

National Rural Health Mission: Institutional Setup at the District level

District Health Mission and the District Health and Family Welfare Society

On the lines of the State Health Mission, every district will have a 'District Health Mission' as notified by Himachal Pradesh State Government.

To support the District Health Mission, every district will have an integrated District Health Society (DHFWS) and all the existing societies as vertical support structures for different national and state health programmes will be merged in the DHFWS. The DHFWS will be responsible for planning and managing *all* health and family welfare programmes in the district, both in the *rural as well as urban* areas. There are two important implications of this requirement. Firstly, DHFWS'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. Secondly, its geographical jurisdiction will be greater than those of the Zilla Parishad and /or Urban Local Bodies (ULBs) in the district.

Ensuring Inter-sectoral convergence and integrated planning should be a specific task for the Governing Body of the DHFWS. However, the DHFWS is not meant to take over the executive functions of the ZP / ULBs and/or the district health administration. On the contrary, DHFWS is meant to provide the platform where the three arms of governance – ZP, ULBs and district health administration and district programme managers of NRHM sectors get together to decide on health issues of the district and delineate their mutual roles and responsibilities.

The DHFWS may also be viewed as an addition to the district administration's capacity, particularly for planning, budgeting and budget analysis, development of *operational policy* proposals, and financial management etc. Because it is a legal entity, the DHFWS 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 DHFWS is not an implementing agency; it is a facilitating mechanism for the district health administration as also the mechanism for joint planning by NRHM related sectors.

A Governance structure

A-1 District Health Mission

1	Hon'ble Minister In-charge of the district	Chairperson
2	Deputy Commissioner	Co-Chairperson
3	Chief Medical Officer	Member Secretary-cum-Chief Executive Officer
4	District Health Officer	Deputy Chief Executive Officer

5 Members :

- 1 All MPs and MLAs of the District
- 2 Chairman Zila Parishad
- 3 Chairperson of Panchayat Samities
- 4 ADC / ADM (Development)
- 5 Project Officer, DRDA
- 6 All District Programme Officers Health
- 7 All Executive Engineer, IPH & PWD
- 8 District Ayurvedic Officers
- 9 Deputy Director Education-Elementary, Higher Education
- 10 District Welfare Officers
- 11 District Panchayat Officers
- 12 All CDPOs of the District
- 13 All the BMOs of the District
- 14 General Secretary of Private Practitioners Association
- 15 Director / Member Secretary of the MNGO of the District

A-2 District Health and Family Welfare Society

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

Diagram-1: Governance Structure of the DHFWS

A-3 Governing Body

Deputy Commissioner	Chairperson
ADC / ADM	Vice-Chairperson
Chief Medical Officers	Chief Executive Officer

Members:

1. Project Officer (DRDA),
2. District Ayurvedic Officer,
3. All District Programme Managers for Health,
4. All Executive Engineers Irrigation and Public Health & PWD
5. Deputy Director Elementary Education
6. Deputy Director Higher Education
7. Distt. Welfare Officer
8. Distt. Panchayat Officer,
9. All Sub Divisional Officers (Civil) of the District.
10. Rep. of Medical Association / MNGO /Development Partners (to be nominated)
11. All the CDPOs of the Districts.

A-4 Executive Committee

- | | |
|--|----------|
| 1. Chief Medical Officer | Chairman |
| 2. All Distt. Programme Officers including MOH | Member |
| 3. Project Officer, DRDA | Member |
| 4. Distt. Ayurvedic Officer | Member |
| 5. Distt. Welfare Officer | Member |

Senior Most District Programme Officer amongst MOH / DTO / DLO / DAPO will function as a Executive Secretary / Member Secretary / Convener of the Governing Board of District Health Society and also its Executive Committee.

B Process of merger of existing societies into integrated District Health Society

After the District Health Society has been registered, a special meeting of the Governing Body of existing district societies in the health sector has to be convened to adopt the following resolutions:

“Resolved that the (name of the society) be dissolved with immediate effect and that all assets and liabilities of the said society shall stand transferred to the District Health Society, district (district name).”

A signed copy of the above resolution has to be then filed with the Registrar of Societies to complete the process of merger.

Appendices to facilitate creation and functioning of Integrated District Societies

- Model Memorandum of Association (**Appendix-I**)
- Model Rules and Regulations (**Appendix-II**)
- Generic Bye-laws (**Appendix-III**)

Memorandum of Association for the District Health and Family Welfare Society

1. Name of the Society	The Name of the Society shall be “ District Health and Family Welfare Society , District.....or DHFWS (district name)”.
2. Area of operation	The area of operation of the Society shall be whole of district (district name)
3. Location	The Society shall have its office at the office of Chief Medical Officer, district, situated at (postal address)
4. Objectives	The Society shall assist district health administration in the implementation of various health programmes and projects in the district, with special emphasis on priority sectors like reproductive and child health, population control, control of malaria, TB and leprosy and prevention of blindness 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">• <input type="checkbox"/> To act as the nodal forum for all stake holders –line departments, PRI and NGOs- to participate in planning, implementation and monitoring of the various health and family welfare programmes and projects in the district.• <input type="checkbox"/> To receive, manage and account for the funds received from the State Government (including State level Societies in the health sector) for implementation of Centrally Sponsored Schemes in the district.• <input type="checkbox"/> To strengthen the technical / management capacity of the District Health Administration through recruitment of individual / institutional experts from the open market.• <input type="checkbox"/> To facilitate preparation of integrated district health development plans, for health and its various determinants like sanitation, nutrition and safe drinking water, etc.• <input type="checkbox"/> To guide the functions related to ‘Total Sanitation Campaign’ at the District level.• <input type="checkbox"/> To mobilise financial and non-financial resources for complementing/supplementing the health and family welfare activities in the district.• <input type="checkbox"/> To assist hospital management societies in the district.• <input type="checkbox"/> To undertake such other activities for strengthening health and family welfare activities in the district as may be identified from time to time, including mechanisms for intra and inter-sectoral convergence of inputs and structures.

Rules / Regulations of the District Health and Family Welfare Society

1. SHORT TITLE

1.1 These Rules and Regulations shall be called “The Rules and Regulations of the **District Health and Family Welfare Society (District), 2010**”.

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.

“**DHFWS**” means the **District Health and Family Welfare Society**

“Executive Committee” means the Executive Committee as referred to in these Rules.

“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.

“State Government” means the Government of Himachal Pradesh.

“Year” means the financial year, namely from 1st April of a calendar year to 31st March of the next calendar year.

3 OFFICE AND JURISDICTION

3.1 Registered office of the Society shall be situated at the Office of Chief Medical Officer, District having its office at
.....

3.2 The jurisdiction of the Society shall be the whole of (district name)

4 MEMBERSHIP

4.1 The following shall be the members of the Society:

- First members of the Governing Body.as per Notification

	Governing Body
Deputy Commissioner	Chairperson
ADC / ADM	Vice-Chairperson
Chief Medical Officers	Chief Executive Officer

Members:

1. Project Officer (DRDA),
2. District Ayurvedic Officer,
3. All District Programme Managers for Health,
4. All Executive Engineers Irrigation and Public Health & PWD
5. Deputy Director Elementary Education
6. Deputy Director Higher Education
7. Distt. Welfare Officer
8. Distt. Panchayat Officer,

9. All Sub Divisional Officers (Civil) of the District.
10. Rep. of Medical Association / MNGO /Development Partners (to be nominated)
11. All the CDPOs of the Districts.

Executive Committee

- | | | |
|----|---|----------|
| 1. | Chief Medical Officer | Chairman |
| 2. | All Distt. Programme Officers including MOH | Member |
| 3. | Project Officer, DRDA | Member |
| 4. | Distt. Ayurvedic Officer | Member |
| 5. | Distt. Welfare Officer | Member |

Senior Most District Programme Officer amongst MOH / DTO / DLO / DAPO will function as a Executive Secretary / Member Secretary / Convener of the Governing Board of District Health Society and also its Executive Committee.

4.2 The membership of an ex-officio member of the Society and of 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 Himachal Pradesh State Government 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 Executive Secretary 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, to be appointed as per these Rules, shall be entitled to any remuneration.

5 AUTHORITIES OF THE DHFWS

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 Executive Secretary 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 (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 Executive Secretary 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 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 Executive Secretary 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 Executive Secretary 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, Executive Secretary or other authorities as it may deem fit.
- Authorise the Executive Secretary 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 Executive Secretary to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the Executive Secretary 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 COMMITTEE AND ITS SUB-COMITTEES (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:

Executive Committee

1.	Chief Medical Officer	Chairman
2.	All Distt. Programme Officers including MOH	Member
3.	Project Officer, DRDA	Member
4.	Distt. Ayurvedic Officer	Member
5.	Distt. Welfare Officer	Member

Senior Most District Programme Officer amongst MOH / DTO / DLO / DAPO will function as a Executive Secretary / Member Secretary / Convener of the Governing Board of District Health Society and also its Executive Committee.

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 Secretary 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 month 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 EXECUTIVE SECRETARY

5.6.1 Governing Body, with the assistance of the Executive Secretary, will establish a Secretariat of the Society consisting of technical, financial and management professionals to serve as the District Programme Management Support Unit (DPMSU) to assist the district health administration.

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

5.8 POWERS AND FUNCTIONS OF THE SECRETARIAT

5.8.1 The Secretariat of the Society shall consist of the Executive Secretary 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 District Health Mission. 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 DPMSU for financial management of the same.

6 FUNDS OF THE SOCIETY

6.2 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 DPMSU will ensure one integrated audit of the District 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 / State Health and Family Welfare Society 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/ /State Health and Family Welfare Society 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.
- The District Collector.
- Chair-person of the Governing Body of the Society and State Government or a designated authority of the State level society.

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:

- District Collector/DM,
- Chair-person, Governing Body, and
- 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 Executive Secretary.

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 Executive Secretary 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, Executive Secretary or any office bearer of the Society.

10.4 Nothing in sub-rule 10.3 above shall exempt the Chairperson, Executive Secretary 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:

- 11.1.1 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;
- 11.1.2 The Governing Body has endorsed the proposal at least 3/5th of the members of the Governing Body; and
- 11.1.3 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.

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

Sl. No.	Name and address	Signature
1		
2		
3		

Dated : _____

Fund Management of District Health and Family Welfare Society (DH&FWS) in the New System

a) The District Health Society will have a single principal bank account in Punjab National Bank and sub-account in the same bank for each Disease Control Programme :-

1. RCH
 2. Additionalities under NRHM.
 3. Immunization.
- } **Principal Bank Account in PNB**
4. All National Disease Control Programmes except National AIDS Programme. - **Sub Bank Account for each NDCPs in PNB**

b) The District Health Society bank account will be managed by the Finance Management Group (FMG) under the Chairmanship of Chief Medical Officer which will be constituted in each district and will comprise of the following members :-

1. Assistant Controller Finance O/o. CMO.
2. District Accountant (NRHM).
3. All the Accounts Personnel / Assistants posted in National Disease Control Programmes in the District.

c) FMG will maintain separate ledger accounts for each activity as per the specific guidelines of the programme, separately for parts :-

1. RCH
2. Additionalities under NRHM.
3. Immunization.
4. RNTCP
5. NVBDCP
6. National Blindness Control Programme.
7. NIDDCP
8. NLEP
9. IDSP
10. NPPCD

d) **Power to Accord Sanction**

- 1) Each District Programme Officer looking after individual NDCP will process the files for making expenditure under their respective programmes based on the delegated powers (as per financial guidelines already sent). If the expenditure is within their own powers, they may issue the sanction letter at their own level. However, if the instant expenditure is beyond their delegated powers, they will submit the files to the concerned authorities for taking /obtaining sanction from the competent authority.

- 2) After approval of their files, the Programme Officers would get the sanction order, issued and a copy of which will be marked to the FMG.
 - 3) On receipt of the sanction letter the FMG will issue Cheques / Demand Drafts / Electronic Funds Transfer through e-banking within Three working days.
- e) **Signing of Cheque**
- f) There will be a single set of three joint signatories common for the principal bank account and sub bank accounts, out of which any two can jointly sign Cheques / issue electronic instructions for e-banking. These signatures will be :-
 1. Chief Medical Officer
 2. Member Secretary of the Executive Committee of District Health and Family Welfare Society.
 3. Assistant Controller Finance O/o. Chief Medical Officer.
 - g) The FMG will sit once every month on a fixed date under the Chairmanship of Chief Medical Officer and will make the fund releases to different programmes / executive agencies according to the approvals submitted by different programme divisions / subject to availability of funds.
 - h) In case of any emergent release of funds, sanction / release will be accorded by the competent authority which will be placed before the next FMG for approval.
 - i) The FMG will compile the funds transfer / expenditure data centrally for all the programmes.
 - j) All accounting for all the programmes will be the responsibility of the FMG. It will also be responsible to send all the Finance Monitoring Reports, Utilization Certificates and Audit Reports to concerned authorities as per guidelines / schedule of various programmes and to also share the same with the respective Programme Officers at the district level.
 - k) The FMG will also liaise with the blocks / executing agencies to get the expenditure reports / utilization certificate and ensure monthly reconciliation with banks and field units.
 - l) The FMG will maintain Budget Control Register to monitor expenditure under various programmes.

FLOW CHART

Redefined sanction issuing and cheque signing / e-transfer processes in District Health and Family Welfare Society.

