



GOVERNMENT OF KERALA

Abstract

Public Health Institutions -Constitution of new Hospital Management Committees -
Orders issued.

Local Self Government (N) Department

G.O.(MS) No.79/2007/LSGD

Dated Thiruvananthapuram, 14-3-2007.

Read: G.O.(MS) No.15/2007/H&FWD dated 12-1-2007.

ORDER

As per the GO read above Government have decided to constitute Hospital Management Committees for hospitals and dispensaries transferred to local government from the three streams - Allopathy, Ayurveda and Homoeopathy. These Hospital Management Committees stipulated in the Kerala Panchayat Raj Act and Kerala Municipality Act would be constituted by the local government concerned and the existing Hospital Development Committees would stand dissolved from the date of registration of the new Hospital Management Committees and all the assets would be transferred to the Hospital Management Committee from that date. The Management Committee may start functioning forthwith, with the ex-officio members.

The composition of the Hospital Management Committee would be as follows:

1. The elected head of the Local Government - Chairperson
2. Chairperson of the Standing Committee in charge of public health in the Local Government - Vice Chairperson
3. Members of the Standing Committee in charge of public health in the Local Government not exceeding five including two women - Members
4. The elected member of the Local Government representing the area where the health institution is situated - Member

Engineers of LSGD, Kerala State Electricity Board and Kerala Water Authority having jurisdiction over the area in which the health institution is situated.

Member

In the case of Village Panchayat such an Engineer shall not be below the rank of an Assistant Engineer. In the case of Block Panchayats and Municipalities not below the rank of an Assistant Executive Engineer. In the case of District Panchayat not below the rank of an Executive Engineer.

6. Three persons to be nominated by the Local Government having knowledge and interest in the activities of the health institution who are willing to do voluntary social service and residing in the area of the LSGI.
7. One representative each of the political parties having representation in the Assembly from the respective districts or in the respective three-tier Local Government where the health institution is situated.
8. Medical Officer in charge of the medical institution - Member Secretary & Convener.

The term of the Management Committee shall be coterminous with that of the elected Local Government.

If a nominated Member absents himself/herself for three consecutive meetings without prior permission of the Chairperson his/her membership shall stand automatically terminated. Also a Member shall cease to be a Member if he/she resigns becomes insolvent or if convicted of an offence involving moral turpitude. Vacancies thus arising shall be filled by the Local Government concerned from time to time.

The Management Committee shall be registered as a charitable society.

Model bye laws shall be circulated by Government separately.

Powers and responsibilities of the Management Committee.

- (1) It shall be the duty of the Management Committee to give suggestions to the Local Government and the Officers concerned to make effective, the working of

the Health Institution concerned as part of the performance of the duties in respect of the public health vested in the Local Government under the Act.

- (2) The Management Committee shall have supervisory power over the construction works, maintenance of the buildings, vehicles and equipment, water supply, supply of electricity, sanitation, providing amenities to the patients coming for medical treatment, maternity and child care, field level health activities etc., in the Health Institution.
- (3) The Management Committee shall ensure compliance to minimum standards of facilities; hospital care and treatment protocols prescribed from time to time.
- (4) The Management Committee shall periodically review Citizens Charter of Health Institution and give suggestions to Local Governments for revision.
- (5) The Management Committee shall identify problems faced by patients and citizens in the Health Institution.
- (6) The Management Committee shall acquire instruments, equipments, drugs, consumables, furniture etc., through purchase, donation or any other appropriate means.
- (7) The Management Committee shall institute an internal grievance redressal mechanism in the Health Institution.
- (8) The Management Committee shall exercise vigil to prevent malpractices in the functioning of the Health Institution.
- (9) The Management Committee shall ensure transparency and accountability in the functioning of the Health Institution.
- (10) The Management Committee shall encourage people's participation in the functioning of the Health Institution.
- (11) The Management Committee shall ensure transparency in the management of funds.

- (12) The Management Committee shall organize outreach services, health camps.
- (13) The Management Committee shall facilitate scientific management of hospital waste and biomedical waste.
- (14) The Management Committee shall review the functioning of the Health Institution.
- (15) The Management Committee may cause to run canteen/fair price medical store in the institution premises.
- (16) The Secretary shall, if demanded by the Management Committee, be bound to give for inspection, any document in connection with the working of the Health Institution, kept under his custody.

Provided that the Management Committee shall not have the power to demand for or to inspect any document in respect of the medical treatment of a patient or to issue directions to any Officer in respect of the treatment.

- (17) The Management Committee shall constitute a fund by collecting donations from the public and utilize the same for improving infrastructural facilities or standards of services delivered by the institution.

Receipt shall be issued for the amount collected under Sub-rule (4) and the Secretary shall keep a written account in respect of the income and expenditure.

- (18) The Management Committee shall facilitate social audit of the Health Institution.

Procedure of the Meetings of the Management Committee:

- 1) The Convener shall, in consultation with the Chairman, convene the meeting of the Management Committee once in three months and also according to needs, in the intervening period.

- 2) The Convener shall, at least seven days before the due date of the meeting, issue notice to the members of the Management Committee informing them the place, date and time of the meeting and the copy thereof be published on the notice board of the Health Institution.
- 3) The Convener shall, in consultation with the Chairman, prepare an agenda incorporating the matters to be discussed in the Management Committee and the same shall be given to the members along with the notice of the meeting.
- 4) The quorum for the meeting of the Management Committee shall be one half of the number of members of the Committee.
- 5) The Chairman or in his absence, the Vice-Chairman shall preside over the meeting of the Management Committee.
- 6) The Convener shall keep a minutes book for recording the minutes of the proceedings of the meeting and an attendance register for making attendance of the Members present in the meeting.

Decisions of the Meeting.

The decisions of the subjects discussed in the meeting of the Management Committee shall be taken on the basis of the option of the majority of the members present in the meeting and the Convener shall send the decisions to the Local Government for information and action thereon. If the context so requires, the Convener shall send the decisions of the meeting to the Government or the authority concerned also. The decisions in respect of Health Institutions under the Village Panchayat, Municipality and Corporation would be presented before the Grama Sabha or Ward Sabha as the case may be.

Bank Account:

There shall be Bank Account for the Management Committee which shall be opened in the nationalized bank having the Health Institution in its service area. The account shall be in the joint name of the Chairman and the Member Secretary and shall be operated

jointly. All funds of the Management Committee shall be remitted to the account with the appointed bank and shall not be withdrawn except by cheque jointly signed by the Chairman and Secretary.

Accounts:

The Management Committee shall cause regular accounts to be maintained of all its funds and the transactions thereof.

Audit:

The Accounts of the Management Committee shall be annually audited by a Chartered Accountant or any qualified person appointed by government.

By order of the Governor

S.M. Vijayanand
Principal Secretary to Government

To
The Director of Panchayats, Thiruvananthapuram.
The Director of Urban Affairs, Thiruvananthapuram.
The Commissioner of Rural Development, Thiruvananthapuram.
All Presidents/Secretaries of Grama Panchayats, Block Panchayats and District Panchayats. (through DP, Thiruvananthapuram)
All District Collectors
The Director of Health Services, Thiruvananthapuram.
The Director of Medical Education, Thiruvananthapuram.
The Director of Homeopathy, Thiruvananthapuram.
The Director of Ayurveda Medical Education, Thiruvananthapuram.
All Mayors/All Municipal Chairmen (through Director of Urban Affairs)

Copy to:

P.S. Minister (H & FWD)
P.S. to Minister (LSG)
PA to Secretary (Health)
PA to Special Secretary (Health)

Forwarded by order

Section Officer

True Copy

Basala

Section Officer