

GUIDELINES

FOR THE

ROGI KALYAN SAMITI

IN GOVERNMENT AYURVEDIC

INSTITUTIONS OF



HIMACHAL PRADESH

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CHAPTER-I

LEGAL FRAME WORK AND COMPOSITION

1. Registration:

1.1. Each RKS is required to be registered under Societies Registration Act, 2006 by filing an application in the name of Registrar of Societies appointed under the said Act. A photocopy of Notification No-HFW-B (A)-2-8/2005 dated 19-08-2008 shall also be filed with the application.

1.2. **Registration Certificate:** The Registrar of Societies shall issue a certificate of registration under his signature and seal which shall be conclusive evidence that the RKS is duly registered.

2. **Composition of RKS:** The composition of the Governing Body and Executive Committee of the RKS at different level will be as follows:

रोगी कल्याण समितियों की संरचना— विभिन्न स्तरों पर

(क)	रोगी कल्याण समिति, राजकीय राजीव गांधी आयुर्वेद स्नातकोत्तर महाविद्यालय पपरोला	
	शासी निकाय (गोवर्निंग वाडी)	
1	माननीय स्वास्थ्य एवम आयुर्वेद मन्त्री हि0प्र0	अध्यक्ष
2	प्रधान सचिव (आयुर्वेद)	उपाध्यक्ष
3	स्थानीय विधायक	सदस्य
4	अध्यक्ष / उपाध्यक्ष नोटीफाइड एरिया कमेटी / प्रधान ग्राम पंचायत	सदस्य
5	अध्यक्ष बी0डी0सी0	सदस्य
6	निदेशक आयुर्वेद / अति0 निदेशक आयुर्वेद / या मनोनीत अधिकारी	सदस्य
7	उपायुक्त सम्बन्धित जिला / उपमण्डल अधिकारी सम्बन्धित क्षेत्र	सदस्य
8	आयुर्वेद महाविद्यालय के प्रधानाचार्य	
9	जिला आयुर्वेद अधिकारी कांगडा	सदस्य
10	चिकित्सा अधीक्षक क्षेत्रिय आयुर्वेद चिकित्सालय पपरोला	सदस्य सचिव

11	प्रधान व्यापार मण्डल	सदस्य
12	प्रधान रोटरी क्लब / लायनस क्लब	सदस्य
13	गैर सरकारी संगठन के 2 सदस्य जो स्वास्थ्य से सम्बन्धित हो	सदस्य
14	प्रधान, आयुर्वेद महाविद्यालय के शिक्षण विभाग संगठन के संघ का	सदस्य
15	सदस्य भारतीय आयुर्वेद चिकित्सा केन्द्रीय परिषद हि0प्र0	सदस्य
16	दो महिला सामाजिक कार्यकर्ता के सदस्य	
17	प्रधान पैरा-मेडिकल स्टाफ	सदस्य
18	प्रधान मिनिस्ट्रीयल स्टाफ	सदस्य
19	राज्य रैड क्रॉस सोसाइटी के एक सदस्य (अध्यक्ष द्वारा मनोनीत)	सदस्य
20	अधीक्षण अभियन्ता, हि0प्र0 लोक निर्माण विभाग	सदस्य
21	अधीक्षक अभियन्ता, हि0प्र0 सिंचाई एवम् जन स्वास्थ्य	सदस्य
22	अधीक्षण अभियन्ता, हि0प्र0 राज्य विद्युत बोर्ड	सदस्य
23	प्रतिनिधि प्रदूषण नियन्त्रण बोर्ड	सदस्य
24	अनुभाग अधिकारी (वित्त एवम् लेखा) महाविद्यालय पपरोला।	सदस्य
25	अध्यक्ष द्वारा 2 ऐसे मनोनीत सदस्य जिनका स्वास्थ्य सेवाओं के प्रति विशेष प्रोत्साहन हो	सदस्य
26	स्थानीय प्रैस क्लब का एक प्रतिनिधि	सदस्य
कार्यकारिणी समिति		
1	प्रधानाचार्य राजकीय राजीव गांधी आयुर्वेद स्नातकोत्तर महाविद्यालय पपरोला	अध्यक्ष
2	उपायुक्त कांगडा के प्रतिनिधि	सदस्य
3	चिकित्सा अधीक्षक क्षेत्रिय आयुर्वेद चिकित्सालय पपरोला	सदस्य सचिव
4	प्रधान, आयुर्वेद स्नातकोत्तर महाविद्यालय के शिक्षण विभाग संगठन संघ का	सदस्य
5	अनुभाग अधिकारी (वित्त एवम् लेखा) स्नातकोत्तर महाविद्यालय पपरोला।	सदस्य
(ख)	जिला चिकित्सालय स्तर की रोगी कल्याण समिति (शासी निकाय गोवर्निंग)	
1	उपायुक्त सम्बन्धित जिला	अध्यक्ष
2	जिला आयुर्वेद अधिकारी	सदस्य

3	जिला परिषद के अध्यक्ष	सदस्य
4	अध्यक्ष स्थानीय विभाग / नगर पालिका / नगर परिषद	सदस्य
5	प्रधान व्यापार मण्डल	सदस्य
6	प्रभारी आयुर्वेद चिकित्सा अधिकारी सम्बन्धित जिला चिकित्सालय	सदस्य सचिव
7	माननीय स्वास्थ्य एवम् आयुर्वेद मन्त्री द्वारा मनोनीत गैर सरकारी संगठन के दो सदस्य	सदस्य
8	प्रधान रोटरी क्लब / लासनस क्लब / भारतीय विकास परिषद / सेवा भारतीय / आरोग्य भारती	सदस्य
9	उप-निदेशक प्रारम्भिक शिक्षा	सदस्य
10	प्रोजेक्ट आफिसर डी0आर0डी0ए0	सदस्य
11	जिला कल्याण अधिकारी	सदस्य
12	जिला पंचायत अधिकारी	सदस्य
13	जिला मुख्य चिकित्सा अधिकारी	सदस्य
14	प्रोजेक्ट आफिसर आई0सी0डी0एस0	सदस्य
15	अधीक्षक जिला आयुर्वेद अधिकारी कार्यालय	सदस्य
16	सचिव, जिला रैड क्रस सोसायटी	सदस्य
17	सचिव, रेड क्रस सोसाइटी	सदस्य
18	अधिकासी अभियन्ता सिंचाई एवम् जन स्वास्थ्य	सदस्य
19	अधिकासी अभियन्ता, हि0प्र0 राज्य विद्युत बोर्ड	सदस्य
20	स्थानीय प्रेस क्लब का एक प्रतिनिधि	सदस्य
21	जिला आयुर्वेद चिकित्सा अधिकारी सघं का प्रतिनिधि	सदस्य
22	पैरा मेडिकल स्टाफ का प्रतिनिधि	सदस्य
23	विशेष आमन्त्रित - नगर जिला के माननीय विधान सभा सदस्य	सदस्य
कार्यकारिणी समिति		
1	जिला आयुर्वेद अधिकारी	अध्यक्ष
2	नगर निगम / परिषद / पंचायत के सचिव या ई0 ओ0	सदस्य
3	वरिष्ठ चिकित्सा अधिकारी / प्रभारी जिला आयुर्वेद अधिकारी	सदस्य सचिव
4	प्रोजेक्ट आफिसर आई0सी0डी0एस0	सदस्य
5	लेखाकार, जिला आयुर्वेद अधिकारी कार्यालय	सदस्य

(ग)	आयुर्वेद चिकित्सालय/शहरी/ग्रामीण क्षेत्र के हेतू रोगी कल्याण समिति	
	शासी निकाय (गोवर्निंग वाडी)	
1	उपमण्डलाधिकारी (सिविल) सम्बन्धित	अध्यक्ष
2	उपमण्डलीय आयुर्वेदिक चिकित्सा अधिकारी	सदस्य
3	सम्बन्धित क्षेत्र के जिला परिषद सदस्य	सदस्य
4	क्षेत्र के वी०डी०सी० सदस्य	सदस्य
5	प्रधान स्थानीय पंचायत/ नगर पंचायत	सदस्य
6	चिकित्सालय के वरिष्ठ चिकित्सा अधिकारी	सदस्य सचिव
7	प्रधान व्यापार मण्डल	सदस्य
8	सम्बन्धित खण्ड के सी०डी०पी०ओ०	सदस्य
9	खण्ड विकास अधिकारी (वी०डी०ओ०)	सदस्य
10	सहायक अभियन्ता हि०प्र० लो०नि० विभाग	सदस्य
11	सहायक अभियन्ता सिंचाई एवम् जन स्वास्थ्य	सदस्य
12	सहायक अभियन्ता हि०प्र० विद्युत बोर्ड	सदस्य
13	स्थानीय गैर सरकारी संगठन के 2 प्रतिनिधि उपमण्डल अधिकारी द्वारा मनोनीत	सदस्य
14	मुख्याध्यापक/प्रधानाचार्य स्थानीय पाठशाला	सदस्य
15	प्रधान महिला मण्डल	सदस्य
16	लेखाकार/मन्त्रालय वर्ग कर्मचारी चिकित्सालय	सदस्य
17	पैरा मेडिकल स्टाफ का प्रतिनिधि/ फार्मासिस्ट	सदस्य
	कार्यकारिणी समिति	
1	उपमण्डलीय आयुर्वेदिक चिकित्सा अधिकारी	अध्यक्ष
2	प्रभारी आयुर्वेद चिकित्सा अधिकारी	सदस्य सचिव
3	प्रधान स्थानीय पंचायत/ नगर पंचायत अथवा प्रतिनिधि	सदस्य
4	पैरा मेडिकल स्टाफ का प्रतिनिधि/ फारमासिस्ट	सदस्य
5	लेखाकार/ चिकित्सालय में कार्यरत मन्त्रालय वर्ग का कर्मचारी	सदस्य
(घ)	रोगी कल्याण समिति क्षेत्रिय आयुर्वेदिक चिकित्सालय छोटा शिमला-2	
	शासी निकाय	
1.	माननीय स्वास्थ्य एवम् आयुर्वेद मन्त्री, हिमाचल प्रदेश	अध्यक्ष
2	निदेशक आयुर्वेद	उपाध्यक्ष
3	स्थानीय विधायक	सदस्य

4	अध्यक्ष नगर पालिका	सदस्य
5	उपायुक्त शिमला / उपमण्डलाधिकारी (ना)शिमला	सदस्य
6	चिकित्सा अधीक्षक क्षेत्रिय चिकित्सालय	सदस्य सचिव
7	प्रधान व्यापार मण्डल	सदस्य
8	प्रधान रोटरी क्लब / लायनस क्लब / भारती विकास	सदस्य
9	गैर सरकारी संगठन के दो कार्यकर्ता जो स्वास्थ्य क्षेत्र से / रक्त दान से सम्बन्धित हो	सदस्य
10	दो समाजिक स्वास्थ्य कार्यकर्ता अध्यक्ष द्वारा मनोनीत	सदस्य
11	क्षेत्रिय चिकित्सालय में कार्यरत चिकित्सा अधिकारियों का एक प्रतिनिधि	सदस्य
12	प्रधान पैरा मेडिकल स्टाफ	सदस्य
13	रैड क्रॉस सोसाएटी का एक सदस्य अध्यक्ष द्वारा मनोनीत	सदस्य
14	अधिशाली अभियन्ता हि0प्र0 लो0नि0 विभाग	सदस्य
15	अधिशाली अभियन्ता सिंचाई एवम् जन स्वास्थ्य	सदस्य
16	अधिशाली अभियन्ता हि0प्र0 विद्युत बोर्ड	सदस्य
17	प्रतिनिधि प्रदूषण नियन्त्रण बोर्ड	सदस्य
18	अनुभाग अधिकारी (वित्त एवम् लेखा) निदेशालय आयुर्वेद	सदस्य
19	अध्यक्ष द्वारा दो मनोनीत सदस्य जिनका स्वास्थ्य क्षेत्र में योगदान हो	सदस्य
20	स्थानीय प्रैस क्लब का एक प्रतिनिधि	
	कार्यकारिणी समिति	
1	चिकित्सा अधीक्षक क्षेत्रिय आयुर्वेद चिकित्सालय छोटा शिमला	अध्यक्ष
2	चिकित्सा अधिकारियों का एक प्रतिनिधि	सदस्य
3	निदेशक आयुर्वेद के प्रतिनिधि	सदस्य
4	प्रतिनिधि पैरा मेडिकल स्टाफ, क्षेत्रिय आयुर्वेदिक चिकित्सालय	सदस्य
5	अधीक्षक, क्षेत्रिय आयुर्वेदिक चिकित्सालय	सदस्य —सचिव

3. Terms of Members of Governing Body:

3.1. The terms of the Ex-Officio Member shall continue so long as he/she holds the office by virtue of which he/she is such a Member.

- 3.2. The term of the nominated Member shall also continue so long as he/she hold the office by virtue of which he/she is such nominated member.
- 4. Meeting of RKS:**
- 4.1. Every RKS registered under Societies Registration Act shall hold the Annual General Meeting of Governing Body once in a financial year wherein the report of Management of the RKS together with an audited copy of Balance Sheet, Income and Expenditure Statement, The Auditor's Report and Budget Estimates for next financial year shall be submitted for approval.
- 4.2. The Executive Committee shall meet atleast once in every three months to authorize the expenditure likely to be incurred during ensuing quarter of financial year.
- 5. Minutes of the meeting:**
- 5.1. Every RKS shall record in the minutes book, proceedings of every meeting of Governing Body and Executive Committee. A separate minutes book will be kept for Governing Body/EC.
- 5.2. Such minutes shall be communicated to all the members invited for the meeting within thirty days of the said meeting.
- 6. Quorum**
- 6.1. The quorum of Governing Body shall be 1/2 of the total members.
- 6.2. The quorum of Executive council shall be 1/2 members.
- 6.3. Any meeting adjourned for lack of quorum may be called again with adequate notice and no requirement of minimum members for quorum shall apply in case of such a meeting.
- 6.4. The Governing Body shall be presided over by vice chairman in the absence of the Chairman.
- 6.5. The members of the Governing Body and Executive Committee shall be empowered to elect their Chairman to preside over the meeting in the absence of Chairman/ Vice Chairman.
- 7. Dissolution:**
- 7.1. RKS may, by passing a special resolution, determine that it shall be dissolved of and thereupon, with prior intimation to the Registrar, it shall be dissolved at the time specified in the resolution and all the necessary steps shall be taken for the disposal and settlement of the property of the Society, and its claims and liabilities according to the bye-laws, if any of the Society, and if there are no bye-laws to this effect in the manner as the general body may find it expedient.
- 8. Amendment of Bye Laws:**

- 8.1. The Bye laws will be subject to such amendments as may be desired by the State Govt. and these shall be carried out with the approval of the Governing Body from time to time.
- 8.2. Each RKS of the Health Institution has get their byelaws amended to the extent of these guidelines.

9. Property of Society:

- 9.1. The property, moveable or immovable, belonging to a Society registered under Societies Registration Act, shall be deemed to be vested in the General body of such Society and in all proceedings, civil or criminal, may be described as the property of the General body of such Society by their proper title.

10. Suit by and against Societies:

- 10.1. Every Society may sue or be sued in the name of the President or Chairman or the Secretary or the Governing body, as the case may be, as shall be determined by the regulations of the Society and in default of such determination, in the name of such person as may be appointed by the Governing body for the occasion:

11. Remuneration to the Chairman, Member Secretary or the Members:

- 11.1. No remuneration shall be paid to the Chairman, the Member Secretary or the Members.
- 11.2. The Chairman, Member Secretary and the Members shall not be entitled to TA/DA to attend the meeting of RKS.
- 11.3. The Chairman, Member Secretary and the Members shall not prefer any claim/bills to RKS

12. Powers of Govt.

- 12.1. The State Government may, by notification in the Official Gazette, make rules to carry out the business of RKS. 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. Functions of the Governing Body:

- 13.1. The Governing Body shall be the authority empowered to take all measures to provide improved and quality of service delivery to patients.
- 13.2. In particular, The Governing Body shall carry out and exercise following functions and powers:
 - 13.2.1. To approve annual budget

- 13.2.2 To take decisions in any matter that may be referred to it by the Chairperson or the State Government.
- 13.2.3. To undertake any activities that is consistent with the aims and objects of the society.
- 13.2.4. To consider and approve the annual accounts along with the audit report.
- 13.2.5. To make, alter and revise rules and regulations
- 13.2.6. To create need based post(s) and decide to employ manpower in any category on daily wages or contract basis as per guidelines by Govt. on the issue.

14. Functions of the Executive Council:

- 14.1 All executive and financial powers of RKS subject to the approval of budget by Governing Body shall vest in the Executive Committee of RKS concerned. However, day to day administrative and financial powers shall be exercised by the Chairman and Member Secretary, of Executive Council of RKS. Financial Powers of EC, Chairman and Member Secretary of EC have been given in a separate chapter as “FINANCIAL MANAGEMENT”.

CHAPTER-II

1. BUDGET

- 1.1. A budget is an estimate of the amount of money to be received and to be spent for a specified purpose in a given time.
- 1.2. Budget sets a framework for reporting and analysis. Basically it is related to financial planning.
- 1.3. A specimen budget format is attached. Institutional need based additions can be made to incorporate planned activity in the attached format (*Annexure-A*)

2. Budget Estimates/Proposals

- 2.1. The annual budget shall be prepared before the start of the financial year in the prescribed format and shall be approved first by Executive Council before being taken to the Governing Body in the month of February for Financial Year commencing from 1st of April every year.

3. The budget shall contain the following :

- 3.1. Estimates of grant in Aid required during the financial year to which the Budget estimate relates.
- 3.2. Estimates of all Revenue expected to be raised during the financial year to which the budget relates.
- 3.3. Estimates of all Expenditure for each programme and project in that financial year.
- 3.4. Estimates of all interest and debt servicing charges and any repayments on loans in that financial year.
- 3.5. Any other information as may be prescribed.
- 4. Receipt Estimates:**
 - 4.1. The detailed estimates of receipts will be prepared by the estimating authorities in the prescribed form. Item wise break up should also be furnished so as to highlight individual items of significance. Any major variation in estimates with reference to past actual will be supported by cogent reasons.
- 5. Expenditure estimates:**
 - 5.1. The expenditure estimates shall show item wise/ S.O.E. wise allocation of funds to meet the expenditure during the financial year.
 - 5.2. The estimates shall also distinguish provisions for expenditure on revenue account, capital account and repayment of loans raised by the RKS, if any.
 - 5.3. Estimates should include suitable provision for liabilities of the previous years left unpaid during the relevant year.
- 6. Supplementary Budget**
 - 6.1. In case there is any shortfall or excess of allocation under given S.O.E.'s, the budget can be got revised from the Governing Body by holding another meeting or by way of circulation during the financial year after securing approval of the Executive Committee.
- 7. Budget Preparation:**
 - 7.1. The Budget discussion may be conducted with all concerned to estimate both receipts and expenditure. In this way an idea of appropriate estimation/allocation under particular S.O.E. can be obtained.
 - 7.2. The new format of Rogi Kalyan Samiti provides for the allocation of funds only once in a year in general. However, supplementary allocation can also be made. Therefore, the allocation of funds under various S.O.E.'s needs to be made in a careful manner.

- 7.3. Pre Budget discussion shall be made with all concerned so as to get the idea of expenditure likely to be involved in a particular activity and accordingly an appropriate allocation of funds under relevant S.O.E.'s can be made
- 8. Executive Committee:**
- 8.1. The estimation of receipts and budget proposals shall be scrutinized/examined by E.C. Thereafter, it will be presented to the Governing Body.
- 9. Governing Body:**
- 9.1. The Governing Body shall meet before commencing of next financial year preferably in the month of February every year.
- 9.2. Member Secretary of concerned Rogi Kalyan Samiti shall place the revised budget proposals for the current year and Budget proposals for next year before the Governing Body for Discussion/Consideration.
- 9.3. Detailed deliberation can be held on Budget proposals
- 9.4. The Governing Body is authorized to pass the budget proposal in the manner placed for approval or can revise the proposals for a particular activity.
- 9.5. After detailed scrutiny the Governing Body shall authorize the allocation of funds to Executive Committee for execution/implementation.

CHAPTER-III

FUNDING PATTERN/RESOURCE MOBILIZATION

- 1. Sources of Funds:**
- 1.1. Donations
- 1.2. Loans from Financial Institutions
- 1.3. Grants from Govt.
- 1.4. NRHM Funds
- 1.5. User Charges
- 1.6. Fee
- 1.7. Lease Money/ Rental Income
- 1.8. Interest Money
- 1.9. Rashtriya Swasthya Bima Yojna
- 1.10. Any other Grant/Donation/Income/Interest etc.
- 1.1 Donations:**

- 1.1.1. The RKS can invite and receive money, grants, contributions, gifts, donations from individual/firms/organizations/trust for the purpose and objects of RKS.
- 1.1.2. The fund /money received from such sources either in cash or kind should be counted for in a transparent manner.
- 1.1.3. All such donations/contributions etc. made in cash can be exempt under Income Tax Act.
- 1.1.4. Every RKS shall obtain necessary exemption under relevant clauses of Income Tax Act for benefits of donors by filling an application in **Form 10A** alongwith following documents:
 - a) Registration Certificate of RKS under Societies Registration Act.
 - b) Certified copies of Balance Sheet of last three years(if available)
 - c) Composition of Governing Body and Executive Council
 - d) Copy of Bye-Laws

1.2 Loans from Financial Institutions:

- 1.2.1. RKS shall not raise loans and borrowings in general.
- 1.2.2. In unavoidable circumstances the loans can be raised but that too in view of repaying capacity.
- 1.2.3. The Govt. shall not own any responsibility to repay such borrowings/loans.
- 1.2.4. These borrowings/loans and over draft limits can only be raised with prior approval of Governing Body and State Govt.
- 1.2.5. These borrowings/loans shall be utilized for capital investment only and the RKS concerned shall be liable to ensure timely repayment of such loans/borrowings.

1.3. Grants from Govt:

- 1.3.1. The Govt shall provide Grant-in-aid (GIA) to RKS in order to bear the expenses of Pay and Allowances of employees engaged with prior approval of Govt., by RKS against GIA funded employees only. The Grant so provided shall not be used to give pay & allowances to employees engaged by the RKS with out the approval of the State Govt.
- 1.3.2. Specific Grants to improve infrastructural facilities can also be considered/granted.
- 1.3.3. Such Grants shall not be used for the purpose other than those outlined in the Grant condition.

- 1.3.4. A proposal for seeking grant from State Govt shall be drafted in a careful manner and should only be need based.
- 1.3.5. The Management of RKS shall ensure timely submission of Utilization Certificate of Grants in prescribed format to the Govt.

1.4. NRHM Funds:

- 1.4.1. Funds allocated under the NRHM includes:
 - a) Annual Maintenance Grant
 - b) Seed Money
 - c) Untied funds
- 1.4.2. These funds shall be utilized in accordance with the guidelines issued by NRHM from time to time.
- 1.4.3. Funds granted for specific purpose shall be spent on same purpose and no deviation shall be allowed in this regard.
- 1.4.4. The reward amount received by any RKS for outstanding performance can be utilized for general cause of RKS/ patients.

1.5. User Charges

- 1.5.1. The RKS shall collect user charges as determined by the Governing Body of RKS. These shall include: Diagnostic Tests, Surgical Procedure, Indoor Patients, Special ward charges & Ambulance Services etc.
- 1.5.2. Private Organizations offering high tech services like advanced pathology tests, MRI, CT Scan, Doppler, TMT, Lab services etc can also be permitted to set up these centers in hospital premises on revenue sharing basis or at the rates fixed by the Governing Body of the RKS and after due procedure.

1.5.3. Levy/revision of user charges:

- 1.5.3.1. A proposal to levy fresh user charges for any new test introduced or revision of existing user charges shall be prepared by the Member Secretary and Chairman EC.
- 1.5.3.2. Such proposal of levy/ revision shall be approved first by EC and thereafter it will be placed for approval of Governing Body RKS.
- 1.5.3.3. Efforts may be made to ensure the presence of non official members shall be essential while considering any proposal to levy or revision of user charges.

- 1.5.3.4. IRDP/BPL beneficiaries, Freedom Fighters, and beneficiaries under National Health Programme such as TB, Cancer AIDS etc shall be exempted from levy of user charges except where charges are to be claimed from Insurance Company in case of those patients who are covered under RSBY or any other Insurance scheme.

1.6. Fee

- 1.6.1. The fee from MBBS students including NRI students shall also be collected by RKS and will only be utilized for Student Welfare/capital investments only.

1.7. Lease money/Rental Money

- 1.7.1. Available unused fixed assets of the Institutions can be given on lease hold basis by way of auction with the prior approval of Governing Body and in transparent manner after observing all codal formalities.
- 1.7.2. Shops, STD Booths, Cloak Room, Guest Houses etc can be given to a service provider on fixed monthly rent for a period specified in contract agreement after observing all codal formalities.
- 1.7.3. Staff Canteen Faculty Guest Houses, Parking Stands, Sarai Bhawan etc can be outsourced in a transparent manner and after observing all codal formalities.

1.8. Interest Money

- 1.8.1. The surplus funds of RKS shall be invested in such manner as it shall be considered beneficial for the purpose of society.
- 1.8.2. Theses funds can be invested for different time periods in Govt. owned Financial Institutions/Scheduled Banks or Co-operative Banks offering comparatively higher rate of interest.
- 1.8.3. The RKS can also make all legitimate efforts to expand funds of RKS in such manner as it shall consider beneficial for the purpose of RKS.
- 1.8.5. The Interest Income so earned shall be utilized for bonafied activities of RKS.

1.9. Rashtriya Swasthya Bima Yojna

- 1.9.1 RSBY is likely to be introduced in all districts of the State by Health Deptt. In first phase, it has been introduced in two districts of H.P. viz Kangra and Shimla.

- 1.9.2. This scheme shall provide coverage of Rs 30,000/- per family per year for meeting expenses of hospitalization for medical or surgical procedures of beneficiary members of BPL families.
- 1.9.3. The package of Rs 30,000/- will include bed charges, Nursing Charges, Surgeons Charges, Anesthetists, Consultants fees, O.T. Charges, Cost of Surgical Appliances, Oxygen, X-Ray and Diagnostic Tests, Food to Patients, Drugs etc and shall be charged/claimed at rates fixed for private recognized hospitals under the package/ scheme or at an appropriate rates fixed by the Governing Body of RKS.

CHAPTER-IV

EXPENDITURE

1. EXPENDITURE

The funds collected under various heads of receipts shall be divided into two main divisions of expenditure as follows:-

- 1.1. Capital Expenditure
- 1.2. Revenue Expenditure

1.1. Capital Expenditure:

Significant expenditure incurred with the object of acquiring tangible assets of a permanent nature or enhancing the utility of existing assets, shall broadly be defined as Capital Expenditure.

Examples: Purchase of Machinery and Equipments, Land, Building, Furniture Articles, Electrical Appliances such as Fridge, Refrigerators etc.

1.2. Revenue Expenditure: The charges on maintenance, repair, upkeep and working expenses, which are required to maintain the assets in a running order as also all other expenses incurred for the day to day running of the organization, including establishment and administrative expenses shall be classified as Revenue Expenditure.

Examples: Salary, Wages, Incentives, CMC/AMC, Linen Articles, Service Contract, Contingent Expenses etc.

2. Standard Objects of Expenditure:

2.1. Capital Expenditure:

Land & Building	It includes expenditure incurred for the purchase of land and construction of new buildings
Machinery & Equipment	It includes expenditure incurred for the purchase of all types of machinery and equipment of material and permanent character.
Computers, Printers, UPS Refrigerators & Fans	Expenditure incurred on the purchase of computers, office printers, UPS, Fans shall be included under this S.O.E.
Furniture Articles	Hospital furniture i.e. beds, lockers etc and office furniture such as table, chairs, computer table, computer chairs etc shall be booked under this S.O.E.
Motor Vehicles	It includes expenditure incurred on purchase of vehicles.

2.2.Revenue Expenditure:

Salary:	The expenditure of salary expenses of employees engaged under GIA funded and RKS own resources shall be booked under this S.O.E.
Wages:	The expenditure on account of workers engaged on daily wages or part time shall be booked under this S.O.E.
T.E.	The traveling expenses of employees deployed to perform duties at place other than the normal place of duty shall be

	included under this S.O.E.
Office Expenses	It includes expenses of telephone, electricity, water bills, postage & telegram, fax charges, toner, ribbon etc.
Hospitality & entertainment	It includes expenses of hospitality extended to the Members of Governing Body / Executive Council and MCI team during its meeting / inspection respectively.
Rent rate and taxes	It includes charges of Municipal Taxes and other taxes payable under Statutory Commitments
Advertisement & Publicity	Expenses incurred for publicity of tender notice or any other public notice / appeal issued in the larger interest of RKS shall be booked under this S.O.E.
Annual Audit fee	The Audit expenses paid to Chartered Accountant or any other auditing agency shall be booked under this S.O.E.
Legal/ Professional Services	The lawyers /professionals/consultants engaged to perform RKS services shall be booked under this S.O.E.
EPF Contribution	The employer's matching share under EPF Act shall be booked under this S.O.E.
Service Contracts	The expenses of out sourced services such as sanitation, laundry, registration counters etc. shall be booked under this S.O.E.
Diagnostic Services	Expenses on account of MRI/CT/USG/X-Ray films, kits and chemicals and other reagents shall be booked under this S.O.E.
AMC/ CMC	AMC/ CMC of machinery and equipments shall be booked under this S.O.E.
P.O.L.	Petrol, lubricants, oil and service charges of Ambulance services shall be charged to the S.O.E.
Consumables	Consumables to be used in sanitation, electricity etc shall be charged to the S.O.E..
Surgical items/ Suture material	It includes expenses of surgical items and suture material etc
Linen articles	It includes expenses of bedding, clothing, pillow covers, blankets and bed sheets etc

Printing and stationary	Expenses of papers, office stationary articles etc. shall be booked under the S.O.E.
Repair & Maintenance	It includes expenditure incurred on general repair work and maintenance services etc.
. Other Expenditure	Any expenses not covered under any S.O.E.'s detailed above shall be booked under this S.O.E

CHAPTER -V

FINANCIAL MANAGEMENT

1. Accounting Procedure

- 1.1. Maintaining proper accounts is a joint responsibility of the RKS and does not rest solely with the Accountant and Accounts Officer.

2. Guiding Principles:

- 2.1. The allocation of funds authorized by Governing Body shall be utilized by the Managers of Rogi Kalyan Samiti in a careful manner and with due prudence.
- 2.2. Delegation of Powers at different level is as under:-

2.3 RAH Paprola/Shimla:

Sr No.	Authority	Extension of Delegation On each occasion	Guiding Principles
1	Executive Council	Full Powers	<ul style="list-style-type: none"> • Subject to budget approved by Governing Body for each item of expenditure and after observing all codal formalities • The Powers of Chairman and Member Secretary is subject to authorization of expenditure by E.C. • Any Item of expenditure incurred without authorization of E.C. shall have to be placed for approval of E.C. in next meeting. • The E.C. shall authorize expenditure on quarterly basis in advance. • The item of expenditure shall be same as approved by Governing Body in Budget document.
2	Chairman (E.C.)	RAH Paprola Rs. 20,000/- RAH Shimla Rs. 10,000/-	
3	Member Secretary	RAH Paprola Rs. 10,000/- RAH Shimla Rs.2,500/-	
4	AC (F&A) RKS	Petty/ routine items	

2.4 10/20/30 bedded Ayurvedic Hospitals:

Sr No.	Authority	Extension of Delegation On each item	Guiding Principles
1	Executive Council	Full Powers	Same as Medical College
2	Chairman (E.C.)	Rs 5,000/-	
3	Member Secretary	Rs 1,000	

3. Main duties of SO (F&A) Rogi Kalyan Samiti:

- 3.1. The SO (F&A) Rogi Kalyan Samiti and Accountant posted in DAO office shall supervise the maintenance of accounts of college level RKS and District Level RKS and will ensure

maintenance of these accounts in the prescribed format or in manner as prescribed by the Governing Body from time to time respectively.

- 3.2. In all RKS of the Distt., the accounts shall be maintained by the Accountant in consultation with Member Secretary E.C./Chartered Accountant.

4. Main duties of Accountant:

- 4.1. To ensure that the receipts (*Annexure-B*) of cash has been properly accounted for.
- 4.2. To ensure that the cash collected on daily basis should invariably be deposited into Bank Account of RKS on subsequent day, if not possible on the same day.
- 4.3. To ensure that the payment has been properly authorized.
- 4.4. Ensure that it is charged to the correct expenditure head.
- 4.5. Check that payee details are correct and make the payment

5. Transaction Trail :

- 5.1. Expense<Cash Memo<Voucher<Cash Book<Ledger<Trial Balance <Income & Expenditure Statement, Balance Sheet. The accounting trial is important as it helps to check/Countercheck expenditure incurred/ activities done and thus helps in maintaining a transparent system.

6. Cash:

- 6.1. As a matter of procedure and control, the attempt should be made to minimize the number of cash transaction. The RKS will make payment of Rs 20,000/- or above through cheque.

6.2. Withdrawal of Cash from Bank:

- 6.2.1. The authorized signatory must verify the requirement before the cheque for withdrawal of cash
- 6.2.2. The signature of the person presenting the cheque and receiving the cash should be attested on the back side of cheque by one of the authorized signatories
- 6.2.3. A cash receipt (contra) voucher to be prepared and accounted for by the accountant on the same day.

6.3.Cash Payments:

- 6.3.1. Cash payments will be made only after preparing the payment voucher.
- 6.3.2. The Voucher (*Annexure -C*) has to be approved by the competent authority before payment.
- 6.3.3. The payee must sign the voucher for having received the payment.
- 6.3.4. T.D.S. should invariably be deducted on contract payments beyond Rs 20,000 as per rates applicable.

- 6.3.5. All cash payment beyond Rs 5,000/- should be receipted with revenue stamps as per the provision of the Stamp Act.
- 6.3.6. The number of cash payment has to be reduced by converting settlements through cheque payments.

7. Operation of Accounts:

- 7.1. The RKS will open its account in a Public Sector Bank or H.P. Co-op Bank or KCCB or any Scheduled Bank where Co-operative Banks are not in operation..
- 7.2. The accounts shall be jointly operated by Member Secretary of the Executive Committee and SO (F& A) / Accountant in RAH Office.
- 7.3. The Accountant/Clerk in Ayurvedic Hospitals can be one of the Joint Signatory with the Member Secretary.
- 7.4. Proper record and books shall be maintained in respect of all accounts by the RKS in the manner as may be required.
- 7.5. All accounts must be reconciled at the end of every month and Bank Reconciliation Statement (*Annexure-D*) must be prepared.

8. Maintaining a Cash Book

- 8.1. A cash book is a primary book of entry that is prepared after a voucher for a particular transaction. The cash book records all transactions in which cash/bank receipts are involved.
- 8.2. A double column cashbook that can act as a bankbook has to be maintained (*Annexure-E*)
- 8.3. No cutting or alteration should be made in the cashbook. Correction fluid should also not be used. Any mistake should be corrected by passing a rectification entry.
- 8.4. Cashbook has to be written regularly.
- 8.5. The cashbook has to be tallied checked and signed by the competent authority or any other appropriate authority every month.
- 8.6. Cashbooks should always remain at the office

9. Recording in the Ledger:

- 9.1. Ledger should be maintained accordingly to the component in the budget (*Annexure-F*)
- 9.2. Posting to the ledger should be done regularly.
- 9.3. Cutting or alteration of figure should not be done in the ledger as in the cash book.
- 9.4. Always ensure that the Ledger balances tally with the expenditure figure shown in the expenditure statement.

10. Journalising:

- 10.1. Journal Vouchers are used to book entries in the accounts which do not have any effect on cash or bank book.

Accordingly, booking of provisions, transfer of entries from one code to another or correction of wrong entries is routed through the Journal Vouchers have to be with the same importance as bank or cash payment vouchers.

- 10.2. All vouchers having the effect of charge to expense should have authorization from the competent authority.
- 10.3. Detailed narration should be reflected in the journal voucher in order to validate the need for passing the entries.
- 10.4. The Journal vouchers should have supporting documents attached to it.

11. Accounting:

11.1. Account books and documents to be maintained

- a) Cash Book/Receipt Voucher & Book
- b) Bank Payment/Receipt Voucher & Book
- c) Journal vouchers and Journal
- d) General Ledger
- e) Fixed Register (*Annexure -G*)
- f) Contract/ Registration Document
- g) Attendance Register
- h) Stationery Register
- i) Quotation file for all purchases
- j) Advance payment register
- k) Contract Register

11.2.Important Note: Standard Software (Tally) can be purchased and used to generate the above books of Accounts/basic entries. Where computers are not available books of accounts shall be prepared manually.

12. Computerization of Accounts:

12.1. Suggestions before deciding on an accounting package:

- a) A good online help system
- b) Preview and editing of reports on screen, if possible.
- c) Facility of Sub Ledger of similar classification of transactions
- d) Memory of repeat transactions.
- e) Security restrictions to prevent people from changing date by mistake
- f) Back up of date files

12.2. Important Note:

- 12.2.1. Access to the IT system should be restricted to authorized personnel only.
- 12.2.2. Records should be backed up on regular basis.
- 12.2.3. System should be virus checked on a regular basis.

- 12.2.4. When computerization accounts for the first time, make sure that both the manual and computerized accounts are done parallel for the first six months to a year to ensure that computerization outputs are on track.
- 12.2.5. BACKUP routines shall be employed to ensure that total loss of data can never occur. In this regard, backup of organization file shall be carried out daily on either separate CDs/Pen drive on each day and a weekly and monthly record should be kept as well.

13. Preparation of Final Accounts

- 13.1. Final accounts include a balance sheet and income & expenditure account and a receipts and payment account would need to drawn up at the end of the year. *(Annexure H, I & II)*

14. Audit:

- 14.1. Chartered Accountant on Annual Basis
- 14.2. Principal A.G. as per schedule fixed by that office
- 14.3. Audit report shall also be presented to Governing Body.
- 14.4. Audit Report shall also be submitted to Govt. as and when required and approved by Governing Body.
- 14.5. Action taken on Audit Report shall be presented to Governing Body.

CHAPTER-VI

PURCHASE PROCEDURE

1. Purchase Committee (Medical College to PHC Level):

- 1.1. The executive Committee of RKS shall act as Standing Purchase Committee of RKS
- 1.2. The said Standing Purchase Committee shall be empowered to initiate process of procurement of goods/ services and shall procure the goods/services after observing all codal formalities.
- 1.3. The quorum of members of said Standing Purchase Committee shall be 3 (three) including Chairman and Member Secretary.

- 1.4. The Chairman EC shall be empowered to include internal/external technical expert or to constitute a technical committee to obtain technical advise.

2. The standing purchase committee shall be empowered to effect purchases through following mode of procurement:

- 2.1. With out Quotation
- 2.2. Quotation
- 2.3. Open tender System
- 2.4. Single Tender
- 2.5. Controller of Stores (Rate Contracts).
- 2.6. DGS & D (Rate Contracts).
- 2.7. H.P. State Electronic Development Corporation (Rate Contracts).
- 2.8. H.P. State Civil Supplies Corporation (Rate Contracts).

2.1. Without Quotation:

- 2.1.1. Goods and Services valuing upto Rs 2,000/-can be purchased/hired without quotation.
- 2.1.2. The consolidated purchase without quotation in a year shall be limited to Rs 50,000 only
- 2.1.3. The purchases through without quotation may be made from Govt. Outlets, Public sector Outlets and Co-operative Societies etc. These Outlets should be preferred over other agencies.

2.2. Quotation:

2.2.1. Financial Limit:

- a) For Goods Valuing Rs 2,001 to 15,000 (RAH Level)
- b) For Goods Valuing Rs 2,001 to 10,000 (10/20/30 bedded Ayurvedic Hospitals)

2.2.2. Procedure:

- a) Quotation should be called from atleast 6 firms
- b) Atleast 3 firms should be taken into consideration for comparison of rates.
- c) Comparison of rates less than 3 firms with recorded reason.

2.2.3. Selection of Firms:

- 2.2.3.1 The award of contract or work shall be based on lowest quoted rates and on the recommendations of Committee constituted at different levels for this purpose.

2.3. Open Tender System:

2.3.1. Assessment of requirement:

- a) Should be assessed prior to the beginning of financial year
- b) Should be need based
- c) Can be assessed on last year's consumption and future requirements

2.3.2. Mode of Procurement:

Goods & Services beyond the limit fixed through quotation, may be purchased through open Tender System

2.3.3. Tender Document:

- a) Tender Document should be drafted very carefully containing all details regarding specifications, terms and conditions.
- b) Running cost of Machinery and equipments after warranty period should be taken into consideration for comparison purpose. This will ensure smooth functioning of equipment beyond warranty period.
- c) An agreement to this effect may be executed with the awarded firm before placing supply order

2.3.4. Bids can be called in two parts:

- a) Technical Bid
- b) Financial Bid

2.3.5. Advertisement:

- a) Through Director, Information and Public Relations or atleast in two leading News Papers.
- b) Notice Board
- c) Website
- d) Atleast 21 days should be given after publication in News Paper.
- e) Sale of Tender should begin only after the publication of notification

2.3.6. Technical Specifications

- a) The implementation agency shall specify the generally accepted standards of technical specifications. Unbiased technical specification shall be prepared with no mention of brand names and catalogue numbers specification may be prepared by a committee of experts associated with the trade, if required. The functional performance, design, quality, packaging and additional requirements should be clearly spelt out in the specifications. The

specification should be generic and should not favour a particular brand or supplier.

- b) **No deviations from the specifications after opening of tender should be allowed.**

2.3.7. Validity of Tender:

- a) Tender shall remain valid for a period of one year from the date of finalization of rates or till fresh tender which ever is earlier.

2.3.8. Earnest Money

- a) Normally 2% of the estimated cost of item or work
- b) Should be mentioned in appropriate amount
- c) Should be in the shape of Bank Draft/FDR pledged in the name of institution from a scheduled bank.
- d) EMD of unsuccessful bidder should be refunded soon after the final acceptance.

2.3.9. Tender Opening:

- a) The tender shall be opened on appointed day by a committee constituted for this purpose in the presence of authorized representative of the firms.
- b) The name of the bidder and total amount of each bid alongwith important conditions like excise duty, sales tax, delivery period, specific conditions, if any, shall be read out at the time of bid opening.
- c) All tenders should be opened. No Bid should be rejected at bid opening except for late tenders. Late tenders shall be returned to the bidders unopened.

2.3.10. Technical Evaluation of Tenders:

- a) Incase where the tenders have been called in two parts i.e. Technical Bid and financial Bid, the Technical Bid shall firstly be examined by the committee of experts as follows:
 - 1) Evaluation/Examination of specification floated on the basis of brochure, literature etc appended with the tender document.
 - 2) Earnest Money is attached.
 - 3) Turnover requirement.
 - 4) Documents of statutory obligation.
- b) Demonstration about functioning of equipment can be conducted.

- c) After careful technical evaluation, the technically qualified firms may be recommended for opening of Price Bid.
- d) In other cases where technical evaluation is not required tenders can be evaluated straight way on Financial Bid

2.3.11. Opening of Price Bid:

- a) The Price Bids of technically recommended firms will be opened on scheduled date.
- b) Prior intimation shall be given to the qualified firms to attend the opening of Price Bids.
- c) Price Bids shall be opened by the Committee constituted for this purpose in presence of firms concerned.

2.3.12. Comparative Statement:

- a) The Price Bids shall be evaluated carefully with reference to the prices quoted as per requirement of specifications and as per terms and conditions of Tenders.
- b) The lowest firms shall be recommended to award the contract work.

2.3.13. Pre dispatch consignment inspection/ Inspection at store

- a) Pre dispatch inspection can also be conducted by a committee to confirm the quality of supply.
- b) The inspection can also be conducted at store at the time of delivery.

2.3.14. Receipts of Material:

- a) The officer incharge of store shall receive the material carefully and reject the goods articles below specifications.
- b) The supplier may be asked to replace such articles/goods at their own risk and cost.

2.3.15. Dispute Resolution System:

- a) Dispute over acceptance of Goods, Services and laboratory results etc usually arise sometime manufacturing defects also noticed
- b) Procedure for dealing such disputes should be covered in the contract document.

2.3.16. Release of Payment:

2.3.16.1. The release of payment shall be made as under:

- a) After successful inspection of goods and duly entered in stock books and bills verification.

- b) After successful installation and commissioning and verification of bills and stock duly entered in stock books.

2.3.17. Refund of EMD

- a) The EMD of successful bidder shall be returned after 100% successful completion of contract

2.4. Single Tender

- 2.4.1. The items of sole proprietary in nature can be purchased on single source basis.
- 2.4.2. In case single firm remained in the fray after technical Evaluation (tenders atleast two attempts)
- 2.4.3. In extreme emergency with recorded reasons
- 2.4.4. The purchase through this system shall be made on the recommendations of committee constituted at different levels.
- 2.4.5. Incase where more than one firm have participated in Tendering Process, but only single firm or less than three firms remained in the fray, the Technical committee shall provide the following certificate before opening of Price Bid:-
 - 2.4.5.1 The Specifications prepared for floating the tender is broad based and not in any way company specific.

2.5. Purchase through Rate Contracts

- 2.5.1. The purchase through rate contracts of D.G.S & D, Controller of Stores of H.P. Govt., rates finalized by H.P. State Civil Supplies Corp. for Medicine etc. and H.P. State Electronic Development Corporation, can be effected on the recommendations of committee constituted.

CHAPTER-VII-A

PROCUREMENT OF SERVICES

1. Back Ground

1.1. Definition of services includes Sanitary, Laundry, House Keeping, Laboratory Services, Transport services, Dietary /Kitchen Services, Ward Boy Services, Security Services, Daily Need Services like Tailor, Barber, Electrician, Plumber E.C.G. Services, Data Entry operators, Technical, Managerial, administrative and academic consultancy legal services etc.

2. Services to be Outsourced in various institutions as per their level and grading:

Sr. NO	Level/Grading	Services to be Outsourced	Remarks
1	Level-I AHC	Sanitation, Electrician work, Plumbing, Class-IV services(Part Time), White wash etc.	<ul style="list-style-type: none"> The Pradhan Gram Panchyat shall be associated in decision making and outsourcing/purchase process to be initiated by Level I & II Health Institutions. Dietary/ laundry services shall be arranged by making local arrangements from Dhaba /Local service provider on negotiated rates.
2	Level-II AHC	-do-	
3	Level-III 10/20/30 Bedded Ay. Hospitals	Sanitation, Electrician work, Plumbing, Class-IV services(Part Time), White wash, Dietary and Laundry , Lab Services, Transport services etc.	Executive Committee of RKS which has been designated as Standing Purchase Committee shall complete the procurement process in a transparent manner.
4	RAH Paprola/ Shimla	Sanitation, Electrician work, Plumbing, Class-IV services(Part Time), White wash, Dietary and Laundry , Lab Services, Transport services, Daily needs services like tailor, barber, Data Entry Operator, Consultancy and Legal Services, Civil Works etc.	Executive Committee of RKS which has been designated as Standing Purchase Committee shall complete the procurement process in a transparent manner

3. General Consideration

- 3.1. High Quality Services
- 3.2. Economy and efficiency
- 3.3. Transparency in the selection Process

4. Steps

- 4.1. Justify the need for the assignment and outsourcing the services
- 4.2. Preparation of cost estimate and budget
- 4.3. Contract document in two parts Technical & Financial.
- 4.4. Advertisement.
- 4.5. Short listing.
- 4.6. Receipts of proposals
- 4.7. Opening and evaluation of technical proposals based on standard/norms laid down by a committee of experts of institution concerned
- 4.8. Opening of financial Bid
- 4.9. Comparison statement of rates.
- 4.10. Negotiation with lowest firm and award of contract to the selected firm.

5. Selection Criteria:

- 5.1. The Selection of services proposed to be hired shall be rated as per Institutional requirements. An illustration of Lab grading is given hereunder:

6.Modules

6.1.Module-I

<u>Technical Evaluation</u>	<u>Marks</u>
1. Experience in relevant field	10
2. Turnover	10
3. Result Response	10
4. Methodology adopted	10
5. Whether Accredited or recognized by a official agency	10
Total	50

Minimum qualifying marks (say 75%) for technical proposals should be indicated in tender document/E.O.I.

6.2.Module-II

Likewise Technical Evaluation can be done as under:

Technical Evaluation Information to be called in (E.O.I.)

Sr. No	Particulars	Status
I	<u>Financial Status</u> 1. Name, Address ,Telephone, Telex and Fax numbers of Bankers, who may provide loan/money, if contract is awarded 2. Evidence of access of financial resources to meet the requirements of: <ul style="list-style-type: none">• Working Capital• Cash in Hand• Cash in Bank• Lines of Credit (Attach Copies of support document)	
II	<u>Legal Information</u> 1. Information of Litigation history alongwith cause of dispute: <ul style="list-style-type: none">• State Govt.• Central Govt.	

	<ul style="list-style-type: none"> • Private Firms/Parties • Individuals 	
III	<u>Debt Information</u> 1. Existing Liabilities/Debts	
IV	<u>Transit Period</u> 1. Arrangement during transit period.	
V	<u>Machinery & Equipment</u> 1. Detail of Machinery & equipment in Hand with year of manufacture. 2. To be installed with capacity and make.	
VI	<u>Mechanized/Manual</u> 1. Detail of Institutions wherein Mechanized/Manual services are in practice (attach proof)	
VII	<u>Relevant Working Experience:</u> 1. Detail of Hospital working experience, if any 2. other Experience as per E.O.I. 3. Skilled Manpower(Attach Proof)	
VIII	<u>Quality Control:</u>	
IX	<u>Educational Qualification</u> 1. Manager. 2. Manpower(Attach Proof)	
X	<u>Demonstration</u> 1. Machinery & Equipment to be brought to the working site (in case old is shifted from some where) 2. At factory Shop (Incase new to be purchased)	

6.2.1. Technical Evaluation Criteria (An illustration)

<u>Technical Evaluation</u>	<u>Marks</u>
1. Hospital working Experience	10
2. Any other experience as per E.O.I.	5
3. Financial Status	10
4. Manpower	5
5. Transit Arrangements	10
Total	40

6.3.Module-III

Individual Rating:

The individuals can be rated in the following manner as relevant to the task

<u>Technical Evaluation</u>	<u>Marks</u>
1. General Education & Training.	10
2. Length of experience in relevant field	10
3. Position held	5
4. Time with the firm as staff	5
5. Experience in the specific services.	10
6. Knowledge of Govt. Hospital working and so forth.	10
Total	50

6.4. Important Note: *The above three modules have been cited as an example. Need based additions and alterations with reference to Institutional requirements should be made.*

6.4.1. Technical Proposals are opened first and evaluated. Those securing less than the minimum qualifying mark are rejected and the financial proposals of the rest are opened in public. The firm with the lowest Price shall then be selected.

7. Financial proposals:

7.1. Financial Bid can be held on revenue sharing basis for services like E.C.G., Laboratory etc or rental basis for space to be offered for a minimum period of 3 years subject to performance based extension for a maximum period of 5 years.

7.2. Important Note: *The terms & conditions regarding revenue sharing, lease money or whatever criteria is taken into consideration for finalization of tender are invariably required to be given in tender Document at the time of floating such tender.*

8. Single Source Selection:

8.1. Single source selection may be appropriate only if it presents a clear advantage over competition and on account of following reasons:-

8.1.1. Where a rapid selection is essential(in emergency only)

- 8.1.2. For very small assignment or
- 8.1.3. When only one firm is qualified or has experience of exceptional worth for the assignment.

9.CMC/AMC

9.1. Comprehensive Maintenance Contract/AMC are essential to ensure smooth functioning of Machinery & Equipment. Proposals of firms may be examined carefully and efforts may be made to execute the agreement between 3% to 5% of the original cost.

9.2 Service Contracts:

- 9.2.1. The standing purchase committee shall be empowered to procure the services after observing all codal formalities,
- 9.2.2. The Standing Purchase committee shall be empowered to enter into CMC/AMC of equipments after observing all codal formalities.
- 9.2.3. The standing purchase committee shall have full powers to repair and service the equipments, instruments and vehicles etc. directly through manufactures or authorized dealers

9.3. Spares not covered under CMC/AMC:

- 9.3.1. These can be procured in two ways:
 - a) Open Market after observing all codal formalities (For open ended equipment)
 - b) Close Ended (From the Principal supplier by way of Negotiation by Standing Purchase Committee constituted for this purpose.)

9.3.2. Important Note:

- a) *Proprietary Certificate is essential in case of close ended system*
- b) *Open ended consumables shall be procured from open market by the way of quotation or tender as the case may be.*
- c) *The Committee constituted under the chapter Purchase procedure shall be empowered to initiate/complete the required procedure to hire the services and to procure consumables.*

10. Method of procurement:

10.1. It is important to decide mode of procurement before initiating the tendering process. Before entering into tendering process, two important factors may be kept in mind:-

- 10.1.1. Requirement
- 10.1.2. Budget

CHAPTER-VIII

STAFF POLICY

1. The Recruitment of two types of Employees is likely to be made under Rogi Kalyan Samiti:-

- 1.1. GIA Funded
- 1.2. RKS own resources Funded

1.1. GIA Funded:

- 1.1.1. The employees recruited under GIA funds provided by the state Govt. shall be governed by draft contracts formulated by State Govt from time to time for each category of employee. Till now draft contracts of the following categories have been approved by the Govt and are appended as (**Annexure I**)
 - a. Medical officers
 - b. Staff Nurses
 - c. O.TA'S
- 1.1.2. Additional categories are also being considered keeping in view the institutional specific needs such as:
 - a. Ministerial Staff
 - b. Class-IV Services
 - c. X-Ray Assistant.
- 1.1.3. In above cases specific approval shall be accorded by the Govt. for recruitment.
- 1.1.4. The mode of selection, terms and conditions, consolidated salary payable, eligibility criteria and other conditions of services shall also be decided by the Govt. by approving the draft contracts.

1.2.RKS own resources Funded

- 1.2.1 Existing Employees
- 1.2.2. Fresh Recruitment

1.2.1. Existing Employees:

- 1.2.1.1 The existing employees shall be allowed to be paid and governed as per terms and conditions settled at the time of entering into contract agreement. The contract shall be deemed to be terminated at the time when it completes its term. Thereafter, they shall if they desire, enter into new contract with the RKS concerned on the terms and conditions applicable to

the GIA funded employee or as decided by the Govt in each category of employee at the time of fresh recruitment..

- 1.2.1.2. Those incumbents who are not eligible according to guiding principles set forth for GIA funded/fresh appointee, may be allowed to be paid as such and the wage structure applicable to GIA funded or to fresh appointee should not be extended to such employee till fulfillment of eligibility criteria of post held by them.

2. Guidelines to RKS own resources(Fresh Recruitment):

- 2.1. The decision regarding engagement of fresh contractual employees should be taken with care and at the highest level. i.e. Governing Body and State Govt.
- 2.2. No fresh recruitment shall be made by any RKS hence forth contrary to the principles and guidelines set forth by the State Govt. for employees under “GIA funded” and “RKS own resources funded” respectively.
- 2.3. No recruitment on daily wages or contract basis should be made by any RKS for the services that stand outsourced.
- 2.4. The volume of work presently being done in each case by employees engaged on daily wages or contract basis should be re-assessed by the RKS concerned and steps to outsource the same should be taken, if necessary.
- 2.5. Following three criterion shall be taken into consideration before engagement of such employees through RKS:-
 - 2.5.1. First of all the distribution of work of para medical and ministerial staff of RKS should be assigned to existing govt. servants who will do this work without any extra remuneration for doing this additional work.
 - 2.5.2. Where the distribution of additional work referred to in para (1) above is not possible, need based recruitment should be considered against the vacant post(s) with in the sanctioned/ created posts in the state budget.
 - 2.5.3. GIA can be considered for the payment of salary of employees so recruited by the State Govt or the RKS can be asked to release the payment of salary with in its own recourses.

- 2.5.4. In case, no post (s) is/are vacant as referred to in para (2) above and there exists a dire need to recruit an employee for doing the additional work. The Governing body on the recommendation of Executive Committee shall move a case to the RKS cell at Directorate of Ayurveda who, after examination of each case on merit shall obtain the approval of the govt. on departmental file. The responsibility of payment of salary/ wages of the employees so recruited under this method shall entirely rest with the concerned RKS.
- 2.5.5. The eligibility criteria, mode of recruitment, consolidated salary payable, draft contract agreement etc. shall be decided/ approved by the Govt in each case.
- 2.5.6. The Recruitment proposals (**Annexure -K**) shall be examined by the EC and Governing Body first. Thereafter it will be recommended to the Nodal officer RKS Cell at Directorate of Ayurveda.

2.6. Examination of Proposals by Nodal Officer RKS Cell:

- 2.6.1 The RKS Cell shall examine all such proposals on merit and with reference to the draft contracts already approved by the State Govt for employee(s) recruited through RKS.
- 2.6.2. The rules, regulations and selection criteria fixed by the state Govt for corresponding post(s) shall also be taken into consideration.

2.7. Approval of Govt:

- 2.7.1. After careful examination of proposals on merit, the nodal officer, RKS Cell shall obtain the approval of Principal Secretary (Ayurveda) to the Govt of H.P. on Departmental file in each case. Thereafter, it will be conveyed to the concerned RKS for initiating recruitment process.

2.8. Recruitment Committee:

- 2.8.1. The Recruitment Committee consisting of following members shall initiate the process of recruitment after approval of State Govt.:-
- a) Chairman/Vice chairman of Governing Body concerned
Chairman

- b) Member Secretary of Concerned RKS
Member Secretary
- c) Any one member of G.B./E.C. of RKS concerned
Member

2.9. Mode of Recruitment:

2.9.1. The following mode of recruitment shall be adopted so as to ensure transparency:

- a) Through Subordinate Staff Selection Board
- b) Written test followed by Interview
- c) Personnel Interview

2.9.2. An **Illustration** of an Individual rating on the basis of interview is given as under:

Sr No	Particulars	Marks
1	Educational Qualifications	10 Marks
2	Professional Qualifications	10 Marks
3	Experience in relevant field	10 Marks
4	Interview Performance	5 Marks
	Total	35 Marks

The recommendations/selection shall be made purely on merit.

2.10. Appointing Authority:

2.10.1. The Chairman of Executive Committee concerned shall be the appointing authority of Employees to be recruited under GIA funded as well as by RKS from its own resources.

2.11. Terms of Contract:

2.11.1. The initial term of contract shall be as per draft contract approved by State Govt. in each case.

2.12. Medical Examination:

Every fresh appointee shall have to get himself/herself medically examined at his/her own cost before joining.

2.13. Regularization:

2.13.1. No regularization of RKS employees shall be made. However any direction of State Govt. in this regard shall be acted upon.

2.14. Service Conditions:

2.14.1 Contract Agreement shall be binding on both parties and cases of leave, salary, work and conduct etc. shall be strictly dealt as per contract agreement. Wherever the contract agreement is silent the matter shall be decided in the spirit of

service rules applicable to State Govt. employees. Or in consultation with the State Govt./RKS Cell.

2.15. Leave Entitlement:

- 2.15.1. The contractual employee shall be given one paid weekly off after six days continuous work
- 2.15.2. Two paid holidays for every completed month.
- 2.15.3. They will also be entitled to three National holidays falling on 26th January, 15th August and 2nd October.
- 2.15.4. The Maternity leave of 84 days shall be allowed to female contractual employees.
- 2.15.5. Any gazetted or other holidays as allowed by the Govt as per draft contract/ agreement may also be allowed.

2.16. Working Jurisdiction:

- 2.16.1. The contractual employee can only be deployed within the jurisdiction of RKS concerned.

2.17. Accommodation:

- 2.17.1. The contractual employee will be entitled to hostel accommodation or departmental accommodation wherever available on rates of standard license fee being charged by the Estate Office of State Govt.

2.18. TA/DA

- 2.18.1. Actual ordinary bus fare will be given to perform duties outside the jurisdiction of normal place of working.
- 2.18.2. Daily allowance will be given at rates applicable at the minimum of corresponding pay scale of regular posts of State Govt.

2.19. Statutory Commitments:

- 2.19.1. The RKS shall be liable to pay statutory dues like minimum wages, EPF contributions, Employees Deposit Link Insurance/ESI, maternity benefits etc.

2.20. Termination of services:

- 2.20.1. Despite engagement of contractual employees, the services of such employees may be dispensed with by giving a notice of one month in writing or giving one month salary. The contractual employee can also quit service by giving one month notice or depositing one month salary.
- 2.20.2. If a contractual employee commit a misconduct and the same is proved in an enquiry after giving reasonable opportunity, his services shall be dispensed with.

2.21. Disciplinary Authority:

- 2.21.1. The appointing authority or any other authority appointed by the Chairman of Governing Body not below the rank of appointing authority.

2.22. Appellate authority:

2.22.1. The authority above disciplinary authority i.e. Chairman Governing Body shall act as appellate authority in case of RKS employees.

2.23. Relaxation

2.23.1. If any RKS wants any departure from above guidelines, it should obtain prior approval of Nodal officer, RKS Cell at Directorate of Ayurveda. The Nodal Officer shall accord such approval in consultation of Principal Secretary (Ayurveda) to the Govt. of H.P. in writing.

2.24. Draft Contract:

2.24.1. The above guidelines as well as provisions contained in Draft contracts finalized by State Govt in each case shall be taken into consideration for formulating the draft contracts/agreement for the employees proposed to be engaged by the RKS.

CHAPTER-IX

ACCOUNTAL AND DISPOSAL OF STORE ARTICLES

1. Inventory Control:

- 1.1. The RKS shall maintain an up-to-date inventory of all items purchased as below:
 - Description of items
 - Specific identification (e.g. serial number)
 - Date of purchase
 - Supply order no
 - Original Value
 - Location/user
 - Person responsible for it.
- 1.2. Separate stock register shall be maintained for fixed assets, consumables and non consumables.
- 1.3. 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.

2. Physical Verification of Store

- 2.1. Physical verification of Assets should be undertaken by an officer other than the controlling officer of store atleast once a year. All additions, deletions, modifications etc should be recorded and signed.
- 2.2. All assets must be given an identification number and such number must be printed on the asset. This number should also be mentioned in the fixed assets register.
- 2.3. It is suggested that fixed assets register is signed by the competent authority after it is updated every six monthly or annually.
- 2.4. An inventory of the capital assets should be maintained in the format of fixed assets register (**Annexure-G**).
- 2.5. Assets, which have become worn out or unserviceable should be written off from the list after due procedure and approval of the Govt. through Nodal Officer, RKS Cell.

3. Condemnation of Store Articles:

- 3.1. The Executive Council of RKS shall also act as a standing condemnation Board of RKS concerned.

- 3.2. The quorum of said condemned board shall be three members only.
- 3.3. The said condemnation board shall be empowered to initiate the process of condemnation of store articles procured by RKS out of its own resources and shall make recommendations of condemnation of the store articles after observing all codal formalities.
- 3.4. The Executive Council shall be empowered to accord approval of condemned store articles after due scrutiny and proper examination of inventory of articles acquired/ purchased by RKS from its own resources only.
- 3.5. The Executive Committee RKS shall also initiate the process of condemnation of store articles acquired/purchased by the State Govt. However, these articles could be condemned with prior recommendation of the State Condemnation Board and with the approval of authority constituted by the State Govt for this purpose.
- 3.6. The condemned store articles shall be put to public auction by making wide publicity and the sale proceeds shall be remitted to the RKS or state exchequer, as the case may be.

CHAPTER-X

MONITORING AND EVALUATION OF SERVICES

1. Implementation and Monitoring:

- 1.1. The RKS Cell constituted at Directorate of Ayurveda will monitor implementation and evaluate the impacts and benefits achieved by the effective functioning of RKS and formulate guidelines wherever necessary. It will also have a key role in awareness generation of RKS in society so as to make the idea of participatory payment acceptance.

2. Monitoring and Evaluation of Services

- 2.1. An RKS Cell with requisite manpower will be constituted at Directorate level to monitor and evaluate the functioning of RKS in the State.
- 2.2. An annual report will be brought out to enable measuring performance and comparison among various RKS.
- 2.3. An appropriate mechanism to encourage / honour better performing RKS in terms of patient satisfaction will be formulated.
- 2.4. External evaluation of the functioning of RKS as reflection in patient / client perception through independent agencies like Department of Economics and Statistics will be conducted.

3. In addition to above the State level Cell will also perform the following functions:-

- 3.1. Issue directions / guidance to RKS from time to time to ensure these function in line with the principles enunciated in this notification.
- 3.2. Ensure appropriate client perception evaluation annually.
- 3.3. Prepare annual State Level Report on the basis of reports received, audit reports and evaluation conducted.
- 3.4. Design and ensure implementation of appropriate training and capacity building of members and staff of RKS.

4. Annual Report

- 4.1. Annual Report of the RKS and the works undertaken during the year shall be prepared by the Executive Committee.
- 4.2. This will be presented before Governing Body
- 4.3. A copy of this report shall be sent to the Director Ayurveda H.P.
- 4.4. The Annual Report would include following matters to enable an assessment and comparison of 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 patients on whom Panchkarma procedure performed.
- 12) No. of patients on whom Kshar-Sutra treatment applied.
- 13) No. of cataract operations conducted.
- 14) No. of referrals made.
- 15) No of lab. tests performed.
- 16) No. of X-rays and ultra sounds performed.
- 17) Patients attended to per Medical officer.
- 18) School Health Camps organized.
- 19) Per capita resources raised from different sources proportionate to relevant administrative unit.
- 20) Percentage utilization of RKS budget on different revenue heads.
- 21) Meeting of Governing Body held.
- 22) Meeting of Executive Committee held.
- 23) No of pending audit paras.
- 24) No. of audit paras settled.
- 25) Outstanding advances / receivables
- 26) PPP initiatives by the RKS.

5. Reward / Honour of Best Performing RKS

5.1. Based on the reports submitted, marks will be allocated for performance and best performing RKS will be honoured at a State Level Function each year on the basis of following criteria with 10% weightage to each. The reward amount will be met from NRHM allocations.

- 1) OPD load as percentage of population of feeding area.

- 2) IPD load as percentage of population of feeding area.
- 3) Percentage increase in OPD load over the last year.
- 4) Percentage increase in IPD load over the last year.
- 5) OPD patients attended to per A.M.O.
- 6) Percentage increase in performance in institutional and JSY deliveries.
- 7) Percentage increase in diagnostic tests and major and minor procedures.
- 8) Percentage increase in over all resource mobilization
- 9) Percentage increase in resource utilization on specified patient services.
- 10) Performance on regularity of meetings, audit para settlement and special initiatives.

Annexure-A

**Budget Estimates of the Rogi Kalyan Samiti
ESTIMATED BUDGET RECEIPTS FOR THE FINANCIAL YEAR**

S.No	Name of Head	Actual receipt for the previous F.V	Receipt till date during current financial year	Budget estimate for the next financial year
1	GIA/Cash Assistance from State Govt.			
1.1	Grant for Capital works			
1.2	Grant for repair & Maintenance			
1.3	Grant for purchase of Medicine/provision of diet to BPL families			
1.4	Salary of contractual staff			
1.5	Grants though Distt./Block Administration/other Govt. Departments			
2	GIA/Cash Assistance from State Health and Family welfare Society under NRHM/RCH/UIP			
2.1	Un-tied funds			
2.2	Annual Maintenance Grant			
2.3	Others			
3	GIA/Cash Assistance from State Health and Family welfare Society under other programmes			
4	Grants and Donations from			
4.1	Red Cross			
4.2	Trade			
4.3	Industry			
4.4	Institutions			
4.5	Individuals			

5	User Charges			
5.1	Diagnostic services			
5.2	Procedures			
5.3	Supply of medicines			
5.4	Supply of materials			
5.5	Special Wards			
5.6	Ambulance Services			
5.7	Sarai Rent			
5.8	Medical Examination fees etc.			
5.9	Receipts from third party agreement			
5.10	RSBY Serices			
6	Rental Income from property			
6.1	Shops			
6.2	Canteen			
6.3	Advertisements			
7	Disposal of assets.			
7.1	Auction proceeds			
8	Others Receipts			
	Total			

**Annexure-A-
Contd.**

ESTIMATED BUDGET EXPENDITURE FOR THE
F.Y.....

S.No	Name of Head	Actual receipt for the previous F.V	Receipt till date in the current financial year	Budget estimate for the next financial year
	Capital Expenditure			
1	Construction Work			
2	Purchase of Machinery& Equipment			
3	Purchase of Ambulance /Vehicle			
4	Hot & Cold Weather arrangement for patients i.e. Cooler/Fans/Refrigerators/Heaters in the OPD and wards			
5	Furniture including indoor/S.Ward Bedding, Clothing& Linen Any other item			
	Revenue Expenditure			
1	Direction & Administration			
1.1	Salary			
1.2	Wages			
1.3	Honorarium			
1.4	T.E.			
1.5	Office Expenses			
1.6	Motor Vehicle (POL& Maintenance)			
1.7	Meeting of G.C./E.C.			
1.8	Hospitality& Entertainment			
1.9	Rent, Rates& Taxes			
1.10	Advertisements, Publicity			
1.11	Annual Audit Fee			
1.12	Publication of Annual Report			
1.13	Legal Services			
1.14	E.P.F. contribution			
1.15	Health insurance for Staff			
1.16	Hiring of Services from Private Sector			

1.17	Workshop & Training			
1.18	OPD			
1.19	IPD			
1.20	Diagnostic Services			
1.21	Other Expenditure			
2	Equipment & Machinery+ Material & Supplies			
2.1	Repair & Maintenance of Machinery & Equipment			
2.2	AMC/CMC			
2.3	Consumables for APL families			
2.4	Consumables for BPL families			
2.5	Medicines for BPL families			
2.6	Medicines for APL families			
2.7	Patient dietary charges			
3	Ambulance Services			
3.1	POL			
3.2	Maintenance			
3.3	Ambulance Driver			
3.4	Insurance			
3.5	Passing Fee			
3.6	Any other Item			
4	Special Wards			
4.1	Washing/Maintenance			
4.2	Electricity Charges			
4.3	Water Charges			
4.4	Sanitation			
5	Repairs & maintenance of Hospital & attached building			
5.1	Repair, maintenance and Upkeep			
6	Hospital Sanitation			
6.1	Wages/Contract Charges			
6.2	Consumables			
7	Hospital Waste Management			
7.1	Collection & Segregation Charges			
7.2	Dis-infection/sterilization/shredding			
7.3	Disposal			
7.4	Licence/Inspection fee			
	Grand Total			

RECEIPT

Name of Organization

No.....

Dated.....

Received with thanks from _____

a sum of Rupees _____

by Cash/Cheque/D.D.No. _____ **Dated** _____

on a/c of _____

Rs.....

Authorized Signatory

Annexure-C

VOUCHER

NAME OF ORGANSATION

VOUCHER No.

DATE

PARTICULARS	AMOUNTS RS
Debit	
Total	
Credit	
Total	

Accountant/Cashier

Member Secretary

Annexure-D

Bank Reconciliation Statement

Reconciliation of A/c no.....Dated.....

Dated	Particulars	Cheque no	amount
	Balance as per books of accounts (Cash book)		
	Add: Cheque issued but not cleared Add: Interest not accounted for Add: Direct Deposit by customers		
	Less: Cheques deposited but not cleared Less: Bank Charges Less: Cheque bounced Less Cheque received entered in Cash book but not sent to bank Less: Cheque issued but not entered in cash book		
	Balance as per Bank Statement		

Annexure-E

CASH BOOK

DEBIT					CREDIT				
DATE	PARTICULARS	LF	CASH	BANK	DATE	PARTICULARS	LF	CASH	BANK

Annexure-E

LEDGER

Name of A/C

Debit			Credit		
Date	Particulars	Amount	Date	Particulars	Amount

Annexure-G

FIXED ASSETS REGISTER

List of Assets for.....

Sr.No	Description of Assets	Qty	Date of make/Year and Brand	Supplier Name	Value Per Pc (Rs)
1					
2					
3					

Annexure-H,1
Income & Expenditure Statement

As on dated

Expenditure	Amount	Income	Amount
To Direction & Administration		By G.I.A	
To Equipment & Machinery+		By User Charges	
To Material & Supplies		By Rent Received	
To Ambulance Services		By Auction Procedure	
To Special Wards		By Donations	
To Repairs & Maintenance of Hospital attached building			
To Hospital Sanitation			
To Hospital Waste Management			
		Excess of expenditure over income	
Excess of income over expenditure			
Total			

Annexure-H,2

BALANCE SHEET

for the year ended on

Liabilities	Amount	Assets	Amount
Capital		Fixed Assets	
Loans		Investments	
Current Liabilities		Current Assets	
Expenses Payable		Cash & Bank Balances	
		Advances	
Total		Total	

(Annexure-1)

No.
O/o Rogi Kalyan Samiti (RKS)
AHC/ Ay. HospitalBlock.....
Distt..... Himachal Pradesh

To

Smt./Ms

.....

.....

Dated.....

Subject: Contractual Appointment of through
Rogi Kalyan Samities (RKS)

Memo:

Reference your application for contractual engagement through the Regi Kalyan Samities (RKS) and in pursuance to the recommendations of for appointment of held atH.P. on dt..... a contractual appointment is hereby offered to you on the following terms and conditions:-

1. The contract would be for Years and a consolidated contractual remuneration of Rs..... Would be payable per month through the Rogi Kalyan Samiti.
2. The contractual Shall function under the overall supervision and control of Incharge of Ayurvedic Institution concerned. In case of disobedience or default in duties the incharge of Ayurvedic Institution shall have right to dispense with the service of the defaulting Contractual staff.
3. The recommendations of Contractual Selected have been made for the specific Institutions & their posting will not be transferable /governed as per termes and conditions of Appoint.
4. These contractual appointees will be eligible for allotment of departmental accommodation wherever available on the payment of prescribed license fee.
5. The TA/DA for official work would be admissible to the contract appointee at the applicable at the minimum of the regular pay scale of the post.

6. 24 days casual leave would also be allowed to the contractual appointee Staff per contractual year in proportion and any other leave if any as allowed by the State Govt. from time to time.
7. The Contractual Selected Staff concerned may leave the contract by giving one month notice or depositing one month remuneration and incentives. The Rogi Kalyan Samiti shall also have the right to dispense with the services by giving one month notice or paying one month remuneration.

In case the above terms and conditions are acceptable, you report for duties in the concerned Institutions within 15 days after getting a medical fitness certificate from the medical board at the district level hospital of the district and enter into a contract with the RKS concerned. You are also directed to submit a recent character certificate from the Executive Magistrate/SDM or Gazetted Officer alongwith attested copies of the certificates, marks sheets, and degree, and registration certificate if applicable, Himachal Pradesh Registrationcertificate if applicable at the time of reporting at head quarters.

In case you fail to join within the stipulated period it will be presumed that you are not interested in the contractual appointment and the offer would be deemed to have been withdrawn automatically.

No. T.A./D.A. would be paid for medical Examination and joining.

Appointing Authority

Endst No.

Copy to:

1. The Principal Secretary (Ayurveda), Govt. of Himachal Pradesh, Shimla-2, H.P. for information please.
2. The Director Ayurveda Shimla-9, HP for information and necessary action w.r.t. letter. No..... dated.....
3. The Chief Medical Officer.....
4. MS/SMO I/C ZH/RH..... With the request to conduct the medical examination of the Contractual Staff and send the fitness certificate to the undersigned.

Appointing Authority

Annexure-K

Proforma containing information for recruitment of workers through RKS

Sr No	Requisite Information	Information Details
1.	Name of Post:	
2.	Eligibility criteria/	
3.	Educational Qualification/	
4.	Technical Qualification/	
5.	Experience, if any.:	
6.	Nature of Job:	
7.	Quantum of work:	
8.	Proposed Consolidated Amount:	
9.	Whether recommended by EC/GB	
10.	Vacant Post(s) out of sanctioned Strength/Created available in	
11.	State budget or not:	
12.	Work distribution among Existing Govt. Servant(S)	
13.	Feasible/ not feasible (Detail reasons):	
14.	Mode of recruitment:	
15.	Status of RKS recourses:	
16.	Proposed draft contracts:	
17.	Any other Information not covered above:	

Recommendations/Justification for recruitment:

Signature of Member Secretary
RKS

