



Government of Rajasthan
National Health Mission, Rajasthan
Department of Medical, Health & FW, Swasthya Bhawan, Jaipur
Tel. No. 0141-2221590, Email ID: md-nrhm-rj@nic.in

F.32(117)/NRHM/CSR/IHRMS/511

Date: 29/12/2017

Office Order

To,
All Chief Medical & Health Officer,
Rajasthan

Sub: Responsibility chart for preparation of monthly salary, data entry/ updation of staff information in CHRIS Software.

In reference to the above cited subject, please find the responsibility chart as given below:-

Sno.	Step	Responsibility at District Level	Responsibility at Block Level
1.	Preparation of attendance certificate	DPM-NHM (Concerned Programme Incharges will provide attendance certificate to DPM)	BPM-NHM (Concerned Programme/ Institution Incharges will provide attendance certificate to BPM)
2.	Approval of attendance certificate by CM&HO/ BCMO	DPM-NHM	BPM-NHM
3.	Data entry/ Updation of attendance/ staff information	DNO-NHM/ IDSP Data Manager	Block Data Entry Operator/ Accountant
4.	Generation of sanction order	DNO-NHM	Block Data Entry Operator/ Accountant
5.	Approval and signature of sanction order by CM&HO/ BCMO	DAM-NHM	Accountant
6.	Payment through PFMS	DAM-NHM/ Accounts Manager/ Accountant	Accountant

In this regard, it is hereby directed to ensure the timely disbursement of the monthly salaries.

(Preeti Mathur)
Project Director, NHM

Copy for information and necessary actions to:-

1. PS to Secretary, MH&FW and Mission Director, NHM
2. PS to Spl. Secretary, MH&FW and Addl. Mission Director, NHM
3. PA to Director PH/ RCH/ Finance (NHM)
4. PA to Joint Secretary, NHM/ Project Director, NHM
5. SPM/ ASPM/ SFM/ State Demographer, DM&HS
6. All State Nodal Officers, Vertical Programmes
7. SO-HR/ PO-HR/ Consultant IT/ IT (MMJRK) NHM/ NUHM
8. All PMO/ DPMU-NHM/ BPMU-NHM/ NUHM

Project Director, NHM