

**MEMORANDUM OF ASSOCIATION
OF
ROGI KALYAN SAMITI**

**ORISSA STATE HEALTH & FAMILY WELFARE SOCIETY
DEPARTMENT OF HEALTH & FAMILY WELFARE
GOVERNMENT OF ORISSA**

MEMORANDUM OF ASSOCIATION OF "ROGI KALYAN SAMITI"

Name of the Society : Rogi Kalyan Samiti,.....

Registered office of society: District/Sub-division/CHC/FRU/PHC
Headquarters

Definitions:

- i. "RKS" means Rogi Kalyan Samiti.....
- ii. "Samiti" means Rogi Kalyan Samiti.....
- iii. "Chairperson" means Chairperson of Rogi Kalyan Samiti.
- iv. "Co-Chairperson" means Co-Chairperson of Rogi Kalyan Samiti.
- v. "Member Secretary" means Member Secretary of Rogi Kalyan Samiti.
- vi. "EC" means Executive Committee.
- vii. "GB" means Governing Body.

PREAMBLE

Rogi Kalyan Samiti (Patient Welfare Committee)/Hospital Management Committee is a simple yet effective management structure formed to facilitate and streamline the developmental activities with an objective to provide sustainable quality care with accountability and people's participation along with total transparency in utilization of funds placed at its disposal.

The Samiti, a registered society shall act as a group of trustees for the hospital to manage the affairs of the hospital. It shall consist of members from the local Panchayati Raj Institutions (PRI), NGO's, local elected representatives and officials from Government sector who would be responsible for proper functioning and management of the CHC/FRU/PHC. RKS is free to prescribe, generate and use its funds as per its best judgment for smooth functioning and for maintaining the quality of services.

BASIC STRUCTURE:

The suggested composition of RKS is as follows:

RKS is a registered society set up in all District & Sub-divisional hospitals/CHC/ FRU/PHC. It may consist of the following members:-

1. People's representatives- MLA, MP.

2. Health officials. (including an Ayush Doctor)
3. Local district/block officials.
4. Leading members of the community.
5. Local CHC/FRU/PHC in charge.
6. Representative of the Indian Medical Association.
7. Members of the local bodies and Panchayati Raj representatives.
8. Leading donors/NGO.

The RKS will not function as a Government agency, but as an NGO as far as functioning is concerned. It may utilize all government assets and services to impose user charges and shall be free to determine the quantum of charges on the basis of local circumstances. It may also raise funds additionally through donations, loans from financial institutions, grants from government as well as other donor agencies. Moreover, funds received by the RKS will not be deposited in the state exchequer but will be available to be spent by the Executive Committee constituted by the RKS. Private organizations offering high tech services like pathology, MRI, CAT SCAN, Sonography etc. could be permitted to set up their units within the hospital premises in return for providing their services at a rate fixed by the RKS.

NEED FOR DEVOLUTION OF RESPONSIBILITY:

Participation of local staff along with representatives of local population is considered of prime importance to improve accountability and keep pace with rapidly growing service requirements. It is also necessary to evolve a suitable framework within which the existing staff and local population along with administration can establish such a motivated performing asset. The new body or the apex entity has to be responsible for the singular aspect of provision of services to all classes of the society. The right of independence for performance and management has to be provided in order to boost performance.

FRAMEWORK FOR ROGI KALYAN SAMITI

1. OBJECTIVES OF THE RKS:

- 1.1. Ensure compliance to minimal standard for facility, hospital care and protocols of treatment as issued by the Government.
- 1.2. Ensure accountability of the public health providers to the community.
- 1.3. Introduce transparency with regard to management of funds.
- 1.4. Upgrade and modernize the health services provided by the hospital and any associated outreach services.
- 1.5. Supervise the implementation of National Health Programmes at the hospital and other health institutions that may be placed under its administrative jurisdiction.
- 1.6. Organize outreach services/health camps at facilities under the jurisdiction of the hospital.
- 1.7. Display "Citizen's Charter" in the health facility and ensure its compliance through operationalisation of a Grievance Redressal Mechanism.
- 1.8. Generate resources locally through donations, user fees and other means.
- 1.9. Establish affiliations with private institutions to upgrade services.
- 1.10. Undertake construction and expansion in the hospital building.
- 1.11. Ensure optimal use of hospital land as per government guidelines.
- 1.12. Improve participation of the society in the running of the hospital.
- 1.13. Ensure scientific disposal of hospital waste.
- 1.14. Ensure proper training for doctors and staff.
- 1.15. Ensure subsidized food, medicines, drinking water and cleanliness to the patients and their attendants.

1.16. Ensure proper use, timely maintenance and repair of hospital building, equipment and machinery.

2. FUNCTIONS & ACTIVITIES OF THE SAMITI:

To achieve the above objectives, the society shall direct its resources for undertaking the following activities/initiatives:

2.1. Identifying the problems faced by the patients in CHC/FRU/PHC.

2.2. Acquiring equipment, furniture and ambulance for the hospital. (Through purchase, donation, rental or any other means, including loans from banks)

2.3. Expanding the hospital building in consultation with and subject to any guidelines that may be laid down by the state government.

2.4. Making arrangement for the maintenance of the hospital building (including residential buildings) vehicles and equipment available with the hospital.

2.5. Ensure disposal of unserviceable articles (unusable equipment/furniture) through condemnation and auction, whose cumulative cost should not exceed Rs.5000/-, the proceeds of which shall be deposited in the savings bank account of the RKS.

2.6. Improving boarding / lodging arrangements for the patients and their attendants.

2.7. Entering into partnership arrangement with the private sector (including individuals) for the improvement of support services such as cleaning services, laundry services, diagnostic facilities and ambulatory services, canteen facilities etc.

2.8. Developing /leasing out vacant land in the premises of the hospital for commercial purposes with a view to improve financial position of the society.

2.9. Encouraging community participation in the maintenance and upkeep of the hospital.

2.10. Promotion measures for resource conservation through adoption of wards by institutions or individuals; and

2.11. Adopting sustainable and environmental friendly measures for the day to day management of the hospital, e.g. scientific hospital

waste disposal system, solar lighting systems, solar refrigeration systems, water harvesting and water recharging systems etc.

3. MEMBERSHIP: The various categories of membership of the RKS are as follows:

- i. Ex-officio members.
- ii. Nominated members.
- iii. Co-opted members.
- iv. Associate members.
- v. Institutional members.

Ex-officio Members:

The ex-officio members would be the representatives of the people and the officers from the various line departments of the government.

Nominated members:

A maximum of 5 eminent persons from the district/block can be nominated as members to the Rogi Kalyan Samiti, provided that the persons nominated fulfils the eligibility criteria enumerated in Section 4. These members can be nominated by the District Collector/ CDMO/Chairperson in consultation with the Co-chairperson and Member Secretary of the Governing Body for a duration of two years from the date of nomination.

Co-opted members:

A maximum of 5 eminent persons from the district/block can be nominated as members to the Rogi Kalyan Samiti, provided that the persons nominated fulfils the eligibility criteria enumerated in Section 4. These members can be co-opted by the Executive Committee in consultation with the Chairperson of the Governing Body for a duration of one year from the date of nomination.

Associate Members:

An individual who makes a one time donation of a specified amount (e.g. Rs. 5000/- or as may be determined by the District Health Society), may be made eligible to become a Member of the Governing Body of the Society.

Institutional Member:

Any institution, which donates a specified amount (e.g. Rs.50,000/- or more or as may be determined by the District Health Society) or adopts a ward of the hospital and bears the cost of its maintenance, may be made eligible to nominate a person from the institution as a member of the Governing Body of the society.

4. ELIGIBILITY OF MEMBERSHIP: A person can be the member of the society subject to the approval of the Executive Committee, irrespective of caste, class, creed and sex who have an interest & aptitude in health and development activities. The criteria for membership are as follows:

- i. Indian nationals.
- ii. Not less than 18 years of age.
- iii. Not a convict or under trial.
- iv. Not bankrupt.
- v. Mentally sound.
- vi. Committed to adhere to rules and regulations of the society.

5. CONSTITUTION OF THE ROGI KALYAN SAMITI

At the District Level

1. Governing Body:

Chairperson : District Collector.

Co-Chairperson : CDMO

Member Secretary: ADMO (Medical)

Members:

- i. Chief Executive Officer, Municipal Corporation,
- ii. ~~Director~~, Ayush of the District,
- iii. Maximum 2 PRI Representatives,
- iv. Maximum 3 eminent citizens (nominated by the District Collector),
- v. Mother NGO Representative,
- vi. Representative of local Medical College,
- vii. Representative of corporate sector/NGO hospitals in the district (as may be nominated by the District Collector),
- viii. Local MP/MLA,
- ix. Maximum 2 Women Representatives, (nominated by the District Collector)
- x. District Social Welfare Officer (WCD Dept.)
- xi. District Welfare Officer (RD Dept.)
- xii. District Panchayat Officer.
- xiii. One Para-medical staff (nominated by CDMO).
- xiv. District MEIO.
- xv. Associate Members, if any.
- xvi. Institutional Member, if any.

2. Executive Body:

Chairperson : CDMO

Member Secretary: ADMO (Medical)

Members:

- i. Director, Ayush of the District,
- ii. One PRI representative to the Governing Body,
- iii. District Collector's nominees to the Governing Body,
- iv. Representative of institutional members, if any,
- v. Additional members as may be co-opted by the Executive Body.

At the Sub-divisional level:

1. Governing body:

Chairperson : Sub Collector.

Co-Chairperson : ADMO /District Programme Officer.

Member Secretary: Sub-Divisional Medical Officer (SDMO).

Members:

- i. One AYUSH doctor,
- ii. One CDPO of Sadar Sub-division (ICDS) from W&CD Department,
- iii. Asst. Engineer from Rural Development,
- iv. SDPO from Panchayati Raj Department,
- v. Asst. Engineer from (RWSS) Water & Sanitation Department,
- vi. D.I of Schools from Education Department,
- vii. Representative of health sector NGO working in the area,
- viii. An eminent citizen from the town (nominated by the Chairperson),
- ix. PRI representative,
- x. Maximum 2 Women Representatives from SHG's/Mahila Samitis etc., (nominated by Chairperson)
- xi. Institutional members, if any.
- xii. Associate members, if any.

2. Executive Committee:

Chairperson : ADMO /District Programme Officer

Member Secretary: Sub-Divisional Medical Officer (SDMO).

Members:

- i. Senior Medical Officers of the hospital,
- ii. One Ayush Doctor,
- iii. One PRI representatives to the Governing Body,
- iv. District Collector's nominee to the Governing Body,
- v. One CDPO of Sadar Sub-division (ICDS) from W&CD Department,
- vi. Asst. Engineer from (RWSS) Water & Sanitation Department,
- vii. Representative from institutional members, if any.

At the Block level:

1. Governing body:

Chairperson : Chairman of Panchayat Samiti.

Co-Chairperson : Block Development Officer (B.D.O.).

Member Secretary: MO I/C of CHC/FRU/PHC/Area Hospital (Rural)

Members:

- i. Senior Medical Officers of the hospital,
- ii. AYUSH doctor from CHC/block,
- iii. CDPO/Block level officer of ICDS,
- iv. Block level officer from Rural Development,
- v. Block level officer from Panchayati Raj Department,
- vi. Block level officer from Water & Sanitation Department,
- vii. Block level officer from Education Department,
- viii. Block level officer from Social Welfare Department,
- ix. Representative of health sector NGO working in the area,
- x. An eminent citizen from the block (nominated by the District Collector),
- xi. An eminent citizen from the block (nominated by the Chairperson),
- xii. PRI representative,
- xiii. Block Extension Educator (BEE),
- xiv. 1 Women Representatives from SHG's/Mahila Samitis etc., (nominated by Chairperson)
- xv. Institutional members, if any.

- xvi. Associate members, if any.

2. Executive Committee:

Chairperson : Block Development Officer (B.D.O).

Member Secretary: MO I/C of the CHC/FRU/PHC. /Area Hospital (Primal)

Members:

- i. Senior Medical Officers of the hospital,
- ii. Ayush Doctor from Block,
- iii. Two PRI representatives to the Governing Body,
- iv. District Collector's nominee to the Governing Body,
- v. Junior Engineer/Block level officer from Water & Sanitation,
- vi. Representative from institutional members, if any.

6. PROCEEDINGS OF THE GOVERNING BODY:

6.1. The meetings of the Governing Body shall be held at least once in every quarter and at such time and place as the Chairperson shall decide. If a Chairperson receives a requisition for calling a meeting signed by one-third members of the Governing Body, the Chairperson shall call a meeting as soon as may be reasonably possible and at such as s/he may deem fit.

6.2. Following minimum business shall be brought forward and disposed off in every meeting of the Governing Body:

- i. Compliance to standards and protocols issued by government.
- ii. Review of the OPD and IPD service performance of the hospital in the last quarter and the service delivery targets for the next quarter.
- iii. Review of the outreach work performed during the last quarter and outreach work schedule for the next quarter.
- iv. Review of efforts in mobilizing resources from the community, trade/industry and local branches of professional associations like IMA and FOGSI etc.
- v. Review the reports submitted by the Monitoring Committee.
- vi. Review the status of utilization of funds, equipment and drugs received under different programmes of the Government.
- vii. Review compliance to Citizens' Charter displayed in the hospital and the effectiveness of the Grievance Redressal Mechanism.

6.3. In addition to the above regular items, the Annual Report of the society relating to the last financial year shall be taken up for

discussion in the quarterly meeting falling due after the close of every financial year.

6.4. Every notice calling meeting of the Governing Body shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Body not less than twenty one clear days before the date appointed for the meeting. Such notice shall be issued by the Member Secretary of the society and shall be accompanied by an agenda of the business to be placed before the meeting provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business the Chairperson may call the meeting of the Governing Body at clear ten days notice.

6.5. The Chairperson shall chair the meetings of the Governing Body. In his/her absence, the Co-Chairperson will chair the meetings and if both are unavailable, the Member-Secretary will preside over all the meetings.

6.6. One third of the members of the Governing Body, including the substitutes nominated under Rule 6.8 present in person, shall form a quorum at every meeting of the Governing Body.

6.7. The membership of an ex-officio member of the society and of the Governing Body shall stand terminated when he/she ceases to hold the office by virtue of which s/he was member and his/her successor to the office shall become a member.

6.8. Nominated members shall hold office for a period of two years from the date of their nomination. Such members will be eligible for re nomination for another period of 2 years.

6.9. The society shall maintain a roll of members at its office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless s/he has signed the roll as aforesaid.

6.10. A member of the society shall cease to be members if s/he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which s/he was holding the membership.

6.11. Resignation of membership shall be tendered to the Governing Body in person to its Member Secretary and shall not

take effect until it has been accepted on behalf of the Governing Body by the Chairperson.

6.12. If a member of the society changes his/her address he/she shall notify his/her new address to the Member Secretary who shall thereupon enter his/her new address in the roll of members. But if a member fails to notify his/her new address the address in the roll of members shall be deemed to be his/her address.

6.13. Any vacancy in the society or in the Governing Body shall be filled by the authority entitled to make such appointment. No act or proceedings of the society or of the Governing Body shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.

6.14. No member of the society or its Governing Body shall be entitled to any remuneration.

7. POWERS OF THE GOVERNING BODY:

7.1. The Governing Body will have full control of the affairs of the society and will have authority to the exercise and perform all the powers, acts and deeds of the society consistent with the aims and objects of the society.

7.2. In particular and without prejudice to the generality of foregoing provision, the Governing Body may:

- i. Make amend or repeal any bye laws relating to administration and management of the affairs of the society, subject to the observance of the provisions contained in the Act, provided that:
 - Proposals for amendment shall be placed before the Governing Body of the District Health Mission for its consideration and endorsement;
 - Proposals for amendment shall be sent to the designated authority of the state government for endorsement; and
 - Proposals shall be brought to the Governing Body after completing the above endorsement/approval process.
- ii. Consider the annual budget and the annual action plan, its subsequent alterations placed before it and to pass it with such modifications as the Governing Body may think fit.
- iii. Monitor the financial position of the society in order to ensure smooth income flow and to review annual audited accounts.

- iv. Accept donations and endowments or give grant upon such terms as it thinks fit.
- v. Delegate its powers, other than those of making rules, to the Chairperson, Co-Chairperson or other authorities as it may deem fit.
- vi. Authorize the Member Secretary to execute such contracts on behalf of the society as it may deem fit in the conduct of the business of the society.
- vii. Recruit medical and paramedical staff for the hospital and execute such other contracts for the improvement of hospital services as it may deem fit.
- viii. Do generally all such other acts and things as may be necessary or incidental to carrying out the objectives of the society or any of them, provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers hereby conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the society.
- ix. Ensure compliance to Indian Public Health Standards and to Citizens' Charter.
- x. Establish a system of public grievance redressal at facility level.
- xi. Undertake measures to increase transparency in financial and operational management of the hospital.

8. POWERS AND FUNCTIONS OF THE OFFICE BEARERS OF THE GOVERNING BODY:

8.1. Chairperson:

- i. The Chairperson shall have the powers to call for and preside over all meetings of the Governing Body.
- ii. The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Member Secretary to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the Member Secretary shall forthwith call such a meeting.

- iii. The Chairperson shall enjoy such powers as may be delegated to him by the society and the Governing Body.
- iv. The Chairperson shall have the authority to review periodically the work and progress of the society and to order inquiries into the affairs of the society and to pass orders on the recommendations of the reviewing or inquiry Committee.
- v. Nothing in these Rules shall prevent the Chairperson from exercising any or all the powers of the Governing Body in case of emergencies in furtherance of the objects of the society. However, the action taken by the Chairperson on such occasions shall be reported to the Governing Body subsequently for ratification.
- vi. All disputed questions at the meeting of the Governing Body shall be determined by votes. Each member of the Governing Body shall have one vote and in case of a tie, the Chairperson shall have a casting vote.
- vii. Should any official members be prevented for any reason whatsoever from attending a meeting of the Governing Body, the Chairperson of the society shall be at liberty to nominate a substitute to take his place at the meeting of the Governing Body. Such substitute shall have all the rights and privileges of a member of the Governing Body for that meeting only.
- viii. Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member Secretary of not less than ten clear days before the day of such meetings.
- ix. Any business which may become necessary for the Governing Body to perform, except the agenda prescribed for the full meeting as set out as above may be carried out by circulation among all its members and any resolution so circulated and approved by majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one-third members of the Governing Body have recorded their consent of such resolution.
- x. In the event of any urgent business, the Chairperson of the society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

- xi. A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members within a fortnight after completion of the meeting.
- xii. Recommend to the government for any disciplinary action against any office bearers as and when required having relevance to activities of the RKS.

8.2. Co-Chairperson:

- i. Co-chairperson will preside over the meetings of the Governing body in the absence of Chairperson.
- ii. Guide and monitor the activities of the RKS as per the guidelines and financial procedures.
- iii. Operate the bank accounts jointly with the Member Secretary of the Samiti.

8.3. Member Secretary:

- i. Preside over all meetings in the absence of the Chairperson and Co-chairperson.
- ii. Responsible for discharging the functions as Treasurer of the Samiti or may nominate someone with accounting knowledge or an Accountant (if available) as the Treasurer of the Samiti.
- iii. Responsible for the secretarial functions related to the conduct of the meetings such as fixing the date and venue in consultation with the Chairperson / Co-chairperson, preparing agenda papers and circulating them and initiating the follow up action on the decisions taken in the meetings.
- iv. Intimate the date and time schedule for the RKS meeting to the members at least before twenty one days before the scheduled date for the GB meeting to ensure participation and at least before seven days in writing for the EC meeting along with the Agenda specifying the business to be transacted, the date and venue of the meeting.
- v. Circulate the minutes of all the meetings to the society after it is signed by the Chairperson within a fortnight after the meeting.

- vi. Prepare and circulate the Quarterly Report to appropriate authorities after due approval in EC & GB Meetings.
- vii. Maintain the records, prepare and place the annual report of the society before the EC and the GB. He will be the custodian of all records of the Samiti.
- viii. The account of the Samiti will be operated by him jointly along with the Co-Chairperson of GB observing all formalities.
- ix. Prepare the Annual Budget for placement and approval in the EC meeting in consultation with relevant authorities.
- x. Execute and monitor all the health programmes implemented under the Samiti.
- xi. Sue on behalf of the Samiti and also represent the Samiti on all legal issues.

8.4. Treasurer:

- i. Responsible for maintaining registers to keep record of accounts (income & expense) for the Samiti and keep the track of the funds. Also responsible for maintaining registers on user charges collected by the CHC /FRU/ PHC.
- ii. Ensure the timely submission of expenditure statements to appropriate authority.
- iii. Ensure timely audit of the Samiti's accounts by appropriate authority.
- iv. Responsible to compile the budget to be placed before the Governing body.

9. FUNCTIONS OF THE EXECUTIVE COMMITTEE:

The Executive body shall be responsible for implementing the decisions taken by the Governing body including, among others the following:

- i. Improving the cleanliness and day-to day maintenance of the services and facilities.
- ii. Improving the quality of services by efficient utilization of funds put at its disposal by the Governing Body.

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- iii. Obtaining customer feedback and preparing client/patient satisfaction reports for submission to the Governing Body.
 - iv. Arranging audit of the accounts as per schedule.
 - v. Approve the Annual Budget of the Samiti.
 - vi. Preparing the Annual Report as per schedule.
 - vii. Undertaking such other activities and tasks as may be decided by the Governing Body from time to time.
 - viii. Execute the programmes and policies as per the objectives of the Samiti.
 - ix. Regulate/monitor the expenditure of the Samiti and ratify all expenditures.
 - x. Review the implementation of the different programmes.
 - xi. Decide, extend, enhance or decrease the user fee collection in coordination to the Government guidelines.
 - xii. Select auditors for auditing the accounts of the Samiti.
 - xiii. Finalize the quarterly Annual Report of RKS highlighting its achievements, performance and financial position and submit it to the District Health Society & donor agencies.
 - xiv. Permit for publications and sale of Newsletters, Periodicals & Bulletins prepared by the Samiti.
 - xv. Approve Project proposals and Research projects undertaken by the Samiti and review the Project reports.
 - xvi. EC reserves the right to reject any application for membership by passing detail order giving reason thereof.
 - xvii. Any member who acts against the Rules and Regulations of the Samiti or whose continuance as member is detrimental to the interest of the Samiti shall be removed by a resolution passed by majority of 2/3 of the members present in the EC meeting.
 - xviii. It can engage staff contractually for maintenance of the hospital & smooth management of the Samiti, if necessary.

10. MEETINGS OF THE EXECUTIVE COMMITTEE:

The frequency of meetings of the Executive Committee shall be once every month.

Meetings of the Executive Committee shall be convened by the Member Secretary by giving clear seven days notice in writing along with the Agenda specifying the business to be transacted, the date and venue of the meeting.

11. REGULAR AGENDA:

- i. Review of the OPD and IPD service performance of the hospital in the last month and service delivery targets for the next month.
- ii. Review of the outreach work performed during the last month and outreach work schedule for the next month.
- iii. Consider reports of the Monitoring Committee for the remedial action.
- iv. Implementation of the Citizen's Charter.

The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.

12. MONITORING COMMITTEE:

A Monitoring Committee could be constituted by the Governing Body to visit hospital wards and collect patient feedback. The Committee would send a monthly monitoring report to the District Collector and Chairperson, Zilla Parishad.

13. DELEGATION OF FINANCIAL POWERS:

Sanction shall be accorded if all financial formalities have been observed and remains within the approved budget provision. The officer will be personally liable if there is any deviation.

The office bearers of the EC can sanction funds up to:

Office Bearers	Type of Expenditure	District	Sub-Divisional	Block
Member Secretary	Non recurring expenditure	Rs. 5,000/-	Rs. 3,500/-	Rs. 2,500/-
	Recurring expenditure	Rs. 3,000/-	Rs. 2,000/-	Rs. 1,500/-
Chairperson	Non recurring expenditure	Rs.25,000/-	Rs.15,000/-	Rs.10,000/-
	Recurring expenditure	Rs. 20,000/-	Rs. 10,000/-	Rs. 5,000/-

Executive Committee: Can sanction beyond the above amount when put up with reason.

14. PROVISION OF ENABLING RIGHTS, VESTING ASSETS & AUTHORISING SERVICES:

The Government may authorize transfer of existing facilities and assets free of cost and without any liability to the RKS of the concerned hospital. In most hospitals, the principle reasons for malfunctioning and deteriorating services are the inability to spend on new infrastructure for up-gradation & modernization, paucity of funds for emergencies, gross mismanagement of resources and lack of motivation. Being a service oriented facility, it needs to permit and grant specific rights to allow freedom for operations and management. The RKS should be enabled with the decision making right to invest in order to meet service requirements. As mentioned above, user charges should be introduced; as it is believed that excellent health care on a continuous basis cannot be ensured without adequate financial provisions. Appropriate relaxations for BPL patients to be ensured, as per state policy.

15. RESOURCE MOBILISATION:

The funds of the society shall consist of the following:

- Grant-in-aid from the State Government and/or state level society (societies) in the health sector and/or District Health Society.
- Grant and donations from trade, industry, institutions and individuals.
- Receipts from such user fees as may be introduced for the services rendered by the hospital.

- iv. Receipts from disposal of assets.
- v. Income generating services (scooter/cycle stand, ambulance services, medicine shop, canteen etc).
- vi. Funds mobilized by the Samiti itself through its publications and other programmes.
- vii. Loans from banks and other financial institutions.
- viii. Any other sources, if any as decided by the Executive Committee.

The funds of the Samiti will be deposited in a savings bank account of any nationalized bank and will be operated jointly by the Chairperson and the Member Secretary of the Executive Committee.

16. ACCOUNTS AND AUDIT:

- i. The Society shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the society.
- ii. The accounts of the society shall be audited annually by a Chartered Accountant firm included in the panel of Chartered Accountants drawn by the designated authority of the state government.
- iii. The report of such audit shall be communicated by the auditor to the society, which shall submit a copy of the Audit Report along with its observation to the District Collector.
- iv. Any expenditure incurred in connection with such audit shall be payable by the Society to the Auditors.
- v. The Chartered Accountant or any qualified person appointed by the Government of India/State Government in connection with the audit of the accounts of the Society shall have the same rights, privileges and authority in connection with such audit as the Auditor General of the state has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.

Others:

- i. The Samiti shall have the exclusive right over the property acquired by it through purchase or gift.
- ii. The annual budget for the respective programmes will be prepared by the Member Secretary of the Samiti strictly observing the operational guidelines issued by the agencies providing funds for the purpose. After approval of the budget in the EC meeting, all the expenditure will be made strictly in accordance with the approvals. Any expenditure which is a deviation from the official guidelines of the programme can be incurred with prior permission of the State Programme Officer, and after approval in the EC meeting.
- iii. One master cash book will be maintained for the funds received for different programmes. In addition to the subsidiary accounts for individual programmes as stated above, consolidated statement of accounts will be prepared and presented by the Member Secretary before the Executive Committee and Governing Body for due approval.
- iv. The Rogi Kalyan Samiti should have its own money receipt books and can print the formats, forms required for their use.

17. BANK ACCOUNT:

The account of the society shall be opened in a bank approved by the Governing Body. All funds shall be paid into the Society's account with the appointed bank and shall not be withdrawn except by a cheque, bill note or other negotiable instruments signed jointly by the Member-Secretary and Chairman of EC.

18. ANNUAL REPORT:

A draft Annual Report and the yearly accounts of the society shall be placed before the Governing Body at its ensuing meeting that may be held in the first quarter of every financial year.

The copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months of the closure of a financial year to the following:

- District Collector.
- Chief District Medical Officer.
- Chairperson, Governing Body.
- Chairperson, Executive Body.

- Chairperson, Zilla Parishad.
- Donor Agencies.

19. SUITS AND PROCEEDINGS:

- i. The society may sue or be sued in the name of society through its Member Secretary.
- ii. No suit or proceedings shall abate by the reason of any vacancy or change in the holder of the office of the Chairperson or Member Secretary or any office bearer authorized in this behalf.
- iii. Every decree or order against the society in any suit or proceedings shall be executable against the property of the society and not against the person or the property of the Chairperson, Co-Chairperson, Member Secretary or any office bearer of the society.
- iv. Nothing in sub-rule as above shall exempt the Chairperson, Member Secretary or office bearer of the society from any criminal liability or entitle him/her to claim any contribution from the property of the society in respect of any fine to be paid by him/her on conviction by a criminal court.

20. AMENDMENT OF THE RULES AND REGULATIONS OF THE SAMITI:

The society may alter or extend the purpose for which it is established and/or the Rules of the society, provided that such amendment shall only be carried out through the procedure set out in rule as above.

21. DISSOLUTION OF THE SAMITI:

- i. The Governing Body may resolve to dissolve the society by bringing a proposal to that effect in a special meeting to be convened for the purpose, provided that the proposal for dissolution has been duly approved /endorsed through the process prescribed for amendment as set out in rule as above.
- ii. The dissolution proceedings shall be made in accordance with the provisions of the Act as amended from time to time in its application in the state.
- iii. Upon the dissolution of the society, all assets of the society, after the settlement of all its debts and liabilities, shall stand

reverted to the state government for such purposes as it may deem fit.

22. CONTRACTS:

- i. All contracts and other instruments for and on behalf of the society shall be subject to the provisions of the Act, be expressed to be made in the name of the society and shall be executed by the persons authorized by the Governing Body.
- ii. No contracts for the sale, purchase or supply of any goods and materials shall be made for and on behalf of the society with any member of the society or his/her relative or firm in which such member or his/her relative is a partner or shareholder or any other partner or shareholder of a firm or a private company in which the said member is a partner or director.

23. COMMON SEAL:

The society shall have a common seal of such make and design as the Governing Body may approve.

24. GOVERNMENT POWER TO REVIEW:

The District Health Society shall review, monitor and evaluate the performance of Rogi Kalyan Samities at the District/Sub District levels.

To

The Additional District Magistrate
-cum-Registrar of Societies.

Sub: Registration of Society under Society Registration Act XXI of
1860.

Sir,

I am enclosing herewith the Memorandum of Association of Rogi
Kalyan Samiti _____ for your kind perusal and
registration at your end.

I am also enclosing a Bank Draft bearing no. _____
dtd. _____ amounting to* Rs. _____ (In
words)

With best wishes,

Yours faithfully,

Chairperson,
Rogi Kalyan Samiti.