

**Family Welfare Branch
SWASTHYA BHAWAN
Wing – 'B', 3rd Floor,
GN-29, Sector-V, Salt Lake City
Kolkata – 700 091.**

(23)
West Bengal

No. 304/CFW/2005.

Dated: 27th September, 2005.

NOTIFICATION

National Rural Health Mission (NRHM) has been launched on 12.4.2005 for a period of seven year (2005 – 2012), which aims of providing accessible, affordable, effective, accountable and reliable health care to all citizens, and in particular, to the poorer and vulnerable sections of the population.

The NRHM attempts the strengthening of the Health Sector through realignment of existing structures and procedures for better synergisation of available resources through increased delegation and decentralization of authority, pooling of resources (including manpower, infrastructure and funds), and professional management of programmes.

The Mission shall cover entire country with focused attention on 18 states having weak demographic indicators/infrastructures. It is an omnibus broad brand programme and all other programmes of Health and Family Welfare would be subcomponents retaining the Sub-Budget Heads wherein required for vertical programmes.

To implement the activities of the NRHM setting up of a State Health Mission is suggested by the Government of India. The Government of India also recommended that the State Health Mission be constituted on the lines of the National Rural Health Mission with the Chief Minister as the Chairperson.

In pursuance of the above, the undersigned is directed by order of the Governor to say that the Governor has been pleased to constitute a State Health Mission to implement the activities of the NRHM with the following :-

1.	Chief Minister, Govt. of West Bengal	-	Chairperson.
2.	Minister-in-Charger of Health & Family Welfare Department, Govt. of West Bengal	-	Co-Chairperson.
3.	Minister-in-Charge, Development and Planning Department, Govt. of West Bengal.	-	Member.

4.	Minister-in-Charge, Finance Department, Govt. of West Bengal.	-	Member.
5.	Minister-in-Charge, Women & Child Development & Social Welfare Department, Govt. of West Bengal.	-	Member.
6.	Minister-in-Charge, Public Health Engineering Department, Govt. of West Bengal.	-	Member.
7.	Minister-in-Charge, Urban Development Department & Municipal Affairs, Govt. of West Bengal.	-	Member.
8.	Minister-in-Charge, Backward Classes Welfare Department, Govt. of West Bengal.	-	Member.
9.	Mayor, Kolkata Municipal Corporation.	-	Member.
10.	Dr. Ramchandra Dom, M.P.	-	Member.
11.	Sabhadhipati, North 24 Parganas Zilla Parishad.	-	Member.
12.	Sabhadhipati, Purulia Zilla Parishad.	-	Member.
13.	Shri Saugata Roy, M.L.A.	-	Member.
14.	Chief Secretary to the Govt. of West Bengal.	-	Member.
15.	Additional Chief Secretary & Principal Secretary to the Govt. of West Bengal, Development and Planning Department.	-	Member.
16.	Principal Secretary to the Govt. of West Bengal, Health & Family Welfare Department.	-	Member-Convenor.
17.	Principal Secretary to the Govt. of West Bengal, Public Health Engineering Department.	-	Member.
18.	Principal Secretary to the Govt. of West Bengal, Backward Classes Welfare Department.	-	Member.
19.	Principal Secretary to the Govt. of West Bengal, Urban Development Department.	-	Member.
20.	Secretary to the Govt. of West Bengal, Panchayat and Rural Development Department.	-	Member.
21.	Secretary, Women & child Development and social Welfare Department.		
22.	Secretary to the Govt. of West Bengal, Municipal Affairs Department.	-	Member.
23.	Representative of the Govt. of India.	-	Member.
24.	Director of Health Services, West Bengal.	-	Member.
25.	Director of Medical Education, West Bengal.	-	Member.
26.	Prof. Amiya Hati, Health Expert.	-	Member.
27.	Secretary, Indian Medical Association.	-	Member.
28.	Representative of WBVHS.	-	Member.
29.	Representative of CINI.	-	Member.
30.	Representative of DFID.	-	Member.
31.	Representative of UNICEF.	-	Member.
32.	Representative of WHO.	-	Member.

All Special Secretaries of Health and Family Welfare Department will attend as invitees.

Ordinary Business of the Mission will be as follows :-

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- (a) Providing health system oversight.
- (b) Consideration of policy matters related with health sector (including determination of good health).
- (c) Review of progress in implementation of NRHM.
- (d) Inter-Sectoral Coordination.
- (e) Advocacy message required to promote NRHM visibility.

The State Level Health Mission will meet at least once in every six months.

By Order of the Governor



Principal Secretary to the
Govt. of West Bengal.

472/03 (NRHM)
25/11/05
144/A06 (NRHM) / 05
28/11/05

No. 304/CFW/2005/1(17).

Dated: 27th September, 2005.

Copy forwarded for information and necessary action to :-

- ✓ 1. The Secretary to the Government of India, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi. - 11 00 11
He is requested to nominate a representative of the Govt. of India for the State Rural Health Mission.
- 2. Additional Chief Secretary & Principal Secretary to the Govt. of West Bengal, Development and Planning Department.
- 3. The Principal Secretary / Secretary to the Govt. of West Bengal, Department of
- 4. The Director of Health Services, West Bengal.
- 5. The Director of Medical Education, West Bengal.
- 6. The Special Secretary, Health & Family Welfare Department – (all).
- 7. The Joint Secretary, Health & Family Welfare Department – (all).
- 8. The Deputy Secretary, Health & Family Welfare Department – (all).
- 9. The Additional Director of Health Services, West Bengal – (all).
- 10. The Joint Director of Health Services, West Bengal – (all).
- 11. The Deputy Director of Health Services, West Bengal – (all).

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1/10/05
24/10/05

12. The Executive Officer, State Health & Family Welfare Samiti.

13. WHO/WBVHS/CINI/
IMA/DFID/UNICEF.

They are requested to send us the name with designation of their representatives.

14. Dr./Shri

15. P.S. to MIC/MOS,

16. P.A. to Chief Secretary, Govt. of West Bengal.

17. P.A. to Principal Secretary / Special Secretary of this Department.



**Commissioner, Family Welfare &
Special Secretary.**

West Bengal

Encl. -1

West Bengal
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**GOVERNMENT OF WEST BENGAL
HEALTH AND FAMILY WELFARE DEPARTMENT
SWASTHYA BHAWAN, 4th FLOOR,
GN-29, SECTOR-V, BIDHANNAGER
KOLKATA -700 091**

No. HSL (Misc) - 307/05

7-11-2005

Memorandum

It has been decided to constitute Rogi Kalyan Samitis in all health institutions from District Hospitals to the Block Primary Health Centres for proper management, monitoring and supervision.

2. The Department had earlier constituted Task Forces for the District Hospital, Sub-Divisional Hospital and State General Hospitals vide Memorandum No. HF/O/PHP/735/0-23/98 dated 14th November, 2003, for the similar purpose. It has now been decided to re-cast the District and Sub-Divisional level Task Forces into Rogi Kalyan Samiti and also constitute Block Primary Health Centre / Rural Hospital Rogi Kalyan Samiti under NRHM.

3. The composition of the District Rogi Kalyan Samiti for the District hospitals shall be:

- i. Sabhadhipati of the Zilla Parishad – Chairman.
- ii. The District Magistrate – Executive Chairman.
- iii. Chief Medical Officer of Health – Vice –Chairman.
- iv. The Chairman / Mayor of the concerned Municipality / Corporation – Member.
- v. Karmadhyaksha Janaswasthya –O- Paribesh Sthayee Samiti of Zilla Parishad – Member.
- vi. Local MLA – Member.
- vii. Superintendent of the District Hospital – Member-Secretary & Convenor.

- viii. Two Doctors / Specialists of the District Hospital (to be nominated by the DHFWS) – Members.
- ix. A local IMA representative – Member.
- x. Representatives of NGOs – Member.

4. The composition of Sub-Divisional / State General Hospital Rogi Kalyan Samiti for the Sub-Divisional Hospitals / State General Hospital shall be:

- i. Sub-Divisional Officer – Chairman.
- ii. ACMOH of the Sub-Division – Vice Chairman.
- iii. Local MLA – Member.
- iv. Superintendent of the Sub-Divisional Hospital / State General Hospital – Member – Secretary & Convenor.
- v. Two Doctors / Specialists of the concerned Sub-Divisional Hospital / SGH(to be nominated by the DHFWS) – Members
- vi. Chairman / (s) of the local Municipal Body / (s) – Member / (s).
- vii. Local IMA representative – Member.
- viii. Representatives of NGOs – Member.

5. The composition of the Block Primary Health Centre / Rural Hospital Rogi Kalyan Samiti shall be:

- i. Sabhapati of the Panchayat Samiti – Chairman.
- ii. Block Development Officer – Executive Chairman.
- iii. Karmadhyaksha Janaswathya-O-Paribesh Sthayee Samiti of Panchayat Samiti – Member
- iv. Local MLA – Member.
- v. Block Medical Officer of Health – Member Secretary & Convenor.
- vi. One MO of the BPHC (to be nominated by the DHFWS) – Member Secretary.
- vii. A local IMA representative – Member.

viii. Representatives of NGOs – Member.

6. The Rogi Kalyan Samitis for all these Health Institutions shall perform the following functions:

- i. Cleanliness of Hospital premises both indoor & outdoor.
- ii. Attendance of all category of employees of the Hospital.
- iii. Wearing of Uniforms, Badges, I-Card by the Hospital Employees.
- iv. Monitor the Emergency & OPD.
- v. Referral system & referral register, Display of referral map and chain, whether ground(s) for referring are properly elaborated.
- vi. Supervision of Morgue.
- vii. Latest functional position of various equipments, Quality of the same, Agency engaged for repair of defunct equipments and their performance.
- viii. Maintenance of Grievance Book at Ward and availability of the same to patient / patient party.
- ix. Fixed time schedule for Doctor-Patient Party meet in morning, afternoon and night.
- x. Performance / activities of Social Welfare Workers / Officers in assisting patient.
- xi. Quality and use of Ambulance services.
- xii. Implementation of provisions of the West Bengal Prohibition of Smoking & Spitting and Protection of Health of Non-smoking and Minors Act, 2001 (Act XXXV of 2001).
- xiii. Stock of ARV, AVS, Tet. Toxoied, Oxygen Cylinder etc.
- xiv. Stopping of forcible collection of money from patient for making bed pan / urinal available to the patient.
- xv. Performance of Blood Bank.

- xvi. Enquiry into the complaints of patients / patient party.
- xvii. Proper Collection of user charges.
- xviii. Functioning of Pay-clinics.
- xix. Proper functioning of the medicine/equipments/stationeries Stores.
- xx. Assessment and rationalization of men and materials of the Hospital.
- xxi. Making arrangement for maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital.
- xxii. Improving boarding / lodging arrangements for the patients and their attendants.
- xxiii. Encouraging community participation in the maintenance and upkeep of the hospitals.
- xxiv. Promoting measures for resource conservation through adoption of wards by institutions or individuals.
- xxv. Adopting sustainable and environmental friendly measures for day-to-day management of the hospital e.g. Scientific Hospital Waste Disposal System, Solar Lighting Systems etc.
- xxvi. Retention and use of user charges as and when permitted by the Department and subject to the guidelines as may be laid down.

The District Health & Family Welfare Samiti and the Block Health & Family Welfare Samiti may entrust these Samitis with any other responsibility that may relate to proper management and functioning of the hospitals.

7. The District Health and Family Welfare Samity / Block Health and Family Welfare Samity shall open a separate account for the DH/SDH/SGH/RH/BPHC Rogi Kalyan Samity at the respective District / Sub-Division / Block Head Quarters. If the number of units i.e. hospitals

are more than one in any District / Sub-Division / Block, there would be separate account for each such unit.

The Account would be named as follows:

- i. For District Hospitals and Sub-Divisional Hospitals / State General Hospitals:
 - a. District Health and Family Welfare Samity (A/C- "Name of the District Hospital" Rogi Kalyan Samity).
 - b. District Health and Family Welfare Samity (A/C- "Name of the Sub-Divisional Hospital/ State General Hospital" Rogi Kalyan Samity).
 - ii. For Rural Hospital and Block Primary Health Centres:
 - a. Block Health and Family Welfare Samity (A/C- "Name of the Rural Hospital" Rogi Kalyan Samity).
 - b. Block Health and Family Welfare Samity (A/C- "Name of the BPHC" Rogi Kalyan Samity).
8. The Accounts of the District Hospital Rogi Kalyan Samiti will be opened in any Nationalized Bank at the District Headquarters and would be operated jointly by the District Magistrate, CMOH and Superintendent of the District Hospital.
9. The Accounts of the Rogi Kalyan Samity for SDH / SGH will be opened in any Nationalized Bank at the Sub-Divisional Head Quarters and would be jointly operated by the Sub-Divisional Officer, ACMOH of the Sub-Division and Superintendent of the concerned hospital.
10. The Account of the Rogi Kalyan Samity of the RH / BPHC will be opened at the Block Level and will be operated jointly by the Sabhapati, Panchayat Samity, Block Development Officer and BMOH / Superintendent of the Rural Hospital (as the case may be).
11. All the funds received for all Rogi Kalyan Samities of DH/SDH/SGH/RH/BPHC will be transferred from the State to District Health and Family Welfare Samity. It shall then entered in the main Cash

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Book of the DHFWS and subsequently transferred to the accounts of 'DH/SDH/SGH' Rogi Kalyan Samities, in case of District, Sub-Divisional and State General Hospitals and to Block Health and Family Welfare Society in case of Rural Hospital / Block Primary Health Centres. The Block Health and Family Welfare Samity will in turn transfer the funds to the "RH/BPHC" Rogi Kalyan Samity.

12. All the expenditure incurred by the different Rogi Kalyan Samitis shall have to be approved by the District Health and Family Welfare Samity.

13. The District Health and Family Welfare Samity and the Block Health Family Welfare Samiti shall take a resolution for the formation of Rogi Kalyan Samitis at different levels and opening of separate Accounts for these Committees.

14. The Rogi Kalyan Samitis for District Hospitals / Sub-divisional Hospitals / State General Hospitals / Rural Hospitals / Block Primary Health Centres should start functioning from 1st December, 2005.

15. With the formation of Rogi Kalyan Samiti, the Task Force constituted for District Hospitals, Sub-divisional Hospitals and State General Hospitals vide Department's memorandum no. HF/O/PHP/735/O-23/98 dated 14.11.2003 shall cease to exist.


(Dr. K. K. Bagchi)
Principal Secretary

No.

2005

Copy forwarded for information and necessary action to:

(1-18) Sabhadhipati (All)

Zilla Parishad

(19-36) The District Magistrate (All)

District

No. HSL (Misc)- 307/1 (58)/05

7-11-2005

Copy forwarded to:

1. Director of Health Services & e.o. Secretary, Department of Health & Family Welfare, Government of West Bengal
 2. Director of Medical Education & e.o. Secretary, Department of Health & Family Welfare, Government of West Bengal
 3. All Special Secretaries, Department of Health & Family Welfare, Government of West Bengal
- (4-21) Sabhadhipati (All) _____ Zilla Parishad
- (22-39) The District Magistrate (All) _____ District - with the request to give copies of the Memorandum to all Sub-divisional Officers, Sabhapati, Panchayat Samitis and Block Development Officers.
- (40-57) The Chief Medical Officer of Health (All) _____ District - with the request to give copies of the Memorandum to all ACMOHs, District Programme Officers, Superintendents of the hospitals and BMOHs.
58. Executive Officer, State Health & Family Welfare Samiti

No. HF/O/MERT/222/HSL (MISC)-28/2006

Dated: Kolkata, the 1st day of March 2006

From: The Special Secretary to the Government of West Bengal

- To: 1. The Principal, _____ Medical College, _____ (District).
- 2. The Director, IPGME&R, Kolkata.

Subject: Formation of Rogi Kalyan Samitis in State Medical College and Hospitals.

MEMORANDUM

The undersigned is directed to say that it has been decided to constitute Rogi Kalyan Samitis (RKS) in all State Medical College & Hospitals under the State Health & Family Welfare Samiti for improved functioning of the State Medical College and Hospitals in all aspects namely teaching, research and patient care.

2. The composition of each Rogi Kalyan Samiti shall be:

- | | | |
|------------|--|------------------|
| i. | The Director / Principal of the Medical College: | Chairman. |
| ii. | MSVP of the Medical College & Hospital: | Member-Secretary |
| iii. | Chairman / Mayor of the concerned Municipality / Corporation: except in Kolkata | Member |
| iv. | Karmadhakshya, Jana-Swasthya-O-Paribesh Sthayee Samiti of Zillah Parishad for the Medical College & Hospitals located outside Kolkata: | Member |
| v. | Local MLA: | Member |
| vi. | An elected Councilor of the Kolkata Municipal Corporation, nominated by the Mayor, KMC, for the Medical Colleges located in Kolkata: | Member |
| vii. | A representative of the State Government: | Member |
| viii - ix. | Accounts officers of the Medical College & Hospital: | Members |
| x - xi. | Two Professors of the Medical College - nominated by the College Council: | Members |
| xii. | One Medical Officer of the Medical College nominated by the Principal / Director: | Member |
| xiii. | Nursing Superintendent of the Medical College & Hospital: | Member |
| xiv. | A representative of the Indian Medical Association nominated by the State Branch: | Member |

3. The RKS(s) of all the Medical College & Hospitals shall perform / look after the following functions:

- a. Cleanliness of the hospital premises, both indoor and outdoor.
- b. Attendance matters.
- c. Wearing of Uniform, badges & Identity Cards by the hospital employees.
- d. Monitor the Emergency and the OPDs.
- e. Referral register, display of referral map and chain, grounds for referral.
- f. Supervision of morgue.
- g. Latest functional position of various equipments, quality of the same, agency engaged for repair of defunct equipments and their performance.
- h. Maintenance of grievance book at the wards and availability of the same to the patient and patient party.
- i. Fixed time schedule for doctor & patient-party meet in morning, afternoon and night.
- j. Performance / activities of the Social Welfare Officers in assisting patients and patient parties.

(24)

- k. Quality and use of Ambulance Services.
- l. Implementation of the provisions of the West Bengal Prohibition of Smoking and Spitting & protection of health of non-smoking and minors Act, 2001 (Ben. Act XXXV of 2001).
- m. Stock of essential and life saving drugs, blood / blood components and oxygen.
- n. Performance of Blood Bank.
- o. Enquiry into the complaints of patients / patient party.
- p. Proper collection of user charges.
- q. Functioning of pay-clinics.
- r. Proper functioning of equipment, stationery & medicine stores.
- s. Assessment of and rationalization of manpower and materials in the Hospital.
- t. Making arrangement for maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital.
- u. Improving board and lodging arrangement for the patients and their attendants.
- v. Encouraging community participation in the maintenance and upkeep of the Medical College & Hospitals.
- w. Promoting measures for resource conservation through adoption of ward by individuals / institutions.
- x. Adopting sustainable and environmental friendly measures for day-to-day management of the Medical College & Hospitals e.g. Scientific Hospital Waste disposal system, Solar Lighting systems etc.
- y. Retention and use of user charges.
- z. The State Health and Family Welfare Samiti may entrust these Samitis (RKS) with any responsibility other than the above, which may relate to proper management and functioning of Hospitals.

The undersigned is further directed to say that the issue of retention of user charges at the Medical College & Hospitals to provide better health care services for the people was under consideration of the department for sometime past. The Governor has now been pleased to accord approval for the retention of user charges collected from patients / patient parties by different Medical College & Hospitals of this State. Accordingly it has been decided that the total user charges collected at each Medical College & Hospital, shall be remitted to the designated Savings Bank Account as indicated in paragraph - 5 below. Out of the total user charge received, 40% of the user charges shall be retained by the respective RKS in the said bank account. After retaining 40% of the collected user charges, each RKS shall transfer the rest 60% to the corpus fund of the SHFWS (the remittance to be credited to the Savings Bank Account Number 3573 in the name of the West Bengal State Health and Family Welfare Samiti with United Bank of India, Sector - V, Salt Lake Branch). The SHFWS will allocate funds from this corpus to different Rogi Kalyan Samitis on the basis of need of each Institution.

To facilitate deposit and withdrawal of user charges in respect of the RKS in each Medical College & Hospital, as per Government guidelines, a Savings Bank Deposit Account shall be opened with the with the nearby branch of the United Bank of India (or in any branch of the United Bank of India at the district headquarters of the respective Medical Colleges located at the districts) in the style 'West Bengal State Health and Family Welfare Samiti A/C - (Name of the Medical College & Hospital) Rogi Kalyan Samiti'.

The said deposit account shall be opened and operated jointly by two of the following officials:

- I. By the Director (in case of IPGME&R, Kolkata) or Principal of the concerned Medical College & Hospital.

And

- II. by anyone of the following: the Accounts Officer or the MSVP of the concerned Medical College & Hospital.

The Rogi Kalyan Samiti of the respective Medical College & Hospitals will have the full authority to use the fund which is either retained by each facility or allotted to it by the SHFWS. The funds may be utilized for the following purposes subject to observance of all financial rules of the State Government:

- a. Construction / expansion of the physical infrastructure of the hospital & medical college.
- b. Maintenance & repairs of the hospital & college buildings including residential quarters.
- c. Sanitation, scavenging and security services in the hospital.
- d. Hospital Waste Management.
- e. Health Management Information System.
- f. Improvement of wards, labor rooms, operation theatres, laboratories and other such facilities in the hospital.
- g. Provision for patients and patient parties like building for lodging, toilet facilities, and waiting rooms / sheds etc.
- h. Purchase of equipment, chemicals, reagents, furniture and other consumables (including ECG paper rolls, X-Ray plates / USG Plates).
- i. Repair of equipments and furniture.
- j. Provision for Public Information System, display of referral maps and chain etc for benefit of the public.
- k. Any other purpose which is essential for providing better health services to the patients. However, this fund shall not be used for payment of any salaries, wages, purchase of vehicles and engagement of any staff.

7. The RKS may take up minor maintenance works up to Rs 5000/- (Rupees five thousand) only in each case, in terms of the guidelines issued under G.O. Number HF/O/MERT/HSL (Misc)-14/1250/2005 Dated: 5th December 2005.

8. The RKS in all Medical College & Hospitals shall supervise and monitor the collection and utilization of the user charges.

9. The procedure for accounting such retained user charges will be as under:

- a. All user charges from the patients / patient parties shall be collected on-line through the existing system of collection. Necessary modification shall be made in the collection receipt.
- b. A separate Subsidiary Cash Book shall be maintained on a daily basis for recording all receipts and payments out of the user charges and all entries in the Subsidiary Cash Book shall be authenticated by the Member-Secretary or any other officer authorized by the RKS.
- c. The user charges shall be collected as per rates fixed / to be fixed by the Government from time to time.
- d. All purchases and new acquisitions made out of this fund shall be entered in to the stock register of the Medical College & Hospital.
- e. Daily collection of the user charges shall be deposited in the RKS account on the next working day and not later than 3 (three) working days.
- f. The SHFWS shall issue standing instruction to each of the concerned branch of the UBI to remit 60% of the collected user charges in a particular month within the seventh day of following month for credit to Savings Bank Account Number 3573 in the name of the West Bengal State Health and Family Welfare Samiti with United Bank of India, Sector - V, Salt Lake Branch). Each RKS shall simultaneously send the Summary Statement of collection and expenditure to the SHFWS, on a monthly basis, with a copy to the Additional Director of Health Services (A. A. & V), West Bengal.
- g. The RKS shall observe all financial rules of the State Government in force while incurring any expenditure.
- h. The RKS will be subjected to the usual audit and inspection.

10. The Rogi Kalyan Samitis for each Medical College & Hospital shall start functioning from the 1st day of April 2006.

11. This system will continue till the formation of the Governing Body of the Swasthya Samiti of the Medical College.
12. This issues with the concurrence of the Finance Department vide their UO No. Group - 306 Dated: 01-03-2006.
13. All concerned are informed.

Dated: Kolkata, the 1st March 2006

No. HF/O/MERT/222/HSL (MISC)-28/2006/1(4)

Copy forwarded for information and necessary action to:

1. Principal Accountant General, West Bengal, Treasury Buildings, Kolkata - 700001
2. Additional DHS (AA&V), West Bengal.
3. Pay and Accounts Officer, Kolkata Pay & Accounts Office, Kolkata, 82/2/2 Phears Lane, Kolkata - 700012.
4. Treasury Officer, Burdwan / Bankura / Midnapore, Paschim Medinipur / Siliguri, Darjeeling.

Dr S. N. Banerjee
Special Secretary to the
Government of West Bengal

Dated: Kolkata, the 1st March 2006

No. HF/O/MERT/222/HSL (MISC)-28/2006/2 (8)

Copy forwarded for information and necessary action to:

1. DME, West Bengal
2. DHS, West Bengal.
3. Commissioner Family Welfare and Special Secretary of this department.
4. Executive Director, State Health and Family Welfare Samiti.
5. The Medical Superintendent cum Vice- Principal, IPGME&R & SSKM Hospital, Kolkata / R G Kar Medical College & Hospital, Kolkata / Medical College & Hospital, Kolkata, / NRS Medical College & Hospital, Kolkata / CNMC & Hospital, Kolkata / Burdwan Medical College & Hospital, Burdwan / BSMC & Hospital, Bankura / NBMC & Hospital, Darjeeling / Midnapore Medical College & Hospital, Paschim Medinipur.
6. Accounts Officer, _____
7. The Registrar of Firms, Societies and Non-trading Corporations, West Bengal, Todi Mansion, 10th Floor, Kolkata - 700001.
8. PS to MIC (H & FW) / MOS (H & FW), West Bengal.

Special Secretary to the
Government of West Bengal

Dated: Kolkata, the 1st March 2006

Special Secretary to the
Government of West Bengal

**GOVERNMENT OF WEST BENGAL
HEALTH AND FAMILY WELFARE DEPARTMENT
NATIONAL RURAL HEALTH MISSION
SWASTHYA BHAWAN, 4th FLOOR,
GN-29, SECTOR-V, BIDHANNAGER
KOLKATA -700 091**

No. HFW/NRHM/15/06

Dated: March 1, 2006

Memorandum

The department vide Memo No. HF/O/MERT/222/HSL(MISC)-28/2006 dated 1st March, 2006 has constituted Rogi Kalyan Samitis in all State Medical College and Hospitals. The undersigned is directed to say that it has been decided to tag the following Decentralized Hospitals and Institutions and Medical Teaching Institutions with Medical Colleges and Hospitals in the manner shown below for the purpose of user fee collection and use:

A. Decentralized Hospital

- i. North Suburban Hospital, Cossipore - R. G. Kar Medical College
- ii. Abinash Dutta Maternity Home - N. R.S. Medical College
- iii. Indira Matri-O-Sishu Kalyan - R. G. Kar Medical College
- iv. Lady Duffrin Victoria Hospital - Calcutta Medical College
- v. Sambhunath Pandit Hospital - IPGME & R
- vi. Ramraikdas Haralalka Hospital - IPGME & R

B. Medical Teaching Institutions:

- i. B. C. Roy Memorial Hospital for Children - N.R.S. Medical College
- ii. B. C. Roy Polio Hospital for Crippled Children - N.R.S. Medical College
- iii. Chittaranjan Seva Sadan, Hazra, Kolkata - IPGME & R
- iv. Bangur Institute of Neurology - IPGME & R
- v. Regional Institute of Ophthalmology - Calcutta Medical College
- vi. Institute of Haematology - Calcutta Medical College
- vii. School of Tropical Medicine - Calcutta Medical College
- viii. Infectious Disease & Belegkata General Hospital - N.R.S. Medical College
- ix. R. Ahmed Dental College and Hospital - N.R.S. Medical College
- x. North Bengal Dental College and Hospital - North Bengal Medical College and Hospital

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2. The concerned Medical College and Hospital to which Decentralized Hospital / Medical Teaching Institutes is being tagged shall open a Rogi Kalyan Samiti Sub-Account styled as "State Health and Family Welfare Samiti – Name of the Medical College and Hospital – Medical Teaching Institution / Decentralized Hospital" RKS A/C in the concerned Decentralized Hospitals / Medical Teaching Institutions.
3. This RKS Sub-Account shall be jointly operated by the Director / Principal of the Medical College and Hospital to which the Decentralized Institution / Medical Teaching Institution has been tagged, Director / Superintendent and the Accounts Officer of the concerned Institute / hospital. The maintenance of accounts including collection and expenditure shall be separately maintained by these hospitals / institutions. The overall control of the funds of this Rogi Kalyan Samiti Sub-Account shall be with the respective Rogi Kalyan Samiti of the Medical College and Hospital.
4. It has been decided that the decentralized hospitals and institutions and Medical Teaching Institutions for which the RKS Sub-Account has been opened shall collect the user charges. Out of the total user charges collected, 40% of it would be retained by the facility and the rest 60% would be deposited in the Corpus fund of the State Health & Family Welfare samiti. The State Health Family Welfare Samiti will allocate funds from this Corpus to different Rogi Kalyan Samiti of hospitals as may be considered necessary.
5. The procedure for accounting of retained user charges will be as under:
 - a) All user charges from the patient/patient parties shall be collected online through the existing system of collection. Necessary modification will be made in the collection receipt.
 - b) A separate Subsidiary Cash Book shall be maintained on a daily basis for recording all receipts and payments out of the user charges and all entries in the Subsidiary Cash Book shall be authenticated by the Director / Principal / Superintendent of the facility or any other officer authorized by the Rogi Kalyan Samiti.
 - c) The user charges shall be collected as per rates fixed by the Government time to time.
 - d) All the purchases or new acquisitions made out of this fund shall be entered in the stock register of the facility.
 - e) Daily collection of the user charges shall be deposited in the RKS Sub-Account on the next working day and not later than 3 (three) working days.

f) RKS will observe all financial rules of the Government in force while incurring any expenditure.

g) The RKS Sub-Account will be subject to usual audit and inspection.

6. Funds may be utilized in the manner as outlined in this department Memorandum No. HF/O/MERT/222/HSL(MISC)-28/2006 dated 1st March, 2006. This order is being issued with the concurrence of Finance Department Vide their U.O.No. 1595 Group - 'O' dated 30.12.2005 and U. O. No. 306 Gr. 'O' dated 01.03.2006.

7. This order will come into operation with effect from 1st April, 2006

Sd/-
(H. K. Dwivedi)
Mission Director (NRHM)
& e.o.Special Secretary
DH&FW

No. HFW/NRHM/15/06(29)

Dated: March 1, 2006

Copy forwarded for kind information to:

1. Director of Health Services & e.o. Secretary, Department of Health & Family Welfare, Government of West Bengal
2. Director of Medical Education & e.o. Secretary, Department of Health & Family Welfare, Government of West Bengal
3. All Special Secretaries, Department of Health & Family Welfare, Government of West Bengal
- 4-15. Director / Principal, _____
- 16-25. Superintendent, _____
26. Sabhadhipati, Siliguri Mahakuma Parishad.
27. The District Magistrate, Darjeeling district.
28. The Chief Medical Officer of Health, Darjeeling district.
29. Executive Director, West Bengal State Health & Family Welfare Samiti.

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(H. K. Dwivedi)
Mission Director (NRHM)
& e.o.Special Secretary
DH&FW

(253)

**GOVERNMENT OF WEST BENGAL
HEALTH AND FAMILY WELFARE DEPARTMENT
SWASTHYA BHAWAN, 4th FLOOR,
GN-29, SECTOR-V, BIDHANNAGER
KOLKATA -700 091**

No. HFW/NRHM/16/06

Dated: March 1, 2006

Memorandum

The department vide Memo No. HSL (Misc) – 307 / 05 dated 07.11.2005 has constituted Rogi Kalyan Samiti in all District Hospital, Sub-divisional hospital and State General Hospital. The undersigned has now been directed to say that it has been decided to constitute Rogi Kalyan Samitis following decentralized hospitals and institutions located in the districts other than Kolkata district for proper management, monitoring and supervision:

South 24-Paraganas district

- i. Vidyasagar Hospital, Behala
- ii. Bijoygarh SGH, Jadavpur
- iii. M. R. Bangur Hospital

Nadia district

- i. J.N.M. Hospital, Kalyani
- ii. N.S.S. Kalyani, Nadia
- iii. Gandhi Memorial Hospital, Kalyani (under Directorate of Medical Education).

2. The composition of the Rogi Kalyan Samiti of the decentralized hospital located at the District shall be as under:

- i. Sabhadhipati of the Zilla Parishad – Chairman.
- ii. The District Magistrate – Executive Chairman.
- iii. Chief Medical Officer of Health – Vice –Chairman.
- iv. The Chairman / Mayor of the concerned Municipality / Corporation Member.
- v. Karmadhyaksha Janaswasthya-O-Paribesh Sthayee Samiti of Zilla Parishad – Member.
- vi. Local MLA – Member.

- vii. Superintendent of the Decentralized Hospital – Member- Secretary & Convenor.
- viii. Two Doctors / Specialists of the concerned Hospital (to be nominated by the DHFWS) – Members.
- ix. Accounts Officer of the concerned hospital.
- x. A local IMA representative – Member.
- xi. Representatives of NGOs – Member.

3. The composition of the Rogi Kalyan Samiti of the decentralized hospitals located at the Sub-division shall be as under:

- i. Sub-Divisional Officer – Chairman.
- ii. ACMOH of the Sub-Division – Vice Chairman.
- iii. Local MLA – Member.
- iv. Superintendent of the Decentralized Hospital – Member – Secretary & Convenor.
- v. Accounts Officer of the concerned hospital.
- vi. Two Doctors / Specialists of the concerned hospital (to be nominated by the DHFWS) – Members
- vii. Chairman of the local Municipal Body – Member.
- viii. Local IMA representative – Member.
- ix. Representatives of NGOs – Member.

4. The Rogi Kalyan Samiti shall perform the following functions:

- i. Cleanliness of Hospital premises both indoor & outdoor.
- ii. Attendance of all categories of employes of the Hospital.
- iii. Wearing of Uniforms, Badges, I-Card by the Hospital Employees.
- iv. Monitor the Emergency & OPD.
- v. Referral system & referral register, Display of referral map and chain, whether ground(s) for referring are properly elaborated.
- vi. Supervision of Morgue.
- vii. Latest functional position of various equipments, Quality of the same, Agency engaged for repair of defunct equipments and their performance.
- viii. Maintenance of Grievance Book at Ward and availability of the same to patient / patient party.

- ix. Fixed time schedule for Doctor-Patient Party meet in morning, afternoon and night.
- x. Performance / activities of Social Welfare Workers / Officers in assisting patient.
- xi. Quality and use of Ambulance services.
- xii. Implementation of provisions of the West Bengal Prohibition of Smoking & Spitting and Protection of Health of Non-smoking and Minors Act, 2001 (Act XXXV of 2001).
- xiii. Stock of ARV, AVS, Tet. Toxoid, Oxygen Cylinder etc.
- xiv. Stopping of forcible collection of money from patient for making bed pan / urinal available to the patient.
- xv. Performance of Blood Bank.
- xvi. Enquiry into the complaints of patients / patient party.
- xvii. Proper Collection of user charges.
- xviii. Functioning of Pay-clinics.
- xix. Proper functioning of the medicine/equipments/stationeries Stores.
- xx. Assessment and rationalization of men and materials of the Hospital.
- xxi. Making arrangement for maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital.
- xxii. Improving boarding / lodging arrangements for the patients and their attendants.
- xxiii. Encouraging community participation in the maintenance and upkeep of the hospitals.
- xxiv. Promoting measures for resource conservation through adoption of wards by institutions or individuals.
- xxv. Adopting sustainable and environmental friendly measures for day-to-day management of the hospital e.g. Scientific Hospital Waste Disposal System, Solar Lighting Systems etc.
- xxvi. Retention and use of user charges as and when permitted by the Department and subject to the guidelines as may be laid down.

The District Health & Family Welfare Samiti may entrust these Samitis with any other responsibility that may relate to proper management and functioning of the hospitals.

5. The District Health and Family Welfare Samity of the districts of Nadia and South 24-Parganas shall open a separate Rogi Kalyan Samiti Account for these Decentralized Hospital and Institutions at the respective District / Sub-Division.

The Account would be named as: District Health and Family Welfare Samity - "Name of the Decentralized Hospital and Institution" Rogi Kalyan Samity A/C.

6. The Accounts of the Rogi Kalyan Samiti will be opened in any Nationalized Bank at the District / Sub-divisional Headquarters and shall be operated jointly by the District Magistrate, CMOH and Superintendent of the Decentralized hospital for decentralized hospital / (s) located at District Headquarters and by Sub-divisional Officer, ACMOH and Superintendent of the concerned hospital for Decentralized hospital located at Sub-divisional headquarters.

7. It has also been decided that the Rogi Kalyan Samiti shall collect the user charge and 40% of the total user charge so collected would be retained by the facility and the rest 60% would be deposited in the Corpus fund of the District Health & Family Welfare Samiti. The District Health Family Welfare Samiti will allocate funds from this Corpus in terms of department's earlier Memo No. HFW/NRHM/10/05/05/06 dated February 13, 2006.

8. The Rogi Kalyan Samiti of the hospitals will have the full authority to use the fund which is either retained by each facility or allotted to it by the District Health and Family Welfare Samiti for the following purposes:

- a. Construction/expansion of the physical infrastructure of the hospital.
- b. Maintenance and repairs of the hospital building including residential quarters.
- c. Sanitation, scavenging and security services in the hospital.
- d. Hospital waste management.
- e. Health Management Information System.
- f. Improvement of wards, Labor room, operation theatre, Laboratories and other such facilities in the hospital.

- g. Provision for patients / patient party like building for lodging, toilet facilities, waiting rooms / sheds etc.
 - h. Purchase of equipment, chemicals, reagents, furniture & other consumables (including ECG paper rolls).
 - i. Repair of equipments and furnitures.
 - j. Provision for Public Information System, display of referral map and chain etc. for benefit of the public.
 - k. Any other purpose which is essential for providing better health services to the patients.
9. In case of minor maintenance upto Rs. 5000/- in each case, prior approval of P.W.D. will not be necessary and the cases would be guided by G.O. No. HF/O/MERT/HSL(Misc)-14/1250/2005 dated 15th December, 2005.
10. The procedure for accounting of retained user charges will be as under:
- a) All user charges from the patient/patient parties shall be collected online through the existing system of collection. Necessary modification shall be made in the collection receipt.
 - b) A separate Subsidiary Cash Book shall be maintained on a daily basis for recording all receipts and payments out of the user charges and all entries in the Subsidiary Cash Book shall be authenticated by the Member-Secretary or any other officer authorized by the Rogi Kalyan Samiti.
 - c) The user charges shall be collected as per rates fixed by the Government time to time.
 - d) All the purchases or new acquisitions made out of this fund shall be entered in the stock register of the facility.
 - e) Daily collection of the user charges shall be deposited in the RKS A/C on the next working day and not later than 3 (three) working days.
 - f) The RKS will remit 60% of collected user charges to the DHFWS within 7th day of the following month. They will also send the Summary Statement of collection and expenditure of RKS to the DHFWS on a monthly basis.

- g) The DHFWS will submit Compiled Statement of Income & Expenditures of all RKS under its control and the same should be sent to Additional Director of Health Services (A. A & V) on a quarterly basis.
- h) RKS will observe all financial rules of the Government in force while incurring any expenditure.
- i) The RKS will be subject to usual audit and inspection.

11. This order is being issued with the concurrence of Finance Department Vide their U.O. No. 1595 Group – 'O' dated 30.12.2005.

12. This order will come into operation with effect from 1st April, 2006.

(H. K. Dwivedi)
Mission Director (NRHM)
& e.o.Special Secretary
DH&FW

No. HFV/NRHM/16/06 (10)

Dated: March 1, 2006

Copy forwarded to:

- 1. Director of Health Services & e.o. Secretary, Department of Health & Family Welfare, Government of West Bengal
- 2. Director of Medical Education & e.o. Secretary, Department of Health & Family Welfare, Government of West Bengal.
- 3. All Special Secretaries, Department of Health & Family Welfare, Government of West Bengal
- (4-5) Sabhadhipati, South 24-Parganas / Nadia Zilla Parishad
- (6-7) The District Magistrate, South 24-Parganas / Nadia District – with the request to open RKS in the above concerned hospitals.
- (8-9) The Chief Medical Officer of Health, South 24-Parganas / Nadia District – with the request to open RKS in the above concerned hospitals.
- 10. Executive Director, West Bengal State Health & Family Welfare Samiti.

(H. K. Dwivedi)
Mission Director (NRHM)
& e.o.Special Secretary
DH&FW