

Memorandum of Association Of ROGI KALYAN SAMITI (Hospitals)

- 1. Name of the Society** The _____ Hospital) Rogi Kalyan Samiti. (Here in after referred to as ' _____ Samiti')
- 2. Address :** The registered office of the Society shall be at....., (Address of the hospital).
- 3. AIMS:** The Hospital Rogi Kalyan Samiti will facilitate delivery of quality assured health services through the hospital and ensure Community participation and monitoring in improving the functioning of the Institution.
- 4. Objectives:**
 - (i).To provide organizational arrangement with local autonomy and flexibility resulting in optimal functioning of the institution.
 - (ii).Assisting the Hospital in developing customized strategies and implementation plans to address the gaps in service delivery.
 - (iii).Ensuring compliance to minimal standard for the hospital care and protocols for treatment (as adopted by the GNCTD).
 - (iii).To ensure rational & prioritized planning / utilization of the hospital resources.
 - (iv). Facilitate and support proper use, timely maintenance and repair of hospital building, equipment and machinery.
 - (v).To monitor and support continued availability of drugs / logistics.
 - (vi). To monitor and facilitate availability of required manpower equipped with necessary skills and training.
 - (vii).To make the hospital clean, hygienic, safe and patient friendly.
 - (viii).To facilitate up gradation and modernization of

the hospital services and physical infrastructure.

(ix).To promote best medical practices in the hospital.

(x). To promote rational use of drugs and safety of drugs.

(xi). To ensure safe disposal of biomedical waste generated by the hospital.

(xii).To adopt eco friendly practices.

(xiii). To provide the required thrust on quality assessment and improvement .

(xiv).To develop and recommend oversight and accountability mechanisms at all levels.

(xv). Ensure accountability of the health providers to the community .

(xvi).To functionalize efficient referral linkages.

xvii).Ensure effective convergence with related agencies / departments.

(xviii). To assess and take measures for employee satisfaction.

(xix).To assess patient satisfaction and take measures to build their trust and confidence.

(xx).To establish public NPO, public private mechanisms to augment / strengthen service delivery from the hospitals.

5. Strategies / Activities:

(i).Supporting and expediting introduction of modern, efficient management practices leading to rational resource allocation and its optimum utilization.

(ii).Promoting application of information technologies in Hospital functions and management.

(iii). Establishing a responsible system to review and make decisions on logistics (including drugs , consumables and equipments, physical infrastructure) planning , rationalization and their optimal utilization.

- (iv). Ensuring smooth functioning of the hospital by monitoring availability of drugs and other logistics and under emergent conditions, if need arises stepping in by procurement of emergency drugs / reagents.
- (v). Supporting the hospital in finding short term solutions for manpower related bottlenecks by hiring contractual, technical and other personnel.
- (vi). Ensuring compliance to minimal standard for the hospital care and protocols for treatment (as adopted by the GNCTD) through monitoring and required support.
- (vii). Providing support in more effective implementation and monitoring of National Health Programs and outreach services.
- (viii). Supporting programs to provide training and development of medical and paramedical manpower.
- (ix). Ensuring development and implementation of action plans for quality assessment and improvement.
- (x). Improving Human Resource performance and contractual arrangements by applying instruments such as performance – linked incentives and enforcing compliance with agreed performance targets and standards.
- (xi). Ensuring display of the Citizen's Charter and its compliance by setting up of a Grievance Redressal Cell.
- (xii). Undertake activities for making the working environment / patient areas clean , hygienic , safe and more cheerful , aesthetic and both worker and user friendly.
- (xiii). To provide better atmosphere / facilities to the patient's attendants
- (xiv). Ensuring development and functionalization of

referral Linkages and their monitoring.

(xv). Developing and implementing plans for effective convergence and networking with other departments , healthcare providers and facilities.

(xvi).Ensure safe disposal of biomedical waste.

(xvii). Promote and facilitate adoption of eco friendly practices.

(xviii). Assessment and measures for employee satisfaction.

(xix). Ensure assessment of patient satisfaction and steps to boost public confidence in the Hospital .

(xx). Introduction of added services for special / vulnerable sections of the society i.e. Evening OPDs / Special Clinics for the senior citizens.

(xxi). Utilizing the available physical infrastructure for starting periodical specialist clinics (Especially in smaller hospitals which may not have these facilities).

(xxii).To generate additional resources through donations / fund raising events / user charges and activities like opening of STD Booths, canteen , milk bars , parking lot etc.

(xxiii). To do all such lawful acts as are conducive and incidental to attain the objectives of the 'Samiti' .

.All the aids ,income, earnings, movable properties of the society shall be utilized and applied towards the promotion of its goals and objectives only as set forth in the memorandum of Association and no profit or part thereof shall be paid or transferred , directly or indirectly by way of dividends , bonus , profit or in any manner whatsoever , to the members of the samiti or to any other person . No member of 'Samiti' shall have any personal claim on any movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

6.	Members of the Governing Body	The names , addresses , occupations and designations of the Members of the Governing Body of the Samiti to whom by the the rules and regulations of the Samiti , the management of the affairs of the Samiti is entrusted as required under section 2 of the Societies Registration Act . 1860 (No. XXI of 1860) are as follows:
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S.No.	Name / Designation	Status Governing Body	Signature	Attested by:
1.		Chairman		
2.		Vice Chairman		
3.		Member Secretary		
4.		Treasurer		
5..		Member		
6.				
7.				
8.				
9.				
10.				
11.				

A copy of the rules of the Samiti certified to be correct by three members of the Samiti of the Governing Body is filed along with this Memorandum of Association.

7. Declaration: We , the several persons whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Samiti under the

Societies Registration Act . 1860 , No.XXI of 1860) : on
this _____ day of ____ month of ____year at
_____.

List of Founder members:

S.No.	Name / Designation	Status Governing Body	Signature	Attested by:
1.		Chairman		
2.		Vice Chairman		
3.		Member Secretary		
4.		Treasurer		
5.		Member		
6.		Member		
7.		Member		

ARTICLES OF ASSOCIATION
OF
ROGI KALYAN SAMITI _____HOSPITAL
THE RULES AND BYE-LAWS

1. SHORT TITLE AND COMMENCEMENT

1.1 These Rules shall be called “ The Rules of the Rogi Kalyan Samiti , _____
_____Hospital ” 200__ .

1.2 These Rules shall come into force with effect from the date of registration of
the Samiti by the Registrar of Societies , Government of NCT of Delhi.

2. Definitions :

2.1 In the interpretation of these rules , the following expressions shall have the
following meaning unless inconsistent with the subject or context:

- (a) . “Act” means the Societies Registration Act , 1860 (Act No. XXI of 1860):
- (b) “AMS” refers to the Additional Medical Superintendent of the hospital.
- (c) “Chairman” means the Chairman of the Governing Body of the Samiti.
- (d) “Chairman , Executive Committee” refers to the Chairman of the Executive
Committee of the Samiti.
- (e) CDMO means Chief District Medical Officer of the District in which the hospital
is located.
- (f) “DMS” refers to the Deputy Medical Superintendent of the hospital.
- (g) DHFW – Means Department Of Health and Family Welfare.
- (h) “Executive Committee” means the Executive Committee of the Samiti .
- (i) ‘GOI’ means the Government of India.
- (j) . “Governing Body” means the Governing Body including Executive Committee
of the Samiti.
- (k) GRC – Gender Resource Center
- (g).GNCTD -- Government of National Capital Territory of Delhi.
- (l) MCD means Municipal Corporation of Delhi.
- (m)“Member Secretary” means the member Secretary of the Governing Body as
well as the Executive Committee of the Samiti.
- (n) .“Member ” means member of the Samiti.
- (o) “MS” of the Hospital means Medical Superintendent of the hospital.

- (p) MP -- Member of Parliament.
- (q) .“Rules” means Association of the Samiti registered along with the Memorandum of Association .
- (r) “RWA” refers to the Resident Welfare Association registered with the Bhagidari cell of the GNCTD.39 A
- (s) “Samiti” means the Rogi Kalyan Samiti (_____ Hospital) of constitution.
- (t) SHS -- State Health Society , Delhi State Health Mission.
- (u) “Vice- Chairman” means the Vice- Chairman of the Governing Body of the Samiti.
- (v) . “Year” means the financial year of the Government of National Capital Territory of Delhi.

3. Office:

**Registered office of the Samiti is _____
Hospital, _____ complete Address.**

(ii) An office with basic furniture & computer needs to be set up for Chairman, RKS (Hospital) in the Hospital.

- 4. Membership:** The RKS in hospitals will not have more than 19 members under any circumstances.

4.1 Eligibility for membership:

- i). Indian National
- ii). Not less than 25 years
- iii). Should not be a convict, under trial or registered as ‘bad-character in any police station
- iv). Not bankrupt.
- v). Mentally sound
- vi). Committed to adhere to rules and regulations of the society.
- vii). Non-official Members shall be the resident of the district in which institution is situated and he/she shall not be employee of the hospital concerned

4.2 The following shall be the members of the Samiti , Governing Body (**Not to exceed 23**) :

Chairman: *MLA nominated by Health & Family Welfare Department*

Vice Chairman: D C (Revenue) for GNCTD Hospitals / Zonal DC in case of MCD Hospitals / NDMC Secretary for NDMC Institutions / Nominee of the Parent Agency in case of the hospitals belonging to the Central Government , Railways , Defence , ESI etc.

Member Secretary Medical Superintendent of the Hospital.

Treasurer: Senior Accounts officer / DDO / DMS of the hospital.

Members: Official:

1. Nominee of DC (Rev) in case the hospital belongs to Local Body (MCD) / GOI / ESI / NDMC / Railways / Defence / others. Nominee of Zonal Deputy Commissioner, in case the Institution belongs to the GNCTD.
2. Chief District Medical Officer of the concerned district.
3. District Social Welfare Officer

Members: Non-Official Members:(16)

- (i) Governing Body of Hospital Rogi Kalyan Samiti: There shall be 16 Non official members as per following details:-
- a. Twelve Nominees (with at least four to be women) from the field of Medicine / Corporate / Education / Social Work.
 - b. One representative of Resident Doctors of concerned hospital.
 - c. One representative of Nursing Cadre working in the Hospital.
 - d. One representative from Paramedic Group of the Hospital; and
 - e. One representative of Group D employee working in the hospital

*The representative from the medical fraternity / corporate house should not be an individual from a pharmaceutical industry or an enterprise engaged in manufacture , sale of any medical / surgical equipment / consumables.

Ex-Engineer / AE from Delhi Jal Board , Ex-Eng from PWD , ACP of the area to be called as and when required.

The non official members shall be nominated by the Department of Health and Family Welfare. There should be no conflict of interest of the nominated non official member vis-a-vis the hospital concerned.

The term of non official members will be for two years or till further orders whichever is earlier. The non official member can be changed with the approval of Minister of Health & Family Welfare. Non official members cannot be nominated for more than two consecutive terms in the same hospital RKS.

MP from the area shall be a special invitee and shall be informed of the Governing Body meetings.

4.3 Members of the Executive Committee (Five members):

- a) Chairman D C (Revenue) for GNCTD Hospitals / Zonal DC in case of MCD Hospitals / NDMC Secretary for NDMC Institutions / Nominee of the Parent Agency in case of the hospitals belonging to the Central Government , Railways , Defence , ESI etc.
- b) Member Medical Superintendent of the Hospital.
Secretary
- c) Treasurer Senior Accounts Functionary / Deputy Medical Superintendent (same as the Treasurer of the Samiti).
- d) Members :
 - (i). One of the RWA representative members in the Governing body.
 - (ii).CDMO of the District.

4.4 The membership of an ex-officio member of the Samiti 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.

4.5 Non official members: RWA members, NGO representative and the eminent citizens shall be nominated by the Department of Health and family Welfare. The term of non official members will be for two years or till further orders whichever is earlier. The non official member can be changed with the approval of Minister of Health & Family Welfare. Non official members cannot be nominated for more than two consecutive terms in the same hospital RKS.

4.6 The Samiti 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.

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

4.8 Resignation of membership shall be tendered to the Governing Body in person thru its Member Secretary and shall take effect only after acceptance by the Chairman on behalf of the Governing Body. In case of the Chairman it has to be accepted by the Governing Body.

4.9 If any member, despite receiving meeting notices or being informed by any other means of communication, remains absent in three consecutive RKS meetings without any advance information to the RKS, the membership may be terminated after a resolution in the Governing body.

4.10 Any vacancy in the Samiti shall be filled up :

- i. Chairman : ***Nominated by Department of Family Welfare.***
- ii. Nominated members .

In case of a vacancy the member secretary shall request the nominating authority to give a fresh nomination.

- iii. Change in Vice-Chairman, Member Secretary, Ex-officio members shall be by designation.

4.11 No act or proceedings of the Samiti 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.

4.12 If a member of the Samiti changes his/her address he/she shall notify his/her new address to the Member Secretary who shall there upon 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.

4.13 **Remuneration for the members of the Samiti :**

No member of the Samiti shall be entitled to any remuneration.

No member including Chairman will use the name of RKS on their visiting cards / letterheads.

5.0 Authorities of the Rogi Kalyan Samiti _____Hospital.

5.1 The following shall be the bodies and authorities of the Samiti:

(i). Governing Body.

(ii).Executive Committee.

(iii).The Governing Body must set up a monitoring Committee from amongst its members which shall meet frequently and carry out ground level monitoring of the aspects like – cleanliness, availability of basic amenities for patients and attendants, drug availability , Waiting areas and waiting time , patient friendly signages , help desks etc. It may set up any other subcommittee as required for a specific purpose.

5.2 Governing Body:

5.2.1 All members as set out in Para 4.2 shall constitute the Governing Body of the Samiti.

5.2.2 The first members of the Governing Body of the Samiti shall be those mentioned in Clause 6 of the Memorandum of Association . They shall hold office until a new Governing Body is appointed according to these rules.

5.2.3 The management of the affairs and property of the Samiti shall be entrusted to the Governing Body.

5.3 Proceedings of the Governing Body:

5.3.1 (i). Governing Body of the RKS shall mandatorily meet at least once in every quarter. However, the Samiti may decide to meet more frequently and at a time convenient to it. In case the Chairman receives a requisition for calling a meeting signed by one-third members of the Governing Body ,the Chairman shall call such a meeting as soon as be reasonably possible .

(ii). Meeting Notice along with agenda shall be issued with seven days clear notice by Member Secretary and served upon every member of the Samiti provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In case of an emergency, the RKS will be empowered to call a meeting at a short notice of 48 hours.

- 5.3.2 The Chairman shall preside over meetings, in his absence vice-Chairman
Failing this the Governing Body shall elect one from amongst the
members present to preside over the meeting. Vice Chairman may
identify a nominee to take his place in the committee if he is unable to
attend meeting of the Executive committee or Governing body. The
nominated officer should not be below the SDM rank.
- 5.3.3 Presence of 50% of the members of Governing body shall complete the
quorum.
- 5.3.4 Following minimum business shall be brought forward and disposed of in
every meeting of the Governing Body:
- i. Review of Compliance to standards and protocols adopted by the
GNCTD.
 - 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. The Member Secretary will also furnish an Action Taken Report on
each point / decision taken by the RKS in the previous meeting and
record it in the minutes.
 - iv. Review the procurements / repairs undertaken by the RKS in the last
quarter and the reasons for the same wherever State provisions for
the procurements / repairs exist. The reasons shall form a part of
minutes of the meeting and shall be conveyed to District and State
RKS cell so that the bottlenecks in utilization of state funds /
mechanism can be addressed.
 - v. The RKS must satisfy itself that all works have been carried out as
per need / work order and that the quantity and quality is as per the
work order. The RKS will certify the same in writing and this
certificate will form part of the records of RKS and will be open for
inspection.
 - vi. The action taken by the State RKS Cell on the recommendations
given by Samiti shall also be placed before the Samiti.
 - vii. Review of progress / results of any new initiatives taken by the RKS.

- viii. Review of feedback on referral mechanisms. Patients referred by and attended to from the identified catchment institutions. Patients referred to and refusals if any by the higher centre.
 - ix. Review of any outreach activities undertaken during the last quarter and outreach activities scheduled for the next quarter.
 - x. Review of efforts in mobilizing resources / help from the community, trade / industry and local branches of professional associations like IMA and FOGSI etc.
 - xi. Review the reports submitted by the Monitoring Committee.
 - xii. Review the status of utilization of funds, equipment and drugs received under different state and national programmes being implemented by GNCTD.
 - xiii. Review compliance to Citizens' Charter displayed in the hospital and the effectiveness of the Grievance Redressal Mechanism.
 - xiv. In the Annual meeting of the Governing body following business shall be taken up in addition:
 - (a).The Samiti's Income / Expenditure account and the balance sheets for the past year.
 - (b). Annual report of the Samiti.
 - (c). Budget for the next year.
 - (d). Annual Action Plan .
- 5.3.5 A decision taken by the RKS shall be valid only if the RKS has a quorum and a majority of the members constituting the quorum vote for a particular item.
- 5.3.6 All disputed questions shall be decided by the majority votes .Each member shall have one vote and in case of equality of votes the chairman shall have the casting vote.
- 5.3.7 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.
- 5.3.8 The Governing Body may invite subject experts / others in its meetings from time to time but the Special Invitee shall not have any right to vote.

5.3.9 The Member secretary will record the minutes of each meeting. A copy of the minutes will be submitted on line along with a hard copy to District RKS Cell / State RKS cell within ten days of the meeting. A register would be maintained for keeping the record of the minutes of the meetings of Rogi Kalyan Samiti.

5.3.10 Recommendations of the Rogi Kalyan Samitis shall be binding on the hospital unless reviewed by Director General Health Services, GNCTD.

5.4 Proceedings of the Executive Committee:

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

5.4.2 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.

5.4.3 Regular Agenda:

(i).Review of Compliance to standards and protocols adopted by the GNCTD.

(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 the procurements / repairs undertaken by the RKS.

(iv).Review of feedback on referral mechanisms. Patients referred by and attended to from the identified catchment institutions. Patients referred to and refusals if any by the higher centre.

(v).Review of any outreach activities undertaken during the last month.

(vi).Review the status of utilization of funds, equipment and drugs received under different programmes of the GNCTD.

(vii). Matters pertaining to implementation of the various activities approved by the Samiti.

(viii).Review of the implementation of the action plan as approved by the Samiti.

(ix).Review of the OPD and IPD service performance of the hospital in the last month and service delivery targets for the next month.

(x).Consider reports of the Monitoring Committee for the remedial

action.

(xi).Implementation of the Citizen's Charter.

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

5.5 Powers of the Governing Body:

5.5.1 Utilize the resources placed at the Samiti's disposal in an effective, prioritized and transparent manner .The Governing Body will have control on the affairs of the Samiti and will have authority to exercise the delegated powers, and perform acts and deeds consistent with the objectives of the Samiti as per the delegation .

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

(a).Consider the annual budget and the annual action plan, its subsequent alterations placed before it by the Member Secretary from time to time and to pass it with such modifications as the Governing Body may think fit.

(b).Monitor the financial position of the Samiti in order to ensure smooth income flow and to review annual audited accounts.

(c). Accept donations and endowments or give grants. Donations / gifts as money / kind / land worth upto Rs. 25,000 /- may be accepted on behalf of Hospital RKS by the Member Secretary, and upto Rs. 50,000/- by the executive Committee on behalf of the Hospital RKS. Donations / gifts as money / kind / land worth more than 50,000 /- shall be accepted only after approval of the Governing body of the Hospital RKS .

(d).Delegate all or some of its powers to the Executive Committee.

(e). Authorize the Member Secretary to execute such contracts on behalf of the Samiti as it may deem fit in the conduct of the business of the Samiti.

(f). Approve procurements / repair and maintenance works as per the guidelines adopted .

(g). Outsourcing of specific support services as a part of activity / project approved by the Governing Body for achievement of Samiti's objectives.

(h). Establish a system of public grievance redressal at facility level and ensure compliance with Citizens' Charter.

(h). The governing body shall have the power to reappropriate funds from one head to the other if there is sufficient justification for doing so.

(i). Do generally all such acts and things as may be necessary or incidental to carrying out the objectives of the Samiti , 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 Samiti.

(j). Undertake measures to increase transparency in financial and operational management of the hospital.

(k). Removal of 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 can be proposed by a resolution passed by majority of 2/3 of the members present in the Governing Body. The removal shall only be effected after approval of the State Health Society.

5.5.3 The following shall require the approval of IDHS / State Health Society / GNCTD before implementation:

(i) Any Recruitment of medical and paramedical staff. Hiring of contractual staff shall be undertaken as per the guidelines / modalities laid by the State Health Society / GNCTD only after due approval by the State Health Society.

- (ii). Decision to impose user charges and the quantum shall require approval of GNCTD.
- (iii). Addition of new facilities / services in the hospital which involve engagement with NGO / Pvt Sector.(State Health Society).
- (iv). Approval of GNCTD shall be mandatory in all instances involving sale / lease / transfer of fixed assets.
- (v). Any amendment of the Rules and Bye laws of the Samiti shall require approval of the GNCTD.

5.6 Powers and functions of the Chairman:

- 5.6.1 The Chairman shall have the powers to call for and preside over all meetings of the Governing Body. He shall accord the date and time for the RKS meetings.
- 5.6.2 He / She shall have the casting vote and shall exercise it whenever required .
- 5.6.3 To provide support to the Member Secretary in dealing with concerned agencies like PWD , MCD, Horticulture and DJB etc.
- 5.6.4 To attend the meetings called by the RKS Cell / Bhagidari cell / Dept of Health & Family Welfare.
- 5.6.5 Any other responsibilities entrusted by the RKS

5.7 Powers and Functions of the Vice Chairman:

- 5.7.1 To perform all the functions of the Chairman in the absence or vacancy of Chairman's post.
- 5.7.2 To perform the functions as a member of RKS.
- 5.7.3 Any other responsibilities entrusted by the RKS.

5.8 Powers and functions of the Member Secretary:

- 5.8.1 To make arrangements for meetings of the Samiti or any subcommittee, record proceedings and resolutions and act upon them.
- 5.8.2 Conduct all correspondence on behalf of Samiti on all matters.

- 5.8.3 The planning, implementation, and monitoring of the time bound projects with the help of the Samiti , the State and Central agencies and donors.
- 5.8.5 To place the problems, working report and action taken report before RKS during the meetings.
- 5.8.6 To make arrangements for providing a copy of the circulars / orders / memorandums regarding RKS to each and every member of the RKS.
- 5.8.7 Timely submission of the copy of minutes of RKS meetings/ periodical reports to District RKS cell.
- 5.8.8 In the absence of the Chairman / Vice Chairman to attend the meetings called by RKS Cell or Bhagidari cell of the GNCTD.
- 5.8.9 Allotting work to the existing hospital staff to carry out various activities of the Samiti who will do this as part of their regular work.
- 5.8.10 Dealing with concerned outside agencies like PWD, MCD, Horticulture, DVB and DJB etc.
- 5.8.11 He shall exercise such powers and discharge such responsibilities as may be delegated to him by the Governing body.
- 5.8.12 In expedient day to day matters, the Executive Committee will be there to assist and provide support.
- 5.8.13 Arrange for custody of all records and movable property of Samiti.
- 5.8.14 To make the records available to RKS and supervising officers for inspection like vouchers, stock registers, purchase procedure file, minutes register, circular file etc.
- 5.8.15 To make arrangements for allocation and utilization of RKS fund in time and as per proper procedure and provisions.
- 5.8.16 To enter into contracts on behalf of the Samiti.
- 5.8.17 To seek, invite and receive any contribution, grant, gift, donation from any trust or organization or individual on behalf of the Governing body upto Rs. 25,000 /- as money / kind / land.
- 5.8.18 To prepare and issue identity cards to RKS members with his/her signature with prominent mention of validity period (for non official members).
- 5.8.19 To perform the other functions as a member of RKS.

5.9 Powers and functions of Treasurer:

- 5.9.1 Responsible for efficient system of internal financial control as per GOI / State Guidelines.
- 5.9.2 Responsible for maintenance of registers / records of accounts (Income & Expenditure) for the Samiti and keep track of funds which shall include maintainance of cashbook , Bank passbook , ledgers , Petty Cashbook , cheque issue register , register of bank drafts / cheques dispatched , Journal , Register of exp / advances , salary register , stock register , Fixed asset register and other books of account as required for day to day work of RKS as per GOI / State guidelines .
- 5.9.3 To submit monthly Statement of Expenditure and make available the Audit Report for each financial year within two months of end of financial year as per GOI guidelines.
- 5.9.4 Preparation of BE / RE for placement before Governing Body.
- 5.9.5 Any other responsibilities assigned to him/her by RKS.

5.10 Powers and Functions of Members:

- 5.10.1 To attend RKS meetings.
- 5.10.2 To take active part in discussions and put up suggestions in the meeting.
- 5.10.3 To cast vote, if need be.
- 5.10.4 To co-operate in RKS works while dealing with other agencies like PWD, DJB, DVB, Horticulture and MCD etc.
- 5.10.5 Any other responsibilities assigned to him/her by RKS.

5.11 Emergency Powers of the Chairman and the Member Secretary

Nothing in these rules and regulations shall prevent the Chairman and the member Secretary from exercising all powers of the Governing Body in case of a declared epidemic / disaster, subject to the ratification of the decisions / actions within 72 hours.

5.12 Powers and functions of the Executive Committee:

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

- 5.12.1 Improving the quality of services by efficient utilization of funds put at its disposal by the Governing Body.

- 5.12.2 Obtaining user feedback and preparing client / patient satisfaction reports from the monitoring Committee / officers designated for monitoring / evaluation for submission to the Governing Body.
- 5.12.3 Arranging audit of the accounts as per schedule.
- 5.12.4 To seek, invite and receive any contribution, grant, gift, donation from any trust or organization or individual on behalf of the Governing body upto Rs. 50,000 /- as money / kind / land.
- 5.12.5 Finalizing the quarterly / Annual Report of RKS highlighting its achievements, performance and financial position and submitting the same to the State and District RKS Cells / it to the State Health Society & donor agencies.
- 5.12.6 Undertaking such other activities and tasks as may be decided by the Governing Body from time to time.
- 5.12.7 Execute the programmes and policies as per the objectives of the Samiti.
- 5.12.8 Regulate / monitor the expenditure of the Samiti and ratify all expenditures.
- 5.12.9 Permit for publications and sale of Newsletters, Periodicals & Bulletins prepared by the Samiti.

5.13 Transfer of Member Secretary / Treasurer:-

- 5.13.1 In case of transfer of the Member Secretary / Treasurer , he / she shall hand over all the documents / registers / Cash in his/ her charge to the incoming Member Secretary / Treasurer .
- 5.13.2 In case no handing / taking over is done, responsibility will be fixed and necessary action, as deemed fit will be initiated against the erring officer.

6.0 Funds of the Samiti :

- a). Seed money made available by the Government of India.**
- b). The seed money given by the GNCTD.**
- c). Donations / gifts / grants from sources other than the Government**
- d). Recurring Component from GOI – Maintenance and Untied funds and annual contribution to RKS (2:2:6)**
- e). Annual grant from GNCTD.**
- f). Any funds over and above those mentioned above that may be placed at the disposal of RKS , by the Government of India / GNCTD for specific projects**

as proposed by the RKS / Hospital administration and which the GNCTD feels shall be supervised and executed through RKS.

If the Rogi Kalyan Samitis intends to raise funds for the hospital it may do so on its own initiative without using any assets or property of the hospital/Govt. The Rogi Kalyan Samiti will not give permission for opening of STD booths; parking lots and chemists' shops etc. in the hospital. The same would be taken up by the Medical Superintendent after following due procedure and taking approval from the competent authorities. Moreover, revenue generated from the Govt. assets would have to be deposited in the Govt. treasury as per rules.

6.1 The RKS shall manage and utilize the funds available for RKS as defined above.

6.2 The RKS shall obtain necessary approval from Income Tax Authorities for tax benefits to the donors.

6.3 All the resource generation / augmentation of facilities shall be for betterment of the hospital services and will not replace the existing staff and budget from the GNCTD which shall continue as before.

6.4 All District Health Societies will ensure that funds are released in time to each RKS.

7.0 Bank Account :

The account of the Samiti (RKS) shall be maintained in a Savings Bank Account of a scheduled commercial bank of RBI as may be specified by the GOI / or in a Nationalized Bank. The funds should be deposited in the appointed bank and should not be withdrawn except by a cheque , bill note or other negotiable instrument signed / electronically authorized by notified joint signatories in conformity with GOI / State guidelines -- Chairman (Executive Committee) , Member Secretary & Treasurer would be authorized signatories to the bank account of the RKS. Signatures of two out of the three signatories shall be mandatory and treasurer must be one of the two.

8.0 ACCOUNTS AND AUDIT:

8.1 The Samiti shall keep regular accounts of all its monies and properties in respect of the affairs of the Samiti.

8.2 The books of accounts of the Samiti shall be maintained on the double entry book keeping system in the prescribed formats.

- 8.3** In accordance with the Rule 211(1) of GFR , The Accounts of the Samiti shall be open to the inspection by the sanctioning authorities and audit , both by the Comptroller and Auditor – General of India and internal audit by the Principal Accounts officer of the Ministry or Department .
- 8.4** The accounts of the Samiti shall be audited annually by a Chartered Accountant firm in the Panel of Comptroller and Auditor General of India / Examiner, Local Funds Account , GNCTD or by any other Chartered Accountant appointed by the Govt. Of India / GNCTD and any expenditure incurred in connection with such audit shall be payable by the Samiti to the Auditors .
- 8.5** The Chartered Accountant or any qualified person appointed by the Government of India / GNCTD in connection with the audit of the accounts of the Samiti 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.
- 8.6** The Samitis shall be under legal obligation to provide all facilities including production of Books of Account , prescribed registers , files of purchases , files of construction work to auditors. It shall be the responsibility of the Member Secretary to ensure that all the required documents / registers are provided to the audit team at the time of audit.
- 8.7** At the end of each quarter a consolidated account showing the total receipts / payments during the period under various heads of accounts with opening and closing balances shall be prepared and submitted to the District and State RKS Cell. The Member Secretary shall ensure compilation and finalization of annual accounts by 30th April and completion of their auditing by 30th June of the following financial year.
- 8.8** The report of such audit shall be communicated by the auditor to the Samiti , which shall submit a copy of the Audit Report along with its observation to the District and State RKS Cell for each financial year within two months of the end of financial year as prescribed in NRHM Guidelines.
- 8.9** The Member Secretary shall be responsible for compliance of Audit Observations within time limits . Action Taken Note is also to be sent to the District / State RKS cells and FMG , GOI , within six months of the completion of Audit.

8.10 Wherever there are complaints of any nature against utilization of funds by RKS, the State RKS Cell should look into the matter and submit its report to the State Health Society . In case of serious lapses, the State Health Society shall take the necessary decision as to whether or not special audit is to be conducted.

8.11 Wherever utilization of RKS funds is less than 25% of the available annual budget, the State RKS Cell must inspect the same closely and look into reasons for non-utilization of funds by RKS.

8.12 Internal audit of RKS will be conducted annually under the aegis of CDMO by the following :-

- i AAO/JAO of Concerned Distt / Accounts personel of the State RKS Cell.
- ii AO /OS (Admn.) of Concerned Distt .

9.0 ANNUAL REPORT:

A draft Annual Report and the yearly accounts of the Samiti shall be placed before the Governing Body at its annual 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:

- a). Members of the Samiti
- b). District RKS Cell.
- c). State RKS Cell.
- d). Donor Agencies

Half Yearly Report

By the 31st of October every year, the RKS shall submit a full report of its activities including financial, to the State RKS Cell / Department of Health and Family Welfare, for the period till 30th September. For the period 1st October to 31st March, the report shall be submitted by 30th April every year.

10.0 SUITS AND PROCEEDINGS:

10.1 The Samiti may sue or be sued in the name of Samiti through its Member Secretary.

- 10.2 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.
- 10.3 Every decree or order against the Samiti in any suit or proceedings shall be executable against the property of the Samiti and not against the person or the property of the Chairman , Vice Chairman , Member Secretary or any office bearer of the Samiti.
- 10.4 Nothing in sub-rule 11.3 above shall exempt the Chairman , Vice Chairman , Member Secretary or office bearer of the Samiti from any criminal liability or entitle him/her to claim any contribution from the property of the Samiti in respect of any fine to be paid by him/her on conviction by a criminal court.

11.0 DISSOLUTION OF THE SAMITI:

- 11.1 The Governing Body may resolve to dissolve the Samiti by bringing a proposal to that effect in a special meeting to be convened for the purpose and dissolution shall come into effect only after approval by the State Health Society / GNCTD.
- 11.2 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.
- 11.3 Upon the dissolution of the Samiti, all assets of the Samiti, after the settlement of all its debts and liabilities, shall stand reverted to the GNCTD for such purposes as it may deem fit.

12.0 MISCELLANEOUS :

12.1 Contracts:

- 12.1.1** All contracts and other instruments for and on behalf of the Samiti shall be subject to the provisions of the Society's Registration Act, be expressed to be made in the name of the Samiti and shall be executed by the persons authorized by the Governing Body.
- 12.1.2** No contracts for the sale, purchase or supply of any goods and materials shall be made for and on behalf of the Samiti with any member of the

Samiti 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.

12.2 Authentication :

Signatures of the Chairman / Member secretary or any other member authorized by the Governing Body shall authenticate all orders and decisions of the Samiti .

12.3 Common Seal:

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

12.4 COMPLIANCE OF STATUTORY REQUIREMENTS:

The Samiti shall register itself with relevant government agencies for the purpose of complying with the Statutory requirements including regulations governing deduction of tax at source relating to the staff , consultants and experts employed by it and / or consultancies / contracts awarded by it in the course of performance of its tasks.

13.0 MONITORING & GOVERNMENT POWER TO REVIEW:

13.1 GOI , the GNCTD , Department of Health and Family Welfare shall be monitoring the performance of the Samiti through the State RKS Cell. At the district level, the Integrated District Health Society through the CDMO of the concerned district and District RKS cell shall review, monitor and evaluate the performance of Rogi Kalyan Samiti .

The GNCTD shall take up a review of the performance and mechanism of the Rogi Kalyan Samitis in two to three years and make suitable amendments / changes if so required.

13.2 Directions from the GNCTD / GOI :

The Samiti shall carry out such directions / follow guidelines as may be issued to it from time to time by the GNCTD / GOI.

We the undersigned being three of the members of the first Governing Body of the Rogi Kalyan Samiti _____ Hospital , Delhi , certify that the above is a correct copy of the rules of the said society.

S No.	Name and Address	Signature
1.		
2.		
3.		

Dated : _____

1. Short Title and Commencement :

(i). These bye-laws may be called “The Bye-Laws of the Rogi Kalyan Samiti _____Hospital, 200__”.

(ii). These Bye-laws shall come into force with effect from the date of registration of the Samiti by the Registrar of Societies, Government of NCT of Delhi.

2. Delegation of Financial Powers for the utilization of Samiti Funds : Financial Powers of the Governing Body, Executive Committees and other office bearers of the Samiti

The delegated financial powers of the office bearers of the Samiti shall be as indicated below.

Type of Expenditure	Authority	Extent of Power
A-1: Approval of expenditure plan for the untied grants and annual maintenance grants received from GOI.	Governing Body	Full powers except: (i).Recruitment of medical and paramedical staff. Hiring of contractual staff . (Approval of SHS required). ii). Addition of new facilities / services involving engagement with
A-2: Approval of expenditure plan for user fee collections and other		

<p>C-1: Payment of contractual remuneration for contractual medical, paramedical and non-medical staff and their TA/DA</p> <p><u>Note:</u> TA/DA entitlements may be as per the norms adopted by the State Health Society.</p>	<p>Member Secretary, Executive Committee</p>	<p>Full Powers, subject to approved posts / norms / budget in the State PIP</p>
<p>C-2: Approval for payments of benefits under Health Schemes of State , GOI being implemented by GNCTD.</p> <p><u>Note:</u> Separate Bank Accounts/ Subaccounts shall be maintained as per the guidelines of the scheme.</p>	<p>Member Secretary, Executive Committee .</p>	<p>Full Powers. Accounts for the funds disbursed should be included in the agenda of the Executive Committee meetings</p>
<p>Recruitment of medical and paramedical staff . Hiring of contractual staff shall be undertaken after due approval and as per the guidelines / modalities laid by the State Health Society / GNCTD.</p>		

Footnote: All Untied Grants should be paid into the Society's account with the appointed bank and should not be withdrawn except by a cheque, bill note or other negotiable instrument signed by two out of the three authorized signatories.

RKS expenditure should be evenly spread through out the year. In other words , preferably the total amount shall be spent @ 25% per quarter .

Guidelines for Expenditure (Procurement of items , Purchase , Repairs and Maintenance, Hiring of Manpower) procedures.

3. Procurement Policy and Procedures:

- 3.1 The Samiti, in order to ensure smooth functioning of the hospital may be required to make procurements.
- 3.2 Preferably, the items for which State funds are available should not be purchased from RKS money. However the procurements may be allowed and the circumstances which necessitated this should be clearly specified and the feedback provided to the State authorities so that necessary steps can be taken to remove the bottlenecks in State procurements / supply mechanism.
- 3.3 At any given time the expenditure on activities scheduled to be funded through existing state Provisions shall not exceed 25 % of the total annual allocation for the RKS. However they may be relaxed in special situations by prior approval by the Governing Body / Executive Committee , RKS.

- 3.3 Expenditure on approved activities is to be done with reference to Policy Guidelines issued by MOHFW, GOI and the model delegation . These shall also apply to the State Share / contributions .
- 3.4 Rate Contracts of the Directorate General of Supplies and Disposal (DGS&D) , DHS , EPC or any other Rate Contracts adopted / approved by State Health Society / GNCTD may be used.
- 3.5 For items that are not available under Rate Contract mechanism, they are to be procured by following the procedure for procurement of goods and services outlined in GFR through duly constituted Purchase Committee and with prior sanction of the Competent Authority – as per delegation of financial powers.
- 3.6 The standards of Financial Propriety should be maintained while incurring (or) authorizing expenditure from public moneys and all financial rules and regulations shall be observed.
- 3.7 Member Secretary is authorized to incur expenditure upto Rs. 15,000/- per item at a time without calling quotations however the approval of the RKS is required and a Certificate on the bill as follows has to be given:
- “Iam personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price after due approval of RKS meeting dated**
- 3.8 However, purchase of goods / expenditure costing above Rs.15,000/- only and above on each occasion would be made only after observing codal formalities as per provisions of GFR.
- (i).Rate Contracts of the Directorate General of Supplies and Disposal (DGS&D) , DHS , EPC or any other Rate Contracts adopted / approved by State Health Society / GNCTD may be used.,
- (ii).Local purchase can be undertaken by the Purchase Committee (Executive Committee can be authorized) from Govt outlet , public sector outlet , cooperative Society or Kendrya Bhandar as per instructions issued governing such purchases , they should be preferred over other agencies .
- (iii).Only those electrical and electronic items shall be purchased which have the ISI mark.
- 3.9 Replacement / purchase of General equipments & Laboratory Equipment will not exceed Rs.100,000/- per year total for all items taken together.

- 3.10 Purchase of publications, books, journals and periodicals shall not exceed Rs.15000/- of the funds allocated for the year.
- 3.11 An up to date inventory of all items purchased shall be maintained and separate Stock registers shall be maintained for fixed assets , consumables , and non consumables.
- 3.12 All bills of purchase should be certified by person handling the stores stating “item” received in good condition and entered in stock register No....., page No....., entry No....., and countersigned by member secretary . A physical verification of the stores should be done once in a year, preferably in April every year by a Committee consisting of three members constituted by the member secretary .
- 3.13 The entries shall also be made in the regular departmental store inventories where the items have been located and the source specified as RKS.
- 3.14 RKS may fund the Annual Maintenance Contracts if so required.

4. Repair and Maintenance and horticulture works :

- 4.1 Any work less than 1 lac may be carried out by local agencies identified by the process of competitive quotations after due approvals by the Competent authority.
- 4.2 Any work equal to or above 1 lac shall be carried out by agencies identified by following the Codal formalities / GFR attached to such works. Preferably the work should be done through agencies identified by the GNCTD and empanelled for minor and major civil works .
- 4.3 The indicative list of electrical / civil / horticultural works / other miscellaneous works is given in annexure 1. The list is only indicative and not exhaustive.
- 4.4 The executive committee will have full powers to repair and service the instruments, equipment and vehicles directly through the manufacturers or authorized dealers . In other cases , quotations should be invited.
- 4.5 Member Secretary is authorized to incur expenditure upto the value of Rs. 15,000/- on each occasion without calling quotations however the approval of the RKS is required and a Certificate on the bill as follows has to be given:
“Iam personally satisfied that the repairs done are of the requisite quality and specification and have been carried out by a reliable

contractor at a reasonable rate after due approval of RKS meeting dated

.....

4.6 The Member Secretary will certify on the bill that RKS has accorded administrative approval and after completion of work, RKS has inspected the work and found it satisfactory.

4.7 Bill register will be maintained and the bills for work / labour will be entered into Bill register.

5 Hiring of Manpower :

All hiring of contractual manpower shall be done after due approval of the State Health Society.

5.1 Depending upon the activities proposed and approved by the Samiti , hiring of various categories of staff might be required.

5.2 All Recruitment shall be contractual for a fixed tenure on a consolidated salary.

5.3 For the sake of uniformity the Recruitment Rules / Terms and conditions / Leave Rules / emoluments / other entitlements for different categories of staff shall be as per the guidelines given by the State Health Society / GNCTD.

6.0 Expenditure on Meetings:

Expenditure can be incurred for every RKS meeting as per norms adopted / approved by State Health Society / DHFW .

7.0 Accounting Procedure

7.1 The Accounts of the Samiti should be maintained on the double entry system on accrual basis.

7.2 The following forms and registers shall be maintained by the Samiti:

- i). Journals (for transactions which do not involve any money).
- ii). Cashbook (where there is movement of funds).
- iii). Ledger (Account head-wise summary of expenditure)
- iv). Register of Bank reconciliation.
- v). Petty Cashbook.
- vi). Stock Register for consumables.
- vii). Register for fixed assets.
- viii). Dead Stock register.

ix). Record of Audit and settlement of Audit objections.

7.3 The following procedure shall be followed for accounts:

7.3.1 Cashbook shall be balanced and closed on everyday basis and shall be signed by the Treasurer.

7.3.2. All bank transactions shall be entered in a pass book which shall remain in the custody of the Treasurer . The pass book shall be sent to the bank periodically for having it updated.

7.3.3 Petty Cash book shall be balanced periodically.

7.3.4 All payments exceeding Rs 1000/- shall be made by cheque / demand draft . In case where it is not possible to make payment by cheque / dd , the member secretary shall satisfy himself about the mode of payment.

7.3.5 Chequebooks and counter foils shall be kept in the custody of the treasurer. If a cheque , after it has been signed, cannot be delivered to the payee for any reason , the same shall be kept in the safe , the keys of which shall be in custody of the Treasurer.

7.3.6 All payments received by the Society in form of user charges , donations etc , shall be acknowledged by a receipt given in the name of RKS. Serial numbered receipt books with counterfoils shall be procured / printed for the same. All moneys so obtained shall be deposited in the Samiti's bank account.

7.3.7 All cheques shall be signed by two out three designated signatories as already stated in the rules Para 8 of the "Bank Account".

7.3.8 As far as possible the Samiti shall maintain standard ledger heads. Bills shall be consecutively numbered in order of payment and filed . Similarly the petty cash vouchers should be numbered and filed.

7.3.9 At the end of each month , an abstract should be prepared showing monthly expenditure under various account heads . A consolidated register should also be maintained showing the monthly progress of expenditure.

7.3.10 The receipt and payment account, income and expenditure account and balance sheet shall be prepared in standard accounting proforma.

7.3.11 Any guidelines specific to the RKS from the State shall be binding on the RKS.

7.4 Assets:

7.4.1 The Samiti shall maintain an updated account of its assets – fixed and otherwise with the value of the assets shown at the original cost. At the end of each financial year Samiti must send the statement showing the schedule of its fixed assets shown at the original cost in the accounts.

7.4.2 An updated inventory of all purchased items shall also be maintained as per the guidelines with:

- a). Description of the item.
- b). Specific Identification.
- c). Date of Purchase.
- d). Supply order No.
- e). Original Value.
- f). Location and User.
- g). Person responsible for it.

7.4.3 Separate Stock registers shall be maintained for fixed assets , consumables , and non consumables.

7.5 IMPREST MONEY

7.5.1 Permanent Advances : (Imprest money) With a view to meet emergent contingent expenses , a permanent advance of Rs 10,000 for a hospital may be sanctioned to the Member Secretary. The advance should be recouped atleast once a month.

7.5.2 Imprest money of Rs.10,000/- will be maintained by the member Secretary as per the provision of GFR / Civil Account Manual,(Para 10.12) and CGA (ROP) Rules 1983 as follows:

- a). Initially Imprest Money amounting to Rs.10,000/- will be drawn from Bank account.
- b). Petty expenditure from Imprest money shall be limited upto contingent & emergent requirement and not as a regular practice.
- c). Petty Cash Expenditure Vouchers will be entered into stock register/work register.
- d). Expenditure from Imprest money may only be incurred in such cases where the amount can easily be recouped by drawing through contingent bills.

Annexure -1.

LIST OF WORKS

A. MINOR CIVIL WORKS /REPAIRS

- i. Repairing of leaking taps.
- ii. Repairing of WC, Rain Water Pipe, Sewer line, cleaning of manhole and leakage of pipelines.
- iii. Repairing/replacement of glass panes/FRP sheets in windows and doors.
- iv. Replacement of water taps.
- v. Replacement of waste pipe in washbasin/sinks.
- vi. Replacement of broken lid of PVC water tanks.
- vii. Change of valve in the PVC water tanks.
- viii. Periodical cleaning of ceiling/roof.
- ix. Cleaning of toilet block, and urinals.
- x. Removal of malba.
- xi. Cleaning of sewers/blockages.
- xii. Filling of earth, brick layering & Horticulture work.
- xiii. Repair of boundary wall, gate and tube well.
- xiv. Patching of floor.
- xv. Providing & Fixing of GI pipe in water line.
- xvi. Providing & fixing of seat in toilet.
- xvii. Providing & fixing of cistern in toilet.
- xviii. Fixing of water tapes.
- xix. Purchasing of phenyl, liquid cleaners, Brooms, Duster, pochee etc.
- xx. Paint on Black Board/Notice Board.
- xxi. Repairing of Hospital wall, stage etc.
- xxii. Repairing of Ward/OPD gates with fixing of kabja, kunda.
- xxiii. Fixing Iron Sheet in gates.
- xxiv. Fixing of inter lock in gates.
- xxv. Providing & fixing of economical tiles.
- xxvi. Making Hospital premises user friendly by building slope , ramps , sound systems, bells, sign boards.
- xxvii. Repairing of Wheel Chairs, Trolleys and Stretchers.
- xxviii. Painting work.

- xxix. Welding work.
- xxx. Repair/renovation of window.
- xxxi. Purchase/Replacement of PVC Water Tanks.

List is indicative only.

B. HORTICULTURE WORKS:-

- I. Upkeep of Lawn.
- II. Purchase of seeds/ seedlings and fertilizers
- III. Soil dumping for plantations.
- IV. Plantation. Growing of Medicinal/Nutritional plants
- V. Purchase of flowerpot.

C. MINOR ELECTRICAL WORKS / REPAIRS.

- I. Tubes, chokes, starters, switch/sockets including repair and replacement.
- II. Replacement of lamps/tube light.
- III. Hylam sheet replacement.
- IV. Repairing of DBs including replacement of MCs.
- V. Fan repairs.
- VI. Providing security light / replacement of security lights / flood lights.
- VII. Wiring in rooms.
- VIII. Fixing of SwitchBoards, etc.
- IX. Motor Windings.
- X. Fixing C.F.L. Tubes.

D- OTHER WORKS

- a) Hiring of water tankers.
- b) Purchase / repair of Notice Board.
- c) Repair of electrical/electronic devices like TV, DVD, VCR, VCP, VCD player, Tape recorder, 2 IN 1, Audio CD player, aqua guard water cooler, Fridge, Electric motor, Water pump, computer, printer, duplicating machine, type writer, etc.
- d) Providing & fixing of securing net.
- e) Providing & fixing of mosquito net.

- f) Providing & fixing of iron patti in windows.
- g) Paint on walls etc.
- h) Repair of furniture .
- i) Wooden work.
- j) The above list is only illustrative in nature. Work of similar nature for infrastructure improvement may also be undertaken by the RKS.

D. List is indicative only.

Formats

Petty Cash Book

Name of RKs _____

Date	Particulars	Ledger Head	Ledger Head	Ledger Head	Ledger Head
		Rs. Ps	Rs. Ps	Rs. Ps	Rs. Ps
Total					

Format
Standard Ledger Heads
(Illustrative and not exhaustive)

Receipts

1. Grants from State / Central Govt.
2. Receipts from User Charges
3. Receipt from other agencies
4. Interest on bank account
5. Miscellaneous receipts

Payments

1. Medical and diagnostic consumable
2. Equipments
3. Drugs
4. Furniture
5. Linen
6. Maintenance contracts and repairs
7. Contractual Services, honoraria
8. Vehicle and POL, maintenance
9. Printing
10. Training, IEC
11. Contingencies
12. Miscellaneous

Format
Cash Book

Debit

Credit

Dt	Particulars	Ledger Head	Ledger Folio	Cash Rs	Bank Rs	Dt	Particulars	Ledger Head	Ledger Folio	Cash Rs	Bank Rs
1/4/	To opening balance b/f					1/4/	Purchase of Consumable				
	Grant Receipts						Drug Office Expense				
	Total										
2/4/						2/4/					

FORMAT

Name of the RKS _____

Receipts and Payment Account For The Period _____ to _____.

Receipts			Payments		
<i>Particulars</i>	<i>Amount Rs.</i>	<i>Amount Rs.</i>	<i>Particulars</i>	<i>Amount Rs.</i>	<i>Amount Rs.</i>
Opening Balance			Salary for contractual staff		
Cash in hand			Consumables		
Cash in bank			Equipment		
Receipt from Govt			Furniture		
Receipt from user charges			Linen		
Receipts from rentals etc.			Contingencies		
Receipts from other agencies			Trainings		
Interest on bank account			Maintenance & Repair		
Miscellaneous/ Other receipts			Civil Works		
			Printing		
			Other Payments		
			Closing Balance		
			Cash in hand		
			Cash in bank		
Total			Total		

FORMAT

Name of the RKS _____

Income and Expenditure Account for the year ending _____.

Expenditure		Income	
<i>Particulars</i>	<i>Amount Rs.</i>	<i>Particulars</i>	<i>Amount Rs.</i>
Salary for contractual staff		Receipt from Government	
Consumables		Receipt from user charges	
Drugs		Receipts from rentals etc.	
Equipment		Receipts from other agencies	
Furniture		Interest on bank account	
Linen		Miscellaneous	
Contingencies			
Trainings			
Maintenance & Repair		Excess of expenditure over income c/f to balance sheet	
Civil Works			
Printing			
Others (Please Specify)			
Total		Total	

FORMAT

Name of the RKS _____

Balance Sheet as on _____.

Liabilities		Assets	
Particulars	Amount Rs.	Particulars	Amount Rs.
Opening balance		Fixed Assets	
Transfer from income and expenditure.		Receivables	
Other liabilities		Outstanding receipts	
Expenses outstanding		Interest accrued and due from bank.	
Others		Current assets	
		Loans / Advances	
		Cash in hand	
		Cash in Bank	
Total		Total	

FORMATS
WORK REGISTER

Name of Hospital with ID No. _____

Page No. _____

Name & Nature of work _____

S. No.	Date	Vr. No.	Particulars of work	Days or Vol. of work	Rate	Amount	Sign. Of Treasurer	C/S Member Secretary
1	2	3	4	5	6	7	8	9

While payments for repairing work/Labour work, a voucher as per the provisions of GFR is compulsory be maintained and attached with the bills as per the following proforma:-

Name of Hospital _____

Hospital ID No. _____ Payment Voucher

No. _____ Date: _____ Paid Rs. _____

(Rupees in work _____) to Sh./Smt./M/s.

_____ Address _____

Phone No. if any _____ for following work/woRKS carried out in the Hospital.

S. No.	Particulars of work	Days or Vol. of work	Rate	Amount	RemaRKS
1	2	3	4	5	6

Certified that, above mentioned work/works have/has been carried out satisfactorily and the entry has been made in work register at page No. _____

(Treasurer RKS)

Signature
Name _____

ABBREVIATIONS USED:

1. AAO : Assistant Accounts Officer
2. AE : Assistant Engineer
3. AO : Administrative Officer / Accounts Officer
4. ASHA : Accredited Social Health Activist
5. AYUSH : Ayurveda, Unani, Sidda and Homeopathy
6. BPL : Below Poverty Line
7. C/S : Counter sign
8. CCS : Central Civil Services
9. CD : Compact Disc
10. CDMO : Chief District Medical Officer
11. CFL : Compact Fluorescent Lamp
12. CM : Chief Minister
13. CMO : Chief Medical Officer
14. DC : Deputy Commissioner
15. DGS&D : Directorate General Supplies & Disposal
16. DHS : Directorate of Health Services / Director Health Services
17. DJB : Delhi Jal Board
18. DSIDC : Delhi State Industrial Development Corporation
19. DVD : Digital Video Disc
20. GFR : General Financial Rules
21. GNCTD : Government of National Capital Territory of Delhi
22. HOO : Head Of Office
23. HQ : Head Quarter
24. ICDS : Integrated Child Development Services
25. ID : Identity
26. IDHS : Integrated District Health Society
27. ISI : Indian Standard Institution
28. JAO : Junior Accounts Officer
29. MCD : Municipal Corporation of Delhi
30. MO I/C : Medical Officer In-charge
31. NGO : Non Governmental Organization
32. OPD : Out Patient Department
33. OS : Office Superintendent
34. PUHC : Primary Urban Health Centre
35. PVC : Poly Vinyl Chloride
36. PWD : Public Works Department
37. RKS : Rogi Kalyan Samiti
38. RWA : Resident Welfare Association
39. Sr. : Senior
40. TV : Television
41. VCP : Video Cassette Player
42. VCR : Video Cassette Recorder
43. VIP : Very Important Person
44. Vr. : Voucher
45. WC : Water Closet