



GOVERNMENT OF KERALA

Abstract

Finance Department- MEDISEP- Duties and responsibilities of officers of State Nodal Cell- Orders issued.

FINANCE (HEALTH INSURANCE) DEPARTMENT

G.O.(Ms) No.153/2022/Fin

Dated, Thiruvananthapuram, 14/09/2022

Read :-

- 1) G.O.(P) No.70/2022/Fin Dated 23/06/2022.
- 2) G.O.(P) No.81/2022/Fin Dated 01/07/2022.

ORDER

The Government have implemented MEDISEP, a comprehensive health insurance scheme for its employees and pensioners and their dependants vide reference cited 1st. A project management unit viz State Nodal Cell comprising Administration and Operation wing, Finance & Accounts wing, Technical support division vide reference cited 2nd. The duties and responsibilities of officers posted in State Nodal Cell to be detailed.

2. The Government have examined the matter in detail and pleased to order the following duties and responsibilities of officers in the divisions of State Nodal Cell.

I Administration

MED SNC-1 (Asst. Manager-1)

1. Matters related to the reconciliation of premium deduction in Universities, Health Department, Education Department, Water Resources, SC/ST Development, Industries, Legislative Assembly, AG office, Judicial offices, Animal Husbandry, Labour, LSGIs, Forest, Excise, Jail.

2. Matters related to the enrollment of beneficiaries of above departments.
3. Issues related to the grievances in Thiruvananthapuram, Kollam ,Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam.

MED SNC-2 (Asst. Manager-2)

1. Matters related to the reconciliation of premium deduction in departments of Taxes, Transport, Social Justice, GAD, Finance, Law, PSC, PWD, Fisheries, Environment, Co-operation, Culture, Agriculture, Tourism, Police, Fire&Rescue, Vigilance and other departments allotted to the seat time to time.
2. Matters related to the enrollment of beneficiaries of above departments.
3. Issues related to the grievances in Thrissur, Palakkad, Malappuram Kozhikode, Wayanad, Kannur, Kasargod.

MED SNC-3(Asst. Manager-3)

1. Matters related to the reconciliation of premium deduction in respect of staff of Ministers/ officers on deputation.
2. Monitoring premium in respect of pensioners (Treasuries).
3. Monitoring premium in respect of pensioners (NPS).

Manager ADMN (Section Officer)

1. Oversee the functions of Asst Managers.
2. Act as a link between the sections and M&E ,IT and Finance wings of the Nodal cell.
3. All administrative matters of the Nodal cell.
4. Distribution of the petition through CMO to the assistants concerned based on district wise classification.

II. Monitoring & Evaluation

1. Prepare monitoring framework for the scheme.
2. Develop a comprehensive M&E plan, including alignment of disease, review of cases, procedures to be included, details to be taken up with health department- and identification of priority actions.

3. Prepare regular progress and monitoring reports to ensure regular and systematic feedback loops.
4. Apprehend higher officials /Government on scheme performance in a regular basis.
5. Appreciate best practices and place them before the Government for future reference.
6. Monitor the grievance redressal mechanisms.
7. Bringing all data (Hospitals,claims,insured,TPA) together to analyse the progress of implementation of activities.
8. Builds upon monitoring and assesses whether the desired results of MEDISEP intervention have been achieved.
9. Collecting, storing, analyzing and finally transforming data into strategic information so it can be used to make use of future program management and improvement, policy formulation and Statistical study of the data for the use of second phase of the scheme.
10. To see the proper implementation as per the scheme.
11. Any other duties regarding the scheme entrusted to him by the Government for the time being.

III. Finance & Audit

1. Responsible for all financial and administrative matters. Also procedure for refund mechanism
2. Prepare reconciliation statement for every month and submit the same to the Manager (Admn.) to onward transmission to Government.
3. Submit periodic financial report to Government.
4. Act as Nodal Officer for all Finance, Accounts and Audit matters.
5. Provide information/data support for LA Questions/Committees, RTI, AG etc. from time to time.
6. Foresee the risk of financial loss.
7. Budgeting
8. Developing cash flow statement.
9. Ensure that the organization's financial records and record keeping methods are in compliance with applicable standards and regulations.

IV. IT Wing

1. Handle MEDISEP software.
2. The maintenance of privacy of data relates to the MEDISEP beneficiaries and sort out

the data related issues.

3. Deal with the matter relates to the MEDISEP web portal.
4. Prepare, update and monitor dash board relating to the scheme in the portal.
5. Rectify the complaints of beneficiaries regarding data.
6. Deal with other data/system related works entrusted by the Government from time to time.

3. Apart from the above, the officers posted in the State Nodal Cell should act on the matter entrusted to them by the Government from time to time.

(BY ORDER OF THE GOVERNOR)
RAJESH KUMAR SINGH IAS
ADDITIONAL CHIEF SECRETARY (FINANCE)

To:

- 1) The Joint Director, State Nodal Cell, MEDISEP Scheme.
- 2) The Joint Director, ITSF
- 3) Under Secretary, Finance Accounts.
- 4) Under Secretary, Finance Administration
- 5) All sections of Finance Department
- 6) Stock file

Forwarded/By Order


Section Officer