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 Haralalaka 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 Opthalmology - Calcutta Medical College
   vi. Institute of Haematology - Calcutta Medical College
   vii. School of Tropical Medicine - Calcutta Medical College
   viii. Infectious Disease & Belghata 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
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.


7. 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. 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, ______________________________
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.

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