

R.No.156279/E4/99/S2/1 Office of the Director of Public Health and Preventive Medicine, Chennai - 600 006.

Dated:16.04.2000

Sub:ESTABLISHMENT - Public Health - Upgradation of Ministerial staff - Distribution of the upgraded posts of Superintendents, Assistants, etc., to Block Level Main Primary Health Centres, - Further instructions Issued.

- Ref:1.G.O.Ms.No.662, Health, dated:21.5.1993,
- 2.Government letter No.47650/ABI/93/2/Health, dated:2.11.1993.
- 3.This Office Circular R.No.156279/E4/99/S2, Dated:27.10.1999.

In continuation of this office reference third cited the following instructions are issued.

It is to be mentioned that in pursuance to the orders contained in the Government Order first cited, the Upgraded posts of Superintendents, Assistants as well as the Junior Assistants, were distributed to 384 Block Level Main Primary Health Centres as follows:-

	SUPERINTENDENTS	ASSTS.	JR.ASSTS
To each of 100 upgraded and other Main Primary Health Centres.	1	1	1
To each of the remaining 284 Block Level Primary Health Centres.	-	2	1

2. Government have outlined the job functions of the Ministerial Staff at Block Level Primary Health Centres consequent on the said upgradations, vide Annexure-II to Government letter second cited(COPY ENCLOSED).

Distribution of ministerial staff was made over to the Block Level Main Primary Health Centres, accordingly and is being continued as such. But due to certain subsequent developments, the directions of Government as envisaged in the Annexure to Government letter second cited could not be implemented fully and the financial and other administrative work continued to be carried out in the Additional Primary Health Centres also by making local



arrangements by deputing the ministerial staff from Block Level Main Primary Health Centres. This has given raise to too many administrative problems such as single Assistant/Junior Assistants being deputed to handle the work in two or three Additional Primary Health Centres and deputation for long period involving expenditure to Government by way of TA and DA besides the Pharmacists and other para Medical Staff asked to do the clerical work. The Ministerial Staff Association as well as the Pharmacist's Associations have been resisting this type of arrangement. These Associations have been requesting for the restoration of the system as envisaged in Government Order.

3. During cursory inspection of Additional Primary Health Centres, by the Audit Party deputed from this office, various irregularities have been noticed. For eg.

1. Failure to physically verify the cash balance.
2. Improper maintenance of cash book/UDPR, etc.,
3. No attention is paid to Budget, DOR and Reconciliation work.
4. Irregular sanction of GPF, excess drawal of allowance.
5. Non maintenance of PR, DR, SR, etc.,
6. Improper handling of financial and other matters by field staff.

Further, deputation of certain ministerial staff to one or more Primary Health Centres, have dislocated the smooth functioning of both the main and Additional Primary Health Centres. Further more it has given raise to fraudulent claims, misappropriation, falsification of accounts, forgery etc., resulting in financial improprieties and loss of Government Money due to the absence of proper reconciliation and budget control in a centralised manner as envisaged in Government letter second cited.

In the above circumstances and in order to streamline the Primary Health Centre administration and to maintain financial prudence and accountability and to have proper vigilance on claims and disbursements as well as budget control in a centralised manner it is high time that financial and administrative work is systematised as outlined in the Government letter second cited.

All the Deputy Directors of Health Services are therefore requested to take necessary immediate action to effectively implement Government Orders in full in all the Blocks.



(2)

Henceforth the Senior Civil Surgeons or the In-charge Medical Officers of the Block Level Main Primary Health Centres as the case may be **alone shall function as the Drawing Officer** and shall be responsible for the financial and other transactions and technical supervision for the block as a whole. However the Medical Officer In-charge of the Additional Primary Health Centres will continue to be the officer responsible for disbursement of salary etc., to the staff of their Primary Health Centres.

Budget control, reconciliation as well as collection, compilation and submission of all reports and returns relating to the programmes implemented in that block shall be the responsibility of the Medical Officer in-charge of the block level main Primary Health Centres.

The In-charge Medical Officer of Block Level Primary Health Centres will also conduct review meeting on every third Tuesday of every month to review the performance and progress of the ongoing programmes in the Primary Health Centres in his block and send report thereof to the Deputy Directors of Health Services concerned with copy to the Director of Public Health and Preventive Medicine.

These instructions shall come into force with effect from **01.05.2000**.

The receipt of this communication should be acknowledged.

**R. AYYATHURAI,  
DIRECTOR OF PUBLIC HEALTH AND  
PREVENTIVE MEDICINE,  
CHENNAI - 600 006.**

To  
All The Deputy Directors of Health Services,

Copy to:-

All The Joint Directors of Health Services,  
The Commissioners of Treasuries and Accounts,  
The Director,  
Government Data Centre, Guindy.  
All Treasury Officers,  
All Officers at Headquarters,  
All Sections.

/true copy forwarded/

*[Signature]*  
21/4/2000

for **DIRECTOR OF PUBLIC HEALTH AND  
PREVENTIVE MEDICINE CHENNAI-6.**



Health Dt. 2nd Nov. 1993

ANNEXURE-II

JOB FUNCTIONS AND MODE OF FILLING UP OF THE POST CONSEQUENT  
ON THE UPGRADATION OF MINISTERIAL STAFF IN THE DEPARTMENT  
OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

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Sanction of leave, Increments, drawal and disbursement of salary to the staff working in the main Primary Health Centre and in the newly opened Primary Health Centres within the same block (main PHC) shall be attended to by the staff (i.e. upgraded post of superintendent and upgraded post of Assistant) to be attached to the main Primary Health Centre.

Consequent on the recommendation of the O & M Cell of Government, Budget, Control of expenditure, reconciliation work, submission of various reports and returns relating to various programmes and accounts, audit and establishment reports shall be carried out by the said ministerial staff at the main Primary Health Centre (i. e. Block PHC)

The Medical Officer incharge of the Primary Health Centre at the Block level (i. e. main Primary Health Centre) where the ministerial staff are provided, shall be authorised to act as pay drawing and disbursing officer in respect of all expenditure items of all Primary Health centres in his area of the block and for all the staff of all the Primary Health Centres in the block besides budget, control of expenditure and auditing and accounting etc. He is also authorised and empowered to sanction all kinds of leave and increments and other service benefits and Travelling Allowance etc. to all the staff of all Primary Health Centres in the block area.

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