

**RULES AND REGULATIONS OF THE ROGI KALYAN SAMITI (RKS) OF
STATE/DISTRICT CIVIL HOSPITALS/CHCs/PHCs**

1. Definitions :

In these Rules, unless the content otherwise requires –

- (a) “Society” means Rogi Kalyan Samiti of State District Civil Hospitals/CHCs/PHCs (herein mentioned as RKS)
- (b) “Governing Council” means body constituted under these rules for the respective State District Civil Hospital/CHCs/PHCs.
- (c) “Chairperson” means the Chairman of the respective Governing Council of RKS.
- (d) “Member” means member of the Governing Council.
- (e) “Member Secretary” means Member Secretary of the respective Governing Council of RKS.
- (f) “Executive Committee” means executive committee of the respective Governing Council as constituted under rule 10

2. Headquarters of the Society:

The registered office of the association shall be situated at the State capital
Aizawl

3. Authority of the Society:

The following shall be the authorities of the Society:

- A. Governing Council
- B. Executive Committee or such authorities as maybe constituted by the Governing Council

4. Composition of the Governing Council

The Governing Council shall be consists of the following members :

a) The Governing Council for RKS in Civil Hospital, Aizawl –

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| 1. Principal Secretary, Govt. of Mizoram, Health & F.W. | - | Chairman |
| 2. Medical Supdt, Civil Hospital, Aizawl | - | Member
Secretary |
| 3. Local District MLA – 2 nos. | - | Member |
| 4. Director, Hospital & Medical Education | - | Member |
| 5. Supdt. of Police or his representative | - | Member |
| 6. CMO, Aizawl East & West | - | Member |
| 7. Asstt. Drugs Controller, DHS | - | Member |
| 8. Three Senior Heads of the Clinical Deptt. | - | Member |
| 9. Executive Engineer, DHS | - | Member |
| 10. IMA President | - | Member |
| 11. Two NGO representative nominated by Governing Council | - | Member |
| 12. Two largest donors (of donation received in kind/
in cash in the previous year) | - | Member |

b) Governing Council for RKS in Civil Hospital, Lunglei :

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|---|---|---------------------|
| 1. Deputy Commissioner, Lunglei District | - | Chairman |
| 2. Medical Superintendent. | - | Member
Secretary |
| 3. Local District MLA – 2 nos. | - | Member |
| 4. Chief Medical Officer, Lunglei | - | Member |
| 5. Drugs Inspector | - | Member |
| 6. Superintendent of Police or his representative | - | Member |
| 7. Three Senior Heads of the Clinical Deptt. | - | Member |
| 8. Two NGO representative nominated by
Governing Council | - | Member |
| 9. Two largest donors (of donation received in kind/
in cash in the previous year) | - | Member |

c) Governing Council for other District Rogi Kalyan Samiti/District Hospital – Champhai, Serchhip (JNM), Saiha, Kolasib and Lawngtlai/TB Hospital, Zemabawk/Tlabung Hospital :

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| 1. District Collector (D.C. of the concerned District) | - | Chairman |
| 2. Chief Medical Officer | - | Member
Secretary |

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|----|---|---|--------|
| 3. | MLA from Society Headquarters – 1 no. | - | Member |
| 4. | Representative from the following Departments:
PWD, Social Welfare, Education, PHE and Police – 1
Each | - | Member |
| 5. | Donor or representative of donor who are included in
previous Hospital Advisory Committee as per condition
of donation. | - | Member |
| 6. | Representative from 2 (two) NGO nominated by
Governing Council | - | Member |

d) Governing Council for Community Health Centre/Public Health Centre:

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|----|--|---|---------------------|
| 1. | SDO (Civil/Sadar)/BDO | - | Chairman |
| 2. | Senior Most Medical Officer of concerned CHC/PHC | - | Member
Secretary |
| 3. | Specialist – 1 no. | - | Member |
| 4. | Community Health Officer | - | Member |
| 5. | Ward Superintendent (Sister) | - | Member |
| 6. | Local Village Council President | - | Member |
| 7. | High School Headmaster/Middle School Headmaster | - | Member |
| 8. | C.D.P.O. Social Welfare Department | - | Member |
| 9. | NGOs (MHIP, YMA, MUP – 1 each) nominated by the
Governing Council | - | Member |

5. Term of Members of Governing Council :

- A. Term of the ex-officio member shall continue so long as he/she/hold the office by virtue of which he/she is such a member.
- B. The Term of the nominated members shall be as decided by the nominating authority.

6. Powers and Functions of the Governing Council

1. The Governing Council shall be the authority empowered to take all measures within its term of reference necessary for the attainment of objects specified in the Memorandum of Association.
2. In particular, the Council shall carry out and exercise following functions and powers.
 - a. To approve annual budget.
 - b. To take decisions in any matter that may be referred to it by the Chairperson or the State.
 - c. To undertake any activities that are consistent with the aims and objects of the society.
 - d. To consider and approve the annual accounts along with the audit report.

- e. To make, alter and revise rules and regulations.
- f. To decide to employ manpower in any category on daily wages or contract basis on terms and conditions as framed by the council of as per guidance from the State. Adequate precautions (e.g. employment of retired persons) may be taken so as not to enable any person to legally claim for permanency of service.
- g. To anquire, hold administer and dispose off any movable or immovable assets and properties.

7. Activities of RKS

The RKS is free to use the funds with it as per its best judgement for a diverse set of purposes as outlined below but not exclusively those:

1. To ensure/undertake regular maintenance, repairs and necessary, construction/expansion of the physical facilities of CHC/PHC as permitted by the rules.
2. To ensure/undertake cleaning security, hospital waste management, and other services of the hospital CHC/PHC through private agencies/individual contracts.
3. To provide improved facilities in various departments including contract services of technical/other personnel in the CHC/PHC.
4. To purchase of equipment, emergency medicines, chemicals, furniture, linen, stationary and other necessities for efficient running of the hospitals CHC/PHC.
5. To ensure proper use, timely maintenance and repair of hospital CHC/PHC and machinery.
6. To provide better atmosphere, facilities for attendants.
7. To provide medical care to the poor and needy free of cost or highly subsidized rates as compared to the private hospitals/clinics.
8. To ensure subsidized food. Medicines and quality drinking water to the patients and their relatives.
9. To determine and collect user charges for various hospital CHC/PHC services, deposit them in the Bank Account of RKS and to utilize them for various activities.
10. To raise funds donation, loans from financial institutions, grants from Govt. donors, voluntary organization for the fulfillment of aims and objectives enshrined in the Memorandum of Association.

11. To utilize/lease surplus land/space for commercial purpose and patient related activities like pharmacy, telephone booth, milk parlour etc.
12. To manage/permit contractors for canteens, rest houses stands, ambulance services and utilize the income so generated.
13. To permit private high tech services like advanced pathology tests MRI, CT scan, Doppler, TMT, 2D echo to set up their units in hospital CHC/PHC to provide services at a fixed rate.
14. To ensure proper training for doctors and staff of Civil Hospital/CHC/PHC.
15. To ensure proper implementation of national Health Programmer.
16. To invest and deal with the funds and moneys of the Society.
17. To frame rules and regulations for day to days execution of the Society's activities and to amend the Memorandum of Association from time to time in consultation with the State Government.
18. To employ temporarily any person for the purpose of the Society and to pay them such remuneration/wages as may be determined by the Chairman.
19. To do all such lawful acts as are conducive and incidental to attain the goals of the Society.

8. Powers of Chairman

The chairperson will preside over the meeting of RKS and in any case his/her decision will be binding to the RKS.

Any single expense of more than Rs 1 lakh in Civil hospital RKS and Rs. 50,000 in District i.e. CHC & PHC RKS will have to be incurred only after his/her sanction.

9. Powers of Member Secretary :

All executive and financial powers of the society shall vest in the member Secretary who shall be responsible for following functions :

1. Manage day to day administration of society.
2. Conduct all correspondence on behalf of society on all matters.
3. Arrange for custody of all records and movable properties of society.
4. The planning, implementation and monitoring of the time bound projects helped and guided by the Society, the donors, the State and the Central officers.

5. Supervision of operation of projects and the health staff deployed.
6. To invite and receive any contribution, gift, grant, donation from State Govt. any trust or organization or individual for the purpose of objects of society.
7. To expend funds of the society in such manner as they shall consider beneficial for the purpose of society.
8. To determine and make arrangements as to who shall be entitled to sign on behalf of society bills, receipts, vouchers, contracts and other documents whatsoever.
9. To enter into contract on behalf of society.
10. To delegate any of the powers to any subcommittee.
11. The provision and distribution of needed drugs, laboratory and diagnostic and office equipment and supplied and printed material.
12. Submission of periodic reports as required.
13. Work distribution to the existing Govt. staff to carry out various activities of the society. Who will do this as part of their regular work without any extra remuneration.
14. To established and maintain library for medical personnel as well as patients and arrange for trainings for the staff.
15. To construct, maintain, pull down, rebuilt, add to, alter or improve any buildings or works necessary for the purpose of society as per guidelines from State.
16. Arrange meetings of Society or any sub committee, record proceedings and resolutions and act upon them.
17. Take action on urgent important matters in consultation with chairman and place before council in next meeting.
18. He shall also exercise such powers and discharge such functions as maybe delegated to him by the Governing Council.
19. For day-to-day work decisions, a working group in form of the executive committee will assist him.
20. And to do all things necessary or expedient for the due conduct of the affairs of the society herein not provided for.

10. Executive Committee :

An Executive Committee of following members shall look after the daily working as well as purchases of the respective RKS as per general guidelines from the Governing Council.

Executive Committee for Civil Hospital, Aizawl RKS :

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|----|------------------------------------|---|----------|
| 1. | Medical Superintendent | - | Chairman |
| 2. | CMO, Aizawl East | - | Member |
| 3. | CMO, Aizawl West | - | Member |
| 4. | Dy. Director (FW). DHS | - | Member |
| 5. | Programme Officer (Hospital), DHME | - | Member |

Executive Committee for RKS in Civil Hospital, Lunglei

- | | | | |
|----|---------------------------------|---|----------|
| 1. | Medical Superintendent | - | Chairman |
| 2. | Chief Medical Officer, Lunglei | - | Member |
| 3. | Senior Medical Officer (SMO) | - | Member |
| 4. | Matron (Nursing Superintendent) | - | Member |

Executive Committee for other District Hospital/TB Hospital, Zemabawk/Tabung Hospital RKS :

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|----|---------------------------|---|----------|
| 1. | CMO, Concerned District | - | Chairman |
| 2. | SMO/DTO/DIO | - | Member |
| 3. | Senior Specialist | - | Member |
| 4. | Pharmacist/Drug Inspector | - | Member |
| 5. | Ward Superintendent | - | Member |

Executive Committee for CHC/PHC RKS :

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|----|-------------------------------------|---|----------|
| 1. | Medical Officer in charge | - | Chairman |
| 2. | Ward Superintendent/Staff Nurse/CHO | - | Member |
| 3. | Pharmacist of the concerned CHC/PHC | - | Member |

11. Meeting of the RKS :

The RKS shall meet as often as may be considered necessary for the transaction of the business of the society.

Provided that –

1. The RKS shall meet at least once in every six months.
2. Meeting of the RKS shall be held at such place and date and the member Secretary may decide ink consultation with the Chairman.
3. At least one week's notice shall be given to the members. An extra ordinary meeting may, however be called at short notice of at least 24 hours.
4. A notice for meeting shall be served upon a members either personally or by post.
5. The Chairperson shall preside over every meeting of the council. If he is unable to attend due to unavoidable circumstance the next senior most member shall chair the committee.
6. All decisions shall be taken by the majority vote of members present at a meeting minimum quorum being 5 members present at the meeting.

12. Proceedings of the meeting :

1. All business of the council shall be as far as possible recorded in the book of proceedings of the RKS.
2. All dispute shall be determined by the majority votes. Each member shall have one vote and in case of equality of votes the Chairpersons shall have a casting vote.

The proceedings of the meeting shall be circulated to all the members.

13. Emergency powers of the Chairperson and the Member Secretary

Nothing in these rules and regulations shall prevent the Chair person and the Member Secretary from exercising all powers of the Governing Council in case of Emergency for furtherance of the objects of the society and the action taken shall be reported to the RKS at the next meeting.

14. Remuneration to the Chairperson, the Member Secretary or the Members :

No remuneration shall be paid to the Chairperson, the Member Secretary or the Members. However any future guidance from the State shall be acted upon.

15. Funds of the society and accounts :

The funds of the society shall consist of the following, namely of :

1. Grants made by State Government or Government of India. The State Government may consider giving seed money of a lump sum amount of Rs.5 lakhs in Civil Hospital and Rs. 1 lakh in CHC & Rs. 50,000/- in PHC for district RKS.

2. All moneys received by way of grants, gifts, donations, benefactions, transfers and in any other manner, any source other than Government, the RKS should obtain necessary approval from the income tax authorities for tax benefits to the donors.

3. User charges as determined by the RKS.

The funds and grants shall be deposited and maintained in the account of the nationalized bank and not in the Government treasury and will be available for exclusive use of RKS. The account shall be operated jointly by the Member Secretary and one of the members of the respective RKS.

16. Provision of enabling rights, vesting assets and authorizing services :

Being a service oriented facility this Society has been granted specific rights to allow freedom for operations and management. Specifically the Society shall be empowered to purchase material, equipments, drugs etc with quality as the criteria which need not be the purchase of the lowest rates. Though the Society may utilize existing rate contracts entered into by various govt. agencies, it can also purchase through open market. Moreover RKS is empowered to augment its resources through :

- Commercial use of assets like the land of the institution by auction in a transparent manner as guided by the state.
- Donations in cash or kind from the public at large.
- Grants from the Govt. or NGO's.
- Loans from the financial institutions subject to the permission from the Govt. during first year or limited to a sum equal to collection of previous year.

The existing staff and budget from govt. will continue to be so as the present status.

17. Right to levy user and charges and utilize them :

- All facilities at the hospital will be charged including outdoor services, indoor bed facility, tests, ambulance services etc as per guidelines from State/Governing Council.
- Poorer section of the Society and other groups as determined by the Govt. (eg persons below the poverty line, freedom fighters, MLC cases, prisoners, national programme activities etc.) would be exempted from the levy. The identification will be by production of necessary documents like BPL card or self certification and Member Secretary or his empowered representatives will be authorized to waive charges on the individual case merits. Receipts will be issued in the name of RKS.
- Criteria for purchase will be quality and not necessarily the lowest rates. However the procedures, if laid down by Governing council like tender quotation inquiry will have to be followed.
- The revenue generated will be utilized mainly for the infrastructure development and maintenance and not only general medicines. If at all necessary, funds less than 20% (or as decided by the Governing Council) of the income generated will be allowed to be utilized for such medicines etc.

- The society is also empowered to maintain a stock of costly/rate/emergency drugs for patients with cost recovery mechanisms put in place as per rules.
- Members of RKS shall not refer any of their medical bills to RKS for the payment.
- The accounts will be subject to yearly audit by chartered accountant only, in accordance with the requirements of the Societies Registrations Act.

18. Day To Day Management :

For daily supervision and control of operations, the Hospital functions may be decentralized with certain financial powers delegated to the heads of the departments/superintendents of concerned Hospitals/CHC/PHC to give them valuable experience in management. The executive Committee will guide and control these activities as per the policy formulated by RKS which will meet usually three or four times in a year.

19. Implementation and Monitoring :

The State Govt. issued the necessary orders regarding the formation of RKS and various financial and administrative aspects. The Directorate of Health Services will monitor implementation and evaluate the impacts and benefits achieved by the effective functioning of RKS and formulate guidelines whenever necessary. It will also have a key role and awareness generation of RKS in society so as to make the idea of participatory payment acceptable.

20. Accounts and Audit :

1. The accounts of the RKS shall be maintained on double entry system and in the formats as required.
2. A Chartered accountant shall audit the accounts of the society.
3. At the close of each quarter consolidated account showing the total receipts and payment during the period under several heads of accounts with opening and closing balances shall be prepared and submitted to the state Govt. The member secretary shall cause the annual accounts to be prepared latest by 30th June and get audited by 31st August.

21. Asset

1. A Statement showing the schedule of fixed assets held by the society at the end of each financial year shall be sent to state govt. the value of assets to be shown at the original cost in the accounts.
2. The society shall maintain an up-to-date inventory of all items purchased indicating the following :-
 - a) Description of items
 - b) Specific Identification (e.g. serial number)
 - c) Date of purchase
 - d) Supply order no.
 - e) Original value

- f) Location & /User
 - g) Person responsible for it.
3. Separate stock registers shall be maintained for fixed assets, consumables and non consumables.
 4. All bills of purchase should be certified by the 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 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.

22. Authentication :

Signature of the Chairperson or any other member authorized by the Governing Council shall authenticate all orders and decisions of the society or any other member authorized by council and the signature of member secretary shall authenticate all other instruments.

23. Directions from State Government :

The society shall carry out such directions as may be issued to it from time to time by the State Government.

24. General :

1. The Society may sue or be sued in its own name.
2. The income and the property of the society however derived shall be applied towards the promotion of the objects thereof subject to financial discipline in respect of the expenditure of grants imposed by State Govt.
3. No portion of the income and property of the society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise by way of profit to any person or organization who at anytime were or have been members of the RKS.
4. On winding up or dissolution of the society there shall remain after satisfaction of its debts and liabilities, any property whatsoever, the same shall vest in the government.

25. New rules and amendment or rules :

Subject to section 12 of the Societies Registration Act the RKS shall be entitled to add, to alter or mend these rules when deemed necessary. But no new rule shall be made, nor any of the rules herein contained or hereafter to be made shall be amended, altered or rescinded except with the consent of a majority of two-thirds members of RKS.

26. Certificate :

Certified that this is true and correct copy of Rules and Regulations of the
..... Rogi Kalyan Samiti.

**MEMORANDUM OF ASSOCIATION OF THE LUNGLEI DISTRICT, TLABUNG
HOSPITAL, ROGI KALYAN SAMITI**

The name of the society shall be the **Lunglei District, Tlabung Hospital**, Rogi Kalyan Samiti, The registered office of the Society shall be at **Lunglei**, the district headquarters.

Goals of the Society :

The District Rogi Kalyan Samiti is formed to do all the activities in the Government Hospitals including Community Health Centres of the District for the betterment of patient services. The goals of the Society are as under

1. Undertake all activities to improve and expand patient related quality services and welfare activities.
2. To introduce user charges to create a strong resource base.
3. To put a management structure in place that could fulfill the objective of Community participation.
4. To ensure cleanliness and refurbishing of the hospitals.
The specific objective and functions of the Society shall be as under:
 1. To ensure/undertake regular maintenance, repairs and necessary construction/expansion of the physical facilities as permitted by the rules.
 2. To ensure/undertake cleaning, security, hospital waste management, and other services of the hospital through private agencies/individual contracts.
 3. To provide improved facilities in various departments including contract services of technical/other personnel.
 4. To purchase of equipment, emergency medicines, chemicals, furniture, linen, stationery and other necessities for efficient running of the hospitals.
 5. To ensure proper use, timely maintenance and repair of hospital equipment and machinery.
 6. To provide better atmosphere, facilities for attendants.
 7. To provide medical care to the poor and needy free of cost or highly subsidized rates as compared to the private hospitals.
 8. To ensure subsidized food, medicines and quality drinking water to the patients and their relatives.

