



Government of Kerala  
**Abstract**

Local Self Government Department - Urban Primary Health Centers -  
Constitution of Hospital Management Committee - Orders issued.

---

LOCAL SELF GOVERNMENT (RD) DEPARTMENT

G.O.(Ms.) No. 6/2018/LSGD

*Dated, Thiruvananthapuram 23.01.2018*

---

Read:- Letter No.NHM/572/UH(STATE M&E CONSULTANT)/2016/SPMSU  
dated 01/07/2017

**O R D E R**

There are 83 Urban Primary Health Centers functioning in 44 important cities of the state. As per the implementation guideline of National Urban Health Mission and the standard operating procedures of Urban Primary Health Centres, Hospital Management Committee (Rogi Kalyan Society) must be constituted in Urban Primary Health Centers. As it is mandatory to form Hospital Management Committees (Rogi Kalyan Society) Under National Urban Health Mission for the Management of Urban Primary Health Centers, as per letter read above, State Mission Director (NRHM) has requested Government to issue orders for the constitution of Hospital Management Committee in Urban Primary Health Centers.

Government have examined the matter in detail and are pleased to issue the following guidelines for the functioning of Hospital Management Committee in Urban Primary Health Centers.

**The Composition of the Hospital Management Committee for Urban Primary Health Center would be as follows:**

1. The elected head of the Local Government-Chairperson
2. Chairperson of the Standing Committee in charge of public health in the Local Government-Co-Chairperson
3. The elected member of the Local Government representing the area where the health institution is situated-Vice Chairperson
4. Engineers of Local Self Government Department, Kerala State Electricity Board and Kerala Water Authority having jurisdiction over the area in which the health institution is located-Member
5. Three persons to be nominated by the Local Government having knowledge and interest in the activities of the health institution who are willing to do voluntary social service and residing in the area of the LSGI
6. One representative each of political parties having representation in the Assembly from the respective districts or in the respective three-tier Local Government where the health institution is situated.
7. Medical Officer in charge of the medical institution-Member Secretary & Convener
8. The health Officer/Health Supervisor/Health Inspector Grade II/  
**Junior Public Nurse of the concerned local body (Any one officer)**

The term of the Management Committee shall be coterminous with that of the elected Local Government.

If a nominated Member absents himself/herself for three consecutive meetings without prior permission of the Chairperson his/her membership shall stand automatically terminated. Also a Member shall cease to be a Member if he/she resigns, becomes insolvent or if convicted of an offense involving moral turpitude. Vacancies arising shall be filled by the Local Government concerned from time to time.

The Management Committee shall be registered as a charitable society.

Model by laws shall be circulated by the Government separately.

### **Powers and responsibilities of the Management Committees**

1. It shall be duty of the Management Committee to give suggestions to the Local Government and the officers concerned to make effective, the working of the health institution as part of the performance of the duties in respect of the public health vested in the Local Government under the Act.
2. The Management Committee shall have supervisory power over the construction works, maintenance of buildings, vehicles and equipment, water supply, supply of electricity, sanitation, providing amenities to the patients coming for medical treatment, maternity and child care, field level health activities etc., in the Health Institution.
3. The Management Committee shall ensure compliance to minimum standards of facilities, hospital care and treatment protocols prescribed from time to time.
4. The Management Committee shall periodically review the Citizens Charter of the health institution and give suggestions to the Local Government for revision.
5. The Management Committee shall identify problems faced by patients and citizens in the health institution.
6. The Management Committee shall acquire instruments, equipments, drugs, consumables, furniture etc., through purchase, donation or any other appropriate means.
7. The Management Committee shall institute an internal grievance redressal mechanism in the Health Institution.
8. The Management Committee shall exercise vigil to prevent malpractices in the functioning of the health institution.
9. The Management Committee shall ensure transparency and accountability in the functioning of the health institution.
10. The Management Committee shall encourage people's participation in the functioning of the health institution.
11. The Management Committee shall ensure transparency in the Management of funds.
12. The Management Committee shall organize outreach services, health camps.
13. The Management Committee shall facilitate scientific management of hospital waste and biomedical waste.
14. The Management Committee shall review the functioning of the health institution
15. The Management Committee can cause to run canteen/fair price medical store in the institution premises.
16. The Secretary shall, if demanded by the Management



Committee be bound to give for inspection, any document in connection with the working of the Health Institution, kept under his custody. Provided that the Management Committee shall not have the power to demand for or inspect any documents in respect of medical treatment of a patient or to issue directions to any Officer in respect of treatment.

17. The Management Committee shall constitute a fund by collecting donations from the public and utilizing the same for improving infrastructural facilities or standards of services delivered by the Institution. Receipt shall be issued for the amount collected under Sub rule (4) and the Secretary shall keep a written document in respect of the income and expenditure.
18. The Management Committee shall facilitate social audit of the Health Institution.

### **Procedure of the Meetings of the Management Committees**

1. The Convener shall, in consultation with the Chairman, convene the meeting of the Management Committee once in three months and also according to needs, in the intervening period.
2. The Convener shall at least seven days before the due date of meeting, give notice to the members of the Management Committee informing them the date and time of the meeting and the copy thereof shall be published in the notice board of the Health Institution.
3. The Convener shall, in consultation with the Chairman, prepare an agenda incorporating the matters to be discussed in the Management Committee and the same shall be given to the members along with the notice of the meeting.
4. The quorum of the meeting of the Management Committee shall be one half of the number of the members of the committee.
5. The Chairman or in his absence, the Vice Chairman shall preside over the meeting of the Management Committee.
6. The Convener shall keep a minutes book for recording the minutes of the proceedings of the meeting and an attendance register for making attendance of the Members present in the meeting.

### **Decisions of the Meeting**

The decisions of the subjects discussed in the meeting of the Management Committee shall be taken on the basis of the option of the majority of the members present in the meeting and the Convener shall send the decisions to the Local Government for information and action thereon. If the context so requires, the Convener shall send the decisions of the meeting to the Government or the authority concerned also. The decisions in respect of Health Institutions would be presented before the Ward Sabha.

### **Bank Account**

There shall be a Bank Account for the Management Committee which shall be opened in the nationalized bank having the health institution in its service area. The account shall be in the joint name of the Chairman and the Member Secretary and shall be operated jointly. All funds of the Management Committee shall be remitted to the account with the appointed bank and shall not be withdrawn except by cheque jointly signed by the

Chairman and the Secretary.

## Accounts

The Management Committee shall cause regular accounts to be maintained of all its funds and transactions thereof.

## Audit

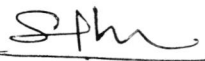
The accounts of the Management Committee shall be annually audited by a Chartered Accountant or any qualified person appointed by the Government.

(By order of the Governor)  
MUHAMMED RIYAZ  
DEPUTY SECRETARY

To

✓ State Mission Director, NRHM State Mission Office, General Hospital Junction, Thiruvananthapuram.  
The Director of Panchayats, Thiruvananthapuram.  
The Director of Urban Affairs, Thiruvananthapuram.  
All Municipality/Municipal Corporation Secretaries ( Through Director of Urban Affairs)  
The Director of Health services, Thiruvananthapuram.  
The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.  
The Accountant General (LBA&A), Thiruvananthapuram.  
Stock File/Office Copy.

Forwarded/By Order

  
Section Officer

Copy to:

PS to Minister (LSGD)

PS to Minister (H & FWD)

PA to Additional Chief Secretary (LSGD)

PA to Secretary ( H&FWD)