



ABSTRACT

Tamil Nadu Health System Reform Program – Establishment of the Project Management Unit- Orders – Issued.

HEALTH AND FAMILY WELFARE (EAPI-1) DEPARTMENT

G.O.(2D).No.158

Dated: 16.10.2019
Thiruvalluvar Aandu – 2050
Vihari, Puratasi-29

Read :

1. G.O.(Ms). No.176, Health and Family Welfare (EAPI-1) Department, dated 10.05.2018
2. From the Project Director, Tamil Nadu Health System Reform Program, letter No.2881/TNHSRP/2019, dated: 03.07.2019.

ORDER:

In Government order first read above, orders have been issued to create a Project Planning Team to prepare the Tamil Nadu Health System Reform Program. It is ordered in the Government Order that the Project Planning Team will continue till the regular Project Management Unit is formed. Now the Loan Agreement and the Program Agreement have been signed and the Program is expected to become effective from July/August 2019. Hence it is essential that a regular Project Management Unit to be established to enable to carry out the project activities in order to adhere to the timelines. The proposed total project cost is estimated at Rs.2685.91 crores and the project implementation period will be from 2019 to 2024.

2. The Project Director, Tamil Nadu Health System Reform Program has proposed to establish a Project Management Unit to implement the Tamil Nadu Health System Reform Program. The Project Management Unit would be headed by an I.A.S officer and it would have the following wings to assist the Project Director.

1.	Administration
2.	Quality Improvement
3.	Non Communicable Diseases
4.	Trauma Care and Mental Health
5.	Health Management Information System (HMIS)
6.	Reproductive & Child Health (RCH)Development
7.	Data cell

3. The Project Director, Tamil Nadu Health System Reform Program has stated that the Project Management Unit (PMU) would be the nerve center of the entire Tamil Nadu Health System Reform Program. The PMU would be responsible for the entire planning, implementation, supervision and monitoring of the project. At the state level, the project office of the Tamil Nadu Health System Reform Program would implement the project. The Project Director will report directly to the Secretary, Health and Family Welfare, Government of

Tamil Nadu and will be responsible for overall project co-ordination and implementation. The Project Director would have full financial authority as Head of Department for all the activities already approved by the State Empowered Committee apart from the financial powers for the day to day project management.

4. The Project Director, Tamil Nadu Health System Reform Program has stated that efforts will be made to select the staff from the Government, on deputation for a period of 5 years. Professionals will be engaged on contractual basis as consultants, where Government staff are not available.

Functions of PMU-Administrative Wing

1.	Looking after administrative functions of the Project Management Unit including establishment matters, stores, etc.
2.	Co-ordination between various wings.
3.	Arrangement of various workshops, meetings, seminars.
4.	To arrange for inspections, visits, appraisals by various teams from World Bank, GOI and other agencies.
5.	Arrangement of vehicles, computers and other office logistics needs.
6.	Effective follow up and withdrawal of funds from the state treasury in a timely manner to ensure that adequate and timely funds are available for the execution of the Project.
7.	Preparation of budgets and annual plans and submission of the same to the State finance department.
8.	Timely transfer of funds to the units.
9.	Establishment of adequate accounting systems, processes and procedures for approval, payment and recording of expenditure incurred at the PMU and the units.
10.	Statement of expenditure would be received by financial cell from the units and from TNMSC as well as from PWD and claims of reimbursement would be prepared.
11.	Preparation, consolidation and submission of quarterly financial monitoring reports (FMR) to the World Bank.
12.	Preparation of consolidated annual financial statements and ensuring timely audit of the same by the CAG, both at the PMU and units as per the agreed Tore. The cell would also reconcile the financial figures in AG's office every month.
13.	Ensuring periodic internal audit of the project.
14.	Ensuring timely submission of audit reports to the World Bank.
15.	To prepare annual balance sheet for the Project / Society and place it before the Project Director and State Empowered Committee / Project Steering Committee.

5. The Project Director, Tamil Nadu Health System Reform Program has stated that the Program Management Unit will be temporarily located in the existing Program Management Unit office of TNHSP. The vacant office rooms in 2nd floor and 3rd floor in the Training centre located above the 108 Emergency Ambulance Services, Call Centre will be utilized to accommodate the Project Management Unit of Tamil Nadu Health System Reform Project.

6. The Project Director, Tamil Nadu Health System Reform Program has stated that wherever Regular positions (Lead Project Coordinator, Expert Advisors, Training Coordinator, Program Officers) are not filled up due to non availability of personnel, they shall be filled with Contract staff. The payment/salary for Contract staff in these cases will be similar to positions in other related projects like NHM, TNUHP. All contract Officers and staff excluding those who are paid as per collectorate rate will be paid 5% increase in their contract payment on completion of each year of service in the Project. The job responsibilities of the individual officers and staffs will be published as office orders in the Project and will be included in the appointment order / contract agreement as the case may be.

7. The Project Director, Tamil Nadu Health System Reform Program has stated that all posts shall continue till the end of the Project or as long as the services are required whichever is earlier and requested the Government orders in this regard.

8. The Government, after careful consideration have decided to accept the proposal. Accordingly, the Project Director, Tamil Nadu Health System Reform Program is permitted to establish a Project Management Unit to implement the Tamil Nadu Health System Reform Program.

(i) Functions of the Project Management Unit

1.	Plan and implement all activities and components of the project through various agencies, i.e., Public Works Department, Tamil Nadu Medical Service Corporation, other directorates in the Health Department and other Departments and also under take some of the activities directly which have not been allotted to any agency.
2.	Supervise and monitor the project.
3.	Submit progress reports to the State Empowered Committee, Project Steering Committee and Government of India/ External Funding agency
4.	Regulate and facilitate funds flow to implementing agencies.
5.	Set standards and norms for equipment, staff, services, referral, civil works, drugs etc.
6.	Seek guidance of State Empowered Committee, Project Steering Committee regarding project implementation activities.
7.	Ensure proper maintenance of all records and books of accounts and their timely audit such as internal/concurrent, Statutory and Government (AG).
8.	Ensure proper submission of reimbursement claims and getting the disbursement
9.	Ensure quality in implementation of various project activities
10.	Ensure norms / specifications for procurement of equipment, consultants, training, civil works etc.
11.	Maintain close liaison with Government of India and World Bank for smooth implementation of the project.

(ii) Staff Strength of PMU Composition

S.No.	Designation / Post	Total No. of Posts
1.	Project Director	1
Programme Cell		
2.	Lead Project Coordinator	1
3.	Team Lead (CCS/ SCS/ CS)	3
4.	Expert Advisor	3
5.	Programme Officer	11
6.	Senior consultant /Consultant / Research Associate	10
7.	Data Expert / Statistical officer	1
8.	Training Coordinator	2
9.	Data Analyst	4
10.	Ministerial Assistant	7
11.	Computer Operator	1
12.	Office Assistant	1
Administrative Cell		
13.	Account officer	1
	Account Assistant	1
14.	Tally Officer	1
15.	Administrative Officer / Junior Administrative Officer	1
16.	Stenographer (PC to PD)	1
Total		50

The wings along with the recurring and non recurring cost and Staff Salary to assist the Project Director is permitted in the Project Management Unit as detailed in Annexure I to this Government Order.

iii) The Project Director, Tamil Nadu Health System Reform Program is permitted to hire vehicles in order to provide mobility to the officers and staff in the PMU.

1.	Vehicle for Project Director	1
2.	Hiring of Vehicle for officers/ Programmers (outsourcing) in the PMU	8
	Total	9

iv) The Project Director, Tamil Nadu Health System Reform Program is permitted to change the composition of the individual cells and allot officials / staff to other cells as per need. The PMU will be fully computerized and systems of E-Governance would be followed within PMU. The computer section will be formed by pooling up all the Computer Operators sanctioned for the Project would take care of the entire work load of PMU relating to website, data entry, typing, fax, photo copying, e-mail, data storage, record maintenance, Power point Presentations etc.

v) The Project Director, Tamil Nadu Health System Reform Program is permitted to assess the requirements of the contractual staff and appoint them as and when the need arises. All Ministerial Assistants will be pooled together in the office and work will be allotted to them by the Administrative Officer. They will be entrusted with the work allotted to their cell and will be given additional responsibility also with regard to general duties of the office.

vi) The Project Director, Tamil Nadu Health System Reform Program is permitted to appoint drivers, sweepers, contract staff (watchman, peon) on contract basis.

vii) Sanction is accorded for a sum of Rs. 4,40,23,076/- (Rupees four crore forty lakh twenty three thousand and seventy six only) for the following recurring and non-recurring expenditure to the Project Management Unit of Tamil Nadu Health System Reform Program as detailed in Annexure II to this Government Order.

1.	Recurring Cost for Officers and Support Staff Salary:	Rs. 3,54,50,208/- per annum
2.	Recurring cost for office expenditure and other contingencies (Non Salary items) Non Salary :	Rs. 46,00,000/- per annum
3.	Non recurring cost for the Project Management Unit Establishment Furniture & Computer Accessories:	Rs. 39,72,868 /-
	Total	Rs. 4,40,23,076/-

viii) The Project Director, Tamil Nadu Health System Reform Program is permitted to coordinate the project. The Government of Tamil Nadu will provide towards the administrative expenses for PMU from State funds under TNHSP-HOD.

9. The expenditure sanctioned in para 8(vii) above, shall be debited to the following head of account:-

2210-Medical and Public Health-01 – Urban Health services-Allopathy -110-Hospital and Dispensaries – Externally Aided projects-PG-Tamil Nadu Health System Reform Project -309-Grants in Aid

01-Grants for current expenditure-Rs.3,54,50,208/-

IFHRMS :(DPC 2210-01-110-PG 30901)

Old : (DPC 2210-01-110-PG 0912)

03-Grants for specific schemes - Rs.85,72,868/-
 (DPC 2210-01-110-PG 30903)
 Old: (DPC 2210-01-110-PG 0930)

10. Necessary additional funds Rs.4, 40,23,076/- will be provided in the RE/FMA 2019-20. Pending provision of such funds in RE/FMA 2019-20, the Project Director, Tamil Nadu Health System Reform Program is authorized to draw and disburse the amount sanctioned in para 8(Vii) above. However, this expenditure shall be brought to the notice of the legislature by Specific inclusion in the Supplementary Estimates 2019-20. The Project Director, Tamil Nadu Health System Reform Program is also requested to include this expenditure while sending the budget proposals for RE/FMA 2019-20 and draft explanatory notes for Supplementary Estimates 2019-20 to Government in Finance (BG-I/Health-II) Department without fail.

11. This order issues with the concurrence of the Finance Department vide its U.O.No.50689/Health-II/19, dated: 15/10/2019 and ASL No.1679 (One thousand six hundred and seventy nine)

(BY ORDER OF THE GOVERNOR)

**BEELA RAJESH
 SECRETARY TO GOVERNMENT**

The Project Director, Tamil Nadu Health System Reform Program, Chennai- 6
 The Chief Secretary, Chennai-9.
 The Principal Secretary, Finance Department, Chennai-9.
 The Accountant General (A&E) Chennai- 18.
 The Pay and Accounts Officer (south), Chennai-35.
 The Commissioner of Treasuries and Accounts, Nandhanam, Chennai-35.
 Copy to
 The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare), Chennai-9.
 The Finance (Health-II/ BG-I/BG-II/CMPL) Department, Chennai-9.
 The Health and Family Welfare (Data Cell) Department, Chennai-9.
 SF/SC.

//FORWARDED BY ORDER //

A. V. S. S.
17/10/19
SECTION OFFICER

Annexure –I

G.O.(2D) No.158 , Health and Family Welfare (EAPI-1) Department,

Dated: 16.10.2019.

The wings along with the recurring and non recurring cost and Staff Salary to assist the Project Director in the Project Management Unit

I. Administration wing

No	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Project Director (I.A.S Cadre)	112100 -		1
2.	Lead Project Coordinator (Regular/ contract)	123100 -215900	-	1
3.	Administrative Officer (Regular)	56100 - 177500	22	1
4.	Accounts Officer (Regular)	56900 - 180500	23	1
5.	Accounts Assistant with Computer skills (Contract)	30000/- pm		1
6.	Office Assistant (Contract)	10380/- pm		1
7.	Ministerial Assistant with Computer skills (Contract)	17,600/- pm	-	2
8.	Stenographer (PC to PD)	20600 - 65500	10	1
9.	Tally Assistant (Contract)	15,000/- pm	-	1
			Total	10

II. Quality Improvement Wing

No	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Team Lead (CCS/SCS/CS) - Regular	123100 - 215900	28	1
2.	Programme Officer (AS)- Regular/Contract	56100 - 177500	22	4
3.	Consultant / Research Associate[MBBS/MPH.] - Contract	45,000/- pm	-	4
4.	Ministerial Assistant (Graduate with good computer skills) - Contract	17,600/- pm	-	1
5.	Computer Operator - Outsourced	11,910/- pm (Rs. 397 per day - Collectorate rate)	-	1
			Total	11

The Responsibilities of the Quality improvement wing:-

1.	Increased number of Public facilities with quality certification (Primary, Secondary and Tertiary Care) – Program Development Objective Indicator No. 1
2.	Improved scores in Quality dashboard for Primary, Secondary and Tertiary level facilities - Program Development Objective Indicator No. 2
3.	Implementation of Quality Improvement Interventions in primary, secondary and tertiary care facilities including Bio Medical Waste Management – Intermediate Indicator No. 1
4.	Piloting of Patient Experience Questionnaire for Secondary and Tertiary Care Facilities - Intermediate Indicator No. 2

5.	Strengthened coordination, integration, performance based management, learning and other cross cutting functions for better results - Intermediate Indicator No. 9
6.	Increased transparency and accountability through citizen engagement (voice, Agency and Social accountability) - Intermediate Indicator No. 10

III. **Non Communicable Diseases Wing**

No.	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Team Lead (CCS / SCS / CS) - Regular	123100- 215900	28	1
2.	Expert Advisor/IEC ExpertRegular/ Contract	123100 - 215900	28	1
3.	Programme Officer (AS) - Regular / Contract	56100 - 177500	22	2
4.	Consultant / Research Associate [MBBS / MPH] - Contract	45,000/- pm	-	2
5.	Ministerial Assistant (Graduate with good computer skills) - Contract	17,600/- pm	-	1
			Total	7

The Responsibilities of Non Communicable Diseases Wing:-

1.	Increased screening in public sector facilities for cervical and breast cancers - Program Development Objective Indicator No. 3
2.	Increased share of adults with hypertension or diabetes whose blood pressure or blood sugar are under control - Program Development Objective Indicator No. 4
3.	Implementation of updated social and behavior change (SBCC) communication strategy - Intermediate Indicator No. 3

IV. **Trauma Care and Mental Health Wing**

No.	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Team Lead (CCS/SCS/CS) - Regular	123100 - 215900	28	1
2.	Expert Advisor - Contract	123100-215900	28	1
3.	Programme Officer (AS) - Regular / Contract	56100 - 177500	22	2
4.	Consultant / Research Associate [MBBS / MPH] - Contract	45,000/- pm	-	2
5.	Training Coordinator (Regular/Contract) - Contract	30,000/- pm	-	2
6.	Ministerial Assistant (Graduate with good computer skills) - Contract	17,600/- pm	-	2
			Total	10

The Responsibilities of the Trauma Care & Mental Health Wing:-

1.	Improved provision of Quality Trauma Care services in the designated trauma care centers – (in coordination with TAEI Program) Program Development Objective Indicator No. 5
2.	Establishment of better equipped ambulance system to improve pre hospital care – number of ALS ambulances providing level 1 care – Intermediate Indicator No. 6
3.	Improved capacity of Trauma care providers – number of emergency department providers that received level 3 (BTLS) and level 4 Training (ATLS) – Intermediate Indicator No. 7
4.	Increased share of primary and secondary facilities with at least one staff trained on mental health – Intermediate Indicator No. 4
5.	Establishment of suicide hotline – Intermediate Indicator No. 5

V. HMIS Wing

No.	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Programme Officer (AS) – Regular / Contract	56100 – 177500	22	1
			Total	1

The Responsibilities of the HMIS Wing:-

1.	Strengthened content, quality, accessibility and use of data for decision making – Intermediate Indicator No. 8
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VI. RCH Wing

No	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Expert Advisor – Regular/contract	123100-215900	28	1
2.	Programme Officer (AS) – Regular / Contract	56100 – 177500	22	2
3.	Consultant / Research Associate[MBBS/ MPH] – Contract	45,000/- pm	-	2
4.	Data Expert / Statistical Officer – Regular	56100 – 177500	22	1
5.	Ministerial Assistant (Graduate with good computer skills) – Contract	17,600/- pm	-	1
			Total	7

The Responsibilities of the RCH Wing :-

1.	Increased utilization of reproductive and child health services in priority districts – Program Development Objective Indicator No. 6
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Data Cell Wing

No.	Name of the Post	Scale of Pay	Level	No. of Posts
1.	Data Analyst – contract	30,000 pm /-	-	4
			Total	4

The Responsibilities of Data Cell Wing :-

The data cell would assist all the other wings in achieving the targets by Collecting, Processing & Analyzing the data from various sources. In order to achieve the above objective a strong team of IT experts in the fields of MIS, Data Base, Data Analysis, Server Admin, Data Quality etc are required. An IT firm which can supply the above services within house station employee will be hired.

One Post of Program Officer may lead this team.

1	Programme Officer (AS) – Regular/ Contract	1
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**BEELA RAJESH
SECRETARY TO GOVERNMENT**

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B. Rajesh
17/10/19
SECTION OFFICER

Annexure –II

**G.O.(2D) No.158, Health and Family Welfare (EAPI-1) Department,
Dated: 16.10.2019**

Recurring expenditure towards salary per annum

a. Staff on regular basis

S.No	Name of the post	No of posts	Details of salary in Rs	Expenditure per Annum
1.	Project Director	1	1,67,820*1*12	20,13,840
2.	Lead Project coordinator	1	1,34,179*1*12	16,10,148
3.	Expert Advisor	3	1,34,179*3*12	48,30,444
4.	Team Lead	3	1,34,179*3*12	48,30,444
5.	Training coordinator	2	1,34,179*2*12	32,20,296
6.	Accounts Officer(Finance)	1	62,021*1*12	7,44,252
7.	Programme Officer	10	61149*10*12	73,37,880
8.	Administrative Officer	1	61149*1*12	7,33,788
9.	Statistical Officer	1	61149*1*12	7,33,788
10.	Stenographer (PC to PD)	1	22454*1*12	2,69,448
Total				2,63,24,328

b. Staff on contract basis

S.No	Name of the post	No of posts	Details of salary in Rs	Expenditure per Annum
1.	Consultant / Research Associates	10	45,000*10*12	54,00,000
2.	Data Analyst	4	30,000*4*12	14,40,000
3.	Accounts Officer	1	30,000*1*12	3,60,000
4.	Computer Operator	1	11,910*1*12	1,42,920
5.	Ministerial Assistant	7	17,600*7*12	14,78,400
6.	Tally Asst	1	15,000*1*12	1,80,000
7.	Office Assistant	1	10,380*1*12	1,24,560
Total				91,25,880

Non Salary

c. Recurring Expenditure

S.No	Sub - Head	Details	Annual cost
1.	01-Telephone Charges	Rs.2500*8*12	2,40,000
2.	02 - Other Contingencies	Rs.10000*12	1,20,000
3.	04 - Service postage & Postal Expenditure	Rs.5000*12	60,000
Motor Vehicles			
4.	03 - Vehicle Hiring Charges	Rs.35000*9*12	37,80,000
5.	Computer & Accessories		
	1.Maintenance	Rs.1,00,000	1,00,000
	2. Stationary	Rs.3,00,000	3,00,000
Total			46,00,000

Non Recurring Expenditure (Capital Expenditure)

d. Furniture, Computer accessories & Vehicles

No.	Name of the item	Quantity	Cost per no	Approximate cost
1.	Officer Table	15 nos	@Rs.26,225*each	3,93,375
2.	Assistant Table	15 nos	@Rs.13,869*each	2,08,035
3.	Chair (Officer)	15 nos	@Rs.12,300*each	1,84,500
4.	Chair(Clerk)	15 nos	@Rs.5,488*each	82,320
5.	Computer Table	15 nos	@Rs.11,186*each	1,67,790
6.	Computer Chair	12 nos	@Rs.5,154*each	61,848
7.	Computer Full Set	25 nos	@Rs.55,000*each	13,75,000
8.	Car	1 nos	@ Rs. 15,00,000	15,00,000
Total				39,72,868

**BEELA RAJESH
SECRETARY TO GOVERNMENT**

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SECTION OFFICER