

RR OF DFM/SAM/SIA/CFP(IDSP) POST

GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES

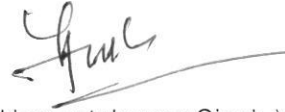
NOTIFICATION

Imphal, the 18th February, 2026.

No. G(RR-DFM)/2026-DHS: This is to notify a tentative draft RR for the post of State Account Manager, District Finance Manager, Senior Internal Auditor & Consultant-Finance/Procurement (IDSP) 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.manipurhealthdirectorate.mn.gov.in for uploading in the website.
4. Notice Board.
5. File.

Annexure-A to Notification No.G(RR-DFM)/2026-DHS: dated 13-02-2026.

MPSC FORM NO.8

**RECRUITMENT RULES FOR THE POST OF STATE ACCOUNTS MANAGER/DISTRICT FINANCE MANAGER/SENIOR INTERNAL AUDITOR/
CONSULTANT – FINANCE & PROCUREMENT (IDSP) 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 Probation, if any	Method 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	In case of recruit by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
State Accounts Manager	01 (One)	GCS Class-I or Group-A (Gazett ed)	Rs.9300 - 34800 + GP 4400 (Pre-revised) and Level-9 in Pay Matrix of MS(RP) Rules, 2019	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 relaxation admissible to SC/ST candidates). Relaxation may also be applicable in case of disabled person, ex-serviceman, etc as per Govt. Orders, OM etc.	ESSENTIAL: Qualification: Master's Degree in Commerce / MBA (Finance) Desirable: 2 years experience in a Government or any other reputed Organization in finance management.	N.A.	2(two) Years	100% by promotion;	Block Finance Manager/ Assistant Finance Manager/ Assistant Finance Manager (NCD)/ Finance Assistant (NTEP/ NVBDCP) with 5 (five) years regular service in the grade under State Health Department.	Class- I DPC	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972
District Finance Manager	16 (Sixteen)											
Senior Internal Auditor	02 (Two)											
Consultant - Finance/ Procurement (IDSP)	01 (One)											

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

1. (a) Name of post : **State Accounts Manager/
District Finance Manager/
Senior Internal Auditor/
Consultant - Finance & Procurement (IDSP).**
- (b) Name of Department : Medical, Health Department, Manipur
- (c) Number of post : State Account Manager - 01 (One)
District Finance Manager – 16 (Sixteen)
Senior Internal Auditor – 2(two)
Consultant-Finance&Procurement(IDSP)-01(One)
- (d) Scale of Pay : Rs.9300-34800 + GP Rs.4400 (Pre-revised) and
Level – 9 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 posts in details :**

State Accounts Manager :

- Periodic release of fund to District Health Societies.
- Monitor expenditure incurred by Districts.
- Preparation and compilation of District and State Level PIP.
- Obtain and review of audited accounts, SOEs and Utilization Certificates through NHM.
- Submitting documents to the Centre for facilitating disbursements from the Bank.
- Coordinate with NHM Finance for booking and audit of State and District Level expenditures.
- Any other official work assigned by SNOs & SMD, NHM.
- Ensure proper book-keeping and accounting.

District Finance Manager :

- Full time engaged in preparation and timely updating the Books of Accounts of District Health Society.
- Initiating movements of file for implementation and disbursements, Payments and release of funds at different level i.e. District, Block, PHC/CHCs and other implementing agencies for timely and proper implementation of various programmes including vertical programmes and National Urban Health Mission (NUHM).
- Holding meeting every month with all staffs for timely submission of Direct Benefit Transfer (DBT), Monthly Financial Report (FMR) to State Health Society (SHS) and adjustment of financial reports, functioning and other related issues.
- Presently working in PFMS and SNA under idigipay portal for financial transaction i.e. Receipts, Expenditure, Advances and Transfer (REAT) and tally ERP.9, computerized accounting software for financial recording and financial information at any time.
- Ensure that all transaction at District, Blocks, CHC/PHCs, UPHCs, HWCs and all vertical programmes are done through PFMS and SNA mode.
- Ensure that all procurement to be based on competitive and transparent bidding process.
- Ensure timely submission of Financial Monitoring Reports (FMRs), Statement of Fund Position (SOFP)/ DBT report and other financial reports for every month, quarterly, half yearly and yearly.
- Monitoring visit at Block and CHC/PHCs level for physical verification of monthly bank reconciliation statement and other financial matter to ascertain pending payment to avoid any error, fraud or misappropriation of fund in future.



- Analyzing the fund position and status for proper maintenance of fund flow and timely submission of reports as and when asked/required by the State and Ministry.
- Preparation of final account i.e. Balance Sheet, Income & Expenditure, Receipt and Payment Account and other important schedule and completion of vouchers/documents for internal and external audit for every financial year.
- The District Finance Manager is one the three signatories of the District Health Society's Accounts, Vertical programme accounts and UUHM account etc.
- Ensure efficient and effective management of finance in the entire District.

Senior Internal Auditor :

- Internal Control Assessment : Evaluate and strengthen internal control systems to ensure the safeguarding of public funds and compliance with Government regulations.
- Fund Requisition Oversight : Review fund requisitions submitted to the Ministry to ensure accuracy, compliance, and alignment with budgetary provisions.
- Financial Management : Monitor the Organization's financial management practices, ensuring efficient use of resources and adherence to policies.
- Budgeting Review : Analyze the budgeting process, ensuring realistic financial planning and proper allocation of funds to meet operational needs.
- Audit Reporting : Prepare comprehensive audit reports detailing observations, recommendations, and corrective actions to enhance financial compliances standards, including legal, regulatory, and organizational requirements.
- Treasury Operations : Oversee the encashment of funds from the Treasury Department, ensuring timelines and accuracy in fund transfers.
- Risk Management : Identify and assess financial risks, providing recommendations to mitigate exposure and improve processes.
- Policy and Process Recommendations : Advise management on best practices for financial planning, fund utilization, and internal control improvements.
- Collaboration with Stakeholders : Work closely with Department Heads, the Ministry, and External Auditors to address discrepancies and ensure effective financial governance.

Consultant - Finance & Procurement (IDSP)

- Periodic release of fund to District Health Societies.
- Monitor expenditure incurred by Districts under IDSP.
- Preparation and compilation of District and State Level PIP.
- Obtain and review of audited accounts, Sos and Utilization Certificates through NHM.
- Submitting documents to the Centre for facilitating disbursements from the Bank.
- Coordinate with NHM Finance for booking and audit of State and District Level expenditures.
- Conduct the process for procurement.
- Organizing training for District Account Manager, District Date Entry Operators and Data Managers.
- To assist State Surveillance Officer, State Epidemiologists and other officials in carrying out IDSP.
- Any other official work assigned by SSO & SMD, NHM.

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

Initially contract engagements were made against the contractual posts of (i) State Accounts Manager, (ii) District Finance Manager, (iii) Senior Internal Auditor under the State Health Society, National Health Mission, Manipur & (iv) Consultant, Finance & Procurement(IDSP) was also engaged on contract basis under IDSP from amongst the candidates possessing qualification of Master's Degree in Commerce/MBA (Finance) 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 EQ was based on GoI/NHM guidelines. The services of the contractual employees 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. : **Block Finance Manager/
Assistant Finance Manager/
Assistant Finance Manager (NCD)/
Finance Assistant (NTEP/NVBDCP)**
- (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. : **There are 115 experienced incumbents holding the feeder posts.**
- (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 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 posts are key & Responsible posts.**
- (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 please state :-** : **Not proposed.
Proposed for filling by promotion; failing which by direct recruitment.**
- (a) The percentage of vacancies proposed to be filled by direct recruitment. : **N. A.**
- (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. : **M.Com / MBA (Finance)
Desirable: 2 years experience in a Govt. or any other reputed organization in finance Management**
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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 115 incumbents holding feeder posts of Block Finance Manager/ Assistant Finance Manager/ Assistant Finance Manager (NCD)/ Finance Asst (NTEP & NVBDCP) possessing EQ of M.Com and MBA(Finance)
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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 ? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed . : **Not 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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Place : Imphal

Date :


Director of Health Services
Manipur