post	Scale of Pay+ Grade Pay	Details of posts existing/ to be created	Remarks
1	FA & CAO (JD)	15600-39100+ 7600 GP	1	To be utilized from the existing TNHSP staff
2	Accounts Officer (Budget & Bills)	15600-39100+ 5700 GP	1	To be utilized from the existing TNHSP staff
3	Accounts Officer (Audit & Accounts) Contract	50000	1	To be utilized from the existing TNHSP staff

4	Assistant Accounts Officer (Audit & reconciliation) Contract	30000	1	To be utilized from the existing TNHSP staff
5	Assistant (Cheque Issue / BRS) (Contract)	20000	1	To be utilized from the existing TNHSP staff
6	Tally Assistant (Contract)	25000	1	To be utilized from the existing TNHSP staff
7	Computer Operator (Contract)	15000	1	newly created
8	Office Assistant (Contract)	10000	1	newly created
	Total		8	
	Grand Total		35	17 posts newly created 18 posts to be utilized from the existing staff/ TNHSP

permission is accorded to divert the three posts of driver to the existing 3 vehicles available in Tamil Nadu Health Systems Project to the Project Management Unit

- (ii) The Project Director, Tamil Nadu Urban Health Care Project is permitted to fill up the above posts on contract or by transfer from regular Government Employees as the case may be. If regular Government servants are not available, the Project Director is permitted to fill up those posts by contract personnel.
- (iii) The Mission Director, National Health Mission is directed to remit Rs.5.00 lakhs from out of the discretionary fund to the Project Director, Tamil Nadu Health System Project for the Pre-project Sanction Operational Expenditure.
- (iv) Sanction is accorded for an amount of Rs.2,01,90,000/- (Rupees Two crore One lakh and Ninety thousand only) for the following the recurring and non-recurring expenditure to the Project Management Unit of Tamil Nadu Urban Health Care Project.

(I) Recurring Expenditure			
Sl.No	Nature of Expenditure	Per Month Rs.	Per Annum Rs.
1	Telephone Charges (Land Lines/ Cell phone)	10,000	1,20,000
2	Postage Stationary/Computer Services	15,000	1,80,000
3	Refreshment Charges	10,000	1,20,000
4	TA/DA	10,000	1,20,000
	Total		5,40,000

(II) Non-Recurring Expenditure			
S.No.	Nature	Quantity	Amount
1.	Officers Table Ordinary	1	30,000
2.	Officers Table Ordinary	3	75,000
3.	Lap tops	2	80,000
4.	Fax Machine	1	50,000
5.	Computers	3	90,000
6.	Printers	3	60,000
7.	Xerox Machine	1	1,25,000
	Total		5,10,000

III) Salaries for Human Resources		
S.No.	Details	Expenditure per annum (Rs.)
1.	Salary (Contract)	86,40,000
2.	Salary (Regular)	1,05,00,000
	Total	1,91,40,000
Rupees One crore ninety one lakhs forty thousand only		

- (v) The Project Director, Tamil Nadu Urban Health Care Project is permitted to meet the above recurring and non-recurring expenditure out of the society grant of Tamil Nadu Urban Health Care Society.
- (vi) The Project Director, Tamil Nadu Urban Health Care Project is permitted to utilize all the existing infrastructure created under the Project Management Unit of Tamil Nadu Health System Project including furniture, vehicles, etc.

9. The Project Director, Tamil Nadu Health Systems Project, is directed to remit the balance in the Tamil Nadu Health Systems Project account into Government Account.

10. The expenditure sanctioned in para 8 (iv) above shall be debited to the following Head of Account.

“2210 Medical and Public Health – 01 – Urban Health Services – Allopathy – 110 – Hospitals and Dispensaries – Externally Aided Projects – PC Tamil Nadu Urban Health Care Project – 09 Grants-in-Aid-03 Grants for “Specific schemes.”

[DPC 2210 01 110 PC 0938]

11. This order issues with the concurrence of Finance Department vide its U.O.No. 25278/cmpc, dated: 10.05.2017

(BY ORDER OF THE GOVERNOR)

J.RADHAKRISHNAN
PRINCIPAL SECRETARY TO GOVERNMENT

To
To

- ✓ The Project Director, Tamil Nadu Urban Health Care Project, Chennai-6.
- The Mission Director, National Health Mission, Chennai-6.
- The Project Director, Tamil Nadu Health Systems Project, Chennai-6.
- The Mission Director, Tamil Nadu Medical Service Corporation, Chennai-6.
- The Chief Engineer, Public Works Department, Chennai-5.
- The Accountant General (A&E) Chennai-18.
- The Pay and Accounts Officer (South) Chennai-35.
- The Commissioner of Treasuries and Accounts, Nandhanam, Chennai-35.
- The Director of Medical Education, Chennai-10.
- The Director of Medical and Rural Health Services, Chennai-6.
- The Director of Public Health and Preventive Medicine, Chennai-6.

Copy to

- The Finance Department, (Health- II/EAP) Chennai-9.
- The Public Works Department, Chennai-9.
- The Municipal Administration and Water Supply, Chennai-9.
- Data Cell / SF/Sc.

//Forwarded by Order//

N. Latha
SECTION OFFICER

(Signature)

ANNEXURE-I

[G.O.(Ms)No.174, Health and Family Welfare (EAP II-1) Department, dated: 11.05.2017]

The Functions of the Project Management Unit

- (i) Plan and Implement all activities and components of the project through various agencies like Public Works Department, Tamil Nadu Medical Service Corporation etc., and also under take some other activity directly which have not been allotted to any agency.
- (ii) Supervise and monitor the progress of the project activities.
- (iii) Submit progress reports to the Project Steering Committee and Government of India and Japan International Co-operation Agency(JICA).
- (iv) Regulate and facilitate funds flow to implementing agencies.
- (v) Set standards and specification for equipment Civil works etc.,
- (vi) Ensure proper maintenance of accounts and their timely audit
- (vii) Ensure quality in implementation of various project activities.

J.Radhakrishnan
Principal Secretary to Government

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N. Latha
Section Officer

(Signature)

ANNEXURE-II

[G.O.(Ms)No.174, Health and Family Welfare (EAP II-1) Department, dated: 11.05.2017]

Qualification and Job responsibilities of key personnel of Tamil Nadu Urban Health Care Society

Operation & Management Unit	
Project Director -1 (Regular) IAS Cadre	• Overall Planning, Organising, Directing, Implementation, and Monitoring of all Project activities
Lead Project Coordinator -1 (contract) • Senior level Medical Professional with prior exposure to working with Health Systems and with enough knowledge on the functioning of health facilities & Government systems. • Experience of having worked in government service as state level officer for not less than 10 years. • Experience of having worked as DME, DMS or DPH for a minimum period of 3 years. • Experience in having worked in externally aided projects, writing of project reports, project papers, analysis of studies and surveys would be an added advantage	• Planning and preparation of Proposals to State Empowered Committee (SEC) and obtaining of G.Os. Preparation of agenda, agenda notes, minutes etc. for the State Empowered Committee and project Steering Committee meetings. • Coordination with Directorates of Medical Education, Directorate of Medical and Rural Health Services, Directorate of Public Health and Preventive Medicine for smooth implementation of project activities. Develop performance, quality and Management indicators. • Review of indicators based performance. Co-ordination with the JICA team, GOI, GOTN, DEA and Planning Commission. • Preparation of periodical performance reports to be submitted to the Government and JICA. • To track and continuously monitor progress in disbursement and expenditure. • To assist the Project Director in the implementation of all activities of the project
Monitoring and Evaluation Specialist -1 (Regular JD rank)	• To carry out Monitoring and Evaluation of all the Project activities with reference to the Project plan and cycle of activities • To analyse the progress periodically and review the milestones. • To work closely with other sections in PMU and also with other stakeholders for reviewing the progress and addressing the gaps under guidance of the Project Director.
Administrative Officer -1 (Regular)	• Office management and administration covering maintenance of Bio-Metric attendance for all staff, Tapal Distribution, Preparation of Regular and Contract staff Pay Bill, Contingent bills, telephone, internet bills/ EB, water charges / fuel bills etc. • Allotment and maintenance of vehicles, Hiring of vehicles, hiring of vehicles supervision and Maintenance of building.

Assistant -2 on contract basis	Unit staff to support Office management and administration
Statistical Officer – 1 (Regular)	Data management, analysis and reporting
Computer Operator – 3 (on contract)	Computer Work and clerical assistance
Office Assistant -3 (Outsourcing)	Office assistant's role
Watchman (on Contract)	Night watchman for the building & security service.
Training and Capacity Building Cell (TCBC)	
Lead Training Coordinator (Joint Director) -1 (HR& Admin) (Regular / on deputation)	Planning, Organising and Supervising Capacity building, HR recruitment activities and also monitor the same besides assisting Project Director in Office Administration including establishment.
Medical Officer – 1 (Regular)	Support the Lead Training Coordinator in Planning, Organising and Supervising Capacity building, HR recruitment and monitoring activities
Nursing Superintendent -1 (on contract)	Unit support staff
Assistant -1 (on contract)	Unit support staff
Computer Operator -1 (on contract)	Unit support staff
Office Assistant -1(on contract)	Unit support staff
Procurement and Engineering Cell (PEC)	
Lead Procurement Manager (Deputy Director) -1 (Regular / on deputation)	Procurement planning for equipment including preparing and execution of procurement plan, liaisoning with TNMSC and JICA for all procurement relate activities
Medical Officer -1 (Regular)	Unit staff to support the Lead Procurement Manager in the above activities
Bio Medical Engineers – 2 (On contract)	- One BME for following up with the 10 tertiary care - The other BME to cover the eleven secondary care institutions. - The BMEs would co-ordinate with TNMSC on procurement related activities and also post supply installation and commissioning of equipment supplied to health facilities, compilation of reports from end-user
Assistant Engineer -1 (on deputation)	Support the above activity
Assistant -1 (on contract)	Unit support staff
Computer Operator -1 (on contract)	Unit support staff
Office Assistant -1 (on contract)	Unit support staff

Financial Management Unit	
FA&CAO (Regular /on deputation)	• Overall implementation and Supervision of the Financial aspects of the project including Budgeting, Payment of Bills, Transfer of funds to TNMSC, PWD & ELCOT, Auditing and Reimbursement claims etc.
Accounts Officer -1 (Budget & Bills) (regular)	• Drawl of budget, PD amount with drawl preparation of budget estimate, Bills preparation of Government. • Sanction of PWD Claims and coordinating with accounts officer claims of other.
Accounts Officer -1 (Audit & Accounts) (on contract)	• Interim unaudited Financial Report preparation supervision of files. • Coordinating with Internal and Accountant General Audit, Tally account supervision.
Assistant Accounts Officer -1 (Audit & Reconciliation) (on contract)	• Attending audit report of the Project Management Unit, and coordinating with the PMU, getting final report and sharing with JICA, Coordinating with the PMU and AG Auditors and also PAC paras.
Assistant -1 (Cheque issue / BRS) (on contract)	• Cash related work, maintenance of payment Vouchers, Cheques preparing and issue and getting receipts, EFT and RTGS payments TDS Challan preparations and remittance, cash receipts and Bank Pass Books balance maintenance and Typing of files work
Tally Assistant -1 (on contract)	• Maintenance of PMU accounts in Tally Accounting System and Generation of Vouchers and Generation of related documents for IUFR preparation and attending audit work and watching of advances issued / pending.
Computers Operators -1 (on contract)	• Pay bill preparation, attending PAO duty, IUFR Preparation and sending of Mails, Tapal Distribution, Files movements watching register, Typing of files relating to the accounts officers. Power point and Personal Assistant to the FA&CAO
Office Assistant -1 (on contract)	• Office Assistant to the FA&CAO Room and continuing the same activities and all bank related works

J.Radhakrishnan
Principal Secretary to Government

//True copy//

N. Latha
Section Officer