

**No. 1705/3/2020-HS-HEALTH  
GOVERNMENT OF MANIPUR  
SECRETARIAT : HEALTH DEPARTMENT**

**OFFICE MEMORANDUM  
Imphal, the 18<sup>th</sup> June, 2021**

**Subject: Timely payment of honorarium/ wages to contractual and daily wages staff engaged on COVID-19 duties, and payment of COVID duty incentives to all concerned staff.**

There is a felt need to ensure that honorarium/wages to contractual and daily wages staff engaged on COVID-19 duties and also payment of COVID duty incentives to all concerned staff are processed and disbursed in a timely manner without delay. Therefore, in order to streamline the current process being followed, the following directives are issued for strict compliance:-

1. Director of Health Services, Manipur along with Deputy Director (MD) and Sr. A.O/DDO Medical Directorate are to ensure that proposals for payment of honorarium/wages and COVID incentives are processed without delay.
2. CMOs, Medical Superintendents, Officer-in-charge CCCs, CHCs and other concerned Field Officers shall furnish wage/incentive details on a WEEKLY instead of monthly basis to the Directorate of Health Services so that there is no delay in compilation at the end of the month.
3. The monthly proposal for wages/incentives shall be submitted to Secretariat, Health Department by the Health Directorate latest by 5<sup>th</sup> day of every month. The Directorate shall not wait for complete compilation and any pending cases of wages/incentives payment for the month shall be carried forward and included in the wages/incentives for the next month.
4. Further, it is observed that wages for contractual staff are being prepared for the whole month without accounting for rest days, Sundays and holidays. It may be noted that remuneration is liable only for duty days and all CMOs, Officers-in-charge CCCs and other field officers may strictly observe due diligence and follow permissible guidelines while submitting wage/incentive proposals.

  
**(Soiminlian Lengen)**  
Deputy Secretary (Health & FW)  
Government of Manipur

To

1. Director of Health Services, Manipur
2. Sr. Administrative Officer/DDO, Directorate of Health Services
3. All CMOs, Manipur
4. All Medical Superintendents, District Hospital/SDH
5. Deputy Director (MD), Directorate of Health Services
6. All Officers-in-charge, CCCs, CHCs and other COVID Treatment Centres.

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Copy to:

1. Secretary to Chief Minister, Manipur
2. Staff Officer to Chief Secretary, Government of Manipur
3. Principal Secretary (Health & FW), Government of Manipur
4. All Deputy Commissioners, Manipur