

**BYE-LAWS OF ROGI KALYAN SAMITI, DR. R.P. GOVT. MEDICAL COLLEGE & HOSPITAL, TANDA, REGISTERED UNDER THE SOCIETIES REGISTRATION ACT – 1860 .**

1. The Samiti will be called “ **ROGI KALYAN SAMITI, DR. RAJENDRA PRASAD GOVT. MEDICAL COLLEGE & HOSPITAL KANGRA AT TANDA, (H.P.)**”
2. The registered office of the Samiti will be located in Dr. Rajendra Prasad Govt. Medical College Kangra at Tanda (H.P.) 176001.

3. **Objectives of the Samiti**

Rogi Kalyan Samiti, Dr. R.P. Govt. Medical College and Hospital Tanda (H.P) will work for the following objectives:-

- i) To strengthen the existing facilities for the treatment in the Dr. R.P. Govt. Medical College, Kangra at Tanda.
- ii) To upgrade all infrastructures related facilities in Dr. R.P. Govt. Medical College Education & Hospital Tanda..
- iii) To decide purchase of equipments and machinery.
- iv) To hire staff for enabling the Rogi Kalyan Samiti, Dr. R.P. Govt. Medical College, Kangra at Tanda to meet its obligations besides strengthening the staff position in all categories.
- v) This will be a Charitable Samiti and the income generated by the Samiti will be utilized for the welfare of the patients.

4. **Principles to Guide Functioning of Rogi Kalyan Samities**

**Participation and Capacity Building:**

- RKS will function within the overall framework for encouraging Panchayati Raj bodies to have a role in its functioning and will have a representative and broad based Governing council for overall supervision and control.
- Appropriate measures will be put in place to build the capacity of RKS functionaries.

**Improved focus on patient care and poor patients**

- RKS will have a stronger focus on patient welfare and strive to provide cashless hospital services to the most vulnerable groups. RKS may also endeavour to provide subsidized food and stay to patients and improve the referral transport from the institution.
- RKS will endeavour to implement various patient welfare schemes like Health Insurance, Rashtriya Arogya Nidhi, Red Cross etc. launched by the State and Central Govt. from time to time.

## **Autonomy and Accountable management**

- The Responsibilities and structure of the Governing council and the Executive Committee will be clearly defined and Executive Committee will be empowered for day-to-day running of the institution within the budget approved by the Governing council.
- The process of annual budgeting, approval of Governing council, Audit, Annual Report and Annual General council meeting and Social Audit will be institutionalized.
- The RKS are empowered to hire and manage essential staff including those funded through Govt. grants.
- The RKS are empowered to develop and manage the institution premises by drawing up appropriate long term plans for utilization of infrastructure and other resources for improved service provision.
- The RKS are empowered to prescribe, collect, retain and use the diagnostic test, procedure fees and user charges at the institution level and also receive and utilize the annual capital, maintenance and untied grants from various sources.
- Appropriate GIA rules will be notified by the Department for capital and maintenance grants to flow to RKS from the State budget provisions in this regard.

### **5. The bodies of the Samiti**

The Samiti will have two main bodies, viz. the Governing council and the Executive Committee.

#### **1. The Governing council :-**

1.	Hon'ble Health & Family welfare Minister	Chairman
2.	Principal Secretary (Health) to the Govt. of H.P	vice-Chairman
3.	MLA Nagrota Bagwan	Member
4.	Pradhan Gram Panchyat Sadarpur.	Member
5.	Director Medical Education and Research HP	Member
6.	Deputy Commissioner, Kangra	Member
7.	Principal, Dr. RPGMC, Kangra at Tanda.	Member
8.	Chief Medical Officer, Kangra District	Member
9.	Sr. Medical Superintendent, Dr. RPGMC, Tanda	Member Secretary
10.	President Beopar Mandal, Nagrota Bagwan	Member
11.	President of the Rotary/Lions Club/ Bharat Vikas Parishad/ Sewa Bharti/ Arogya Bharti	Member
12.	Two Members of NGOs working in Health sector/ Blood Donations	Member
13.	President, Faculty Association Dr. RPGMC Tanda	Member
14.	Two Women Social Workers to be nominated by Chairman	Member
15.	President, Para Medical Staff Dr. RPGMC Tanda.	Member
16.	President, Ministerial Staff Dr. RPGMC Tanda.	Member
17.	One Member from State Red Cross nominated by Chairman	Member
18.	Superintending Engineer H.P.P.W.D D/sala	Member

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| 19. | Superintending Engineer I.P.H. Dharamshala  | Member |
| 20. | Superintending Engineer Electricity Dharamshala   | Member |
| 21  | Representative of Pollution Control Board, Jasoor   | Member |
| 22. | ACF/ SO (Finance) of Dr. RPGMC, Tanda   | Member |
| 23. | Two people having special contributions towards Health sector to be nominated by Chairman | Member |
| 24. | One representative of Local press Club  | Member |

## **2. Executive Committee**

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| 1. | Principal, Dr. RPGMC, Kangra at Tanda          | Chairman         |
| 2. | Pradhan Gram Panchyat Sadarpur                 | Member           |
| 3. | Sr. Medical Supdt. DRPGMCH, Tanda              | Member Secretary |
| 4. | Additional Director                            | Member           |
| 5. | President, Faculty Association, DRPGMCH, Tanda | Member           |
| 6. | ACF/ SO (Finance) of DRPGMCH, Tanda            | Member           |

## **6. Annual Budgeting and report by the RKS**

The Rogi Kalyan Samiti will prepare their annual budget on formats as per Performa given at Annexure-A& B and it would be approved by the governing body of the Rogi Kalyan Samiti before the start of the financial year. The executive Committee shall have full powers to utilize the budget and make expenditure within the budget approved by the governing council. The RKS will also get their accounts audited by a Chartered Accountant annually and report thereof will be placed before the Governing council. In addition the accounts of the RKS will be subject to audit by the Principal Accountant General, Himachal Pradesh as per schedules notified by that office.

The RKS will prepare an annual report on their activities and supply information that would inter-alia include the following matters to enable an assessment and comparison of their performance:-

- 1 Outdoor patients treated
- 2 Percentage increase in OPD load over the previous year
- 3 Indoor patients treated
- 4 Percentage increase in IPD load over the previous year
- 5 Overall utilization of bed capacity
- 6 No of BPL patients assisted and amount spent on services to BPL families
- 7 No. of Institutional deliveries facilitated.
- 8 No. of JSY beneficiaries benefited.
- 9 No. of minor surgeries conducted.
- 10 No. of Major Surgeries conducted.
- 11 No. of cataract operations conducted.
- 12 No. of referrals made.
- 13 No of Lab. Tests performed.
- 14 No. of X-Rays and ultra sounds performed.
- 15 Patients attended to per Medical officer.
- 16 School Health Camps organized.
- 17 Per capita resources raised from different sources proportionate to relevant administrative unit.

- 18 Percentage utilization of RKS budget on different revenue heads.
- 19 Meeting of Governing Body held.
- 20 Meeting of Executive Committee held.
- 21 No of pending audit paras.
- 22 No. of audit paras settled.
- 23 Outstanding advances / receivables
- 24 PPP initiatives by the RKS.

7. **Rules and Regulations of the Rogi Kalyan Samiti, Dr. RPGMC, Kangra at Tanda, (H.P).**

**I. Short Title :-**

These Rules will be called “Rules of the Rogi Kalyan Samiti, Dr. R.P. Govt. Medical College & Hospital, Kangra at Tanda (H.P)”

**II. Scope**

These rules will be applicable to all the units of the Samiti and will also cover all activities and Personnel of the Samiti. These Rules will come into force from the day the Samiti is registered under the Societies Registration Act of 1860.

**III. Definitions:**

For these Rules, the words and expressions used shall have the following meanings:-

**IV. Act :**

Act shall mean the Societies Registration Act, 1860.

**V. Government**

Government shall mean the Govt. of Himachal Pradesh.

**VI. The Samiti**

The Samiti shall mean the Rogi Kalyan Samiti, Dr. R.P. Govt. Medical College & Hospital Tanda (H.P)

**VII. Governing Body:**

The Governing Body Shall means the Governing Body constituted under these rules for guiding, co-coordinating and planning of various activities. The Samiti Governing council meeting shall meet as and when deem necessary but shall meet, at least, once in a year.

**VIII. Executive Committee :**

The Executive Committee shall mean a committee constituted as such under these rules for day to day implementation and monitoring of the functions of the Samiti. The Samiti Executive Committee meeting shall meet as and when deem necessary but shall meet, at least, once in a three months.

8. **Functions of the Samiti**

1. To undertake activities pertaining to Hospital improvement directed towards welfare of the patients.
2. To ensure better care and facilities pertaining to various tests and services being provided by the hospital. To consider and approve various Medical Tests and investigations charges pertaining to

services being provided by the hospital to the patients. To device methods to enable the Hospital to generate its own resources.

3. To create, recruit and manage technical, administrative, managerial, academic consultancy and other posts in the Samiti and to make payments to such personnel in accordance with the rules and regulations of the Samiti.
4. To make rules and regulations for managing the affairs of the Samiti.
5. To accept or sanction grant-in-aid, donations or other funds from any individual, company, society, Government, NGO or any other donor sources from within or outside the state or country for promoting the objectives of the said samiti.
6. To prepare, finalize and implement action plan or project report in order to implement various activities under the program in a time bound manner.
7. To lay down appropriate financial norms for undertaking various activities under the program of the Samiti in the manner as may be approved by the Governing council from time to time including audit of the accounts of the Samiti every year. The audit report shall be placed before the Governing council every year as soon as it has been finalized. Such a report shall also be submitted to Govt. of H.P. as and when required.
8. To enter into agreement, contract or correspondence with any individual, company, society, NGO, Govt. etc. in order to further the objectives of the Samiti from time to time.
9. To decide to Levy User Charges / Fees for various services being rendered by the Rogi Kalyan Samiti DRPGMC & Hospital Tanda from time to time and utilize the same for improvement of Hospital services in the State subject to the decision of the Governing council from time to time.

**9. List of the Services to be Targeted for collection of User Charges:**

- i) Diagnostics: X-Ray, Ultra sound, C.T scan & MRI etc.
- ii) Laboratory Investigations
- iii) E.C.G, ECHO, TMT & Endoscopy, Audiometry, Refraction, Perimetry, Angiography & other procedures.
- iv) Special investigations: IVP Barium Studies etc.
- v) Registration fee
- vi) Operation Charges
- vii) Private / Special Ward Charges, ICU & CCU, High Dependency Beds
- viii) Ambulance Charges
- ix) Use of space inside or outside hospital premises
- x) Physiotherapy services
- xi) Students fee, trainees and students from other institutions.
- iii) Other services being provided in the hospital.

Person living below poverty line are totally exempted from paying the User Charges.

**10. Properties and assets :**

The income and assets of the Samiti derived in any manner however, shall be applied towards promotion of objectives as laid down in these regulations or as may be laid down by Governing council from time to time. However, the expenditure in respect of grant in aid sanctioned by the Govt. of H.P., Govt. of India or donor agencies shall be subject to such conditions as may be imposed by these donor agencies from time to time . No portion of income or property of the Samiti shall be paid or transferred directly or indirectly by way of bonus, dividend or otherwise, whoever to the persons who have at any time, been members of the Samiti or to any one of them or to any person claiming through them, provided that nothing therein shall prevent the payment made in good faith on account or remuneration or any services rendered to the Samiti or for traveling, halting or other similar charges.

**11. Quorum**

The quorum for the meeting of the Governing council shall be 1/3 of the total Members and that of the Executive Committee shall be three members. The Governing council shall be presided over by the Vice-Chairman in the absence of the Chairman.

**12. Powers of the Government :**

The Govt. of H.P. and Govt. of India may jointly or individually appoint one or more persons to review, monitor or audit the work , functions and progress of the Samiti and may hold such enquiries as may be deemed necessary into the affairs of the Samiti . The Samiti shall be duty bound to send such reports as may be called by the Govt.

**13. Financial Management**

The Samiti shall maintain its accounts in a Public Sector Bank or H.P Co-Operative Bank in Kangra/Tanda. The accounts shall be jointly operated by the Chairman and Member Secretary of the Executive Committee. Proper record and Cash Books shall be maintained in respect of all accounts by the Samiti in the manner as may be required. The Accounts shall be subject to such audit as may be prescribed from time to time.

**14. Dissolution :**

The Governing body of the Samiti with two third of its majority may pass a resolution for dissolution of the Samiti. If on winding up of the Samiti due to any reason there remains some assets or properties in whatever manner, the same shall not be paid to or distributed, amongst the members of the Samiti or any of their relations but shall be dealt with in such manner as may be prescribed by the State Govt. provided, however, that the debts and liabilities shall be the first charge on the properties of the Samiti.

**15. Amendments of Bye-Laws :**

These Bye-Laws will be subject to such amendments as may be carried out with the approval of the Governing body from time to time.

**16. Legal Matters :**

In case of legal proceedings by or against the Samiti the Member Secretary, shall be authorized to file or sign affidavits, file replies, produce documents etc. on behalf of the Samiti and shall also appear in various courts or before other authorities. He shall also be entitled to get such legal assistance as may be required and expenditure incurred from the funds of the Samiti. All such Pleadings, statements, replies shall have approval of the Executive Committee.

**17. Annual Report :**

The annual report of the Samiti and the works undertaken during the year shall be prepared by the Executive Committee for the information of the members of the Governing council and copies shall be sent to Director Medical Education, Director Health Services, Himachal Pradesh. It will be placed before the Governing council.

**18. Savings :**

The present Samiti shall be deemed to have been constituted under these rules and all regulations framed by it shall be deemed to have been framed under these rules and regulations.