

# **Rules & Regulations and Memorandum of City Health Mission / City Health Society**

City: \_\_\_\_\_

## INSTITUTIONAL SETUP AT THE CITY LEVEL

### A. City Health Mission and the City Health Society:

Government of Odisha has decided to form 'City Health Mission' in different leading cities/towns like Bhubaneswar, Cuttack, Berhampur, Rourkela & Sambalpur for ensuring the provision of Integrated Comprehensive Primary Health Care Services especially to the urban poor and vulnerable sections of the society, as recommended under National Urban Health Mission/National Health Mission.

It would facilitate decentralization of the programmes at the city and ward level with focus on urban slums, strengthening of inter-sectoral convergence and to ensure active participation of the Urban Local Bodies (ULBs). The City Health Mission will act as policy decision making body of the City Health Society.

The City Health Mission will be headed by the Mayor or Chairperson of the ULBs. The Collector & District Magistrate of concerned district will act as the Co-Chairperson. The Municipal Commissioner of the ULB will act as Vice Chairman. The ADMO, PH will act as Member Convener of the Mission.

To support the City Health Mission, every city will have a City Health Society (CHS) and the CHS will be responsible for planning and managing all health and family welfare programs in the city/towns. There are two important implications of this requirement. Firstly, CHS's planning will have to take note of both treasury and non-treasury sources of funds, even though it may not be handling all sources directly. The society will ensure Inter-sectoral convergence and integrated planning with key department/sections in the city. The CHS in consultation with district health administration of concerned district will work together to decide on health issues of the urban population.

The CHS will be engaged and improved the capacity of ULB, particularly for planning, budgeting and budget analysis, development of operational policy proposals, and financial management etc. Because it is a legal entity, the CHS can set up its own office which has adequate contingent of staff and experts and can evolve its own rules and procedures for hiring the staff and experts both from the open market as well as on deputation from the Government.

In other words, the CHS is not an implementing agency; it is a facilitating mechanism for the city health administration as also the mechanism for joint planning by NHM related sectors.

### B. Governance structure:

#### B.1 City Health Mission:

Chairperson	:	Mayor/Chairperson of the ULB
Co-Chairperson	:	Collector & District Magistrate
Vice-Chairperson	;	Commissioner/Executive Officer
Member Convener	:	ADMO(PH) in case of Bhubaneswar & Rourkela and City Health Officer in case of other city/town

Members:

1. Hon'ble MP/Hon'ble MLAs
2. Chairperson, Standing Committee, Health/Sanitation/Water supply of the ULB

3. Deputy Mayor/Vice Chairperson of the ULB
4. Deputy Commissioner/Assistant Executive officer of the ULB
5. Program officer, JNNURM( In case of Bhubaneswar )
6. Director, Capital Hospital( in case of Bhubaneswar ) / (CMO in case of RGH, Rourkela)
7. Chief District Medical Officer (CDMO) of the concerned district
8. City Health Officer of the city
9. Slum Improvement Officer of the concerned ULB
10. City Engineer of ULB of the concerned ULB
11. Executive Engineer, PHEO of the city
12. ADMO, Public Health (In case of Bhubaneswar)
13. District Social Welfare Officer of the concerned district
14. District Education Officer (DEO) of the concerned district
15. District Program Manager, NRHM of the concerned district
16. City Program Manager (Urban Health)
17. Team leader of the Program Management Unit( RAY, JNNURM & others ) of the concerned ULB
18. Representative from Ward Kalayana Swasthya Samiti ( two persons to be nominated by SIO/Commissioner ) under the ULB
19. Representative from Mahila Agrogya Samiti( two persons to nominated by SIO/Commissioner ) under the ULB
20. Representatives of two NGOs working in the field of health (to be nominated by Chairperson)
21. Representatives of Development partners

The Chairperson/Co Chairperson may co-opt such other members to assist Mission in its tasks or invite such person to meeting as special invitees, as may be necessary. City Health Mission will review the progress of Mission activities.

## B.2 City Health Society(CHS)

The overall governance structure of the Society may be as depicted in Diagram-1 below.

**Diagram-1: Governance Structure of the CHS**

<b>Governing Body</b>	
Chairperson	: Mayor/Chairperson of the ULB
Co-Chairperson	: Collector & District Magistrate of the district
Vie- Chairperson	: Municipal Commissioner/Executive Officer
Member Convener	: ADMO, PH in case of Bhubaneswar & Rourkela and City Health Officer in case of other cities/towns
Members:	:
	1. Director, Capital Hospital (in case of Bhubaneswar)
	2. Dy Commissioner/Asst Executive officer of the concerned ULB
	3. Slum Improvement Officer of the concerned ULB
	4. Chief District Medical Officer (CDMO) of concerned district
	5. CMO in case of RGH, Rourkela
	6. City Health Officer of the city
	7. City Engineer of the ULB
	8. Executive Engineer, PHEO of the city
	9. District Social Welfare Officer of the concerned district
	10. District Program Manager, NRHM of concerned district.
	11. City Program Manager (Urban Health)
	12. Representatives of two NGOs working in the field of health (to be nominated by Chairperson)

### Executive Committee

Chairperson : Commissioner/Municipal Executive Officer  
Co-Chairperson : Dy Commissioner/Asst. Executive officer  
Member Convener : ADMO, PH in case of Bhubaneswar & Rourkela and City Health Officer in case of other cities/towns  
Members: :

1. Slum Improvement Officer of the ULB
2. City Engineer of the ULB
3. City Health Officer of the concerned city/town
4. Executive Engineer, PHEO of the city
5. District Social Welfare Officer of the concerned district
6. Representative of Director, Capital Hospital( in case of Bhubaneswar )
7. CMO in case of RGH, Rourkela
8. DPM, NRHM of concerned district.
9. City Program Manager (Urban Health)

#### CHS Secretariat

(City Programme Management Unit consisting of City Program Manager, City Accounts Manager, City Data Manager & other members)

Programme Committees for the health sector

#### C. Role of the City Programme Manager, CHS Secretariat:

S/he is seen as the key player not only in setting up and operationalising the CHS secretariat, but also in arranging managerial and supportive assistance to the city health administration, including general management and logistic support. The specific responsibilities of the City Programme Manager, CHS will include, but not be limited to the following:

##### **A: Management of CHS Secretariat:**

- a) Facilitate the working of the CHS as per the bye-laws of the Society.
- b) Organise recruitment of personnel for the CHS.
- c) Maintain records of the Society.
- d) Organise meetings of the Governing Body and Executive Committee including preparation of agenda notes, circulation of minutes and compilation of action taken reports etc.

- e) Organise audit of the Society funds and preparation of annual report of the CHS as required under the Bye-laws.

***B: Planning, Monitoring and Evaluation:***

- a) Create and maintain city resource database for the health sector including manpower, buildings, equipments and other support infrastructure.
- b) Assist to the city nodal officer for preparation of 'City Work Plan' /Annual Program Implementation Plan based on the National & State goals.
- c) Undertake regular monitoring of initiatives being implemented in the city and provide regular report and feedback to the Society and others who are entitled to receive Annual Report of the Society
- d) Ensure compilation, analysis & presentation of relevant information in meaningful formats and assist the city nodal officer in making informed discussions.
- e) Develop strategies/plans to improve the quality of services and present to the Society for approval.

***C: Inventory management, Procurement & Logistics:***

- a) Facilitate preparation of the Logistics Plan for optimal allocation of resources at each facility.
- b) Ensure timely collection and compilation of 'demands' and their timely dispatch.

**D: CHS Secretariat:**

The Society Secretariat was started with a core team of 3 full time persons, consisting of the following:

- City Programme Manager
- City Finance / Accounts Manager, and
- City Data Manager

Further, other consultants and support staff have been inducted to CPMU including the contractual staff/consultants under the various Health Programmes and bilateral/ multi-lateral funding programmes has been brought under the City Health Secretariat.

**MEMORANDUM OF THE CITY HEALTH SOCIETY**

1. Name of the Society	The Name of the Society shall be “City Health Society, ..... ULB”).
2. Area of operation	The area of operation of the Society shall be whole of city/town ..... (city/town name)
3. Location	The Society shall have its office at the office of Commissioner/Chief Executive officer ....., situated at ..... (postal address)
4. Objectives	The Society shall assist city health administration in the implementation of various health programmes and projects in the city , with special emphasis on priority sectors like urban health, RMNCH + A, population control, Communicable & Non-communicable disease and malnutrition etc.
5. Scope of functions	<p>To achieve the above objectives, the Society shall direct its resources towards performance of the following key tasks:</p> <ul style="list-style-type: none"> <li>• To act as the nodal forum for all stake holders -line departments, ULB and NGOs- to participate in planning, implementation and monitoring of the various health and family welfare programmes and projects in the district.</li> <li>• To receive, manage and account for the funds received from the State Government (including State level Societies for implementation of Centrally Sponsored Schemes in the district.</li> <li>• To strengthen the technical / management capacity of the City Health Administration through recruitment of individual / institutional experts from the open market.</li> <li>• To facilitate preparation of integrated city health development plans, for health and its various determinants like sanitation, nutrition and safe drinking water, etc.</li> <li>• To guide the functions related to ‘Sanitation Campaign’ at the city level.</li> <li>• To mobilise financial and non-financial resources for complementing/supplementing the health and family welfare activities in the district.</li> <li>• To assist hospital management societies in the city/town.</li> <li>• To establish co-ordination with district health administration /society for convergence and effective program implementation</li> <li>• To undertake such other activities for strengthening health and family welfare activities in the city as may be identified from time to time, including mechanisms for intra and inter-sectoral</li> </ul>

	convergence/co-ordination of inputs and structures.																																													
6. First members of the Governing Body	<p>The names, addresses, occupations and designations of the First Members of the Governing Body of the Society to whom by the rules and regulations of the Society, the management of the affairs of the Society is entrusted as required under section 2 of the Societies Registration Act, 1860 (No. XXI of 1860) are as follows:-</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name / Designation</th> <th>Status in the Governing Body</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mayor/Chairperson of the ULB</td> <td>Chair-person</td> </tr> <tr> <td>2.</td> <td>Collector &amp; District Magistrate of the concerned district</td> <td>Co-Chairperson</td> </tr> <tr> <td>3.</td> <td>Commissioner/Executive Officer of the ULB</td> <td>Vice-Chairperson</td> </tr> <tr> <td>4.</td> <td>ADMO, PH in case of Bhubaneswar &amp; Rourkela and City Health Officer in case of other city</td> <td>Member Convener</td> </tr> <tr> <td>5.</td> <td>Director, Capital Hospital ( in case of Bhubaneswar )</td> <td>Member</td> </tr> <tr> <td>6.</td> <td>City Health Officer of the city</td> <td>Member</td> </tr> <tr> <td>7.</td> <td>City Program Manager- Urban Health</td> <td>Member</td> </tr> <tr> <td>8.</td> <td>Slum Improvement officer of the ULB</td> <td>Member</td> </tr> <tr> <td>9.</td> <td>District Social Welfare Officer of the concerned district</td> <td>Member</td> </tr> <tr> <td>10.</td> <td>Executive Engineer , PHEO of the city</td> <td>Member</td> </tr> <tr> <td>11.</td> <td>City Engineer of the ULB</td> <td>Member</td> </tr> <tr> <td>12.</td> <td>CMO in case of RGH, Rourkela ULB</td> <td>Member</td> </tr> <tr> <td>13.</td> <td>District Program Manager, NHM of concerned district</td> <td>Member</td> </tr> <tr> <td>14.</td> <td>Representative of two NGOs working in the field of health ( to be nominated by chairperson )</td> <td>Member</td> </tr> </tbody> </table> <p>A copy of the rules of the Society certified to be a correct copy by three members of the Governing Body is filed along with this Memorandum of Association.</p>	Sl. No.	Name / Designation	Status in the Governing Body	1.	Mayor/Chairperson of the ULB	Chair-person	2.	Collector & District Magistrate of the concerned district	Co-Chairperson	3.	Commissioner/Executive Officer of the ULB	Vice-Chairperson	4.	ADMO, PH in case of Bhubaneswar & Rourkela and City Health Officer in case of other city	Member Convener	5.	Director, Capital Hospital ( in case of Bhubaneswar )	Member	6.	City Health Officer of the city	Member	7.	City Program Manager- Urban Health	Member	8.	Slum Improvement officer of the ULB	Member	9.	District Social Welfare Officer of the concerned district	Member	10.	Executive Engineer , PHEO of the city	Member	11.	City Engineer of the ULB	Member	12.	CMO in case of RGH, Rourkela ULB	Member	13.	District Program Manager, NHM of concerned district	Member	14.	Representative of two NGOs working in the field of health ( to be nominated by chairperson )	Member
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7. Declaration	<p>We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act, 1860 (Act, No.XXI of 1860): this.....day of ..... at .....</p>																																													

Sl.	Name	Occupation and address	Status in Society	Signature	Attested by
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**RULES / REGULATIONS OF THE CITY HEALTH SOCIETY.....**

**1. SHORT TITLE:**

- 1.1. These Rules and Regulations shall be called "The Rules and Regulations of the City Health Society .....City/town
- 1.2. These Rules shall come into force with effect from the date of registration of the Society by the Registrar of Societies.

**2. DEFINITIONS:**

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

- "Act" means Societies Registration Act, 1860.
- "Central Government" means the Government of India.
- "CHS" means the City Health Society.
- "Executive Committee" means the Executive Committee as referred to in these Rules.
- "City Programme Manager" means the Programme Manager under urban health program.
- "Governing Body" means the Governing Body of the Society as referred to in these Rules.
- "Member" means the Member of the Society as referred to in these Rules.
- "Rules" means these Rules and Regulations registered along with the memorandum of Association & as may be amended by the Governing Body of the Society from time to time.
- "Secretariat" means the Secretariat of the Society as referred to in these Rules.
- "State Government" means the Government of Odisha
- "Year" means the financial year, namely from 1<sup>st</sup> April of a calendar year to 31<sup>st</sup> March of the next calendar year.

**3. OFFICE AND JURISDICTION:**

- 3.1. Registered office of the Society shall be situated at the office of Commissioner/Chief Executive officer ....., situated at .....
- 3.2. The jurisdiction of the Society shall be the whole of ..... (city name)

**4. MEMBERSHIP:**

- 4.1. The following shall be the members of the Society:
  - First members of the Governing Body.
  - Following ex-officio members of the Governing Body:
    - Mayor/Chairperson of the ULB
    - Collector & DM of concerned district
    - Commissioner /Executive officer of the ULB
    - Director, Capital Hospital (in case of Bhubaneswar)
    - Dy Commissioner/Asst Executive officer of the ULB
    - City Health Officer of the city
    - Slum Improvement Officer of the ULB

- City Engineer of the ULB
  - Executive Engineer, PHEO of the city
  - ADMO, Public Health (In case of Bhubaneswar)
  - District Social Welfare Officer of the district
  - CMO in case of RGH, Rourkela
  - Chief District Medical Officer (CDMO) of concerned district
  - District Program Manager, NHM of concerned district.
  - City Program Manager (Urban Health)
- City Programme Manager to be appointed under these Rules.
  - Representatives of Development Partners supporting health and family welfare activities in the district, if any.
  - NGO representatives of the vertical programme / project societies in the Health & FW sector (e.g. Urban RCH, Community process, Blindness Control Program, RCH Program, TB Control Program, Malaria Program , City health program etc.) which existed before the formation of this Society.
  - Local representatives of professionals' associations (e.g. IMA, FOGSI, IAP etc.).
  - Representatives of other organizations as may be determined by the Governing Body from time to time.
  - Individuals as may be nominated by the Governing Body from time to time.
- 4.2. The membership of an ex-officio member of the Society and the Governing Body shall stand terminated when he/she ceases to hold the office by virtue of which he/she was member and his/her successor to the office shall become such member.
- 4.3. Non-official members of the Society will be nominated by the Chair-person with the approval of the Governing Body. Nominated members shall hold office for a period of three years from the date of their nomination by the Chair-person. Such members will be eligible for re-nomination for another period of 3 years.
- 4.4. The Society shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless he/she has signed the roll as aforesaid.
- 4.5. All members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which s/he was holding the membership.
- 4.6. Resignation of membership shall be tendered to the Governing Body in person to its Executive Secretary and shall not take effect until it has been accepted on behalf of the Governing Body by the Chairperson.
- 4.7. If a member of the Society changes his/her address he/she shall notify his/her new address to the Member Convener who shall thereupon enter his/her new address in the roll of member. But if a member fails to notify his/her new address the address in the roll of members shall be deemed to be his/her address.
- 4.8. Any vacancy in the Society or in the Governing Body shall be filled by the authority entitled to make such appointment. No act or proceedings of the Society or of the Governing Body shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.

4.9. No member of the Governing Body, except the Member Convener to be appointed as per these Rules, shall be entitled to any remuneration.

5. **AUTHORITIES OF THE DHS:**

5.1. The following shall be the bodies and authorities of the Society:

- Governing Body
- Executive Committee
- Sub-Committees of the Executive Committee, such as Programme Committees

5.2. **GOVERNING BODY**

5.2.1. All members of the Society as set out in para 4.1 shall constitute the Governing Body of the Society.

5.2.2. The first members of the Governing Body of the Society shall be those mentioned in Clause 6 of the Memorandum of Association. They shall hold office until a new Governing Body is appointed according to these Rules.

5.2.3. The management of the affairs of the Society shall be entrusted to Governing Body and the property of the Society shall be vested in the Governing Body.

5.2.4. The Society may sue or be sued in the name of the Member Convenor of the Society or of such other members as shall, in reference to the matter concerned, be appointed by the Governing Body for the occasion.

5.3. **PROCEEDINGS OF THE GOVERNING BODY:**

5.3.1. The meetings of the *Governing Body* shall be held *at least twice a year* and at such time and place as the Chair-person shall decide. If the Chair-person receives a requisition for calling a meeting signed by one-third members of the Governing Body, the Chair-person shall call such a meeting as soon as may be reasonably possible and at such place as s/he may deem fit.

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

- Annual report of the Society relating to last financial year, including (a) income and expenditure account, (b) balance sheet and (c) audit report.
- Physical and financial progress of the programmes / projects in the current year.
- Work Plan/annual program implementation plan (including budget) for the next financial year.
- Other business brought forward with the assent of the Chair-person.

5.3.3. Every notice calling meeting of the Governing Body shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Body not less than twenty one clear days before the date appointed for the meeting. Such

notice shall be issued by the Member Convenor of the Society and shall be accompanied by an agenda of the business to be placed before the meeting provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business the Chair-person may call the meeting of the Governing Body at clear ten days notice.

- 5.3.4. The Chair-person shall Chair over the meetings of the Governing Body. In his/her absence, the Governing Body shall elect one from among the members present as Chair-person of the meeting.
- 5.3.5. One third of the members of the Governing Body, including the substitutes nominated under Rule 5.3.7 present in person, shall form a quorum at every meeting of the Governing Body.
- 5.3.6. All disputed questions at the meeting of the Governing Body shall be determined by votes. Each member of the Governing Body shall have one vote and in case of a tie, the Chair-person shall have a casting vote.
- 5.3.7. Should any official members be prevented for any reason whatsoever from attending a meeting of the Governing Body, the Chair-person of the Society shall be at liberty to nominate a substitute to take his place at the meeting of the Governing Body. Such, substitute shall have all the rights and privileges of a member of the Governing Body for that meeting only.
- 5.3.8. Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice there of in writing to the Member Convenor of not less than ten clear days before the day of such meetings.
- 5.3.9. Any business which it may become necessary for the Governing Body to perform, except the agenda prescribed for the full meeting as set out in para 5.3.2 above, may be carried out by circulation among all its members and any resolution so circulated and approved by majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one third members of the Governing Body have recorded their consent of such resolution.
- 5.3.10. In the event of any urgent business, the Chair-person of the Society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.
- 5.3.11. A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members within 2 weeks after completion of the meeting.

#### 5.4. **POWERS OF THE GOVERNING BODY:**

- 5.4.1. The Governing Body will have full control of the affairs of the Society and will have authority to exercise and perform all the powers, acts and deeds of the Society consistent with the aims and objects of the Society.
- 5.4.2. In particular and without prejudice to the generality of foregoing provision, the Governing Body may:
  - Make, amend, or repeal any bye laws relating to administration and management of the affairs of the Society subject to the observance of the provisions contained in the

Act, provided that such amendments are brought to the Governing Body after obtaining endorsement / approval from the State Government.

- Consider the annual budget and the annual action plan, its subsequent alternations placed before it by the Member Convener from time to time and to pass it with such modifications as the Governing Body may think fit.
- Monitor the financial position of the Society in order to ensure smooth income flow and to review annual audited accounts.
- Accept donations and endowments or give grants upon such terms as it thinks fit.
- Delegate its powers, other than those of making rules, to the Chair-person, Member Convener or other authorities as it may deem fit.
- Authorize the Member Convener to execute such contracts on behalf of the Society as it may deem fit in the conduct of the business of the Society
- Appoint committees, sub-Committees and Boards etc. for such purpose and on such terms as it may deem fit, and to remove any of them.
- Recruit administrative / technical staff for the Society secretariat as per the Operational Manual of the Society.
- Procure goods and services in accordance with the procedures laid down in the Operational Manual of the Society.
- Do generally all such other acts and things as may be necessary or incidental to carrying out the objectives of the Society or any of them, provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers hereby conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the Society.

#### **5.5. POWERS AND FUNCTIONS OF THE CHAIR-PERSON OF THE GOVERNING BODY:**

- 5.5.1. The Chair-person shall have the powers to call for and preside over all meetings of the Governing Body.
- 5.5.2. The Chair-person may himself/herself call, or by a requisition in writing signed by him/her, may require the Member Convenor to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the Member Convenor shall forthwith call such a meeting.
- 5.5.3. The Chair-person shall enjoy such powers as may be delegated to him by the Society and the Governing Body.
- 5.5.4. The Chair-person shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass orders on the recommendations of the reviewing or inquiry Committee.
- 5.5.5. Nothing in these Rules shall prevent the Chair-person from exercising any or all the powers of the Governing Body in case of emergencies in furtherance of the objects of the Society.

However, the action taken by the Chair-person on such occasions shall be reported to the Governing Body subsequently for ratification.

**5.6. EXECUTIVE BODY AND ITS SUB-COMMITTEES (Programme Committees):**

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

5.6.2. The composition of the Executive Committee shall be as follows:

Sl. No.	Name / Designation	Status in the Governing Body	Status in Executive Committee
1.	Commissioner / Executive officer of the ULB	Vice Chair-person	Chairperson
2.	Dy Commissioner/Asst. Executive officer of the ULB	Member	Vice- Chairperson
3.	ADMO(PH) in case of Bhubaneswar & Rourkela and City Health officer in other city/town	Member Convener	Member Convener
4.	Director, Capital Hospital (in case of Bhubaneswar)	Member	Member
5.	CMO in case of RGH, Rourkela	Member	Member
5.	City Health Officer of the city	Member	Member
6.	Slum Improvement Officer of the ULB	Member	Member
7.	City Engineer of the ULB	Member	Member
8.	Executive Engineer, PHEO of the city	Member	Member
9.	District Social Welfare Officer of the concerned district	Member	Member
10.	DPM, NRHM of the concerned district.	Member	Member
11.	City Program Manager (Urban Health)	Member	Member

5.6.3. The Executive Committee may co-opt additional members and/or invite subject experts to its meetings from time to time.

5.6.4. Meetings of the Executive Committee shall be convened by the Member Convener by giving clear seven days notice in writing along with the Agenda specifying the business to be transacted, the date, time and venue of the meeting.

5.6.5. Meetings of the Executive Committee shall be held at least once every quarter or more frequently as necessary.

5.6.6. The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.

5.6.7. The Executive Committee may appoint one or more programme-committees for the purpose of day-to-day execution of the various programmes.

5.6.8. The programme committees will submit a monthly performance / progress report to the Executive Committee which shall incorporate these into the consolidated progress reports to be placed before the Governing Body.

#### **5.7. SOCIETY SECRETARIAT AND MEMBER CONVENER:**

5.7.1. Governing Body, with the assistance of the Member Convener will establish a Secretariat of the Society consisting of technical, financial and management professionals to serve as the City Programme Management Support Unit (DPMSU) to assist the city health administration.

5.7.2. The Secretariat shall consist of such technical / management units as set out in the Operational Manual prescribed by the State Government.

5.7.3. The city level officers appointed under on-going projects sponsored by development partners, if any, shall be physically co-located in the Society Secretariat office.

#### **5.8. POWERS AND FUNCTIONS OF THE SECRETARIAT:**

5.8.1. The Secretariat of the Society shall consist of the Member Convener and Staff of the Society.

5.8.2. The Secretariat will be responsible for day-to-day management of the Society's activities. In particular, it will be responsible for performing all functions of the Society as set out in article 5 of the MoA.

5.8.3. The Secretariat will provide Technical Support to the City Health Mission and City Health Society. It will also be responsible for financial management of funds of the Society.

5.8.4. The funds sanctioned by the Governing Body/Executive Committee shall be released by the two authorized signatories and a copy of the sanction order marked to the CPMSU( City Program Management & Support Unit) for financial management of the same.

#### **6. FUNDS OF THE SOCIETY:**

6.1. The funds of the Society shall consist of the following:

- Grant-in-aid from the State Government and/or State Health Society
- Grants-in-aid from the Central Government, if it decides to give the whole or part of grants directly to District Society.
- Grants and donations from trade, industry, institutions and individuals.
- Receipts from disposal of assets.
- The assets and liabilities of all Societies merged into the integrated Society shall be subsumed within the new Society.

## **7. ACCOUNTS AND AUDIT:**

- 7.1. The Society shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Society.
- 7.2. The Executive Committee may cause separate Bank Accounts in respect of each scheme or separate ledgers for each scheme under one account. In such an event, the Governing Body shall prescribe written instructions relating to submission of Statement of Expenditure (SoE) for each scheme. The separate Accounts of different Programmes could be audited by different auditors, and submitted to Programme Units separately. However, the CPMSU will ensure one integrated audit of the City Health Society.
- 7.3. The accounts of the Society shall be audited annually by a Chartered Accountant firm included in the panel of Comptroller and Auditor General of India or any qualified person appointed by the Government of India/State Government and any expenditure incurred in connection with such audit shall be payable by the Society to the Auditors. The Office of the Accountant General of State may also, at its discretion, audit the accounts of the society.
- 7.4. The Chartered Accountant or any qualified person appointed by the Govt. of India/State Government in connection with the audit of the accounts of the Society shall have the same rights, privileges and authority in connection with such audit as the Auditor General of the State has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- 7.5. The report of such audit shall be communicated by the auditor to the Society, which shall submit a copy of the Audit Report along with its observation to the State Government.
- 7.6. The Auditor shall also forward a copy of the report to the following:
  - A designated authority of the State Society as may be determined by its Governing Body / Executive Committee.
  - Chair-person of the City Health Mission and Governing body of the City Health Society
  - District Collector.

## **8. BANK ACCOUNT:**

- 8.1. The account of the Society shall be opened in a nationalised bank approved by the Executive Committee or in a scheduled commercial bank as may be specified by the MoHFW, Government of India. All funds shall be paid into the Society's account with the appointed bank and shall not be withdrawn except through a cheque, bill note, other negotiable instruments or through electronic banking (e-banking) procedures signed/electronically authorised by such authorities of the Society Secretariat as may be determined by the Executive Committee.
- 8.2. The Society shall switch over to e-banking procedures as and when the MoHFW, Government of India directs the Society to do so as the principal donor to the Society.

## **9. ANNUAL REPORT:**



9.1. A draft annual report and the yearly accounts of the Society shall be placed before the Governing Body at next meeting for consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months of the closure of a financial year to the following:

- Chair-person, Governing Body of City Health Mission and City Health Society
- Collector & District Magistrate,
- Designated authority of the State Government.

## **10. SUITS AND PROCEEDINGS:**

10.1. The Society may sue or be sued in the name of Society through its Member Convenor .

10.2. No suit or proceedings shall abate by the reason of any vacancy or change in the holder of the office of the Chairperson or Member Convenor or any office bearer authorised in this behalf.

10.3. Every decree or order against the Society in any suit or proceedings shall be executable against the property of the Society and not against the person or the property of the Chairperson, Member Convenor or any office bearer of the Society.

10.4. Nothing in sub-rule 10.3 above shall exempt the Chairperson, Member Convenor or office bearer of the Society from any criminal liability or entitle him/her to claim any contribution from the property of the Society in respect of any fine to be paid by him/her on conviction by a criminal court.

## **11. AMENDMENTS:**

11.1. The Society may amend these Rules provided that such changes shall not alter the nature and /or the objectives and/or the purposes for which it has been set up. The proposals for any amendments shall be carried out only through the following process:

- Proposals for amendments have been circulated to all members of the Governing Body and have been duly included in the written agenda of the ensuing meeting of the Governing Body or a special meeting of the Governing Body;
- The Governing Body has endorsed the proposal at least 3/5<sup>th</sup> of the members of the Governing Body; and
- The State Government has communicated, in writing, its endorsements to the Governing Body resolution for the amendment.

## **12. DISSOLUTION:**

12.1. The Governing Body may resolve to dissolve the Society by bringing a proposal to that effect in a special meeting to be convened for the purpose, provided that the proposal for dissolution has been duly approved /endorsed through the process prescribed for amendment as set out in para 11.1 of these Rules.

12.2. The dissolution proceedings shall be made in accordance with the provisions of the Act as amended from time to time in its application in the State.

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

**13. MISCELLANEOUS:**

**13.1. CONTRACTS**

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

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

**13.2. COMMON SEAL:**

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

**13.3. GOVERNMENT POWER TO REVIEW:**

13.3.1. Notwithstanding anything to the contrary contained in these Rules, the State Government and/or Ministry of Health & Family Welfare may appoint one or more persons to review the work and progress of the Society and hold enquiries into the affairs thereof and report thereon. The Central Government may also cause the accounts of the Society to be audited by the internal audit parties of the Chief Controller of Accounts, MoHFW, GOI or do Management Audit through the Financial Management Group, and issue directions, as deemed appropriate, to the Society.

13.3.2. The Chair-person of the Governing Body shall have the right to nominate one or more persons to be part of the review / enquiries.

13.3.3. The progress review reports and / or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.

**14. DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS:**

14.1. The rules, regulations and guidelines pertaining to delegation of administrative and financial power issued by Odisha State Health & Family Welfare Society (OSH&FWS) shall be adopted in to.

14.2. Guidelines /instructions etc. as deemed fit and issued by the OSH&FWS from time to time shall be binding on City Health Society.

We, the undersigned being the members of the first Governing Body of the City Health Society, certify that the above is a correct copy of the Rules and Regulations of the said Society.

Sl.	Name	Occupation and address	Status in Society	Signature	Attested by
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