

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY / HEAD OF DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNEL DEVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES.

1.	(a)	Name of the post :	District Program Manager.
	(b)	Name of the Department:	Health Department.
	(c)	Number of posts :	15 (fifteen). [as prescribed in Govt. Order No.NHM-201/1/2021-HS-Health (E): dated 06-01-2022.]
	(d)	Scale of pay:	Level-9 (43300-137100) in Pay Matrix under the Manipur Services(Revised Pay) Rules, 2019. [as prescribed in Govt. Order No.NHM-201/1/2021-HS-Health (E): dated 06-01-2022.]
	(e)	Class and service to which the post belongs:	GCS Group-A. [as prescribed in Govt. Order No.23/48/2018-Misc/DP: dated 07-02-2021.]
	(f)	Ministerial or Non-ministerial:	Non-ministerial.
2.	Appointing Authority:		Administrative Secretary (Health), Government of Manipur.
3.	Duties of the posts in details:		<ol style="list-style-type: none">1. To prepare & submit a complete district Program Implementation Plan (PIP) as per local context, need, demography and disease burden by end of November every year.2. To complete the PIP and all formats as per guidelines and also to provide all relevant information and explanation for the proposal.3. To make minimum four visits per month to different blocks to monitor implementation of the national health programs and mitigate the issues.4. To make timely entry of online data and submission of progress reports under various programs in the online portals at state level.5. To make expenditure booking against the budget approved for the district in the Records of Proceedings (ROP). Approved PIP for the district is called district ROP.6. To inform the Blocks about the district ROPs within 30 working days of receiving.7. To prepare District Health Action Plans (DHAPs) in the case of Model health districts.8. To monitor the progresses made by the district/ block/ facility on quarterly basis.9. To make 100% of the targeted CHC/ PHC/ UPHCs operational as Health Wellness Centres (HWC).



3	Duties of the posts in details: (contd/- fom Page 1)	<p>10.To streamline procurement and logistics mechanisms so that all medicines and diagnostic services are available in 100% of HWCs as per guidelines.</p> <p>11.To ensure completion of training of all MOs, ASHAs, Staff Nurses & other health workers at HWCs on relevant health programs as per target.</p> <p>12.To monitor performance for providing Performance Based Honorarium (PBH) to 100% of contractual employees.</p> <p>13. To monitor performance of HWCs for providing team-based incentives.</p> <p>14.To ensure timely completion of data entry of 100% of HWCs on the HWC portal and other IT applications.</p>
4.	Describe briefly the methods adopted for filling the posts thereto:	After creation of 15 posts of District Program Manager (DPM) in Level-9 (43300-137100) in Pay Matrix under the MS(RP) Rules, 2019, 15 DPMs working on contract basis under the State Health Society, National Health Mission, Manipur were regularized against the above newly created posts on 06-01-2021. [as prescribed in Govt. Order No.NHM-201/1/2021-HS-Health (E): dated 06-01-2022.]
5.	Method of Recruitment proposed:	By Direct Recruitment
6.	If promotion is proposed as a method of recruitment :	
(a)	Designation and number of the posts proposed to include in the field of promotion:	Not applicable.
(b)	Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion:	Not applicable.
(c)	Percentage of vacancies in the grade proposed to be filled by promotion:	Not applicable.
(d)	Reasons for proposing the percentage in (c) above:	Not applicable.
(e)	Have recruitment rules been framed for the post proposed in the field of promotion if framed in consultation with the Commission, please quote Commission's reference number. If consultation with the Commission was not required, please attach a copy of rules framed :	Not applicable.

	(f)	If recruitment rules were not framed for the posts in the field of promotion –	
		(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage filled by each of the methods:	Not applicable.
		(ii) Please state briefly the educational qualification possessed by the persons in the field of promotion:	Not applicable.
	(g)	(i) Is the promotion to be made on Selection or Non-selection basis :	Not applicable.
		(ii) Reasons for the proposal in (i) above:	Not applicable.
	(h)	If a DPC exists, what is the composition:	Not applicable.
7.		If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ necessary:	Promotion is not proposed as a method of recruitment. 15 DPMs working on contract basis under the State Health Society, National Health Mission, Manipur were regularized against 15 newly created posts of DPM on 06-01-2021. [as prescribed in Govt. Order No.NHM-201/1/2021-HS-Health (E): dated 06-01-2022.] The said DPMs were contractually engaged by direct recruitment initially and are considered as Entry Level post.

8.		If direct recruitment is proposed as a method of recruitment, please state :	
	(a)	The percentage of vacancies proposed to be filled by direct recruitment :	100%
	(b)	(i) Age for direct recruits :	Upper age limit is 38 (thirty eight) years which is relaxable as per Government regulations from time to time.,
		(ii) Is age relaxable for Government servants?	Upper age limit is relaxable for Government servants appointed under the Government of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and a Government servant who belongs to SC/ST will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST candidates.

	(c)	Educational and other qualifications required for direct recruitments (If may please be qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified):	Essential : M.A.(Sociology) / Master of Social Work (MSW) / Master of Business Administration (MBA) (any stream).
	(d)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No.
9.		If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary?:	Not applicable.
10.	(i)	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits will apply in the case of promotees:	Not applicable.
	(ii)	If not, to what extent are the educational qualifications proposed to be relaxed in case of promotes?	Not applicable.
11.	(a)	Is deputation/ transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed:	No.
	(b)	The percentage of vacancies proposed to be filled by this method:	Not applicable.
	(c)	The period of which deputation will be limited	Not applicable.
	(d)	The names of the posts or grades or services etc. from which deputation/transfer is proposed:	Not applicable.
12.		If any of the methods proposed fails, by what method, are such vacancies proposed to be filled?	Not applicable.
13.		Special circumstances, if any other than those covered by the Rules, in which the Commission may be required to be consulted:	Not applicable.
14.		If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. :	Not applicable.
15.		Name, address and telephone numbers of the Department's representatives with whom these proposals may be discussed, if necessary, for clarification/early decision:	

