



ABSTRACT

National Rural Health Mission - Rogi Kalyan Samiti (Patient Welfare Society) for Government Primary Health Centre - Approval of Memorandum of Association and Bye-Laws of Government Primary Health Centre Patient Welfare Society - Orders - Issued.

HEALTH AND FAMILY WELFARE (EAP.II.2) DEPARTMENT

G.O.(Ms) No.310

Dated: 27.11.06

Read:

- (i) G.O.(Ms) No.309, Health and Family Welfare (EAP.II.2) Department, dated 16.12.2005
- (ii) G.O.(Ms) No.19, Health and Family Welfare (EAP.II.2) Department, dated 8.2.2006
- (iii) From the Project Director, Reproductive and Child Health Project, Letter No.703/P3/RCHP/2006, dated 11.10.2006.

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ORDER:

The Government of India have launched the National Rural Health Mission (NRH) during April 2005, to provide effective health care to the poor, the vulnerable and marginalized sections of the society throughout the country. The duration of the Mission is seven years (2005-2012). The National Rural Health Mission envisagers to integrate all vertical Health and Family Welfare Programmes at National, State and District levels, which would help to pool all available resources, in implementation of programme activities.

2. In the G.O. first read above, based on the recommendations of Government of India, "State Health Mission - Tamil Nadu" and "State Health Society - Tamil Nadu" have been constituted.

3. Memorandum of Association and Bye-Laws of the "State Health Society - Tamil Nadu have been approved in the G.O.second read above.

4. Provision of basic preventive, promotive and curative services is a major concern of the Government and decision makers. However, these services have not been successful in gaining the faith and confidence of the people because of lack of specialists, facilities and accountability, along with the paucity of resources and non-involvement of the community.

5.Upgradation of Government Primary Health Centre to Indian Public Health Standards (IPHS) is a major strategic intervention under the National Rural Health

Mission (NRHM). The purpose is to provide sustainable quality care with accountability and people's participation along with total transparency. However, there is a general apprehension that this may not be possible unless a system is evolved for ensuring a degree of permanency and sustainability. This requires the development of a proper management structure which may be called as Rogi Kalyan Samiti (RKS). (Patient Welfare Society). The experience of these Rogi Kalyan Samities functioning in some of the States like Madhya Pradesh has been with good results and feasibility of replication. The project in Madhya Pradesh was started on a pilot basis and it has now been adopted in over 450 institutions across the State and has proved equally successful in extremely backward, tribal and rural areas, which proves its replicability cutting across the regions.

6. Rogi Kalyan Samiti (Patient Welfare Society) is a simple yet effective management structure. This Society, which would be a registered society, acts as a group of trustees for the Primary Health Centre to manage the affairs of the Primary Health Centre. It consists of members from local Panchayati Raj Institutions (PRIs), Non Governmental Organisations, local elected representatives and officials from Government sector who are responsible for proper functioning and management of the Primary Health Centre / Community Health Centre / FRUs. Rogi Kalyan Samiti is free to prescribe, generate and use the funds with it as per its best judgement for smooth functioning and maintaining the quality of services.

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

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

9. As per the guidelines issued by the Ministry of Health and Family Welfare, Government of India, the Government have decided to establish Government Primary Health Centre Patient Welfare Society. Accordingly, the Government approve the setting up of the Patient Welfare Society for the Government Primary Health Centre based on the above mentioned basic principles and approve the Memorandum of Association and Bye-laws of the "Government Primary Health Centre Patient Welfare Society" as annexed to this order.

10. The Block Medical Officer for Government Primary Health Centre is requested to take necessary action to get the Government Primary Health Centre Society registered under the Tamil Nadu Societies Registration Act 1975 (TN Act, 27 of 1975).

(BY ORDER OF THE GOVERNOR)

V.K.SUBBURAJ
SECRETARY TO GOVERNMENT

To:

The Project Director, Reproductive and Child Health Project and Mission Director, State Rural Health Mission, Chennai-6.

The Director of Public Health and Preventive Medicine, Chennai-6.

The Director of Medical and Rural Health Services, Chennai-6.

All Joint Director of Medical and Rural Health Services and FW through the Director of Medical and Rural Health Services, Chennai-6.

All District Collectors.

All Deputy Director of Health Services through Director of Public Health and Preventive Medicine, Chennai-6.

The Joint Director, O/o the Director of Medical and Rural health Services, Chennai-6.

The Deputy Director, O/o of the Director of Medical and Rural health Services, Chennai-6.

Copy to:

The Secretary to Government,

Ministry of Health and Family Welfare Department, Nirman Bhavan,
New Delhi 110011.

The Senior Personal Assistant to Hon'ble Minister (Health), Chennai-9.
SF/SC.

/FORWARDED/BY ORDER/


SECTION OFFICER

195

ANNEXURE
MEMORANDUM OF ASSOCIATION OF GOVERNMENT PRIMARY HEALTH
CENTRE PATIENT WELFARE SOCIETY

1. (a) Name of the Society:

The name of the Society shall be the Government Primary Health Centre Patient Welfare Society.....
(herein after referred to as "Society")

2. (b) Registered Office:

The Registered Office of the Society shall be situated at Government Primary Health Centre ,.....

3. Objectives:

The objectives of the Society for which the Society is established is to:

1. Ensure compliance to minimal standard for facility and PHC care and protocols of treatment as issued by the Government.
2. Ensure accountability of the public health providers to the community;
3. Introduce transparency with regard to management of funds;
4. Upgrade and modernize the health services provided by the PHC and any associated outreach services;
5. Supervise the implementation of National Health Programmes at the PHC and other health institutions that may be placed under its administrative jurisdiction;
6. Organize outreach services / health camps at facilities under the jurisdiction of the PHC;
7. Display a Citizens' Charter in the Health facility and ensure its compliance through operationalisation of a Grievance Redressal Mechanism;
8. Generate resources locally through donations, user fees and other means;
9. Establish affiliations with private institutions to upgrade services;
10. Undertake construction and expansion in the PHC building;
11. Ensure optimal use of PHC land as per govt. guidelines;

12. improve participation of the Society in the running of the PHC;
13. Ensure scientific disposal of PHC waste;
14. Ensure proper training for doctors and staff;
15. Ensure subsidized food, medicines and drinking water and cleanliness to the patients and their attendants;
16. Ensure proper use, timely maintenance and repair of PHC building equipment and machinery;

4. Scope of functions:

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

1. Identifying the problems faced by the patients in the PHC
2. Acquiring equipment, furniture, ambulance (through purchase, donation, rental or any other means, including loans from banks) for the PHC;
3. Expanding the PHC building, in consultation with and subject to any Guidelines that may be laid down by the State Government;
4. Making arrangements for the maintenance of PHC building (including residential buildings), vehicles and equipment available with the PHC;
5. Improving boarding / lodging arrangements for the patients and their attendants.
6. Entering into partnership arrangement with the private sector (including individuals) for the improvement of support services such as cleaning services, laundry services, diagnostic facilities and ambulatory services etc.;
7. Developing / leasing out vacant land in the premises of the PHC for commercial purposes with a view to improve financial position of the Society;
8. Encouraging community participation in the maintenance and upkeep of the PHC;
9. Promoting measures for resource conservation through adoption of wards by institutions or individuals; and,
10. Adopting sustainable and environmental friendly measures for the day-to-day management of the PHC, e.g. scientific PHC waste disposal system, solar lighting systems, solar refrigeration systems, water harvesting and water recharging systems etc.

195

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6. Organize outreach services / health camps at facilities under the jurisdiction of the PHC;
7. Display a Citizens' Charter in the Health facility and ensure its compliance through operationalisation of a Grievance Redressal Mechanism;
8. Generate resources locally through donations, user fees and other means;
9. Establish affiliations with private institutions to upgrade services;
10. Undertake construction and expansion in the PHC building;
11. Ensure optimal use of PHC land as per govt. guidelines;

11. Any other activity required for achieving the objectives.

17
1974

5. First members of the Governing Body:

The names, addresses, occupations and designations of the First Members of the Governing Body of the Society to whom by the rules and regulations of the Society, the management of the affairs of the Society is entrusted as required under section 6 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act, 27 of 1975) are as follows:

Sl.No.	Name / Designation	Status in Governing Body
1.	Block Development Officer	Chairperson
2.	Medical Officer i/c of the PHC	Member Secretary
3.	ISM Medical Officer of the PHC	Member
4.	Child Development Project Officer	Member
5.	Community Health Nurse / Sector Health Nurse (to be nominated by the Medical Officer i/c of the PHC)	Member
6.	Block Health Supervisor	Member
7.	Block Extension Educator	Member
8.	PHC Level Health Inspector	Member
9.	Staff Nurse / ANM (to be nominated by the Medical Officer i/c of the PHC)	Member
10.	Pharmacist	Member
11.	Lab Assistant	Member
12.	VHN (nominated by the Medical Officer i/c of the PHC)	Member

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

C. 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 Society under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act, 27 of 1975) on this.....day of 2006 at

Sl. No.	Name	Occupation and address	Status in Society	Signature	Attested by
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Dated:.....

**V.K.SUBBURAJ
SECRETARY TO GOVERNMENT**

/True Copy/


SECTION OFFICER

Rules And Regulations

1. Short Title:

1. These Rules and Regulations shall be called "The Rules and Regulations of the Government Primary Health Centre Patient Welfare Society".
2. The Rules shall come into force with effect from the date of registration of the Society by the Registrar of Societies.

2. Definitions:

In the interpretation of these Rules and Regulations, the following expressions shall have the following meaning unless inconsistent with subject or context:

- (i). "Act" means the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act, 27 of 1975);
- (ii). "Society" means the Primary Health Centre Patient Welfare Society.
- (iii). "Government" means the Government of Tamilnadu.
- (iv). "Chairperson" means the Chairperson of the Governing Body of the Society / Executive Committee as the case may be;
- (v). "Executive Committee" means the Executive Committee of the Society.
- (vi). "Governing Body" means the Governing Body of the Society;
- (vii). "Member" means the Member of the Society.
- (viii). "Rules" means these Rules and Regulations registered along with the Memorandum of Association and as may be amended by the Governing Body of the Society, from time to time;
- (ix). "Secretariat" means the Secretariat of the Society and .
- (x). "Year" means the financial year of the State Government of Tamil Nadu.

3. Address of the Society

The registered office of the Primary Health Centre Patient Welfare Society shall be situated at Primary Health Centre Complex at

4. Authorities of the Society

The authorities of the Society shall consist of the following namely :-

- (a) The Governing Body;
- (b) The Executive Committee;

- (c) The Monitoring Committee;
- (d) Such other authorities as may be constituted by the Governing Body.

5. Governing Body

5.1 Membership

(1). The following shall be the members of the Governing Body of the Society.

Sl. No.	Name / Designation	Status in Governing Body
1.	Block Development Officer	Chairperson
2.	Medical Officer i/c of the PHC	Member Secretary and Convener
3.	Member of Parliament	Member
4.	Member of Legislative Assembly	Member
5.	Town Panchayat / Village Panchayat President of the area where the PHC is located	
6.	Two PRI members of the PHC area (to be nominated by the Governing Body) (1-woman)	Member
7.	Two SC/ST Representatives from distant villages / hamlet of service area (nominated by the Governing Body)	Member
8.	Two patients or relatives randomly selected on the day of the meeting by the Chairperson preferably one from labour ward and one from OP.	Member
9.	Child Development Project Officer	Member
10.	Asst. Elementary Education Officer	Member
11.	Asst. Executive Engineer / Asst. Engineer, PWD (Buildings)	Member
12.	Asst. Engineer, PWD (Electrical)	Member
13.	ISM Medical Officer of the PHC	Member
14.	Medical Officer of the PHC	Member
15.	Community Health Nurse / Sector Health Nurse of the PHC (to be nominated by the Medl. Officer i/c of the PHC)	Member
16.	Block Health Supervisor	Member
17.	Block Extension Educator	Member
18.	PHC Level Health Inspector	Member
19.	Staff Nurse / ANM (to be nominated by the Medical Officer i/c of the PHC)	Member
20.	Pharmacist	Member
21.	Lab Assistant	Member

22.	VHN (nominated by the Medical Officer i/c of the PHC)	Member
23.	Two representatives from Industries/Corporate Sector, philanthropists (nominated by Governing Body)	Member
24.	Two Representatives from local NGO (nominated by the Governing Body)	Member
25.	Two eminent persons (nominated by the Governing Body)	Member
26.	Three Self Help Group members (nominated by the Governing Body)	Member
27.	Dist.MCH Officer / Asst. Director / Statistical Assistant / Technical Personal Assistant / District Entomologist from the DDHS Office	Member
28.	Special Invitee *	Member
29.	Institutional Members **	Member
30.	Associate Members ***	Member
31.	Additional Members \$	Member

* Special invitees can be called in as members from time to time. This is to be decided by the Executive Committee prior to the Governing Body Meeting.

** *Institutional Members :*

Any institution, which donates a specified amount of Rs.1 lakh or more or adopts a ward of the PHC and bears the cost of its maintenance may be made eligible to nominate a person from the institution as a member of the Governing Body of the Society.

*** *Associate Members :*

An individual who makes a one time donation of a specified amount of Rs.25,000/- or more.

\$ *Additional Members :*

- o Representatives of Professionals' associations (e.g. IMA, FOGSI, IAP etc.) as may be nominated by the Governing Body from time to time.
- o Representatives of other organizations / individuals as may be determined by the Governing Body from time to time.
- o may be nominated by the Governing Body from time to time.

Quorum: 1/3 of official members.

(2) The membership of an ex-officio member of the Society and of the Governing Body shall terminate when he/she ceases to hold the office by virtue of which he/she was member and his/her successor to the office shall become such member.

(3) Non official members of the Society will be nominated by the Chairperson in consultation with other members of the Governing Body. Nominated members shall hold office for a period of three years from the date of their nomination by the Chairperson. Such members will be eligible for re-nomination.

(4) The Society shall maintain a roll of members at its registered 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 he/she has signed the roll aforesaid.

(5) All members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude of removal from the post by virtue of which he/she was holding the membership.

(6) Resignation of membership shall be tendered to the Governing Body in person to its Member Secretary and shall not take effect until it has been accepted on behalf of the Member Body by the Chairperson.

(7) If a member of the Society changes his/her address he/she shall notify his/her new address to the Member Secretary who shall thereupon enter his/her new address in the roll of the member. 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.

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

(9) No member of the Governing Body, except as appointed as per the Rules, shall be entitled to any remuneration.

5.2 Proceedings of the Governing body

5.2.1 The meetings of the Governing Body shall be held at least once in every quarter and at the PHC. If the Chairperson receives a requisition for calling a meeting signed by one-third members of the Governing Body, the Chairperson shall call such a meeting as soon as may be reasonably possible.

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

- Compliance to Standards and Protocols issued by Government.
- Review of the OPD and IPD service performance of the PHC in the last quarter and service delivery targets for the next quarter.
- Review of the outreach work performed during the last quarter and outreach work schedule for the next quarter.
- Review of efforts in mobilizing resources from the community, trade industry and local branches of professional associations like IMA and FOGSI etc.
- Review the reports submitted by the Monitoring Committee.
- Review the status of utilization of funds, equipment and drugs received under different programmes of the Government.
- Review compliance to Citizens' Charter displayed in the PHC and the effectiveness of the Grievances Redressal Mechanism.

5.2.3 In addition to the above regular items, the Annual Report of the Society relating to last financial year shall also be taken up for discussion in the quarterly meeting falling due after the close of every financial year.

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

5.2.5 The Chairperson shall Chair the meetings of the Governing Body. In his/her absence, the Governing Body shall elect one from among the members present as Chairperson of the meeting.

5.2.6 Any business which it may become necessary for the Governing Body to perform except such as may be placed before its Annual meeting may be carried out by circulation among all its members and any resolution so circulated and approved by majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one third members of the Governing Body have recorded their consent of such resolution.

5.2.7. In the event of any urgent business, the Chairperson of the Society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

5.2.8. A copy of the minutes of the proceedings of each meeting shall be furnished to the members of the Governing Body as soon as possible after completion of the meeting.

5.3. Powers of the Governing Body

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

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

- Make, amend, or repeal any bye laws relating to administration and of the affairs of the Society subject to the observance of the provisions contained in the Act, provided that:
 - ❖ proposals for amendments shall be placed before the Governing Body of the District Health Mission for its consideration and endorsement;
 - ❖ proposals for amendment shall also be sent to the designated authority of the State Government for endorsement; and
 - ❖ proposals shall be brought to the Governing Body after completing the above endorsement / approval process.
- Consider the annual budget and the annual action plan, its subsequent alternations placed before it and to pass it with such modifications as the Governing Body may think fit.
- Monitor the financial position of the Society in order to ensure smooth income flow and to review annual audited accounts.
- Accept donations and endowments or give grants upon such terms as it thinks fit.
- Delegate its powers, other than those of making rules, to the Chair-person, Vice-Chair-person or other authorities as it may deem fit.
- Authorize the Member Secretary to execute such contracts on behalf of the Society as it may deem fit in the conduct of the business of the Society.
- Recruit medical and paramedical staff for the PHC and execute such other contracts for the improvement of PHC services as it may deem fit.
- Do generally all such other acts and things as may be necessary or incidental to carrying out the objectives of the Society or any of them, provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers hereby conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the Society.
- Ensure compliance to Indian Public Health Standards and to Citizens' Charter.
- Establish a system of public grievance redressal at facility level.

- Undertake measures to increase transparency in financial and operational management of the PHC.

5.4. Powers and Functions of the Chairperson of the Governing Body.

5.4.1 The Chairperson shall have the powers to call for and preside over all meetings of the Governing Body.

5.4.2 The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Member Secretary to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the Member Secretary shall forthwith call such a meeting.

5.4.3 The Chairperson shall enjoy such powers as may be delegated to him by the Society and the Governing Body.

5.4.4 The Chairperson shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass orders on the recommendations of the reviewing or inquiry Committee.

5.4.5 Nothing in these Rules shall prevent the Chairperson from exercising any or all the powers of the Governing Body in case of emergencies in furtherance of the objects of the Society. However, the action taken by the Chairperson on such occasions shall be reported to the Governing Body subsequently for ratification.

5.4.6 All disputed questions at the meeting of the Governing Body shall be determined by votes. Each member of the Governing Body shall have one vote and in case of a tie, the Chairperson shall have a casting vote.

5.4.7 Should any official members be prevented for any reason whatsoever from attending a meeting of the Governing Body, the Chairperson of the Society shall be at liberty to nominate a substitute to take his place at the meeting of the Governing Body. Such substitute shall have all the rights and privileges of a member of the Governing Body for that meeting only.

5.4.8 Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice there of in writing to the Member Secretary of not less than ten clear days before the day of such meetings

5.4.9 Any business which it may become necessary for the Governing Body to perform, except the agenda prescribed for the full meeting as set out as above may be carried out by circulation among all its members and any resolution so circulated and approved by majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one third members of the Governing Body have recorded their consent of such resolution.

5.4.10 In the event of any urgent business, the Chairperson of the Society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

5.4.11 A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members as soon as possible after completion of the meeting.

6. Executive Committee

6.1 Formation of Executive Committee

The Governing Body will constitute an Executive Committee which will be responsible for acting for and doing all deeds on behalf of the Governing Body and for taking all decisions and exercising all the powers, vested with the Governing Body except those which the Governing Body may specifically specify to be excluded from the jurisdiction of by the Executive Committee.

6.2 Composition of Executive Committee

The composition of the Executive Committee shall be as follows:

<i>Sl. No.</i>	<i>Name / Designation</i>	<i>Status in Executive Committee</i>
1.	Medical Officer i/c of the PHC	Chairperson
2.	Pharmacist	Member Secretary and Convener
3.	ISM Medical Officer	Member
4.	Senior most Staff Nurse	Member
5.	Senior most Lab Technician	Member
6.	Community Health Nurse / Sector Health Nurse (who is in the Governing Body)	Member
7.	Block Health Supervisor	Member
8.	PHC level Health Inspector	Member
9.	Two Panchayat Raj Institution representatives of the Governing Body (including from area where PHC is located)	Member
10.	Two SHG members of the Governing Body	Member
11.	Institutional member of the Governing Body	Member
12.	Junior Engineer of the Block Development Office i/c of Water supply	Member
13.	Addl. Members may be co-opted by the Executive Committee	Member

6.3 Meetings of the Executive Committee

- 6.3.1. 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, time and venue of the meeting.
- 6.3.2. Meetings of the Executive Committee shall be held at least once a month or more frequently if necessary.
- 6.3.3. The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.
- 6.3.4. The various Committees constituted by the Governing Body shall submit their reports to the Executive Committee who shall be empowered to take decisions on their recommendations.
- 6.3.5. Regular Agenda
- Review of the OPD and IPD service performance of the PHC in the last month
 - Service delivery targets for the next month.
 - Review of the outreach work performed during the last month and outreach work scheduled for the next month.
 - Compliance to Standards and Protocols issued by Government.
 - Review of efforts in mobilizing resources from the community, trade industry and local branches of professional associations like IMA and FOGSI etc. and plan further steps.
 - Review the status of utilization of funds, equipment and drugs received under different programmes of the Government.
 - Consider reports of the Monitoring Committee for remedial action
 - Implementation of citizen's charter / service delivery statement

6.4 Powers of Chairperson of Executive Committee

- 6.4.1. The Chairperson of the Executive Committee shall be responsible for the day-to-day management of the affairs of the Society subject to the terms and conditions of the Executive Committee. He shall be the Chief Executive of the Society;
- 6.4.2. He shall be responsible for management of staff of the Society. He shall exercise control and discipline over the employees of the Society (both full time and part-time)
- 6.4.3. To purchase materials and equipments needed for the Society and for carrying out the objectives of the Society
- 6.4.4. He shall verify all Bills and Countersign them before presenting them to the Bank for payment. He shall maintain proper books and accounts for the funds received and expended by the Society.

- 6.4.5. He shall arrange for the audit of the accounts of the Society by the Auditor of the Society.
- 6.4.6. He shall convene the meeting of the Governing Body, the Executive Committee, the Annual General Body Meeting, the Extra-Ordinary General Body Meeting etc. He shall prepare the Agenda for the meetings for the circulation to the concerned members. The approved minutes of the meetings shall be circulated by him.
- 6.4.7. He shall sign all deeds and documents on behalf of the Society according to the directions of the Governing Body or the Executive Committee.
- 6.4.8. He shall present the report of the Executive Committee at the Governing Body meeting of the Society.
- 6.4.9. He shall sue or be sued and defend the society in all legal proceedings.
- 6.4.10. Any document or proceedings requiring authentication by the Society shall be signed and sealed by the Chairperson.
- 6.4.11. The Chairperson shall be responsible for the execution of all policies adopted in different meetings.
- 6.4.12. He / She shall appoint Clerk and Servants on consolidated pay to carryout the day to day affairs pertaining to the administration of the Society.

7. Monitoring Committee

7.1 Formation of Monitoring Committee

A Monitoring Committee should be constituted by the Governing Body to visit PHC wards and collect patient feedback. The Committee would send a monthly monitoring report to the District Collector.

7.2 Composition of the Monitoring Committee

The composition of the Monitoring Committee shall be as follows:

<i>Sl No.</i>	<i>Name / Designation</i>	<i>Status in Monitoring Committee</i>
1.	An eminent person nominated by the Governing Body (from among the two eminent person nominated to the Governing Body)	Chairperson
2.	Medical Officer i/c of the Primary Health Centre	Member Secretary and Convenor
3.	Member of Parliament	Member

4.	Member of Legislative Assembly	Member
5.	Two PRI Representatives (from among the PRI members nominated by the Governing Body of which 1 is a woman)	Member
6.	One SC/ST representative nominated by the Governing Body	Member
7.	One NGO Representative (from among the NGOs nominated by the Governing Body)	Member
8.	Representative of Institutional members (from the among the members of the Governing Body)	Member
9.	Members who are willing to work voluntarily (from the Governing Body)	Member

8. Funds of the Society

The funds of the Society shall consist of the following:

- Cash assistance received from the Government of India.
- Grants-in-Aid from the Government
- Grants and donations from trade, industry, institutions and individuals.
- Receipts from disposal of assets.
- Any fees, charges collected for services from the Society as determined by the Governing Body.

9. Payments

The funds of the Society shall be spent towards realization of the objectives of the Society and also towards the following purpose:

- (1) The payment of expenses for the administration of the Society including traveling expenses, audit of the accounts of the general funds of the Society.
- (2) The payments for any legal proceeding which the Society or any member if authorized by the Society thereof is a party when such proceedings are undertaken for the purpose of securing or protecting the rights and interest of the Society and its members subject to section 20 of the Act, 1975.
- (3) Towards maintenance of office of the Society.

10. Deposits of Funds of the Society

The funds of the Society shall be deposited in one or more accounts opened with a Nationalized Bank. The Bank account of the society will be operated by the Chairperson and Member Secretary of the Executive Committee.

11. Annual Report

A draft annual report and the yearly accounts of the Society shall be placed before the Governing Body at next meeting for consideration and approval.

A 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 Chairperson of the Governing Body and to the District Health Society.

12. Financial year

The accounting year for the Society shall be from 1st April to 31st March. The annual income and expenditure accounts and balance sheet of the Society shall be presented at the Annual General Body Meeting within five months of the close of the accounting year, duly audited by the competent auditor appointed by the Governing Body.

13. Keeping of Accounts

The Society shall keep accounts regarding:

- (1) All sums of money received and spent by the Society and the matters in respect of which receipts and expenditure take place.
- (2) All sales and purchases of goods by the Society and
- (3) The assets and liabilities of the Society.

14. Audit

The Auditor of the Society shall be a qualified chartered accountant and shall be appointed on by mutual consent at the annual Governing Body Meeting and he shall audit the accounts of the Society. The Auditor of the Society shall have access to the Books of the Accounts and Vouchers of the Society and shall be entitled to require such information and explanation as he / she may think necessary for the performance of his/her duties as the auditors.

15. Annual list of Office Bearers and Members:

Once in every year, a list of the office bearers and members of the Society shall be filed with the office of the Registrar of the Societies.

16. Legal Proceedings:

The Society may sue or be sued in the name of the Member-Secretary as per the provision laid down under the Act.

17. Amendments:

Any amendments in the Memorandum of Association or bye-laws shall be carried out in accordance with procedure laid down under the Act.

17.1. The Society may alter or extend the purpose for which it is established and / or the Rules of the Society.

17.2 The proposition for any alteration or extension to the objectives of the Society and / or the Rules must be circulated to all members of the Governing Body and must be included in the written agenda of the ensuing meeting of the Governing Body or a special meeting of the Governing Body.

17.3 No amendments shall be effective unless the proposals in this regard have been endorsed by 3/5th of the members of the Governing Body and provided that such proposals are not altering the basic principles of the Society.

18. Dissolution:

18.1 The Governing Body may resolve to dissolve the Society by bringing a proposal to that effect in a special meeting to be convened for the purpose.

18.2 Upon the dissolution of the Society, all assets of the Society, after the settlement of all its debts and liabilities, shall stand reverted to the State Government of Bihar for such purposes as it may deem fit.

19. Utilisation of Funds

The income and funds of the Society shall be solely utilized towards the objectives of the Society and no portion of it shall be utilized for payment to the members of the Governing Body or Executive Committee by way of profit, interest, dividend etc. except remuneration if any allowed by the Governing Body.

20. Miscellaneous

20.1 Contracts

20.1 (a) All contracts and other instruments for and on behalf of the Society shall be subject to the provisions of the Act, be expressed to be made in the name of the Society and shall be executed by the persons authorized by the Governing Body.

20.1 (b) No contracts for the sale, purchase or supply of any goods and material shall be made for and on behalf of the Society with any member of the Society or his / her relative or firm in which such member or his / her relative is a partner or shareholder or any other partner or shareholder of a firm or a private company in which the said member is a partner or director.

20.2 Common Seal

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

20.3 Compliance of Statutory Requirements

The Society 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.

20.4 Government Power to Review

1. The District Health Society shall review, monitor and evaluate the performance of the Society.
2. The Chairperson of the Governing Body shall have the right to nominate one or more persons to be part of the review / enquiries.
3. The progress review reports and / or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.


We, the undersigned being three of the members of the first Governing Body of the Society of the Government Primary Health Centre Patient Welfare Society certify that the above is a correct copy of the Rules and Regulations of the said Society.

Sl.No.	Name and Designation	Signature
1	Block Medical Officer for PHC	
2	Community Health Nurse	
3	Pharmacist	

Dated:

V.K.SUBBURAJ
SECRETARY TO GOVERNMENT

/True Copy/


SECTION OFFICER