



NATIONAL AYUSH MISSION

Guidelines for Central and State/ UT Programme Management Unit



ISSUED BY:

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PREFACE

As you are aware that Ministry of AYUSH is implementing Centrally Sponsored Scheme of National AYUSH Mission (NAM) through State/ UT Governments. The Framework for Implementation and Operational Guidelines of National AYUSH Mission had been circulated to all States/ UTs for smooth implementation of the scheme.

2. As per existing Framework for implementation of National AYUSH Mission, there is provision of Supporting Facilities under Mission at point no. 6 which is as follows:

61 In order to strengthen the AYUSH infrastructure both at the Central and State levels, financial assistance for setting up of the Programme Management Units (PMUs) will be provided. The PMU will consist of management and technical professionals both at Central and State level and will be essentially on contract or through service provider.

62 The PMU manpower will be engaged from the open market on contractual basis or outsourcing and the expenditure on their salary will be met out of admissible administrative and managerial cost for the mission period. The PMU will provide the technical support to the implementation of National AYUSH Mission in the State through its pool of skilled professionals like MBA, CA, Accounts and technical Specialist etc. All appointments would be contractual and Central Government's liability will be limited only to the extent of Central share admissible for administrative and management costs on salary head for the mission period.

63 The structure of PMU & application format is furnished at ANNEXURE - I (a) & I (b) respectively.

64 In addition to the Manpower cost for PMU, the States/UTs can avail the financial assistance for such administrative costs like office expenditure, travelling expenditure, contingency, Annual Maintenance Cost (AMC) of infrastructure including equipments, computer, software for HMIS, Training and Capacity Building for concerned personnel under each component, audit, monitoring & evaluation, project preparation consultancy and additional manpower for AYUSH Hospitals and Dispensaries. A total 4% of the net funds available for the State is earmarked for State/UTs administrative costs under the Mission.

3. During the implementation of the NAM Scheme, it is observed that in some of the States/ UTs, recruited PMU Manpower like Programme Manager, Consultant, Finance Manager, Accounts Manager, HIMS Manager, etc are not having adequate academic & professional qualifications and experience. Also, in some States/ UTs either the State/ UT PMU is not functional at all or working much below to the optimum required level. Due to this, adequate support is not being provided by them to the State officials as well as officials of Ministry including Manpower at Central Programme Management Unit. Further, it is also observed that qualification, experience & remuneration provided to the recruited Manpower in State/ UT PMU in different States/ UTs has been non-uniform. Some States/ UTs have also suggested for starting District-level PMUs to coordinate the NAM implementation at District/ group of District level.

4. Accordingly, Ministry has examined the issue and decided to revise the existing guidelines mentioned at **Point no. “6” of Supporting Facilities under Mission of Framework for implementation of National AYUSH Mission.** The revised guidelines envisage a performance based accountability framework for efficient working.
5. The point no. 6.1, 6.2 & 6.4 of Supporting Facilities under Mission of Framework for implementation of National AYUSH Mission is to be treated as same as mentioned in earlier guideline. However, for point no. 6.3, the structure of PMU & application format is furnished at Annexure – I (a) & I (b) respectively. Further, the detailed guidelines regarding engagement of the contractual Manpower under PMU at Central level is furnished at Annexure – I (c) and State/ UT level PMU as well as District level PMU is furnished at Annexure – I (d).
6. The updated version of guidelines for point no. 6 of Supporting Facilities under Mission of Framework for implementation of National AYUSH Mission will supersede the existing guidelines with effect from 1st May, 2020.
7. It is expected that the new guidelines will address the concerns of States/ UTs and State/ District level PMUs would now be equipped with trained and experienced manpower which would go a long way in improving the outcome of scheme.
8. The revised guidelines are being issued with the approval of Hon’ble Minister of State (I/C), AYUSH and concurrence of Integrated Finance Division.

National AYUSH Mission Division,
Ministry of AYUSH,
Government of India

SUPPORTING FACILITIES UNDER NATIONAL AYUSH MISSION**A. Central Programme Management Unit (CPMU):**

Sr. No	Post*	Numbers
1	Programme Manager	4
2	Sr. Consultants	9
3	Jr. Consultants	4
4	Finance Managers	4
5	Accounts Managers	4
6	HMIS Manager	3
7	Monitoring and Evaluation Consultant	2
8	Accountant	2
8	Data Assistant	10
9	Office Assistant	2
10	Messengers/attendants	5

In addition, Office & Administration, Travelling Expenditure, Meetings and Seminars, Awareness Generation fund also kept for Central PMU.

B. State Level:**(i) PMU for UTs**

Sr. No	Post*	Numbers
1	Programme Manager	1
2	Consultant	2

(ii) PMU for NE States

Sr. No	Post*	Numbers
1	Programme Manager	1
2	Consultants (one for HMIS)	2
3	Finance Manager	1

(iii) PMU for Other States

Sr. No	Post*	Numbers
1	Programme Manager	1
2	Consultants	2
3	Finance Manager	1
4	Accounts Manager	1
5	HMIS Manager	1
6	Data Entry Operator	1

(iv) PMU for District of States/ UTs

Sr. No	Post*	Numbers
1	Programme Manager	1
2	Data Entry Operator	1

In addition, Office & Administration, Travelling Expenditure and contingency funds also kept of State PMU.

* Note:- There will be provision for flexibility within overall limit for making suitable changes in the proposed posts with the approval of Chairperson of NAM.

ANNEXURE-I (b)

Proposal for creating supporting facilities in the State shall be submitted in following format which will be part of State Annual Action Plan (SAAP).

1. Facility to be established: PMU
2. Location of the unit
3. Infrastructure support required for unit at State level:

(Rs. In Lakhs)

Sl. No.	Component	Unit cost	Number	Total cost
1	Manpower			
1 (a)	Programme Manager			
1 (b)	Consultant			
1 (c)	Finance Manager			
1 (d)	Accounts Manager			
1 (e)	HMIS Manager			
1 (f)	Data Entry Operator			
2	Office and Administration Expenses			
3	Travelling Expenses			
4	Contingency (Recurring)			
5	Others (Specify)			
Total financial implication				

TERMS OF REFERENCES

COMMON CRITERIA FOR ALL THE POSITIONS OF CENTRAL PROGRAMME MANAGEMENT UNIT (CPMU):

- a) **Age limit for all positions:** 21 years to 60 years.
- b) **Status of Employment:** Contractual basis
- c) **TA/DA Entitlements for Programme Management Manpower on Tour as per existing rules:**
- d) **Leave:** Programme Management Unit Manpower shall be eligible for 12 days Leave in a calendar year on pro-rata basis and thereafter remuneration would be deducted on pro - rata basis. Un-availed leave in a calendar year cannot be carried forward to next year.
- e) **Allowance:** Except TA/DA on tour, no transport, mobile or medical allowance shall be admissible.
- f) **Selection Procedure:** A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.
- g) The continuous working on contractual assignment shall not confer any preferential right of claiming regularisation / permanent absorption against the position.
- h) The contractual Manpower shall be appointed after fulfilling the statutory requirements of antecedent verification, signing of “privacy agreement”, etc.
- i) The provisions regarding Income Tax / other taxes shall apply as per rules.

TERMS OF REFERENCE

CENTRAL LEVEL PROGRAMME MANAGEMENT UNIT

POSITION WISE CRITERIA FOR ESSENTIAL QUALIFICATION, EXPERIENCE AND ROLE & RESPONSIBILITIES:

1. Name of Position: Programme Manager

Essential Qualification and Experience:

MBA-Human Resource Management/ Post Graduate Diploma in Management (Two years) from AICTE recognized institute with more than 10 years working experience in Government sector. Exposure in social sector schemes/missions of Govt. at national, state and district level and knowledge of computer including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector including AYUSH.

Responsibilities:

1. To provide support for planning and implementation of National AYUSH Mission in the State.
2. Examination of State Annual Action Plans (SAAP) and preparation of comments on them and coordinate between State AYUSH Society/ NHM/ AYUSH Directorate.
3. To coordinate and facilitate the States for maintenance of database for the AYUSH sector including manpower, co-location under NRHM, AYUSH Hospitals & Dispensaries, Educational Institutions, ASU & H Drug Enforcement mechanism and Medicinal Plants.
4. To liaison and brief officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of National AYUSH Mission.
5. To submit technical reports (including when necessary brief action points) on status of National AYUSH Mission.
6. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. officials.
7. To help Centre & State Directors/ Nodal Officers of AYUSH to organize TOTs, Expert Committee meetings and other meetings and workshops as required from time to time.
8. Preparation of Screening Committee agenda & Minutes.
9. Provide information regarding Parliament Questions/Committees, assurances, VIP references/ RFD from time to time.
10. Any other work assigned by officers time to time.

Remuneration: Rs. 75,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority.

2. Name of Position: Consultant-NAM

Essential Qualification and Experience:

Minimum bachelor degree (BAMS/BUMS/BHMS/BSMS/BYNS) from recognized university with minimum 05 years working experience in case of Junior Consultant and 07 years working experience in case of Senior Consultant in Public Health Programmes of Government organization / organizations working in public health. Exposure in social sector schemes/Mission of Government at national, state and district level and knowledge of computers including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having PG qualification in AYUSH stream and experience of working in Health sector including AYUSH.

Responsibilities:

1. To examine State AYUSH Annual Action Plan/ NHM PIP with mainstreaming of AYUSH.
2. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of National AYUSH Mission.
3. To coordinate & liaison and brief the officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of National AYUSH Mission.
4. To assist the higher officers in preparation of guidelines for Public health outreach activity through AYUSH, AYUSH School Health programme, AYUSH Gram, Behaviour Change Communication programmes etc.
5. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. Officials.
6. Any other work assigned by officers time to time.

Remuneration: Up to Rs. 55,000/- for Junior Consultant and up to Rs. 60,000/- for senior Consultant per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority.

3. Name of Position -Finance Manager

Essential Qualification and Experience:

MBA- Finance/M.Com/ICWA/C.A from AICTE recognized institute or university with Minimum 5 years experience in government or any other reputed organization in finance management of major programme/project. Exposure to financial management operations, Government accounting, funds flow management, utilization certificates and scheme –wise expenditure reporting in a Govt. set up and development of accounting packages will be an added advantage. Exposure in social sector schemes/Missions of Government at national, state and district level and knowledge of computer including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. To handle all financial matter of the National AYUSH Mission.
2. Financial management, tracking and monitoring of funds for AYUSH up to the lower level.
3. To ensure timely receipt of Financial Monitoring Report (FMR), Statements of Funds position from the States and coordinate with State PMU on all aspects of financial issues.
4. Devising financial MIS.
5. To prepare and pursue of sanction orders and liaison with PAO to release of funds.
6. All matters related to finance as budget preparation, performance budget, outcome budget, financial status, detail of expenditure, Zero base budgeting, gender budgeting, audit etc. will be dealt.
7. Replies of various paras raised by C&AG or Audit parties.
8. Any other work assigned by officers time to time.

Remuneration: Rs. 50,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority.

4. Name of Position: Accounts Manager**Essential Qualification and Experience:**

MBA- Finance/ M.Com/ ICWA (Inter)/ CA (Inter) from recognized institute with Minimum 3 years experience in a government or any other reputed organization in account management. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package, MS Office, MS Word, MS Power Point and MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. Managing the accounts of National AYUSH Mission.
2. Coordinate with State AYUSH Societies/ AYUSH Directorate for expenditure and proper maintenance of accounting procedure of the Grant-in-aid.
3. Assist the Programme manager/ Finance manager in ensuring proper flow of funds and in all financial matters.
4. Maintaining the database of updated UCs status of all states and periodically follow up.
5. To examine the Audit reports submitted by the States.
6. To ensure timely submission of SoE and Utilization Certificate (UCs) from the States.
7. Coordination & reconciliation with budget section & PAO.
8. Monitor expenditure and assess the balance/ requirement of funds in the scheme.
9. To keep the all records related to State AYUSH societies through which funds are transferred to the States.
9. To assist the Programme Manager in planning & budgeting for different components for the Scheme.
10. Any other work assigned by officers time to time.

Remuneration: Rs. 45,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority.

5. Name of Position: HMIS Manager

Essential Qualification and Experience:

MBA-IT/ MCA/ M.Sc.-IT/BCA from recognized institute with 5 years experience in a government or any other reputed organization. Exposure in social sector schemes at national, state and district level and knowledge of computer including MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. To create the data base software related to Health Information Systems relevant to AYUSH Sector.
2. To collect the data from all departments of Hospitals & Dispensaries (in terms of OPD & IPD data), Educational Institutions, Drug Enforcement mechanism, Medicinal Plants and to be managed separately. Data from the field level to be created & maintained as State resource database for the AYUSH Sector.
3. Extracting the information from State Annual Action Plans/ HMIS-NAM related to progress of collocation, up gradation of Hospitals & Dispensaries and supply of medicines to AYUSH Hospitals and Dispensaries and maintains the database. Performance statistics on Mainstreaming AYUSH / AYUSH to be culled from various database sources.
4. To maintain the Health Statistics Information Portal facilities, the flow of physical and financial performance from the field level to the State H.Q. and will provide periodic reports on the status of the AYUSH sector.
5. To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH & NRHM), National/ State Health & Family Welfare institute and National/ State Health System Resource Centre to get and provide data regarding AYUSH sector.
6. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data.
7. Maintaining the records/files of Mainstreaming of AYUSH under NRHM along with compilation of relevant information received from different sector time to time.
8. Any other work assigned by officers time to time.

Remuneration: Rs. 40,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority.

6. Name of Position: Data Assistant

Essential Qualification and Experience:

MBA-IT/ MCA/ M.Sc.-IT/BCA from recognized institute with 3 years experience in a government or any other reputed organization. Exposure in social sector schemes at national,

state and district level and knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. To collect the data from all departments of Hospitals & Dispensaries (in terms of OPD & IPD data), Educational Institutions, Drug Enforcement mechanism, Medicinal Plants and to be managed separately. Data from the field level to be created & maintained as State resource database for the AYUSH sector.
2. Extracting the information from State Annual Action Plans/ HMIS-NAM related progress of collocation, up gradation of Hospitals & Dispensaries and supply of medicines to AYUSH Hospitals and Dispensaries and maintain the database. Performance statistics on Mainstreaming AYUSH / AYUSH to be culled from various database sources.
3. To maintain the Health Statistics Information Portal facilitates, the flow of physical and financial performance from the field level to the State H.Q. and will provide periodic reports on the status of the AYUSH sector.
4. To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH), National/ State Health & Family Welfare institute and National/ State.
5. Health System Resource Centre to get and provide data regarding AYUSH sector.
6. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data.
7. Maintaining the records/files of Mainstreaming of AYUSH under NRHM along with compilation of relevant information received from different sector time to time.
8. Any other work assigned by officers time to time.

Remuneration: Rs. 30,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority.

7. Name of Position: Senior Consultant for NMPB

Essential Qualification and Experience:

Master Degree in Agriculture/ Horticulture/ Botany/ Medicinal Plants from recognized university with minimum 10 years experience in Public Health Programme. Preference will be given to persons having experience of working in activities related to cultivation of medicinal plants, handling schemes/ projects involving formulation, implementation, monitoring & evaluation at National level particularly in AYUSH.

Responsibilities:

1. To examine State AYUSH Annual Action Plan/ NHM PIP with National AYUSH Mission.
2. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of National AYUSH Mission.

3. To coordinate & liaison and brief the officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of National AYUSH Mission.
4. To assist the higher officers in preparation of guidelines for Public Health Outreach Activity through AYUSH, AYUSH School Health Programme, AYUSH Gram, Behaviour Change Communication programmes, Medicinal Plants Component etc.
5. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. Officials.
6. Any other work assigned by officers time to time.

Remuneration: Rs. 60,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/ Competent authority.

8. Name of Position: Office Assistant

Essential Qualification and Experience:

Graduation in Computer Application/ IT/ Business Administration/ B. Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ from recognized institute or University. Minimum 1 – 2 years of experience in government sector. Exposure in social sector schemes at National, State and District level and knowledge of computer including MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:-

1. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.
2. To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sector time to time.
3. To enter data and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission.
4. Close Coordination with PMU (AYUSH & NHM), National/ State Health & Family Welfare institute and National State Health System Resource Centre to get and provide data regarding AYUSH sector.
5. On line communication and Coordination among the State/ UT Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.
6. Any other work assigned by officers time to time or any other work related to the concerned State/ UT.

Remuneration: Rs. 25,000/- per month consolidated along with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Department of

AYUSH Selection Committee/ Competent Authority. The Office Assistant shall not be exempt from taxation or entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

Note: The annual enhancement and extension of the contractual services at the end of financial year of the manpower engaged in CPMU shall be linked with performance level of individual to be evaluated on measurable parameters which are mentioned as Annexure – I (c -1) with the TOR. A committee of officers to be headed by Joint Secretary shall objectively assess the performance at end of each year and based on its report further action shall be taken. This is to ensure a performance based accountability framework for efficient working of CPMU in the Ministry.

**PERFORMANCE PARAMETERS FOR ASSESSING THE LEVEL OF PERFORMANCE OF
MANPOWER UNDER VARIOUS CATEGORIES (CPMU)**

Name of Position	Measurable Performance Criteria	Performance grade
Programme Manager	1. Examination of State Annual Action Plans (SAAP)/PIP as received from NHM and preparation of comments on them and coordination between State AYUSH Society/ NHM/ AYUSH Directorate. 2. Ensuring maintenance of all the data related to National AYUSH Mission including preparation of minutes of Appraisal Committee meeting and mission Directorate meeting. 3. Pursue with the State Govt. and different implementing agencies to roll out the approved activities. 4. Providing relevant information time to time to the higher officer of Ministry as per the requirement. 5. Leadership and Proper Co-ordination with different division of Ministry including other PMU Manpower and State/UT Governments.	Less than 50% will not be considered for extension. For annual enhancement, not less than 75% will be considered.
Senior Consultant & Junior Consultant	1. Examination of State Annual Action Plans (SAAP)/PIP as received from NHM and preparation of comments on them and coordination between State AYUSH Society/NHM/ AYUSH Directorate. 2. Preparation and submission of technical inputs and technical reports. 3. Pursue with the State Govt. and different implementing agencies to roll out the approved activities. 4. Identifying technical operational issues and bringing solutions and to resolve in case of Public Health outreach activity, School Health Programme, AYUSH gram, Behaviour Change communication programme. 5. To provide support in preparation of minutes of Appraisal Committee meeting and mission Directorate meeting.	Less than 50% will not be considered for extension. For annual enhancement, not less than 75% will be considered. Less than 50% will not be considered for extension. For annual enhancement, not less than 75% will be considered.
Finance Manager	1. Financial management, tracking and monitoring of funds for AYUSH on PFMS. 2. To ensure timely preparation of Financial Monitoring, Statements of Funds position. 3. Pursue with State Govt. treasury, finance departments etc. for early release of funds and	Less than 50% will not be considered for extension. For annual

	<p>maintain the database of funds lying at various level.</p> <p>4. Prompt maintenance of data of all matters related to budget.</p> <p>5. Timely preparation of IFD note and financial sanction order.</p>	<p>enhancement, not less than 75% will be considered.</p>
Accounts Manager	<p>1. Examination of Utilisation Certificates as per provisions of GFR in time bound manner.</p> <p>2. Periodical updation of U.C. Statements and preparation of monthly Statements on outstanding U.Cs and its reconciliation with States.</p> <p>3. Maintenance of records of expenditure and accounting procedure of the released Grant-in-aid.</p> <p>4. Examination of various Audit reports.</p> <p>5. To provide support in preparation of IFD note and financial sanction order.</p>	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>
Manager	<p>1. Collection, compilation, and maintenance of data related to NAM through proper coordination with States/UTs and different divisions of Ministry.</p> <p>2. Preparation and maintenance of MIS formats for reporting the baseline information and progress under NAM and Preparation of data related to SAAP approved unit wise, component wise & year wise.</p> <p>3. Maintenance of Health Statistics Information Portal facilities the flow of physical and financial performance from the field level to the State H.Q.</p> <p>4. Maintenance of Direct Benefit Transfer (DBT) database of National AYUSH Mission.</p> <p>5. Contribution in Miscellaneous assignments.</p>	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>
Data Assistant and Office Assistant	<p>1. Providing assistance in Maintaining periodic reports on the status of the AYUSH Sector.</p> <p>2. Providing assistance Maintenance of data related to Centrally Sponsored Scheme of National AYUSH Mission.</p> <p>3. Providing assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files.</p> <p>4. Providing assistance to other PMU manpower as per the requirement.</p> <p>5. Contribution in Miscellaneous assignments.</p>	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>

Note:- The performance assesement at each level shall be made by according equitable weightage to each of the 5 measurable performance parameters.

TERMS OF REFERENCES

COMMON CRITERIA FOR ALL THE POSITIONS OF STATE PROGRAMME MANAGEMENT UNIT & DISTRICT PROGRAMME MANAGEMENT UNIT:

- a) Age limit for all positions: 21 years to 60 years.
- b) Status of Employment: Contractual basis
- c) TA/DA Entitlements for Programme Management Manpower on Tour as per existing rules:
- d) Leave: Programme Management Unit Manpower shall be eligible for 12 days Leave in a calendar year on pro-rata basis and thereafter remuneration would be deducted on pro - rata basis. Un-availed leave in a calendar year cannot be carried forward to next year.
- e) Allowance: Except TA/DA on tour, no transport, mobile or medical allowance shall be admissible.
- f) The continuous working on contractual assignment shall not confer any preferential right of claiming regularisation / permanent absorption against the position.
- g) The contractual Manpower shall be appointed after fulfilling the statutory requirements of antecedent verification, signing of “privacy agreement”, etc.
- h) The provisions regarding EPF, Income Tax / other taxes shall apply as per rules.

TERMS OF REFERENCE

I. STATE/UT LEVEL PROGRAMME MANAGEMENT UNIT

POSITION WISE CRITERIA FOR ESSENTIAL QUALIFICATION, EXPERIENCE AND ROLE & RESPONSIBILITIES:

1. Name of Position: Programme Manager

Essential Qualification and Experience:

Graduation degree in any discipline including AYUSH and MBA in Healthcare Management/Human Resource (HR)/ Masters in health/hospital administration/Post Graduation diploma in Hospital & healthcare management (Two years) from AICTE recognized institute with minimum 5 years working experience in Public health programmes in Government / PSU or reputed private sector organizations. Exposure in social sector schemes/Govt. missions at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference may be given to persons having experience of working in Health sector including AYUSH.

Responsibilities:

The Programme manager shall be the overall in charge in administering /supervising the work & monitoring performance of manpower of SPMU and DPMUs of state /UT and shall work as a team leader. The Main responsibilities shall be:

1. To provide support for planning, implementation, monitoring and evaluation of activities of National AYUSH Mission including AYUSH Health & Wellness Centres in the entire State/UT.
2. To play a lead role in Preparation and finalization of State Annual Action Plans (SAAP) in coordination with relevant program divisions /Field functionaries, its vetting from state NAM head / State AYUSH Society and timely submission to Ministry.
3. To assist and coordinate at various levels for timely communication with field functionaries for taking implementation of Plan activities, release of funds ,monitoring of expenditure, timely reporting of Physical /financial returns on monthly / quarterly basis to state and Central ministry.
4. Maintenance of profile of AYUSH sector for the State / UT as an annual document.
5. Maintenance and submission of the financial sanctions, expenditure statement as well as utilisation certificates to Govt of India with the assistance of finance manager and accounts manager.
6. Data validation of the information before uploading on the National AYUSH Mission website with the support of HMIS Manager and other PMU Manpower.
7. Periodical field visits to monitor and evaluate different activities approved under NAM.

8. To provide relevant information time to time to Govt. of India as per the requirement regarding Parliament Questions, Parliament assurances, Parliament Standing committee, etc.
9. To assist in planning and organising IEC activities in various parts of State/UT.
10. To facilitate 3rd party evaluation team/ central monitoring team etc as and when required.
11. To maintain regular liaison with manpower of Central Programme Management Unit of NAM division for close coordinated working.
12. Any other work assigned by officers of the State Govt.

Remuneration: Upto Rs. 65,000/- in small States/UTs and Upto Rs. 75,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

2. Name of Position: Consultant-NAM

Essential Qualification and Experience:

Minimum bachelor degree (BAMS/BUMS/BHMS/BSMS/BYNS) from recognized university with minimum 03 years working experience in Public Health Programmes of Government / PSUs or reputed private organization. Exposure in social sector schemes/Mission of Government at national, state and district level and knowledge of computers including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having PG qualification in AYUSH stream and experience of working in Health sector including AYUSH.

Responsibilities:

Consultant (NAM) shall work as a technical support to PMU team. Main Responsibilities are:

1. To provide technical inputs and support for planning, implementation, monitoring & outcome analysis of National AYUSH Mission including AYUSH Health & Wellness Centres in the State/UT.
2. To provide assistance / technical inputs in preparation of State Annual Action Plans (SAAP) as per NAM guidelines.
3. To assist & provide technical support in capturing data related to NAM, its analysis and usage in Policy planning, impact analysis etc.
4. To assist in conducting training /short duration orientation courses for manpower to enhance capacity.
5. Assist in preparation of operational guidelines for Public health outreach activity through AYUSH School Health programme, AYUSH Gram, Behaviour Change Communication programme or other IEC related activities.
6. To assist in updating AYUSH profile document.
7. Conducting field visits periodically in order to monitor and evaluate different activities approved & being implemented under NAM
8. To coordinate and assist with 3rd party evaluation team/ central monitoring team etc as and when required.
9. Assist in Data validation of the information to be uploaded on the National AYUSH Mission website with the support of HMIS Manager and other PMU Manpower.

10. To have liaison with Central Programme management unit Manpower of NAM division for desired coordination and follow up.
11. Any other work assigned by authorities of the State / UT Govt.

Remuneration: Up to Rs. 55,000/- in small States/UTs and up to Rs. 60,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

3. Name of Position - Finance Manager

Essential Qualification and Experience:

MBA- Finance/M.Com/C.A/ICWA from AICTE recognized institute or university with Minimum 3 years experience in government or any other reputed organization in finance management of major programme/project. Exposure to financial management operations, Government accounting, funds flow management, utilization certificates and scheme –wise expenditure reporting in a Govt. set up and development of accounting packages will be an added advantage. Exposure in social sector schemes/Govt. Missions at national, State and district level and computer knowledge including MS Office, MS Word, MS Power Point, and MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. To handle all financial matters of the National AYUSH Mission.
2. Financial management, tracking and monitoring of funds for AYUSH up to the lower level.
3. To ensure timely preparation of Financial Monitoring Report (FMR), Statements of Funds position in the States and coordinate with CPMU on all aspects of financial issues.
4. Operationalisation of financial MIS.
5. To pursue with State Govt. treasury, finance department etc for early release of funds and maintain the database of funds lying at various level to be shared with CPMU monthly basis.
6. All matters related to budget preparation, performance budget, out come budget, financial status, detail of expenditure, Zero base budgeting, gender budgeting, audit etc. to be dealt.
7. To have expertise in Public Financial Management System (PFMS), Budget Estimate/ Revised Estimate etc.
8. To prepare the sanction – wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilisation certificate for timely submission to Govt of India.
9. Periodical updation of U.C. Statements and preparation of monthly Statements on outstanding U.Cs
10. Preparation of Replies of various paras raised by Audit parties.
11. To facilitate 3rd party evaluation team/ central monitoring team etc on financial matters as and when required.
12. Data validation of all the information to be uploaded on the National AYUSH Mission website with the support of HMIS Manager and other PMU Manpower.
13. To maintain regular liaison with Ministry's NAM Division for close coordination & timely reporting.

14. Any other work assigned by officers of the State Govt. time to time.

Remuneration: Upto Rs. 45,000/- in small States/UTs and Upto Rs. 50,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

4. Name of Position: Accounts Manager

Essential Qualification and Experience:

MBA- Finance/ M. Com/ ICWA (Inter)/ CA (Inter) from recognized institute with Minimum 2 years experience in a Government or any other reputed organization in account management. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package and MS Office, MS Word, MS Power Point and MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. Managing the accounts of National AYUSH Mission.
2. To prepare Utilisation Certificates to be submitted to the Central Govt. in the prescribed format and ensuring its timely submission.
3. Pursue with the Central Govt. with submissions of UCs etc.
4. To assist the Finance Manager in Preparation of all the financial data/MIS related to sanction – wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilisation certificate submitted to Govt of India.
5. Periodical updation of U.C. Statements and preparation of monthly Statements on outstanding U.Cs and Reconciliation of same with Central Govt.
6. Coordinate with State/District AYUSH Societies/ AYUSH Directorate/ state treasury/ finance department for monitoring and reconciliation of expenditure and proper maintenance of accounting procedure of the Grant-in-aid.
7. Assist the Finance manager in ensuring proper flow of funds and in all financial matters.
8. To examine the Audit reports submitted by the various Auditing agencies and assist the finance manager in taking follow up action.
9. Attending the work of Reconciliation of UCs with Central Govt.
10. To assist the Programme Manager in planning & in budgeting for different components for the Scheme.
11. Any other work assigned by officers of the State Govt. from time to time.

Remuneration: Upto Rs. 40,000/- in small States/UTs and Upto Rs. 45,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

5. Name of Position: HMIS Manager

Essential Qualification and Experience:

MBA-IT/ MCA/ M.Sc.-IT/BCA from recognized institute with 1-2 years experience in a Government or any other reputed organization. Exposure in social sector schemes at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:

1. Collection, compilation, and maintenance of data from all Departments of Hospitals & Dispensaries (in terms of OPD & IPD data), Educational Institutions, Drug Enforcement mechanism, Medicinal Plants.
2. Preparation of data in terms of physical & financial support provided under NAM for different activities.
3. Performance statistics on Mainstreaming AYUSH / AYUSH to be culled from various database sources.
4. Preparation of MIS formats for reporting the baseline information and progress under NAM and Preparation of data related to SAAP approved unit wise, component wise & year wise and to share the data with CPMU.
5. To maintain the Health Statistics Information Portal facilities, the flow of physical and financial performance from the field level to the State H.Q.
6. To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH & NRHM), National/State Health & Family Welfare institute and National/ State Health System Resource Centre to get and provide data regarding AYUSH sector.
7. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data.
8. Maintenance of Direct Benefit Transfer (DBT) database on monthly basis of National AYUSH Mission activities and its transmission to NAM Division of Central Ministry and also to State Govt. as a monthly return.
9. Maintenance of data on TSP and SCSP component activities approved and accomplished.
10. To upload the contents related to NAM on its website.
11. Any other work assigned by officers time to time or any other work related to the concerned State/ UT.

Remuneration: Upto Rs. 35,000/- in small States/UTs and Upto Rs. 40,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

6. Name of Position: Data Entry Operator

Essential Qualification and Experience:

Graduation in Computer Application/ IT/ Business Administration/ B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ Graduation with one year diploma/ certificate course in computer science from recognized institute or University. Minimum 1 – 2 years of experience in government. Exposure in social sector schemes at National, State and District level and computer knowledge including MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Typing Speed of English (30 WPM) and Hindi (25 WPM) would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:-

1. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.
7. To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sectors from time to time.
8. To enter and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission including work of Health & Wellness centres.
9. Close Coordination with PMU (AYUSH & NHM), National/ State Health & Family Welfare institute and National State Health System Resource Centre to get and provide data regarding AYUSH sector.
10. On line communication and Coordination among the State/ UT Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.
11. Any related work assigned by officers from time to time.

Remuneration: Upto Rs. 20,000/- in small States/UTs and Upto Rs. 25,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

II. DISTRICT LEVEL PROGRAMME MANAGEMENT UNIT

POSITION WISE CRITERIA FOR ESSENTIAL QUALIFICATION, EXPERIENCE AND ROLE & RESPONSIBILITIES:

1. NAME OF POSITION: DISTRICT PROGRAMME MANAGER

Essential Qualification and Experience:

Graduation degree in any discipline including AYUSH and MBA in Healthcare Management/ Masters in health/hospital administration/Post Graduation diploma in Hospital & healthcare management (Two years) from AICTE recognized institute with minimum 3 years working experience in Public health programme. Exposure in social sector schemes/missions at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector including AYUSH.

Responsibilities:

1. To provide support for planning and implementation of National AYUSH Mission including AYUSH Health & Wellness Centres in the District.
2. Preparation and finalization of District Annual Action Plans of NAM in coordination with relevant program divisions.
3. Pursue with the District Authorities and different implementing agencies to roll out the approved activities of State Annual Action Plan.
4. Furnishing relevant documents related to SAAP to the State/Ministry well within time.
5. Maintenance of district wise profile of AYUSH.
6. Maintenance and submission after cross-verification of the financial sanctions, expenditure as well as utilisation certificates submitted to State/ with the support of Data Entry Operator working under PMU.
7. Data validation of all the information uploaded on the National AYUSH Mission website with the support of Data Entry Operator.
8. Time to time field visits to monitor different activities approved under NAM.
9. To provide relevant information time to time to State/Govt. of India as per the requirement regarding Parliament Questions, Parliament assurances, Parliament Standing committee etc..
10. To maintain and share with State/GoI a database of all the officers/officials dealing with NAM scheme.
11. To liaison with Officers and State Programme management unit Manpower of NAM division as required.
12. To facilitate 3rd party evaluation team/ central monitoring team etc as and when required.
13. Any other work assigned by officers of the State Govt. time to time.

Remuneration: Upto Rs. 40,000/- in small States/UTs and Upto Rs. 50,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

2. Name of Position: Data Entry Operator

Essential Qualification and Experience:

Graduation in Computer Application/ IT/ Business Administration/ B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ Graduation with one year diploma/ certificate course in computer science from recognized institute or University. Minimum 1 year of experience in government. Exposure in social sector schemes at National, State and District level and computer knowledge including MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Typing Speed of English (30 WPM) and Hindi (25 WPM) would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.

Responsibilities:-

1. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.
2. To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sector time to time.
3. To enter data and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission.
4. To assist the District Program Manager and State Finance Manager in Preparation of all the financial data/MIS related to sanction – wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilisation certificate submitted to Govt of India.
5. Close Coordination with PMU (AYUSH & NHM), District/ State Health & Family Welfare institute and State Health System Resource Centre to get and provide data regarding AYUSH sector.
6. On line communication and Coordination among the different District agencies/State/ UT Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.
7. Any other work assigned by officers time to time.

Remuneration: Upto Rs. 20,000/- in small States/UTs and Upto Rs. 25,000/- in other States per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

Note: The annual enhancement and extension of the contractual services at the end of financial year of the manpower engaged in SPMU/DPMU shall be linked with performance level of individual to be evaluated on measurable parameters which are mentioned as Annexure – I (d - 1) with the TOR. The State Performance Assessment Committee to be headed by Principal Secretary in charge AYUSH in the State / UT shall objectively assess the performance at end of each year and based on its report further action shall be taken. This is to ensure a performance based accountability framework for efficient working of SPMU/DPMUs in States and UTs.

**PERFORMANCE PARAMETERS FOR ASSESSING THE LEVEL OF PERFORMANCE OF
MANPOWER UNDER VARIOUS CATEGORIES (SPMU/DPMU)**

Name of Position	Measurable Performance Criteria	Performance grade
Programme Manager	<ol style="list-style-type: none"> 1. Contribution in Preparation & timely submission of Annual Action Plan. 2. Contribution in preparation of timely submission of information/ returns to Central Ministry/ State Headquarter and other quarters, Monthly / Quarterly returns, Expenditure Statements, Utilisation Certificates, audited accounts etc. 3. Contribution in Monitoring, Evaluation of field programmes/ activities and documentation in this regard. 4. Contribution by way of overall coordination & liasoning for efficient achievement of targets. 5. Exhibiting initiative & leadership qualities. 	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>
Consultant	<ol style="list-style-type: none"> 1. Contribution in preparation & timely submission of Annual Action Plan. Its implementation & role of coordination with field functionaries. 2. Contribution in data/ Information, analysis & usage in planning, implementation & impact assessment. 3. Contribution in Public Health Outreach Activity & IEC programmes. 4. Contribution in training & capacity building. 5. Contribution in Miscellaneous assignments. 	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>
Finance Manager	<ol style="list-style-type: none"> 1. Financial management, tracking and monitoring of funds for AYUSH. 2. To ensure timely preparation of Financial Monitoring (FMR), Statements of Funds position. 3. Pursue with State Govt. treasury, finance departments etc for early release of funds and maintain the database of funds lying at various level. 4. Up to date maintenance of data of all matters related to budget. 5. Contribution in preparation of timely submission of information/ returns to Central Ministry/ State Headquarter and other quarters, Monthly / Quarterly returns, Expenditure Statements, Utilisation Certificates, audited accounts etc. 	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>

Accounts Manager	<ol style="list-style-type: none"> 1. Preparation of Utilisation Certificates and timely onward submission as per provisions of GFR. 2. Periodical updation of U.C. Statements and preparation of monthly Statements on outstanding U.Cs and reconciliation. 3. Maintenance of records of expenditure and accounting procedure of the Grant-in-aid. 4. Examination of various Audit reports. 5. Contribution in preparation of timely submission of information/ returns to Central Ministry/ State Headquarter and other quarters, Monthly / Quarterly returns, Expenditure Statements, Utilisation Certificates, audited accounts etc. 	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>
HMIS Manager	<ol style="list-style-type: none"> 1. Collection, compilation, and maintenance of data from all Departments. 2. Preparation and maintenance of MIS formats for reporting the baseline information and progress under NAM and Preparation of data related to SAAP approved unit wise, component wise & year wise. 3. Maintenance of Health Statistics Information Portal facilities, the flow of physical and financial performance from the field level to the State H.Q. 4. Maintenance of Direct Benefit Transfer (DBT) database of National AYUSH Mission. 5. Contribution in preparation of timely submission of information/ returns to Central Ministry/ State Headquarter and other quarters. 	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>
Data Entry Operator	<ol style="list-style-type: none"> 1. Providing assistance in Maintaining periodic reports on the status of the AYUSH Sector. 2. Providing assistance in maintenance of data related to Centrally Sponsored Scheme of National AYUSH Mission. 3. Providing assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files. 4. Providing support to other PMU manpower as per the requirement. 5. Contribution in Miscellaneous assignments. 	<p>Less than 50% will not be considered for extension.</p> <p>For annual enhancement, not less than 75% will be considered.</p>

Note:- The performance assesement at each level shall be made by according equitable weightage to each of the 5 measurable performance parameters.