

GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES

NOTIFICATION
Imphal, the 13th March, 2026.

No. G(RR-AFM/BFM/2026-DHS): This is to notify a tentative draft RR for the post of Block Finance Manager, Assistant Finance Manager & Assistant Finance Manager (NCD) 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.manipurhealthdirectorat.mn.gov.in for uploading in the website.
4. Notice Board.
5. File.

MPSC FORM NO.8

TENTATIVE RECRUITMENT RULES FOR THE POST OF BLOCK FINANCE MANAGER/ASSISTANT FINANCE MANAGER/ ASSISTANT FINANCE MANAGER (NCD) 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 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
Block Finance Manager	35 (Thirty-five)	GCS Class-II or Group-B (Gazetted)	Rs.9300 - 34800 + GP 4300 (Pre-revised) and Level-8 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) or B. Com with 2 years working experience in a Government or any other reputed Organization in finance management.	N.A.	2(two) Years	10% by promotion and 90% by direct recruitment	Junior Assistant Finance Manager who possess EQ at Column 7 with 5 (five) years regular service in the grade under State Health Department. In respect of Junior Assistant Finance Manager who does not possess EQ at Column 7, he/she should have completed State Accounts Training course.	Class-II DPC	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972
Assistant Finance Manager	71 (Seventy one)											
Assistant Finance Manager (NCD)	7 (Seven)											

[Handwritten Signature]

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 : **Block Finance Manager/
Assistant Finance Manager/
Assistant Finance Manager (NCD)**
- (b) Name of Department : Medical, Health Department, Manipur
- (c) Number of post : Block Finance Manager – 35 (Thirty five)
Assistant Finance Manager – 71 (Seventy one)
Assistant Finance Manager (NCD) – 7 (Seven)
- (d) Scale of Pay : Rs.9300-34800 + GP Rs.4300 (Pre-revised) and
Level – 8 in Pay Matrix of MS(RP) Rules, 2019
- (e) Class & Service to which the post belongs : Class – II, Group B
- (f) Ministerial or Non-ministerial : Non-ministerial

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

3. **Duties of the posts in details :**

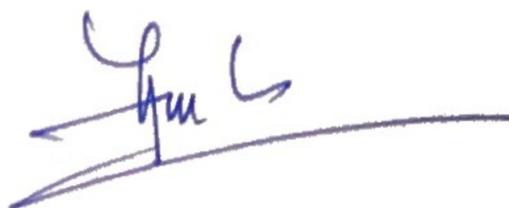
Block Finance Manager :

- Full time engaged in preparation and timely up-dation of book of accounts of Block Level Health Society.
- Initiating movements of file for implementation and disbursements, Payments and release of funds at different level i.e. Block, PHC/CHC and other implementing agencies for timely and proper implementation of various programmes including vertical programmes.
- Holding meeting every month with all finance staffs for timely submission of Direct Benefit Transfer (DBT), Monthly Financial Report (FMR) to District Health Society(DHS) and adjustment of financial reports.
- 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/PHC level for physical verification of monthly bank reconciliation statement and other financial matter to ascertain pending payment to avoid any error, fraud or mis-appropriation 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 District and State.
- Preparation of final account i.e. Balance Sheet Statements, Income and Expenditure Accounts, receipt and payment account and other important schedule and completion of vouchers/documents for internal and external audit for every financial year.
- Block Finance Manager is one the three signatories of the Block Health Society accounts, vertical programmes account.

Assistant Finance Manager / Assistant Finance Manager (NCD):

- Full time engaged in preparation and timely up-dation of the Books of Accounts of all the related accounts at different facilities where they are posted (i.e. District/ Vertical Programmes/ PHCs/ CHCs).
- 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.
- Timely completion of internal and concurrent audit at different facilities where they are posted (i.e. District/ Vertical Programmes/ PHCs/ CHCs).
- Assistance to all the different DNOs/ Medical Officer in-charge and Medical Officer in administration, planning, implementation and reporting.
- Initiating movements of file for implementation and disbursements, Payments and release of funds at different level for timely and proper implementation of various programmes..
- Presently working in PFMS and SNA under idigipay portal for financial transaction i.e. Receipts, Expenditure, Advances and Transfer (REAT).
- Ensure that all procurements to be based on competitive and transparent bidding process.

Contd. Page 2



- Monitoring visit at Blocks/CHCs/PHCs/HWCs level for physical verification of monthly bank reconciliation statement and other financial matter to ascertain pending payment to avoid any error, fraud or mis-appropriation 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.
- Assistant Finance Manager/Assistant Finance Manager (NCD) is one of the signatories at different facilities where they are posted.
- Actively participation in Village Health Plan, Communication with PRIs, Planning and Monitoring Village Health & Nutrition Day.
- Organizing RKS meeting, Staff meeting of PHCs/PHSCs/VH&SCs and ASHAs Maintaining PHC Profile along with Sub-Centres and Village Health & Sanitation Committee.
- Guiding the staffs of CHCs, PHCs, Sub-Centres and ASHAs about the NRHM programme guidelines.
- Collecting data from PHC, Sub-Centres, VHSCs and other agencies.
- Assistant Finance Managers are posted at State, District and Block Levels of NHM and their role is maintaining Financial Matters of the office viz preparation for Audit, maintaining fund flows, documentation by following the instructions from the Mission Director and Medical Officer in-charge of the Institution.

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

Initially contract engagements were made against the contractual posts of (i) Block Finance Manager, (ii) Assistant Finance Manager, (iii) Assistant Finance Managers (NCD) under the State Health Society, National Health Mission, Manipur from amongst the candidates possessing qualification of Master's Degree in Commerce/MBA (Finance) or B.Com with 2 years working experience in a Govt. or any other reputed organization in finance management 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 Gol/NHM guidelines. The services of the contractual employees thus engaged, had been regularized against the regular posts created under State Health Department.

5. Method of recruitment proposed : 10% by promotion and 90% by direct recruitment.

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

- (a) Designation and number of the posts proposed to include : **Junior Assistant Finance Manager** who possess EQ at Column 7 in MPSC form 8 and **Junior Assistant Finance Manager** who does not possess EQ in Column 7 in MPSC form 8, he/she should have completed State Accounts Training course.
- (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. : **10% by promotion, 90% by direct recruitment,**
- (d) Reasons for proposing the percentage in (c) above. : **Rational distribution of posts for promotion and direct recruitment**
- (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.**

Contd. Page 3

- (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) or B.Com or Graduate in any Subject with 2 years working Experience as in Column 7 in MPSC form 8
- (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 – II DPC.
-
7. If promotion is not proposed as a method, please state why it is not considered desirable/ possible/necessary. : Not Arise.
-
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 . : 90%
(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)
Or B.Com with 2 years working experience in a Government or any other reputed organization in finance Management .
-
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary? : 90% direct recruitment is proposed.
-
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. : Will apply to a group of Jr. Asst. Finance Manager
(b) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? : As mentioned Sl.No. 6(a)
-



-
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 : **Hence, does not arise.**
clearly whether deputation or transfer or both are proposed .
- (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 : **Does not arise.**
deputation/transfer is proposed ?
-
12. If any of the methods proposed fails, by what method, are such : **Does not arise.**
vacancies proposed to be filled ?
-
13. Special circumstances, if any, other than those covered by the Rules, : **Does not arise.**
in which the Commission may be required to be consulted.
-
14. If these proposals are being sent in response to any reference : **No. Hence does not arise.**
from the Commission, please quote Commission's reference etc.
-
15. Name, address & telephone numbers of the Department's :
Representatives with whom these proposals may be discussed,
if necessary for clarification and early decision.
-

Place : Imphal
Date :


Director of Health Services
Manipur