

**Memorandum of Association  
Of  
District ROGI KALYAN SAMITI**

- 1. Name of the Society** The \_\_\_\_\_ District Rogi Kalyan Samiti. ( Here in after referred to as 'District RKS' / 'Samiti')
- 2. Address :** The registered office of the Society shall be at....., (Name & address of the District Head Quarters).
- 3. Aims:** The District Rogi Kalyan Samiti will facilitate delivery of quality assured health services through the Primary Urban Health Centres and ensure Community participation and Community monitoring in improving the functioning of the centres.
- 4. Objectives:**
  - (i).To provide organizational arrangement with local autonomy and flexibility resulting in optimal functioning of the Primary Urban Health Centres.
  - (ii)Assist the Primary Urban Health Centres in developing customized strategies and implementation plans to address the gaps in service delivery.
  - (iii).To ensure rational & prioritized planning / utilization of the PUHC resources.
  - (iv). Facilitate and support PUHCs in proper use, timely maintenance and repair of infrastructure -- building and equipment .
  - (v).To monitor and support continued availability drugs / logistics in the PUHCs.
  - (vi). To monitor and facilitate availability of required manpower equipped with necessary skills and training.
  - (vii).To make the PUHCs clean, hygienic , safe and client friendly.
  - (viii).To facilitate up gradation and modernization of

the Primary Health services and physical infrastructure of the centres.

(ix).To promote best medical practices in the Primary healthcare settings.

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

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

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

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

(xiv).To functionalize efficient referral linkages.

xv). Ensure effective convergence with related agencies / departments at the ground level.

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

(xvii).To assess client satisfaction and take measures to build their trust and confidence.

(xviii).To establish public-NPO (Non Profit Organization), public private mechanisms to augment / strengthen service delivery from the centres.

**5. Strategies Functions:**

/ (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 PUHC functions and management.

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

(iv).Ensuring smooth functioning of the Centres by

monitoring availability of drugs and other logistics and under emergent conditions, stepping in by procurement of the required drugs / reagents.

(v). Supporting the Centres in finding solutions for manpower related bottlenecks .

(vi).Ensuring compliance to minimal standard for the Primary Healthcare 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 providing 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 local Grievance Redressal mechanisms.

(xii). Undertaking activities for making the working environment / patient areas clean , hygienic , safe , more cheerful and aesthetic for both -- workers and the users.

(xiii).Ensure safe disposal of the biomedical waste generated in these centres as per state guidelines.

(xiv). Introduction of ecofriendly practices.

(xv).Ensuring development and functionalization of referral Linkages and their monitoring.

- (xvi). Developing and implementing plans for effective convergence and networking with other departments/ , healthcare providers at grass root levels.
- (xvii). Assessment of employee satisfaction and introduction of measures for enhancing the same.
- (xviii). Ensure assessment of patient satisfaction and take measures to boost public confidence in the PUHCs.
- (xix). Introduction of added services for special / vulnerable sections of the society i.e. Evening OPDs / Special Clinics for the senior citizens.
- xx). Utilizing the available physical infrastructure for starting periodical specialist clinics
- (xxi).Generating additional resources through donations / user charges / fund raising events.
- (xxii). To do all such lawful acts as are conducive and incidental to attain the objectives of the 'Samiti' .

All the income, earnings, movable properties of the society shall be utilized and applied towards the promotion of its 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.

<b>6.</b>	<b>Members of the Governing Body</b>	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:
-----------	--------------------------------------	---

List of 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		
8.		Member		
9.		Member		
10.		Member		
11.		Member		

A copy of the rules of the Samiti certified to be correct by three members 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 \_\_\_\_\_.

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 \_\_\_\_\_District  
THE RULES AND BYE-LAWS**

**1. SHORT TITLE AND COMMENCEMENT**

1.1 These Rules shall be called “ The Rules of the Rogi Kalyan Samiti , \_\_\_\_\_  
\_\_\_\_\_District ” 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:

- i. “Act” means the Societies Registration Act , 1860 ( Act No. XXI of 1860):
- ii. “AMS” refers to the Additional Medical Superintendent of the hospital.
- iii. BPL –“Below Poverty Line “.
- iv. “Chairman” means the Chairman of the Governing Body of the Samiti.
- v. “Chairman , Executive Committee” refers to the Chairman of the Executive  
Committee of the Samiti.
- vi. CDMO means Chief District Medical Officer of the District in which the  
hospital is located.
- vii. “DMS” refers to the Deputy Medical Superintendent of the hospital.
- viii. DHFW – Means Department Of Health and Family Welfare.
- ix. DSWO – District Social Welfare Officer.
- x. DDO – Drawing and Disbursing Officer.
- xi. “Executive Committee” means the Executive Committee of the Samiti .
- xii. FMG , GOI means Financial Management Group , Government of India.
- xiii. ‘GOI’ means the Government of India.
- xiv. “Governing Body” means the Governing Body including Executive  
Committee of the Samiti.
- xv. GRC – Gender Resource Center.

- xvi. GNCTD – Government of National Capital Territory of Delhi.
- xvii. “Jan Swasthya Samiti” – Samiti made at the level of PUHC .
- xviii. MCD means Municipal Corporation of Delhi.
- xix. “Member Secretary” means the member Secretary of the Governing Body as well as the Executive Committee of the Samiti.
- xx. “Member Secretary , JSS” Means member Secretary of the Jan Swasthya Samiti.
- xxi. “Member ” means member of the Rogi Kalyan Samiti.
- xxii. “Member , JSS “ means member of the Jan Swasthya Samiti.
- xxiii. “MS” of the Hospital means Medical Superintendent of the hospital.
- xxiv. MP -- Member of Parliament.
- xxv. MO I/C means Medical Officer Incharge of the PUHC.
- xxvi. “President ” Means President of the Jan Swasthya Samiti.
- xxvii. PUHC means Primary Urban Health Centre ( Upgraded --Dispensary / MCW Centre, a primary health facility).
- xxviii. PHN means Public Health Nurse working in the PUHC.
- xxix. “Rules” means Association of the Samiti registered along with the Memorandum of Association .
- xxx. “Samiti” means the Rogi Kalyan Samiti ( \_\_\_\_\_ Hospital).
- xxxi. SAO – Senior Accounts Officer
- xxxii. SHS – State Health Society , Delhi State Health Mission.
- xxxiii. “Treasurer ” means treasurer of the Rogi Kalyan Samiti \_\_\_\_\_(District).
- xxxiv. “Treasurer , JSS” Means Treasurer of the Jan Swasthya Samiti.
- xxxv. “Vice- Chairman” means the Vice- Chairman of the Governing Body of the Samiti.
- xxxvi. “Year” means the financial year of the Government of National Capital Territory of Delhi.

### 3. Office:

Registered office of the Samiti shall be situated in the premises of the \_\_\_\_\_ District Head Quarter , \_\_\_\_\_ complete Address.

- 4. The District RKS shall be a district level body with a Governing body and a two tiered executive Committee. There shall be an Executive Committee (District



RKS) at the district level , and an Executive Sub Committee at the PUHC level ( Jan Swasthya Samiti , JSS)

**4.1.a. The District RKS shall not have more than 11 members under any circumstances. The following shall be the members of the District Rogi Kalyan Samiti (Governing Body):**

<b>Chairman:</b>	MLA .
<b>Vice Chairman :</b>	DC ( Revenue)
<b>Member Secretary:</b>	Chief District Medical Officer
<b>Treasurer:</b>	NRHM Nodal Officer
<b>Members:Official</b>	.
<b>1.</b>	Assistant Commissioner (Zone).
<b>2.</b>	District AYUSH Coordinator
<b>3.</b>	District Social Welfare Officer or his / her nominee.
<b>4.</b>	DD Education.
<b>Non Official:</b>	(Three members from the following)
<b>1.</b>	Three Nominees (with at least one to be a woman) from the field of Medicine / Corporate / Education / Social Work.

Representative Jal Board , Executive Engineer PWD shall be called as and when required .

The non official members to be nominated by the Department of Health and Family Welfare in consultation with the Chairman .

**4.1.b Executive Committee ( District RKS).**

<b>Executive Committee District Level :</b>	
<b>1. Chairman:</b>	DC
<b>2. Member Secretary:</b>	Chief District Medical Officer
<b>3. Treasurer:</b>	NRHM Nodal Officer
<b>4. Members :</b>	District AYUSH Coordinator

	One of the two eminent persons from field of medicine or civil society.
--	---

**4.2** Jan Swasthya Samitis shall be formed under the District RKS and shall function as its second tier peripheral executive subcommittees at the PUHC level with delegated executive powers .

<b>Jan Swasthya Samitis at the PUHC Level ( Not more than 7 members)</b>	
<b>President:</b>	To be nominated from the field of Medicine / Corporate / Education / Social Work.
<b>Member Secretary:</b>	The Medical Officer InCharge of the PUHC .
<b>Treasurer:</b>	Pharmacist ( Store keeper).
<b>Other Members:</b>	
<b>Official:</b>	
1. In case of co-located AYUSH Unit , the MO ( AYUSH ) will be one of the members , otherwise the second MO of the PUHC	
2. Integrated Child Development Scheme : CDPO/Supervisor	
<b>*Non-Official Members: ( 2 members From the following)</b>	
Two Nominees (with at least one to be a woman) from the field of Medicine / Corporate / Education / Social Work.	
<b>Special Invitee:</b>	
1.Representative of NSS / NCC from nearby College .	

Assistant Engineer from PWD, Sanitation Supervisor from MCD to be called as and when required.

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

**4.3 Eligibility for membership District RKS / JSS:**

- 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 in case of JSS he/she shall not be employee of the PUHC concerned.

- 4.4** The membership of an **ex-officio member** of the District RKS / JSS 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** One MLA shall chair one Rogi Kalyan Samiti The MLA shall be assigned by the GNCTD for the District RKS. Minister shall not be nominated as Chairman to Rogi Kalyan Samitis.
- 4.6 Non official members of District RKS:** Non Official members shall be nominated by the Department of Health in consultation with the Chairman and Vice Chairman (District RKS). They shall hold office for a period of two years from the date of their nomination. Such members will be eligible for re nomination for period of another two years. Non – official members cannot be nominated for more than two consecutive terms.
- 4.7 For JSS,** Non Official members shall be nominated by the District CDMO in consultation and with Medical Officer Incharge of the PUHC for PUHC Level. They shall hold office for a period of two years from the date of their nomination. Such members will be eligible for re nomination for period of another two years.
- 4.8** The District Rogi Kalyan Samiti / JSS shall maintain a roll of members at their offices 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.
- 4.9** A member of the District RKS/ JSS 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.
- 4.10** Resignation of membership from District RKS shall be tendered to the Governing Body in person through its Member Secretary and shall take effect only after by it has been accepted by the Chairman on behalf of the Governing Body. In case of the Chairman it has to be accepted by the Governing Body.

- 4.11 **In case of JSS**, resignation of membership from JSS shall be tendered to the Jan Swasthya Samiti in person through its Member Secretary and shall take effect only after by it has been accepted by the President on behalf of the JSS. In case of the President it has to be accepted by the JSS.
- 4.12 If any member, despite receiving meeting notices or being informed by any other means of communication, remains absent in three consecutive RKS / JSS meetings without any advance information to the RKS / JSS , the membership may be terminated after a resolution in the District RKS Governing body / JSS Meeting respectively.
- 4.13 **Any vacancy in the District RKS shall be filled up :**
- i. **Nominated members .**  
In case of a vacancy the member secretary shall request the nominating authority (as specified in section on members) to give a fresh nomination and once approved by the governing body the change shall be communicated to the RKS cell at district and state level.
  - ii. Change in Vice-Chairman, Member Secretary, Ex-officio members shall be by designation.
- 4.14 No act or proceedings of the Samiti / JSS shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.
- 4.15 If a member of the District RKS / JSS 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.
- 4.16 **Remuneration for the members of the District RKS / JSS :**  
No member of the District RKS / JSS shall be entitled to any remuneration.  
No member including Chairman will use the name of District RKS on their visiting cards / letterheads.
- 4.15 Formation of Jan Swasthya Samitis to cover more PUHCs shall be a phasic and continuous process . Each new JSS formed shall be accepted as a part of the District RKS through resolution and shall become bound by the rules / Bye laws and become eligible for the defined grants.

## **5.0 Authorities of the Rogi Kalyan Samiti \_\_\_\_\_ District.**

**5.1** The following shall be the bodies and authorities of the District Rogi Kalyan Samiti:

- (i). Governing Body.
- (ii).The two tiered executive Committee
  - a). Executive Committee at the District level ..
  - b).Executive Sub Committee at the PUHC level – JSS.
- (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 may be formed.

### **5.2 Governing Body District RKS:**

- 5.2.1 All members as set out in Para 4.1.a shall constitute the Governing Body of the Samiti.
- 5.2.2 The management of the affairs and property of the Samiti shall be entrusted to the Governing Body.

### **5.3 Proceedings of the Governing Body District RKS:**

- 5.3.1 (i). Governing Body of the District 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 District RKS will be empowered to call a meeting at a short notice of 48 hours.

5.3.2 The Chairman shall chair the meetings, in his absence Vice-Chairman

**5.7.1** shall preside. 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. The Member Secretary shall furnish an Action Taken Report on each point / decision taken by the District RKS in the previous meeting and record it in the minutes.
- ii. Review of the performance of the PUHCs in the last quarter and the service delivery targets for the next quarter.
- iii. Review of Compliance by the PUHCs to the standards and protocols adopted by GNCTD .
- iv. Review the procurements / repairs undertaken by the Jan Swasthya Samitis in the last quarter. To examine the bottlenecks / solutions and suggestions by the Jan Swasthya Samitis and approve and implement the required interventions.
- v. Review the action plans of the Jan Swasthya Samitis .
- vi. Examine and accord necessary approvals for the specific components of the JSS Action plans for which it is the competent authority .
- vii. Review the manpower situation in the district as per the minimum standards laid down.
- vii. Review of progress / results of any new initiatives taken by the Jan Swasthya Samitis .
- 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. Facilitate functionalization of the identified linkages.

- ix. Review of performance of 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 of functioning of the Grievance Redressal Mechanism at the PUHC level and compliance with the Citizen's Charter..
- xiv. In the Annual meeting of the Governing body following business shall be taken up in addition:
  - (a).The District Rogi Kalyan 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 Decisions taken shall be valid only if the District RKS has the 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 to its meetings from time to time but they shall not have 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, a soft copy shall be mailed to the District & State RKS within ten days of the meeting. A register would be maintained for keeping the record of the minutes of the meetings of District Rogi Kalyan Samiti.

#### **5.4 Proceedings of the Executive Committee (District RKS):**

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). Matters pertaining to Implementation of the various activities approved by the Samiti.

(ii).Review of the implementation of the action plan as approved by the District Rogi Kalyan Samiti.

(iii).Review of the feedback by the monitoring Committee and remedial action.

(iv).Review of the Implementation of the Citizen's Charter.

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

5.4.5 Any member who acts against the Rules and Regulations of the Samiti 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 Governing Body meeting. The removal shall only be effected after approval of the State Health Society.

#### **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 full control of the affairs of the Samiti and will have authority to exercise all



the defined powers , and perform acts and deeds consistent with the objectives of the Samiti.

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. 10,000 /- may be accepted on behalf of JSS by the Member Secretary (JSS), and upto Rs. 25,000/- by the JSS. Donations / gifts as money / kind / land worth more than 25,000 /- shall be accepted only after approval of the Governing body of the District 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 maintainance works as per the policy adopted .

(g). Examine and accord necessary approvals for the specific components of the JSS Action plans for which District RKS approvals are required like -- procurements / repairs / other works beyond financial delegation of JSS.

**(h).** Review the manpower situation in the district as per the minimum standards laid down and if required shall carry out the recruitments approved as a part of the State PIP and after due approval from the IDSH / State Health Society following the SHS / GNCTD Guidelines.

(i). Monitor the system of public grievance redressal at facility level and ensure compliance with Citizens' Charter .

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

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

(j).Do generally all such acts and things as may be necessary or incidental to carrying out the objectives of the Samiti or any of them, provided that nothing herein contained shall authorize the Governing Body to do any act 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.

**(l)The following shall require the approval of Integrated District Health Society / State Health Society / GNCTD before implementation:**

(i).Recruitment of medical and paramedical staff. Hiring of contractual staff shall be undertaken as per the guidelines / modalities laid by 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 PUHC which involve engagement with NGO / Pvt Sector shall require approval of State Health Society.

(iv).In instances where sale / transfer/ lease of fixed assets is involved approval from GNCTD shall be mandatory.

(v).Any amendment of the Rules and Bye laws of the Society shall require approval of the GNCTD.

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

## **5.6 Powers and Functions of the Chairman :**

5.6.1 The Chairman shall have the powers to call for and chair 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 outside agencies like PWD, MCD, Horticulture and DJB etc.

5.6.4 To attend the meetings called by the RKS Cell / Bhagidari cell / Department of Health & Family Welfare.

5.5.6 Any other responsibilities entrusted by the RKS.

## **5.7 Powers and functions of the Vice Chairman :**

5.7.2 To perform all the functions of the Chairman in the absence or vacancy of Chairman's post.

5.7.3 To perform the functions as a member of District RKS.

5.7.4 Any other responsibilities entrusted by the District RKS.

## **5.8 Powers and functions of the Member Secretary (District RKS):**

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.

5.8.4 To place the problems, working report and action taken report before Samiti during the meetings.

- 5.8.5 To make arrangements for providing a copy of the circulars / orders / memorandums regarding District RKS to each and every member of the Samiti.
- 5.8.6 Timely submission of the copy of minutes of Samiti meetings/ periodical reports to District RKS cell.
- 5.8.7 Finalize the quarterly / Annual Report of the Samiti highlighting its achievements, performance and financial position and submit it to the District Health Society & RKS Cell and donor agencies.
- 5.8.8 In the absence of the Chairman / Vice Chairman to attend the meetings called by RKS Cells or Bhagidari cell of the GNCTD.
- 5.8.9 Allotting work to the existing district 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 Arrange for custody of all records and movable property of Samiti.
- 5.8.13 Arranging audit of the accounts as per schedule and make the records available to Samiti and supervising officers for inspection like vouchers, stock registers, purchase procedure file, minutes register, circular file etc.
- 5.8.14 To make arrangements for allocation and utilization of Samiti funds in time and as per proper procedure and provisions.
- 5.8.15 To enter into contracts on behalf of the Samiti.
- 5.8.16 To seek, invite and receive any contribution, grant, gift, donation from State Govt, any trust or organization or individual on behalf of the Samiti for the purpose of achievement of objectives of the Samiti.
- 5.8.17 To prepare and issue identity cards to RKS members with his/her signature with prominent mention of validity period ( for non official members).
- 5.8.18 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 / GNCTD 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

maintenance of cashbook , Bank passbook , ledgers , Petty Cashbook , cheque issue register , register of bank drafts / cheques dispatched , Journal , Register of expenditure / 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 / GNCTD guidelines .

5.9.3 To submit monthly SOEs 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.

### **5.10 Powers and Functions of Members :**

5.10.1 To attend RKS monthly 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 assist in 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 Powers and functions of the Executive Committee (District RKS):**

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

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

5.11.2 Obtaining user feedback and preparing client / patient satisfaction reports for submission to the Governing Body.

5.11.3 Arranging audit of the accounts as per schedule.

5.11.4 Finalize the quarterly / Annual Report of RKS highlighting its achievements, performance and financial position and submit it to the Integrated District Health Society & donor agencies.

5.11.5 Undertaking such other activities and tasks as may be decided by the Governing Body from time to time.

5.11.6 Execute the programmes and policies as per the objectives of the Samiti.

5.11.7 Regulate / monitor the expenditure of the Samiti and ratify expenditures incurred.

5.11.8 Permit for publications and sale of Newsletters, Periodicals & Bulletins prepared by the Samiti.

### **5.12 Emergency Powers of the President and the Member Secretary**

Nothing in these rules and regulations shall prevent the President and the member Secretary from exercising all powers of the Governing Body in case of declared Epidemic / Disaster subject to the ratification of the decisions / actions within next 72 hours.

#### **5.12 .1 Transfer of Member Secretary / Treasurer:-**

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 .

**5.12.2** 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.

### **5.13 Proceeding of the Jan Swasthya Samiti:**

**5.13.1 (i).** JSS shall mandatorily meet at least once in every month. However, it may decided to meet more frequently and at a time convenient to it.

(ii). Meeting Notice along with agenda shall be issued with seven days clear notice by Member Secretary and served upon every member of the JSS. In case of an emergency, the JSS will be empowered to call a meeting at a short notice of 48 hours.

**5.13.2** The President shall preside over meetings. In his absence the JSS members shall elect one from amongst the members present to preside over the meeting.

**5.13.3** Presence of 50% of the members of JSS shall complete the quorum.

**5.13.4** Following minimum business shall be brought forward and disposed of in every meeting of the JSS:

- i. Review of Compliance to standards and protocols adopted by the GNCTD.
- ii. Review of the OPD service performance of the PUHC in the last month and the service delivery targets for the next month.

- iii. The Member Secretary (JSS) will also furnish an action taken report on each point / decision taken by the JSS in the previous meeting and record it in the minutes.
- iv. Review the procurements / repairs undertaken by the JSS in the last month. Reasons must be specified and shall form a part of minutes of the meeting, wherever RKS funds are utilized for activities / logistics routinely provided for by the state so that the bottlenecks in utilization of state funds / mechanism can be addressed.
- v. The JSS 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 JSS will certify the same in writing and this certificate will form part of the records of JSS and will be open for inspection.
- vi. Review of progress / results of any new initiatives taken by the JSS.
- vii. 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.
- viii. Review of outreach activities undertaken during the last month and outreach activities scheduled for the next month.
- ix. Review of efforts in mobilizing resources / help from the community, trade/industry and local branches of professional associations like IMA and FOGSI etc.
- x. Review the reports submitted by the Monitoring Committee.
- xi. Review the status of utilization of funds, equipment and drugs received under different state and national programmes being implemented by GNCTD.
- xii. Review compliance to Citizens' Charter displayed in the PUHC and the effectiveness of the Grievance Redressal Mechanism.
- xiii. In the Annual meeting of the Governing body following business shall be taken up in addition:
  - (a).The Income of the JSS / Expenditure account and the balance sheets for the past year.
  - (b). Annual report of the JSS.
  - (c). Budget for the next year.

(d). Annual Action Plan.

**5.13.5** All disputed questions shall be decided by the majority votes .Each member shall have one vote and in case of equality of votes the President shall have the casting vote.

**5.13.6** The decisions to undertake minor work / repair / procurements / outsourcing for limited purposes / maintenance and AMC's of equipments shall be undertaken by the JSS within the financial delegations. A decision in this regard will be valid only if the JSS has the quorum (50% attendance) and a majority of the members constituting the quorum vote for a particular item.

**5.13.7** The JSS may invite subject experts to its meetings from time to time but they shall not have right to vote.

**5.13.8** 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 and the District RKS Cell within ten days of the meeting.. A register would be maintained for keeping the record of the minutes of the meetings of JSS.

**5.14.1 Powers and functions of the Jan Swasthya Samitis:**

**5.14.2** Utilize the resources placed at the JSS's disposal in an effective, prioritized and transparent manner by exercising the powers delegated and performing deeds consistent with the objectives of the Samiti.

**5.14.3** In particular and without prejudice to the generality of foregoing provision, the JSS 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 JSS may think fit.

(b)..Monitor the financial position of the JSS 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 by the JSS.

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

(g). Ensure display of Citizen's Charter . Establish a system of public grievance redressal at facility level and ensure compliance with Citizens' Charter .

(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.

(j). Removal of any member who acts against the Rules and Regulations of the Samiti whose continuance as member is detrimental to the interest of the JSS can be proposed as per a resolution passed by majority of 2/3 of the members present in the Governing Body meeting. Removal of the member shall only be effected after approval of the District RKS.

#### **5.15 Powers and functions of the President (JSS):**

5.15.1 The President 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.

5.15.2 The President shall enjoy such powers and discharge such other responsibilities as entrusted by the RKS.

5.15.3 He / She shall have the casting vote and shall exercise it whenever required .

5.15.4 To provide support to the Member Secretary in dealing with concerned outside agencies like PWD/DSIDC, MCD, Horticulture and DJB etc.

5.15.5 To attend the meetings called by the RKS Cell / Bhagidari cell / Department of Health & Family Welfare.

5.15.6 Any other responsibilities entrusted by the JSS/ District RKS.

## **5.16 Powers and functions of the Member Secretary (JSS):**

- 5.16.1 To make arrangements for meetings of the JSS, record proceedings and resolutions and act upon them.
- 5.16.2 Conduct all correspondence on behalf of JSS on all matters.
- 5.16.3 The planning, implementation, and monitoring of the time bound projects with the help of the JSS, District Rogi Kalyan Samiti , the State and Central agencies and donors.
- 5.16.4 To place the problems, working report and action taken report before the members during the meetings.
- 5.16.5 To make arrangements for providing a copy of the circulars / orders / memorandums regarding JSS to each and every member of the JSS.
- 5.16.6 Timely submission of the copy of minutes of JSS meetings/ periodical reports to District RKS and District RKS cell.
- 5.16.7 Finalize the quarterly / Annual Report of JSS highlighting its achievements, performance and financial position and submit it to the District RKS / Cell & donor agencies.
- 5.16.8 In the absence of the President to attend the meetings called by Directorate of Health Services(RKS Cell) or Bhagidari cell of the GNCTD.
- 5.16.9 Allotting work to the existing PUHC staff to carry out various activities of the JSS who will do this as part of their regular.
- 5.16.10 Dealing with concerned outside agencies like PWD, MCD, Horticulture, DVB and DJB etc.
- 5.16.11 S/He shall exercise such powers and discharge such responsibilities as may be delegated to him by the District RKS.
- 5.16.12 Arrange for custody of all records and movable property of JSS.
- 5.16.13 Arranging audit of the accounts as per schedule.and make the records available to supervising officers for inspection like vouchers, stock registers, purchase procedure file, minutes register, circular file etc.
- 5.16.14 To make arrangements for allocation and utilization of JSS fund in time and as per proper procedure and provisions.
- 5.16.15 To enter into contracts on behalf of the JSS.
- 5.16.17 To delegate any of the powers to any subcommittee

5.16.18 To seek, invite and receive any contribution, grant, gift, donation as money / kind / land worth upto Rs. 10,000 /- on behalf of the JSS for the purpose of achievement of objectives of the Samiti.

5.16.19 To prepare and issue identity cards to JSS members with his/her signature with prominent mention of validity period ( for non official members).

5.16.20 To perform the other functions as a member of JSS.

### **5.17 Powers and functions of Treasurer (JSS):**

5.17.1 Responsible for efficient system of internal financial control as per GOI / GNCTD Guidelines.

5.17.2 Responsible for maintenance of registers / records of accounts (Income & Expenditure) for the JSS 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 JSS as per GOI / GNCTD guidelines .

5.17.3 To submit monthly SOEs and make available the Audit Report for each financial year within two months of end of financial year as per GOI guidelines.

5.17 4 Preparation of BE / RE for placement before JSS.

### **5.18 Powers and functions of Members (JSS):**

5.18.1 To attend JSS meetings.

5.18.2 To take active part in discussions and put up suggestions in the meeting.

5.18.3 To cast vote, if need be .

5.18.4 To assist in dealing with other agencies like PWD, DJB, DVB, Horticulture and MCD etc.

5.18.5 Any other responsibilities assigned to him/her by JSS.

### **6.1 Funds of the District Rogi Kalyan Samiti :**

a). Seed money made available for the RKS activities at the PUHC level , PUHC maintainance funds , untied funds from GOI as approved in the State PIP .

- b). The seed money given for the PUHCs (Jan Swasthya Samitis ) by the GNCTD .
- c). Donations / gifts / grants from sources other than the Government .
- d). Funds generated from Fund raising events carried out at the district level.
- e).GOI contribution / GNCTD contribution proportionate to the local fund generation fund in the ratio (2:2:6)
- f). The funds approved for setting up and running District RKS Cell.
- g). Any funds other than those mentioned above placed at the disposal of RKS , by the Government of India / GNCTD for specific projects as proposed by the RKS which the Government feels should be supervised and executed through RKS.

### **6.2 Funds of the Jan Swasthya Samitis ( PUHC Level):**

- a). Seed money made available for the RKS activities at the PUHC level , PUHC maintenance funds , untied funds from GOI as approved in the State PIP .
- b). The seed money given for the PUHCs ( Jan Swasthya Samitis ) by the GNCTD .
- c). Donations / gifts / grants from sources other than the Government .
- d).GOI contribution / GNCTD proportionate to the local fund generation fund in the ratio (2:2:6)
- e). Any additional grants from the GNCTD.
- f). In addition to the above mentioned funds which shall be transferred to the JSS through the District RKS , there will be income generated locally at the PUHC by the user charges / fund raising events and donations.

**6.3** The District RKS shall receive the funds and further pass them on to the respective Jan Swasthya Samitis .

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

**6.5** All the resource generation / augmentation of facilities shall be for betterment of the health care services being provided at the PUHC and will not replace the existing staff and budget from the Government which shall continue as before.

**6.6** All District Health Societies will ensure that funds are released in time to each JSS.

## **7.0 Right to levy user charges and utilize them :**

Other user charges shall be imposed after due approval by the District Rogi Kalyan Samiti which shall be guided by the Guidelines provided by the SHS / DHFW ,GNCTD. All funds generated by the JSS shall be retained at the JSS Level for JSS activities.

A one time registration fee ( OPD Card ) of Rs. 10/- shall be charged for each New card at the PUHC . There shall be no such fee for BPL / vulnerable / most vulnerable households( as per state guidelines). The MO I/C shall have the power to waive off this amount in case the documentary evidence of BPL is not available but he/ she is convinced that the patient cannot make the payment. These funds shall go to the RKS funds and be utilized for achievement of the objectives of the Samiti.

Also, once the RKS is in place, the PUHCs can be empanelled for Health Insurance schemes being implemented by State Government , GNCTD and the resulting income shall be transferred to the RKS account.

## **8.0 Accounts and Audit of the District Rogi Kalyan Samiti and its Jan Swasthya Samitis :**

**8.1** The District Rogi Kalyan Samiti / JSS shall keep regular accounts of all its movable and immovable assets in respect of the affairs of the Samiti .

**8.2** The books of accounts of these Samitis 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 Samitis 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 District RKS / JSS 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 audit. 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 (District RKS and JSS) shall ensure compilation and finalization of annual accounts by 30<sup>th</sup> April and completion of their auditing by 31<sup>st</sup> June of the following 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 (District RKS and JSS) 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 from there it shall be sent to the FMG , GOI , within six months of the completion of Audit.
- 8.10** Wherever there are complaints of any nature against utilization of funds by District RKS/ JSS , the District RKS Cell should look into the matter and submit its report to the District RKS ( in case of JSS) , Integrated District Health Society (in case of District RKS) with a copy to State RKS Cell for necessary action. In case of serious lapses, the matter should be put up to State RKS Cell for necessary decision as to whether or not special audit is to be conducted.

**8.11** Wherever utilization of JSS funds is less than 25% of the allotted budget, the CDMO concerned must inspect the same closely and look into reasons for non-utilization of funds by JSSs.

**8.12** Internal audit of District RKS and JSSs will be conducted by the following annually:-

- i. AAO/JAO of Concerned Distt.
- ii. AO/OS (Admn.) of Concerned Distt.

## **9.0 BANK ACCOUNT of District RKS:**

The account of the Samiti ( RKS) shall be maintained in a Savings Bank Account of a Nationalized Bank or a scheduled commercial bank of RBI as may be specified by the GOI . 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 / GNCTD 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 will be mandatory.

## **9.1 Bank Account of the Jan Swasthya Samitis:**

All PUHCs having a Jan Swasthya Samiti shall have a separate Bank Account in a Savings Bank Account of a scheduled commercial bank of RBI as may be specified by the GOI / or in a Nationalized Bank. All funds related to the JSS activities for the concerned PUHC shall be transferred by the District RKS to this Account .In addition all the local fund generated shall be deposited in this account. The funds 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 / GNCTD guidelines -- President ,Member Secretary & Treasurer would be authorized signatories to the bank account of the JSS . Signatures of two out of the three signatories shall be mandatory and Member Secretary must be one of the two.

## **10.0 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:

- 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 JSS shall submit a full report of its activities including financial, to the District RKS thru District RKS Cell , for the period till 30<sup>th</sup> September. For the period 1<sup>st</sup> October to 31<sup>st</sup> March, the report shall be submitted by 20<sup>th</sup> April every year.

Similarly the District RKS shall submit a full report by 30<sup>th</sup> November for the period till 30<sup>th</sup> September. For the period 1<sup>st</sup> October to 31<sup>st</sup> March, the report shall be submitted by 20<sup>th</sup> May every year.

## **11.0 Suits and Proceedings :**

11.1 The District Rogi Kalyan Samiti may sue or be sued in the name of Samiti through its Member Secretary.

11.2 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.

11.3 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 , President (JSS) or any office bearer of the Samitis.

11.4 Nothing in sub-rule 11.3 above shall exempt the Chairman, Vice Chairman , Member Secretary (District RKS / JSS) , Treasurer (District RKS / JSS) President (JSS) or other office bearers / members of the Samitis ( District RKS



and JSS) 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.

## **12.0 Dissolution of the District Rogi Kalyan Samiti / JSS:**

13.1 The Governing Body of District RKS may resolve to dissolve the Samiti by bringing a proposal to that effect in a special meeting to be convened for the purpose but dissolution shall take effect only after the approval of the IDHS / SHS / GNCTD. In case of JSS such a resolution shall take effect only after approval of District RKS / IDHS.

13.2 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.

13.3 Upon the dissolution of the society, 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.

## **13.0 MISCELLANEOUS :**

### **13.1 CONTRACTS:**

**13.1.1** All contracts and other instruments for and on behalf of the District Rogi Kalyan Samiti and the Jan Swasthya Samitis shall be subject to the provisions of the Act, be expressed to be made in the name of the Samitis and shall be executed by the person authorized by the Governing Body of District RKS.

**13.1.2** No contracts for the sale, purchase or supply of any goods and materials shall be made for and on behalf of the District Rogi Kalyan Samiti or its Jan Swasthya Samitis with any member of these Samitis 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.

### **13.2 Authentication :**

Signatures of the Chairman / Member secretary or any other member authorized by the Governing Body shall authenticate all orders and decisions of the District Rogi Kalyan Samiti / Jan Swasthya Samitis.

### **13.3 Common Seal:**

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

### **13.4 Compliance of Statutory Requirements:**

The District RKS 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.

### **14.0 MONITORING & GOVERNMENT POWER TO REVIEW:**

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

#### **14.2 Directions from the GNCTD Government / 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 \_\_\_\_\_District , 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 \_\_\_\_\_ District , 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 District Rogi Kalyan Samiti Funds: Financial Powers of the Governing Body, Executive Committees and the Jan Swasthya Samitis .**

The delegated administrative and financial powers of the office bearers of the District RKS Samiti shall be as indicated below.

<b>Type of Expenditure</b>	<b>Authority</b>	<b>Extent of Power</b>
<p>A-1: Approval of expenditure plan for the untied grants and annual maintenance grants received from GOI.</p> <p>A-2: Approval of expenditure plan for user fee collections and other receipts.</p> <p>A-3 Approval for the seed money / recurrent grant from GOI / GNCTD .</p>	Governing Body of the District RKS.	<p>Full powers except :</p> <p>(i).Recruitment of medical and paramedical staff / Hiring of contractual staff for which approval of State Health Society is required.</p> <p>ii). Addition of new facilities / services involving engagement with NGO / Pvt Sector.(Approval of SHS ).</p> <p>iii). Engagement with NGO / Pvt Sector by the PUHC involving usage of / transfer of any kind of PUHC assets – fixed / movable including funds / land / logistics / equipment / manpower by the NGO / Pvt partner (Approval of IDHS/SHS).</p> <p>iv). Approval of GNCTD shall be mandatory in all instances involving sale / lease / transfer of the fixed assets.</p>

<p>B-1: Approval for procurement of goods including minor equipments, medicine, dressing material, injection, vaccine, etc</p> <p>B-2: Approval for procurement of services (<b>excluding auditor appointment, which would be done by the State RKS Cell</b>) for specific tasks including outsourcing of support services.</p> <p>B-3: Approval for repairs and maintenance including minor civil works</p> <p>B-4: Approval for expenditure on all other activities envisaged under RKS mechanism and funded through the untied grant mechanism and / or maintenance grants</p>	<p>Executive Committee / Member Secretary District RKS.</p>	<p>Full Powers if expenditure is as per the plan approved by the Governing Body.</p> <p>Otherwise, full powers upto the following monetary ceilings without prior approval of the Governing Body.</p> <ul style="list-style-type: none"> <li>Rs. 50,000/- per case subject to ratification by the Governing Body District RKS.</li> </ul> <p>Further expenditure shall require endorsement / approval of the above amounts by the Governing Body. After endorsement, the ceilings indicated above shall stand recouped.</p> <p><u>Note:</u> In case the Governing Body (RKS) does not endorse the purposes for which funds have been used by the Member Secretary RKS, the matter may be placed before the Integrated District Health Society.</p>
<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.</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 Scheme guidelines.</p>	<p>Member Secretary.</p>	<p>Full Powers. Accounts for the funds disbursed should be included in the agenda of the Executive Committee meetings</p>
<p><b>Recruitment of medical and paramedical staff . Hiring of contractual staff once approved by the State Health Society shall be undertaken as per the guidelines / modalities laid by the State Health Society / GNCTD.</b></p>		

The delegated administrative and financial powers of the office bearers of the Jan Swasthya Samitis shall be as indicated below.

Type of Expenditure	Authority	Extent of Power
<p>A-1: Approval of expenditure plan for the untied grants and annual maintenance grants received from GOI.</p> <p>A-2: Approval of expenditure plan for user fee collections and other receipts.</p>	<p><b>Jan Swasthya Samiti</b></p>	<p>Full powers for the activities approved by the District RKS.</p>

<p>A-3 Approval for the seed money / recurrent grant from GOI / GNCTD.</p>		
<p>B-1: Approval for procurement of goods including minor equipments, medicine, dressing material , furniture etc</p> <p>B-2: Approval for procurement of services <b>(excluding auditor appointment, which would be done by the State RKS Cell )</b> for specific tasks including outsourcing of support services.</p> <p>B-3: Approval for repairs and maintenance including minor civil works</p> <p>B-4: Approval for expenditure on all other activities envisaged under RKS mechanism and funded through the untied grant mechanism and / or maintenance grants</p>	<p><b>Jan Swasthya Samiti</b></p>              <p><b>Member (JSS)</b>      <b>Secretary</b></p>	<p>Full Powers if expenditure is as per the plan approved by the District RKS.</p> <p>Otherwise, full powers upto the following monetary ceilings without prior approval of the District RKS</p> <ul style="list-style-type: none"> <li>• Repairs / minor works upto 75,000/- per annum.</li> <li>• Procurements upto 25,000/- per annum</li> <li>• Procurement of Services* upto Rs. 25,000 per annum</li> <li>• Repair, Maintenance , AMCs for equipment , furniture Rs. 25,000/- per annum.</li> <li>• Miscellaneous expenses meetings, local needfelt IEC / BCC events , transport of patient in emergency upto 10,000/- per annum subject to ratification by District RKS.</li> </ul> <p>Further expenditure shall require endorsement / approval of the above amounts by the District RKS. After endorsement, the ceilings indicated above shall stand recouped.</p> <p><u>Note:</u> In case the District RKS does not endorse the purposes for which funds have been used by the JSS, the matter may be placed before the Integrated District Health Society.</p> <p>Full powers for the activities approved by the JSS. Otherwise upto 10,000/- . Further expenditure shall require endorsement / approval of the above amounts by the JSS. After endorsement, the ceilings indicated above shall stand recouped.</p>
<p>C-1: Approval for payments of benefits under Health Schemes (GOI / State) being implemented by the GNCTD.</p> <p><u>Note:</u> Separate Bank Accounts / Subaccounts may be maintained as per the Scheme guidelines.</p>	<p><b>Member (JSS).</b>      <b>Secretary</b></p>	<p>Full Powers. Accounts for the funds disbursed for each scheme should be included in the agenda of the JSS meetings</p>

**\*Procurement of services like sanitation , beautification , horticulture , updating / hosting data, accounting etc.**

**Footnote:** All Untied Grants should be paid into the Samiti's account with the appointed bank and should not be withdrawn except by a cheque, bill note or other negotiable instrument signed by the designated 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.**

### **1. Procurement Policy and Procedures:**

- 1.1 The Samiti , in order to ensure smooth functioning of the PUHC may be required to make procurements.
- 1.2 Preferably, the items for which State funds are available should not be purchased from RKS money. However the procurements may be allowed under special circumstances which should then be clearly specified and the feedback provided to the State authorities so that necessary steps can be taken to remove the bottlenecks in state procurement and supply mechanisms.
- 1.3 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 .
- 1.4 Rate Contracts of the Directorate General of Supplies and Disposal (DGS&D) or GNCTD or any other Rate Contracts adopted by State Health Society may be used.
- 1.5 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.
- 1.6 The standard of Financial Propriety should be followed while incurring (or) authorizing expenditure from public money and all financial rules and regulations shall be observed.
- 1.7 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:

**“I .....am 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 .....**

- 1.8 At any given time the expenditure on activities scheduled to be funded through normal State Provisions shall not exceed 25 % of the total annual allocation for the RKS. However this may be relaxed by approval of the Governing Body / Executive Committee , RKS.
- 2.9 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 , if fixed by any Govt agencies may be utilized .
- (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 . These agencies should be preferred over others as per the instructions issued for such purchases.
- (iii).Only those electrical and electronic items shall be purchased which have the ISI mark.
- 2.10 Replacement / purchase of General equipments & Laboratory Equipment will not exceed Rs.25,000/- per year totally for all items taken together.
- 2.11 Purchase of publications, books, journals and periodicals shall not exceed Rs.10,000/- of the funds allocated for the year.
- 2.12 An upto date inventory of all items purchased shall be maintained and separate stock registers shall be maintained for fixed assets , consumables , and non consumables.
- 2.13 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 .

2.14 The entries shall also be made in the regular departmental store inventories where the items have been located and the source specified as RKS.

2.15 RKS may fund the Annual Maintenance Contracts where required.

## **2. Repair and Maintenance and horticulture works :**

2.1 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.

2.2 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 State and empanelled for minor and major civil works .

2.3 The indicative list of electrical / civil / horticultural works / other miscellaneous works is given in annexure 1. The list is only indicative and not exhaustive.

2.4 The executive committee will have full powers to repair and service the instruments/ equipment directly through the manufacturers or authorized dealers . In other cases , quotations should be invited.

2.5 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 / JSS is required and a Certificate on the bill as follows has to be given:

**“I .....am 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**

.....

2.6 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..

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

## **3 Hiring of Manpower :**

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



3.2 Recruitment shall be contractual for a fixed tenure on consolidated salaries .

3.3 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 and followed by the State Health Society / GNCTD.

#### **4.0 Expenditure on Meetings:**

Expenditure can be incurred for every RKS meeting as per norms adopted by SHS / GNCTD.

#### **5.0 Accounting Procedure**

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

5.2 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.

#### **5.3 The following procedure shall be followed for accounts:**

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

5.3.2.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.

5.3.3 Petty Cash book shall be balanced periodically.

5.3.4 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.

- 5.3.5 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.
- 5.3.6 For all payments received by the Samiti in form of user charges , donations etc , shall be acknowledged by a receipt given in the name of RKS/ JSS. Serial numbered receipt books with counterfoils shall be procured / printed for the same. All moneys so obtained shall be deposited in the bank account.
- 5.3.7 All cheques shall be signed by two out of three designated signatories as already stated in the rules.
- 5.3.8 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.
- 5.3.9 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.
- 5.3.10 The receipt and payment account, income and expenditure account and balance sheet shall be prepared in standard accounting proforma.
- 5.3.11 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 5,000 for a PUHC may be sanctioned to the Member Secretary. The advance should be recouped atleast once a month.

7.5.2 Imprest money of Rs.5,000/- 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.5,000/- 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 -VI.

### 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 PUHC wall, stage etc.
- xxii. Repairing of 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 PUHC 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 flowerpots.

**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.

## ANNEXURE VII

### Suggested Formats

Petty  
Book

Cash

Date	Particulars	Ledger Head		Ledger Head		Ledger Head		Ledger Head	
		Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.
<b>Total</b>									

Name of RKs \_\_\_\_\_

**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 \_\_\_\_\_.

<b>Liabilities</b>		<b>Assets</b>	
<b>Particulars</b>	<b>Amount Rs.</b>	<b>Particulars</b>	<b>Amount Rs.</b>
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	
<b>Total</b>		<b>Total</b>	

**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 of 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. \_\_\_\_\_

Signature  
Name \_\_\_\_\_  
(Treasurer RKS)

## **ABBREVIATIONS USED:**

1. AAO : Assistant Accounts Officer
2. AE : Assistant Engineer
3. AO : Administrative Officer also 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. Sr. : Senior
39. TV : Television
40. VCP : Video Cassette Player
41. VCR : Video Cassette Recorder
42. VIP : Very Important Person
43. Vr. : Voucher
44. WC : Water Closet