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. Karmadhyaaksha 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 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.


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.


xi. Quality and use of Ambulance services.


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.


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. HFW/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