

National Health Authority (NHA)
Guidelines for recruitment of personnel on Sabbatical/Secondment

1. Objective and Purpose

- National Health Authority (NHA) is the apex body responsible for implementing India's flagship public health insurance/assurance scheme called Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) & has been entrusted with the role of designing strategy, building technological infrastructure and implementation of National Digital Health Mission (NDHM) to create a National Digital Health Ecosystem while ensuring the security, confidentiality, and privacy of health-related personal information.
- Considering that the AB-PMJAY and NDHM are unique schemes in their design, scope, size, and implementation and will be chartering unknown territories in the areas of technology, logistics and management, it is necessary that it has access to the world-class professionals in the areas of IT, Management, Contracts, Procurements, and Public Administration.
- NHA will need to attract talent from technology, law, policy, marketing, social science, administrative and other relevant spheres. All these talents may not be necessarily available with the Government. Hence NHA is willing to take people from industry and academia to work with NHA on sabbatical or secondment from their parent organisations.
- The objective and purpose of this effort is to lay down general principles and guidelines for taking personnel on sabbatical or secondment from their parent organisations.

2. Definition: Unless the Context requires otherwise, following words shall have the meaning attributed to them in this rule for the purpose of these Rules.

- (1) "NHA" means National Health Authority
- (2) "Competent Authority" means the Chief Executive Officer, National Health Authority
- (3) "Parent Organisation" means the organisation in which the person on sabbatical is employed with and receives his/her remuneration from.
- (4) "Applicant on Sabbatical/ secondment or Applicant" is a person who wants to give services to and work with NHA, on a full-time or part time basis while on sabbatical from a Parent Organisation, without seeking any remuneration from NHA.

- (5) “Area of Expertise” means the subject or area in which the Applicant possesses expertise.

3. Identification of Persons on Sabbatical: Applicant on sabbatical/ secondment working with a Parent Organisation and seeking to work with NHA by taking a sabbatical or requesting secondment from their Parent Organisation shall apply to NHA in the format set out in the Annexure 1 hereto.

4. Criteria and Methodology for Selection: NHA will follow the following methodology for deciding if an Applicant can be accepted to work with NHA:

- (1) Based on the application, NHA shall first determine if the services of the Applicant are needed in the Area of Expertise of the person. NHA will then conduct an interview/demo (in person or telephonic or virtual) and no TA / DA shall be paid to applicants for attending the personal interview.
- (2) Thereafter, based on the application, if NHA is satisfied that the Applicant possesses requisite specialized skills, experience and qualifications, has related professional experience, has satisfactory background and references and that there is no conflict of interest between the Applicant on Sabbatical working for NHA and any other work the Applicant on Sabbatical may be engaging in either for gain or as a volunteer, then NHA will issue an offer letter along with the specific role for the Applicant on Sabbatical and the reporting structure. The Applicant on sabbatical will convey acceptance by signing the offer letter and the nondisclosure and confidentiality agreement of NHA.
- (3) The Applicant should have the necessary approvals and authorizations from the Parent Organisation in order to be on sabbatical and work with NHA. These approvals must be provided to NHA prior to the Applicant joining NHA.
- (4) The Applicant shall disclose to NHA if there exists or there is a likelihood of any conflict of interest between the Parent Organisation and NHA. In case of a conflict of interest on any matter or a likelihood of conflict of interest, NHA shall ensure that the Applicant is not placed in a position to influence any decision making on the relevant matter of conflict.

5(a). Code of Conduct: A person on Sabbatical/Secondment, appointed by NHA, shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

- (1) Person shall follow the Rules and regulations of NHA that are in general applicable to the employees of NHA.
- (2) Person shall follow the confidentiality protocol of NHA and shall not reveal to any person or organisation confidential information on NHA, its work and its policies.

- (3) In general, Person may not represent NHA *vis a vis* third parties. Some Applicants may specifically be authorised to interact with third parties on behalf of NHA depending on the nature of their roles and responsibilities.
- (4) Person shall interact with third parties, if permitted by NHA and shall specifically be need based; in particular, Person shall not interact with or represent NHA to the media (print, electronic and social).
- (5) Person may, with the prior permission of NHA, present its work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to NHA cannot be revealed under any circumstances.
- (6) Any papers and documents written and/or published by the Applicant should carry the caveat that the views are his/her personal views of the and do not represent or reflect the views of NHA.
- (7) Person will conduct themselves professionally in its relationship with NHA and the public in general.
- (8) Person shall develop work plans and schedules in consultation with its supervisor and shall adhere to the same. Person shall also be required to submit a report of its work prior to leaving NHA.
- (9) The person shall be paid TA/DA for visits done as per instructions of CEO/ACEO/DyCEO (and not for other visits) as per entitlement of equivalent position in the Government of India.

5(b). Conflict of interest: Persons working with NHA are bound by NHA's conflict of interest and Non-Disclosure Agreement documents. A declaration of No Conflict of Interest and Non-Disclosure Agreement between NHA and Persons shall be executed.

5(c). Compliance of Laws

- a. Persons appointed by NHA shall adhere to all applicable laws of India.
- b. Applicable laws of India shall mean any statute, law, ordinance, notification, rule, regulation, judgment, order, decree, bye law, approval, directive, guideline, policy, requirement, or other governmental restriction or any similar form of decision applicable to the relevant party and as may be in effect on the date of the Person's engagement with NHA and during the subsistence thereof, applicable to the Project or regulatory compliance obligations laid down/notified by Government of India and NHA, including but not limited to, consent management, privacy & security of data, sharing & protection of data.

6. Operating Model:

6.1 Time Commitment

- a. Persons shall be expected to commit minimum 5-7 hours per week over a period of at least two months.
- b. Time commitment is subject to change as per the requirement by NHA and shall be communicated to the Persons at the time of the appointment.

6.2 Access to NHA Data and Information

- a. Persons will not be provided access to any sensitive or confidential information with respect to NHA. Persons to abide by NHA's IS and Privacy Policy and such other Policies and guidelines as intimated by NHA.

6.3 Recognition provided to Person

- a. Persons shall be recognized for their contribution post a minimum of two-month engagement period, subject to the satisfaction of the performance as determined by NHA.
- b. No monetary compensation/ any kind of consideration shall be provided to Persons by NHA for their contribution.

7.Termination: Either the person on Sabbatical/Secondment or NHA may terminate the relationship under any one of the following situations:

- (1) NHA may disengage the person if NHA is of the view that his/her services are no more required.
- (2) In general, NHA may terminate the services of the person on sabbatical at any time without assigning any reasons and with immediate effect.
- (3) In general, if the person on sabbatical decides to disengage from NHA, he should provide two weeks' prior notice. However, NHA may in certain cases particularly persons on a long-term sabbatical/secondment, prescribe a notice period up-to one month. Notice period may be waived from time to time by the supervisor depending on the role of the person on sabbatical/secondment.
- (4) Upon termination, the person on sabbatical must hand over to NHA, any papers, equipment or other assets which might have been given to him by NHA in course of his work with NHA. This will include any badges or ID Cards which may have been issued to him.
- (5) If it comes to the notice of NHA that the person whose services have been terminated by NHA continues to act in a manner which gives the impression that he is still working for NHA, NHA shall be free to take appropriate legal action against such person.

- (6) The Competent Authority may initiate appropriate action against erring person and decision of the Competent Authority would be final and binding on the person.

8. Power to Remove Difficulties: The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

ANNEXURE 1

Application form for persons on Sabbatical/Secondment from Parent Organization to work for NHA

1. Covering Letter with the following information (not more than 500 words)
 - a) Areas of Expertise of the person.
 - b) Why they would like to work with NHA.
 - c) How NHA would benefit from the person working with NHA
2. Curriculum Vitae
3. Two references