

GOVERNMENT OF MANIPUR  
DIRECTORATE OF HEALTH SERVICES

NOTIFICATION  
Imphal, the 4<sup>th</sup> February, 2026.

No. G(RR-SFM)/2025-DHS: This is to notify a tentative draft RR for the post of State Finance Manager in Health Department in the prescribed MPSC Form 8 & 9 (as Annexure-A & B).

Objections & suggestions to the draft are invited from all stakeholders within 30 (thirty) days of uploading in the official website for consideration before submitting to the Administrative Department.

Encl.: As annexed.

  
( Dr. N. Hemantakumar Singh )  
Director of Health Services, Manipur.

Copy to:

1. Commissioner-cum-Secretary (Health & FW), Government of Manipur.
2. All Heads of Offices under Health Department.
3. Webmaster of the official website [www.manipurhealthdirectoratemn.gov.in](http://www.manipurhealthdirectoratemn.gov.in) for uploading in the website.
4. Notice Board.
5. File.

**Annexure-A to Notification No.G(RR-SFM)/2026-DHS: dated 03-02-2026.**

**MPSC FORM NO.8**

TENTATIVE RECRUITMENT RULES FOR THE POST OF STATE FINANCE MANAGER UNDER HEALTH DEPARTMENT, MANIPUR													
Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether selection or non-selection post	Age for Direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for Direct Recruits will apply in the case of promotees	Period of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the total sanctioned post to be filled by various methods	Method of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	In case of recruit by promotion/ deputation/ transfer, what is its composition	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment	
State Finance Manager	01 (One)	GCS Class-I or Group-A (Gazzet ed)	Rs.9300 - 34800 + GP 4600 (Pre-revised)	Selection	Minimum 18 years. Maximum 38 years [Upper age limit is relaxable for Govt. Servants appointed under the Government of Manipur to the extent of the period of continuous service put in the post/ service and by 5(five) years for SC/ST and by 3(three) years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the SC/ST candidates]. Relaxation may also be applicable in case of disabled person, ex-serviceman, etc as per Govt. Orders, OM etc.	<b>ESSENTIAL:</b> <b>Qualification:</b> Master's Degree in Commerce / MBA (Finance) with minimum 3 years experience in a Government or any other reputed organization in finance management of major programme/ project	N.A.	2(two) Years	100% by promotion.	State Accounts Manager/ District Finance Manager/ Senior Internal Auditor/ Consultant - Procurement (IDSP) with 5 (five) years regular service in the grade under State Health Department.	Class- I DPC (Exemption from Consultation) Regulations, 1972	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972	

Director of Health Services  
Manipur

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

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1. (a) Name of post : **State Finance Manager**  
(b) Name of Department : Medical, Health Department, Manipur  
(c) Number of post : 01 (One)  
(d) Scale of Pay : Rs.9300-34800 + GP Rs.4600 (Pre-revised) and Level – 10 in Pay Matrix of MS(RP) Rules, 2019  
(e) Class & Service to which the post belongs : Class – I, Group A  
(f) Ministerial or Non-ministerial : Non-ministerial

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2. Appointing Authority : Government of Manipur  
Secretariat : Health Department

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3. Duties of the post in details:

- Ensure mapping of all bank accounts with PFMS at all level of facilities.
- Ensure closure of all non-operative bank accounts.
- Monthly bank reconciliation statement at each level to ascertain pending payments and to avoid any error, fraud or misappropriation of funds in future.
- Ensure all payments at level of health facilities (State, Districts Blocks, CHCs, PHCs, HSCs and VHNCS) through PFMS.
- Ensure that all beneficiary payments i.e. JSY, JSSK, ASHA, Nikshay under RNTCP etc. are done through DBT on PFMS without any delay.
- Ensure implementation of Receipt, Expenditure, Advance and Transfer (REAT) up to Blocks and below.
- Ensure that all procurement to be based on competitive and transparent bidding process.
- Ensure timely submission of Financial Management Reports (FMRs), Statement of Fund Position as per GoI format and intimate the Ministry on Action Taken on FMR analysis.
- Ensure timely submission of Audited Statement of Expenditure and Statement of Expenditure under Infrastructure Maintenance Pool for timely release of Instalments and arrears.
- Ensure timely submission of Executive Summary of Concurrent Audit to Ministry.
- Ensure timely appointment and submission of Statutory Audit to receive Central Grants on time.
- Ensure that High Priority Districts received at least 30% more budgets per capita compared to other Districts. State to share the District-wise total approvals conveyed with MoHFW.
- Implement financial guidelines for management of funds in the States, Districts and Facility level and coordinate Annual Audits.
- Ensure efficient and effective management of finance in the entire State.

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4. Describe briefly the methods adopted for filling the posts thereto:

Initially contract engagement was made against the contractual post of State Finance Manager under the State Health Society, National Health Mission, Manipur from amongst the candidates possessing qualification of MBA (Finance)/M. Com with minimum 3 years experience in a Government or any other reputed Organization in finance management of major programme / project through open advertisement and on the recommendation of a duly constituted Selection Committee. At the time of contract engagement, there was no State Govt's notified approved Recruitment Rules for the posts and the EQ was as per NRHM/NHM's guidelines. The services of the contractual employee thus engaged, had been regularized against the regular posts created under State Health Department.

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5. Method of recruitment proposed : 100% by promotion.

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6. If promotion is adopted as a method of recruitment,

(a) Designation and number of the posts proposed to include in the field of promotion. : State Accounts Manager/District Finance Manager/ Senior Internal Auditor/Consultant, Finance & Procurement (IDSP) under State Health Department.

(b) Number of years of qualifying service proposed to be fixed for persons in the field become eligible for promotion. : 5(five) years regular service in the Grade.

(c) Percentage of vacancies in the grade proposed to be filled by promotion : 100% by promotion

(d) Reasons for proposing the percentage in (c) above. : The post is lone/Standalone post. There are qualified and experienced incumbents holding the feeder posts.

(e) Have recruitment rules been framed for the post proposed in : Not framed. 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.

(f) If recruitment rules were not framed for the post in the field for 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. : As mentioned at Sl. No. 4 above.

(ii) Please state briefly the educational qualification possessed by the persons in field of promotion. : Master's Degree in Commerce/MBA (Finance)

(g) (i) Is the promotion to be made on Selection or Non-selection basis ? : Selection.

(ii) Reasons for the proposal in (i) above. : The post is a key & responsible post

(h) If a DPC Exists, what is the composition ? : Class – I DPC.

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7. If promotion is not proposed as a method, please state why it is not considered desirable/ possible/necessary. : Not Arise.

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8. If direct recruitment is proposed as a method of recruitment : Not proposed. please state :- Proposed for filling by promotion; failing which by direct recruitment.

(a) The percentage of vacancies proposed to be filled by direct recruitment. : N.A.

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(b) (i) Age for direct recruits : Minimum age - 18 years  
Maximum age - 38 years.

(ii) Is age relaxable for Government servants ? : Yes. To the extent of the period of continuous service put in the post/ service under the Govt. of Manipur.

(iii) Educational & other qualifications required for direct recruitments. : MBA (Finance) / M.Com with minimum 3 years experience in a Govt. or any other reputed organization in finance Management of major programme/ Project.

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9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary? : There are 20(twenty) incumbents holding feeder posts of State Accounts Manager/ District Finance Manager/Senior Internal Auditor/Consultant-Finance & Procurement (IDSP) possessing EQ of MBA (Finance)/ M.Com. etc. under the State Health Dept.

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10. (a) If promotion & direct recruitment are both proposed as methods of recruitment, will the Educational qualifications proposed for direct recruits will apply in the case of promotees. : Does not arise as promotion only is proposed.

(b) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? : Does not arise.

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11. (a) If deputation/transfer is proposed as a method of recruitment ? : Not proposed.  
If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed. : Hence, does not arise.

(b) The percentage of vacancies proposed to be filled by this method : Does not arise

(c) The period of which deputation will be limited : Does not arise

(d) The names of the posts, grades or services etc. from which deputation/transfer is proposed ? : Does not arise.

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12. If any of the methods proposed fails, by what method, are such vacancies proposed to be filled ? : Does not arise.

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13. Special circumstances, if any, other than those covered by the Rules, in which the Commission may be required to be consulted. : Does not arise.

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14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. : No. Hence does not arise.

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15. Name, address & telephone numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification and early decision. :

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