



GOVERNMENT OF KERALA

Abstract

Health & Family Welfare Department -- Establishment-Duties and Responsibilities of Clerks in Family Health Centres (FHCs)- Orders Issued.

HEALTH & FAMILY WELFARE (H) DEPARTMENT

G.O.(Ms)No.135/2018/H&FWD Dated,Thiruvananthapuram. 17/07/2018

Read 1 Lr. No. ADMIN-4-81/2017/SHSRC dated 07/05/2018 from the Executive Director, State Health Systems Resource Centre-Kerala(SHSRC-Kerala).

ORDER

In the circumstances reported by the Executive Director, State Health Systems Resource Centre-Kerala (SHSRC-Kerala) in his letter read above, Government, after examining the various aspects, are pleased to assign the Duties and Responsibilities of Clerks in Family Health Centres(FHCs) as mentioned below:

I. Administrative and General Responsibility

1. A Clerk in Family Health Centre is responsible for all clerical, administrative and related works in the institution.
2. He/she is the custodian of the office and office stock.
3. He/she is responsible for maintaining all registers related to financial matters occurring in the institution
4. He/she is bound to prepare budgets for the Family Health Centre, accounting all expected activities in the FHC as per Government orders.
5. He/she is the responsible person for updation and maintenance of essential portals like SPARK, HMIS (Hospital Management and Information System), NHMIS etc.
6. He/she is bound to process the salary and other allowances of all employees via SPARK timely.
7. He/she should assist Medical Officer in the preparation, implementation, monitoring, auditing and documentation of LSGD projects.
8. He/she is bound to follow manual of office procedures in the office right from the receipt of a letter/tapal till the final disposal of the file.
9. He/she is bound to check office e-mail atleast three times daily and enroll the mails in the inward register and inform the medical officer regarding the same.
10. The clerk in FHC is bound to document the minutes of Hospital Management Committee meetings and should assist the Medical Officer in implementing the decisions.

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11. He/she is responsible for maintaining all files and registers updated, vouchers numbered and also to handover the same to the next person with proper documentation at the time of transfer.
12. He/she is the custodian of one set of all office and related keys and is bound to handover the same before long leave or continuous public holidays to the medical officer in charge.
13. He/she is bound to keep and use the office seal with Government emblem in the office with utmost care.
14. He/she is responsible for procurement and distribution of stationaries from Printing and Stationary Department or via local purchase and keep a register for the same.
15. He/she is responsible for verifying the collection of cash in the institution and to debit them in treasury/bank the same day/next working day itself after entering in the cash book.
16. He/she is bound to maintain financial discipline in the institution.
17. He/she should assist the medical officer in establishing a people friendly atmosphere by improving and maintaining the infrastructure and facilities in the institution.
18. A Clerk is responsible to arrange for the procurement of necessary furnitures, equipments, consumables and medicines as per the requirement of FHC and Subcentres.
19. He/she should initiate the procedures for timely repair and maintenance of infrastructure, furnitures and equipments.
20. He/she should prepare and send annual administration report, statements of expenditure timely, counter signed by the Medical Officer to the concerned authority.
21. A Clerk should act as Public Information Officer as per Right to Information Act and Rules.
22. He/she should perform the duty as a liaison officer, link person, public relation officer and a manger.
23. He/she is responsible for arranging monthly meetings to decide on action plan for the next month and should document the minutes of meeting and prepare final action plans of FHC as per discussions.
24. He/she is bound to converge the resources for arranging the mobility support for regular out reach activities of all concerned category of staff and document and consolidate the reports monthly.
25. He/she should monitor and report the lack of discipline, violation of law and orders etc in institution premises by employee or public to the Medical Officer.
26. He/she is the responsible person for maintaining regular grievance redressal mechanism in the FHC.
27. He/she is the custodian of updated quality manuals and Standard Operating Procedures (SOP) of the institution.
28. He/she should assist the Medical Officer in process of quality accreditation under various programs.

II. Legal Responsibilities

A Clerk in a FHC is bound to observe and inform the employees and Medical Officer regarding

the appropriate acts and rules to be followed while taking decisions.

1. Manual of office procedures(MOP)
2. Kerala Service Rules
3. Right to Information Act and Rules
4. Kerala Financial Code
5. Kerala Budget Manual
6. Kerala Government Servants Conduct Rules 1960
7. Kerala Civil Service (Classification Control and Appeal) Rules 1960
8. Right to Service Act

III. Public Health Responsibilities

1. A Clerk is responsible for assisting Medical Officer in planning and implementation of National/State/District/Block and Panchayath Health programs.
2. He/she is bound to converge the resources from various sources like other Departments, NGOs, Agencies etc for arranging public health activities like camps, campaigns, public functions etc in the institution/field.
3. He/ she is responsible for timely arrangement of funds necessary for field and sub centre activities.
4. He/ Se should collect the data from various sections and department, and consolidate the same for the preparation of Health Status Report (HSR).
5. He/ she is the custodian of updated Health Status Report.
6. He/ she is bound to collect reports, consolidate document and send final report of all public health activities and day observations to the higher authorities duly signed by the Medical Officer.

IV. Registers to be maintained

A.General

1. Attendance register
2. Inward and distribution register
3. Despatch cum stamp account register
4. Local delivery register
5. Personal register
6. Fair copy register
7. Casual leave register
8. Register of furniture (Form no: 18)
9. Register of land and buildings (KPC form 23)
10. Register for stationery
11. HMC minutes register

B.Establishment

1. Cadre register/ Incumbent register
2. Stock register of Service Books
3. LPC Register
4. Declaration of probation register
5. Leave register

C.Accounts & Stores

1. Treasury bill register
2. Cash books
3. Contigent register
4. Register of challans
5. Stock register of TR-5
6. Stock register of tender forms
7. Pay bill register
8. Register of auctions
9. Register of audit objections
10. Register of vehicles
11. Register of log books - Register of maintenance and repair of vehicles
12. Register of Grant in aid
13. Register of GPF
14. Register of Pension
15. Register of TA bills
16. Allotment register
17. Register for increments
18. Register for closure of GPF
19. Register for recording details of receipt of property returns
20. Register for SC/ST recruitments
21. Register for disciplinary proceedings
22. Register for expenditure
23. Telephone register
24. Register for HBA
25. Register of valuables
26. Register of Inspection report and outstanding IRS

V. Duty time

Working Hours of Clerk in an FHC is 10AM - 5PM

VI. Meetings, Conferences and Trainings

1. Should attend staff meetings and conferences at FHC, Panchayath, Block and District level as and when required or instructed.
2. Should attend various trainings as directed by the authorities.

VII. Clerk should carry out responsibilities other than identified specific domains during public health emergencies like natural calamities, epidemics, accreditation procedures, audits, supervisory visits and campaigns.

VIII. Any other administrative or clerical duties in connection with the above duties and responsibilities as and when directed by the Medical Officer or higher authorities.

(By order of the Governor)
RAJEEV SADANANDAN
ADDITIONAL CHIEF SECRETARY

To:

- ~~The~~ Director of Health Services, Thiruvananthapuram.
- Executive Director, State Health Systems Resource Centre-Kerala(SHSRC-Kerala).
- The Principal Accountant General (A&E)/(Audit), Kerala, Thiruvananthapuram.
- The Information Officer, Web & New Media Division, Information & Public Relations Department, Government Secretariat, Thiruvananthapuram (For Publishing in the Kerala Government Website).
- Stock File/Office Copy.

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Digitally signed by ANOOP M R
Date: 2018.07.10 10:17:17 IST
Reason: Approved

Section Officer

ഇദ്ദേഹത്തിന് താഴെ നൽകിയ വിവരങ്ങൾ 2018-4-61341/18/120. N.W
തീയതി 10/7/2018

കോ. പ്ര. വിഭാഗം കലക്ടർ വിഭാഗം
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