Terms of Reference- Finance Controller
Ministry of Health & Family Welfare
NHM-Finance Division

Name of Division	NHM Finance Division
Reporting to	Director/ DS (NHM-Finance)
Name of Position	**Finance Controller (PM-ABHIM)**
Number of Positions	**One (01)**
Location	MoHFW, New Delhi

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare (MoHFW) is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

1. Background

The PM-ABHIM is a Centrally Sponsored Scheme with some Central Sector Components, for implementation of the Atmanirbhar Bharat Package for health sector as announced by Hon'ble Finance Minister in May 2020. The objective of the scheme is to fill critical gaps in health infrastructure, surveillance and health research – spanning both the urban and rural areas and to strengthen the Public Health Infrastructure effectively and to manage and respond any future pandemics and outbreaks.

2. Objective

Finance Controller at the central level is to oversee the funds management under PM-ABHIM & other Centrally sponsored Schemes (as per requirement) to monitor overall financial management including release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, PFMS, SNA/SNA-SPARSH, Utilization Certificates, field review visits and action taken thereon by the States/UTs.

3. Scope of Work

Key Responsibilities:

i. To ensure correctness/ compliance of release proposals based on extant guidelines and norms.

ii. Supervision, monitoring, training and guidance of the team consisting of Finance Analyst, Finance Data Analyst and Finance Assistants for the allocated States/UTs.

iii. Implementation of SNA/SNA-SPARSH and TSA Hybrid at State/UTs.

iv. BE/RE formulation and Expenditure Forecasting.

v. Coordination with development partners, preparation and submission of claims for reimbursement of eligible expenditure.

vi. Statutory Audit arrangements for States/UTs, monitoring, review, analysis, compliance of Audit and GOI observations and timely submission of Audit Reports to Development Partners.

vii. Monitoring and implementation of Concurrent Audit of all States/UTs including appointment of Concurrent Auditors, receipt of monthly reports and follow up action thereon.

viii. Capacity building for State/District/block level finance & accounts staff from time to time in States, NIHFW and other Institutions.

Other Responsibilities:

i. To oversee release, expenditure and unspent balance for release of funds to States/UTs for all programmes and activities under PM-ABHIM .

ii. To oversee timely receipt and analysis of FMRs, Statements of Funds Position, matching physical and financial progress of PM-ABHIM programmes for States/UTs.

iii. To act as a Nodal Officer for all Finance, Accounts and Audit matters and feedback for allocated States/UTs.

iv. To provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc.

v. To monitor financial performance indicators and convergence of financial & accounting processes under PM-ABHIM at state/district /block levels.

vi. Joint Team Visits to States/UTs for financial management performance review, financial studies and prepare status reports with recommendations for improvement. Participating in JRMs, CRMs and prepare reports with observations and implementation of their recommendations.

vii. Provide information and data support regarding Parliament Questions/Committees, RTI, Public Grievance, VIP references, CAG & DGACE audits etc. from time to time.

viii. To implement the Public Finance Management System (PFMS) for funds release under PM-ABHIM.

ix. Appraisal of Annual PIPs of allocated States, providing draft/final comments to the Nodal Officers and attending deliberations of the NPCC.

x. To monitor funds transfer from State Treasury to Bank Accounts of State Health Society under PM-ABHIM

xi. Any other work assigned from time to time.

4. Outputs

Timely action on all tasks and responsibilities and submission of a detailed report to Director/ DS (NHM-Finance) at the end of every quarter of action taken and proposed to be taken.

5. Qualifications and Experience

Essential Qualification:

MBA(Finance)/ CA/ PGDBM(Finance)/ PGDBA(Finance) from a recognized University/ Institute.

Experience of atleast 6 years in social sector, private or government sector in financial management operation, government accounting, funds flow management, utilization

certificates and scheme-wise expenditure reporting in a government setup.

Desirable Qualification:

Experience in Development of accounting packages, system analysis, computer programming etc will be an added advantage. Experience in Data Analytical Tools/Accounting Tools/ Softwares with proficiency in Data Analysis. Experience of working on Government PFMS Portal. Efficiency in MS-OFFICE(specially in Excel/Powerpoint).

6. Age

Upto 60 years of age on the last date of submitting application**.**

7. Travel and subsistence

The consultant should be ready to travel extensively to State/District/Block/village levels. All travels must be authorized in advance by the Director/ DS (NHM-Finance). While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per NHSRC rules.

8. Reporting Requirements

The consultant will submit a report to the Director/ DS (NHM-Finance) at the end of every quarter.

9. Consultancy period

Initially, the contract will be for a period upto 31 March, 2027 but likely to be extended, subject to performance and requirement of the Division. The first three months will be on probation basis. Subject to satisfactory performance, the consultancy will continue for the full one year and the contract may further be renewed purely at the discretion of the MoHFW, GOI. The consultancy can, however, be terminated by either party by giving a notice of one month in writing.

10. Remuneration

The consultant will be paid a consolidated monthly remuneration in the fee range of **Rs. 90,000/- – Rs 150,000/- per month** on the basis of qualifications and experience as may be decided by the Joint Selection Board of the GOI and other nominated subject experts, if any. The remuneration shall be decided by the MoHFW Selection/Review Committee on the basis of conditions prevailing at the time of open advertisement for that purpose.

The consultant shall not be entitled to any other benefits such as subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The consultant shall not be exempt from taxation and entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received. Consultant's recent CV and evidence of last consultancy payment received should be attached**.**

How to apply: Candidates are requested to fill in the online application correctly which is available on the NHSRC website (http://nhsrcindia.org) Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **10-Nov-2026.**

Written Test Condition:

If the recruitment process includes a written test, a minimum qualifying mark will be 70%.