

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Family Welfare Programme – Implementation of Reproductive & Child Health Project-II – Constitution of District Health & Family Welfare Societies – Orders – Issued.

HEALTH, MEDICAL & FAMILY WELFARE (D1) DEPARTMENT

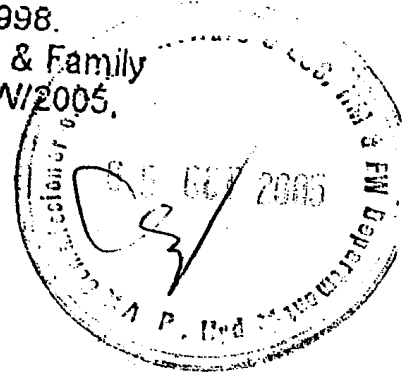
G.O.Ms.No.501,

Dated 28<sup>th</sup> September, 2005.

Read :-

1. G.O.Ms.No.393, HM & FW (S1) Dept., dt.31-8-1998.
2. From the Government of India, Ministry of Health & Family Welfare, New Delhi, D.O.No.7/7/2005-CCA/H&FW/2005, dt.20-7-2005.
3. Govt. Memo.No.16699/D1/2005-1, dt.9-8-2005.
4. Note from the CFW & EOS, dt.7-9-2005.

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ORDER :

In the reference second read above, the Government of India, Ministry of Health & Family Welfare, New Delhi, have issued instructions to constitute an Integrated Health Society both at State and District level by merger of vertical health societies dealing with RCH, National Disease Control Programmes, Cancer, Aids, etc., and the newly constituted Society at State level and District level have to open account in ICICI Bank where the ICICI Banks are available..

2. The Commissioner of Family Welfare, A.P., Hyderabad has submitted proposals for continuation of the State Health & Family Welfare Society constituted in the Government Order first read above, and to constitute District Health & Family Welfare Society in all districts.

3. The Government, after careful examination, hereby permit the Commissioner of Family Welfare, A.P., Hyderabad to continue the State Health & Family Welfare Society already registered at State level as per the orders issued in the reference first read above.

4. The Government further constitute District Health & Family Welfare Societies at the District level and register the same under the Societies Registration Act, 1860 in all Districts with the following membership :-

- |   |     |                             |
|---|-----|-----------------------------|
| 1. Collector & District Magistrate                  | ... | Chairperson                 |
| 2. Project Director, DRDA & IKP                     | ... | Member                      |
| 3. Project Director, W&CW Dept. & ICDS Project      | ..  | Member                      |
| 4. Chief Executive Officer, Zilla Parishad          | ... | Member                      |
| 5. District Panchayat Officer                       | ... | Member                      |
| 6. District Coordinator of Hospital Services, APWVP | ... | Member                      |
| 7. District President, Indian Medical Association   | ... | Member                      |
| 8. District Medical & Health Officer                | ... | Member Secretary & Convener |

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5. The Commissioner of Family Welfare, A.P., Hyderabad shall take necessary further action in the matter.
6. This order issues with the concurrence of Finance (Exp.M&H.II) Dept., vide their U.O.No.9079/180/A1/Exp.M&H.II/05, dt.22-9-2005.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. I.V.SUBBA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT

- To
- The Commissioner of Family Welfare, A.P., Hyderabad.
  - All the District Collectors in the State.
  - All the District Medical & Health Officers in the State.
  - All the Members through District Medical & Health Officers.
- Copy to :
- P.S. to Minister (Finance & Health)
  - P.S. to Pri.Secy. (W&P)
  - P.S. to Pri.Secy., HM&FW
  - SF/SC.

//FORWARDED::BY ORDER//

  
SECTION OFFICER

ABSTRACT

Family Welfare Programme - National Rural Health Mission (NRHM) --  
Constitution of State Health & Family Welfare Society - Orders - Issued

HEALTH, MEDICAL & FAMILY WELFARE (D1) DEPARTMENT

G.O.Rt.No.1283,

Dated 5<sup>th</sup> December, 2005.

Read the following :-

1. From the Health & FW Secretary, Government of India,  
Ministry of Health & Family Welfare, New Delhi,  
D.O.Lr. Rc.No.37018/6/2003-EAG (Part-II), dt.20-6-2005.
2. Note from the Commissioner of Family Welfare & Ex-Officio  
Secretary to Govt., HM&FW Dept., dt.3-12-2005.

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ORDER:

The Government of India in the reference first read above, have requested the State Government to constitute an Integrated State Health Society combining all programmes and projects in the Health Sector in the State for better coordination and convergence and also to constitute similar integrated District Health & Family Welfare Societies in each of the Districts of the State.

2. Therefore, the Government hereby constitute the State Health & Family Welfare Society with the following members :-

1. Principal Secretary to Government, Health, Medical & Family Welfare Dept. Chairman
2. Secretary to Government, HM&FW Dept. Member
3. Director of Health Member
4. Project Director, State AIDS Control Society Member
5. Director of Medical Education Member
6. Commissioner, Andhra Pradesh Vydy Vidhana Parishad Member
7. Commissioner, AYUSH Member
8. Representative of the Principal Secretary, Finance Department Member
9. Commissioner of Family Welfare & Ex-Officio Secretary to Government, HM&FW Dept. Member-Secretary

3. The above State Health & Family Welfare Society will look after the implementation of existing and new National Health Programmes and all State Health Programmes such as Family Welfare Programme, RCH Programme, National Anti Malaria Programme (NAMPA), National Leprosy Eradication Programme (NLEP), Revised National T.B.Control Programme (RNTCP), National Programme for the Control of Blindness (NPCB), National Mental Health Programme (NMHP), National AIDS Control Programme, National Cancer Control Programme (NCCP), National Diarrheal Diseases Control Programme, National Filial Control Programme, National Kala-azar Control Programme, National Iodine Deficiency Disorder Control Programme (NDDCP), National Japanese Encephalitis Control Programme (NDDCP), Nutrition Awareness Programme.

(p.t.c.)

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4. It is further directed that the Society will have Executive Sub-Committees in respect of each of the programmes and separate Bank Accounts will be opened in respect of each programme under the name "State Health & Family Welfare Society - (respective) Programme". The respective Head of the Department under whose administrative control and supervision a particular programme is being implemented, will be the Member-Secretary of the Executive Sub-Committee for that programme and all financial transactions under a particular programme will be carried out by the concerned Member-Secretary of the Executive Sub-Committee with the Chief Accounts Officer of the concerned office as the Joint Signatory.

5. The Commissioner of Family Welfare, AP, Hyderabad shall take further necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. I.V. SUBBA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT

- To
- ✓ The Commissioner of Family Welfare, AP, Hyderabad.
  - All Heads of Departments under HM&FW Dept.
  - The Principal Secretary to Government, Finance Department.
  - The Pay & Accounts Officer, AP, Hyderabad.
  - The Director of Treasuries & Accounts, A.P., Hyderabad.
  - The Accountant General, A.P., Hyderabad.
  - The Secretary to Government of India, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.

- Copy to :
- P.S. to Spl. Secy. to C.M.
  - P.S. to Minister (Finance & Health)
  - P.S. to Pri. Secy (HM&FW).
  - P.S. to Secretary (HM&FW).
  - SF/SC.

//FORWARDED::BY ORDER//

  
SECTION OFFICER

**ABSTRACT**

**National Rural Health Mission (NRHM) in Andhra Pradesh State – Constitution of State Health Mission and District Health Mission – Orders – Issued.**

**HEALTH, MEDICAL & FAMILY WELFARE (D1) DEPARTMENT**

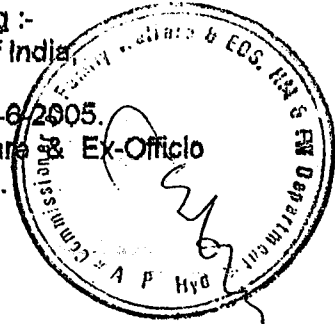
G.O.Rt.No.1289.

Dated 5<sup>th</sup> December, 2005.

Read the following :-

1. From the Health & FW Secretary, Government of India Ministry of Health & Family Welfare, New Delhi, D.O.Lr. Rc.No.37018/6/2003-EAG (Part-II), dt.20-6-2005.
2. Note from the Commissioner of Family Welfare & Ex-Officio Secretary to Govt., HM&FW Dept., dt.3-12-2005.

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**ORDER:**

The Government of India has advised the State Governments to constitute a State Health Mission and District Health Missions to help in developing and nurturing a holistic perspective on all public health issues and in the implementation of national health programmes and also to pooling of all available resources in implementation of programme activities. Constitution of the State Health Mission and the District Health Missions are very important bench marks for release of 2<sup>nd</sup> instalment of funds under NRHM by the Government of India to the States.

2. Therefore, the Government hereby constitute the State Health Mission under the Chairmanship of the Hon'ble Chief Minister and District Health Missions, with the following members :-

**(I) STATE HEALTH MISSION:**

- |  |                  |
|--|------------------|
| 1. Hon'ble Chief Minister, Govt. of Andhra Pradesh                 | Chairperson      |
| 2. Hon'ble Minister for Health Medical & Family Welfare Department | Vice-Chairperson |
| 3. Principal Secretary to Government, HM&FW Department             | Member           |
| 4. Principal Secretary to Government, Finance Dept.                | Member           |
| 5. Principal Secretary to Government, WD, CW&DW Dept.              | Member           |
| 6. Principal Secretary to Government, Social Welfare Dept.         | Member           |
| 7. Principal Secretary to Government, Tribal Welfare Dept.         | Member           |
| 8. Principal Secretary to Government, School Education             | Member           |
| 9. Principal Secretary to Government, Rural Dev. Dept.             | Member           |
| 10. Principal Secretary to Government, Panchayath Raj Dept.,       | Member           |
| 11. Project Director, A.P. State AIDS Control Society              | Member           |
| 12. Director of Health   | Member           |
| 13. Director of Medical Education                                  | Member           |
| 14. Commissioner, A.P., Vaidya Vidhana Parishad                    | Member           |
| 15. Commissioner, AYUSH  | Member           |
| 16. Commissioner, Panchayat Raj                                    | Member           |
| 17. Commissioner, Rural Development                                | Member           |
| 18. Commissioner, School Education                                 | Member           |
| 19. President, Indian Medical Association                          | Member           |
| 20. Secretary, State Red-Cross Society                             | Member           |
| 21. Commissioner of Family Welfare, E.O. Secretary, HM & FW Dept.  | Member-Secretary |

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**(II) DISTRICT HEALTH MISSION :**

- |  |                  |
|--|------------------|
| 1. District In-charge Minister   | Chairperson      |
| 2. Chairperson, Zilla Parishad   | Vice-Chairperson |
| 3. District Collector  | Vice-Chairperson |
| 4. District Medical & Health Officer   | Member-Convenor  |
| 5. Chief Executive Officer, Zilla Parishad   | Member           |
| 6. Members of Parliament of the concerned District                                 | Members          |
| 7. Hon'ble M.L.As from the District  | Members          |
| 8. Project Officer, DRDA   | Member           |
| 9. Programme Officer, AYUSH  | Member           |
| 10. Project Director, ICDS   | Member           |
| 11. District Education Officer   | Member           |
| 12. District Panchayat Officer   | Member           |
| 13. District Social Welfare Officer  | Member           |
| 14. State Representative from Health Dept.   | Member           |
| 15. Two reputed NGOs that are working in the District<br>In Social Services Sector | Members          |

3. The role and functions of the above Missions will be issued separately.

4. The Commissioner of Family Welfare, AP, Hyderabad shall take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. I.V.SUBBA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Commissioner of Family Welfare, AP, Hyderabad.  
All Members concerned.  
The Accountant General, A.P., Hyderabad.  
The Secretary to Government of India, Ministry of Health & Family Welfare,  
Nirman Bhavan, New Delhi-110011.

Copy to :  
P.S. to Spl.Secy. to C.M.  
P.S. to Minister (Finance & Health)  
P.S. to Pri.Secy (HM&FW).  
P.S. to Secretary (HM&FW).  
SF/SC.

//FORWARDED::BY ORDER//

  
SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

**National Rural Health Mission (NRHM) in Andhra Pradesh State -- Constitution of State Health Mission & District Health Mission and State Health & Family Welfare Society and District Health & Family Welfare Societies -- Integration of all the Societies at the State level and District level respectively -- Rules and Bye-laws - Orders -- Issued.**

**HEALTH, MEDICAL & FAMILY WELFARE (D1) DEPARTMENT**

**G.O.Rt.No.1293.**

**Dated 6<sup>th</sup> December, 2005.**

**Read the following :-**

1. From the Health & FW Secretary, Government of India, Ministry of Health & Family Welfare, New Delhi, D.O.Lr.No.R.14011/14/2004 EAG(Pt.), dated 24-6-2005.
2. G.O.Ms.No.501, HM&FW (D1) Dept., dt.28-9-2005.
3. G.O.Rt.No.1283, HM&FW (D1) Dept., dt.5-12-2005.
4. G.O.Rt.No.1289, HM&FW (D1) Dept., dt.5-12-2005.
5. Note from the Commissioner of Family Welfare & Ex-Officio Secretary to Govt., HM&FW Dept., dt.6-12-2005.

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**ORDER:**

In the reference first read above, the Government of India have communicated the model rules and bye-laws for the State Health Mission, the District Health Missions, the State Health & Family Welfare Society and the District Health & Family Welfare Societies, to be constituted in the States under the National Rural Health Mission (NRHM).

2. In the reference second read above, Government have issued orders for constitution of District Health & Family Welfare Society at the District level and to register the same under the Societies Registration Act, 1860.

3. In the reference third read above, Government have issued orders for constitution of State Health and Family Welfare Society.

4. In the reference fourth read above, Government have issued orders for constitution of State Health Mission and District Health Mission in the State.

5. The Government further hereby issue the rules and bye-laws for the above bodies constituted in the references second to fourth read above, as per the guidelines issued by the Government of India as appended to this order.

6. The respective Societies/Missions shall follow the rules, bye-laws scrupulously and the guidelines issued by the Government from time to time.

(p.t.o.)

7. The Commissioner of Family Welfare, A.P., Hyderabad and Mission Director, National Rural Health Mission (NRHM), Andhra Pradesh State shall take further necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. I.V.SUBBA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Commissioner of Family Welfare, AP, Hyderabad.  
All Heads of Departments under HM&FW Dept..  
All District Collectors in the State.  
All District Medical & Health Officers in the State.  
The Accountant General, A.P., Hyderabad.  
The Secretary to Government of India, Ministry of Health & Family Welfare,  
Nirman Bhavan, New Delhi-110011.

Copy to :

P.S. to Spl.Secy. to C.M.  
P.S. to Minister (Finance & Health)  
P.S. to Prl.Secy (HM&FW).  
P.S. to Secretary (HM&FW).  
SF/SC.

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SECTION OFFICER

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**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Government Hospitals / Institutions – Formation and functioning of Health Institutions / Hospitals Development Societies for effective functioning – Orders – Reissued.

**HEALTH, MEDICAL AND FAMILY WELFARE (M1) DEPARTMENT**

G.O.Ms.No.90

Dated: 17-04-2003.

Read the following:-

- 363
1. G.O.Ms.No.373, HM&FW (F1) Dep't., Dated: 29.8.1998
  2. G.O.Ms.No.403, HM&FW (M1) Dept., Dated:7-9-1998.
  3. G.O.Ms.No.417, HM&FW (M1) Dept., Dated:14-9-1998.
  4. G.O.Ms.No.507, HM&FW (M1) Dept., Dated 5-10-1999.
  5. G.O.Ms.No.554, HM&FW (M1) Dept., Dated:29-10-1999.
  6. G.O.Ms.No.170, Finance & Planning (FW.BG) Dept., Dated: 23-4-2001.
  7. G.O.Ms.No.389, HM&FW (F1) Dept. Dated: 11.10.2001.
  8. G.O.Ms.No.390, HM&FW (M1) Dep't., Dated:11-10-2001.
  9. G.O.Ms.No.391, HM&FW (R1) Dep't., Dated:11.10.2001.
  10. G.O.Ms.No.392, HM&FW (R1) Dep't., Dated:11-10-2001.
  11. G.O.Ms.No.393, HM&FW (R1) Dep't., Dated:11.10.2001.
  12. G.O.Rt.No.381, HM&FW (M1) Dept., Dated: 2-5-2002.
  13. G.O.Ms.No.170, HM&FW (M1) Dep't., Dated:21-5-2002.
  14. G.O.Rt.No.456, HM&FW (F1) Dep't., Dated:21-5-2002.
  15. G.O.Ms.No.601, Finance Dept., Dated: 22-5-2002.
  16. From D.M.E., AP., Hyd. Lr. No. Z. Spl./DME/2002, Dated: 5.9.2002.

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1. Communication to all officials to help  
mediate in case of any  
discrepancy.

ORDER:-

19/03

Taking into consideration the experience gained over the past two years and the feed back received from various quarters and in supercession of the orders issued vide ref. 1<sup>st</sup> to 5<sup>th</sup> and 7<sup>th</sup> to 12<sup>th</sup> read above, the following comprehensive instructions are hereby issued for the efficient functioning of the Health Institutions and effective delivery of Health Services to the people. Instructions shall apply to all the Health Institutions / Hospitals under the control of Health, Medical & Family Welfare Department as may be applicable to each Institution / Hospital.

## 1. Registration:-

Medical Colleges / Hospitals / Health Institutions shall be registered as Development Societies (DSs) under A P Societies Registration Act 2001.

- i) All the Medical Colleges / Health Institutions / Hospitals shall constitute hospital / development societies as stipulated by Government.
- ii) The Development Societies concerned shall be registered under sub section (1) section (3) of A.P. Societies Registration Act 2001 as non profit bodies with the bye-laws as stipulated herein or as may be amended or instructions issued by the Government, from time to time.

2) Constitution of the Development Societies

- i) Composition of development societies for Medical Colleges / Teaching Hospitals under Director of Medical Education, APVVP Hospitals under the control of Commissioner of APVVP Hospitals, the institutions under Director of Health, Commissioner of Indian Medicine i.e. Unani Hospitals, Ayurvedic Hospitals and Homeopathic Hospitals, Institutions under Director IPM, APYP are annexed to this order.
- ii) As and when there is a change in the membership the new members by designation will automatically become the office bearers / members of the society.
- iii) The official Chair Person may depute a senior officer whenever they are unable to attend the meeting. The minutes shall however be approved by the Chair Person within 4 days of conduct of meeting / receipt of minutes as case may be. In case of dissent / material modification of minutes, that item shall be placed before the next meeting or modification or the change got approved in circulation by more than 80% of the members.
- iv) Any non official chairperson / member who abstains from the development society meeting continuously for 3 times shall automatically forfeit his right and cease to be member / chairperson. The society shall take an appropriate decision regarding a substitute which shall be approved by not less than 80% of the members.

3. Term of the Hospital / Health Institutions Development Society Members:

Term of the Development Society Members shall be for a period of three years or such period as each individual holds the office.

4. Convening of Meeting of Development Societies:

- i) The Meeting of the Hospital / Institution Development Societies shall be convened on last Saturday of every month or a pre-notified day of every month, which each Development Society may fix as a permanent day of meeting. If that day is a holiday the meeting shall be convened on next working day.
- ii) In case the chairperson or other members do not attend, the member-convener may convene the meeting provided a minimum quorum of  $1/3^{rd}$  of the members are present.
- iii) All the proposals received from Heads of Department concerned shall be placed before the Development Society meetings for discussions and decisions. The concerned Heads of the Department shall also be present as special invitee and be given an opportunity to present their case.

5. Resource mobilization:

i) *The Development Society may raise resources as follows:*

- a) Donations in cash or kind from individuals, and philanthropic organizations or central sector undertakings or companies etc.

- b) Collection of user charges for services provided including laboratory, diagnostics etc. Except for nominal registration fee the individuals belonging to below poverty line / white cardholders shall be provided free treatment.
- c) Lease or Auction of facilities such as Tea stalls, Canteens, Cycle Stands, Retail Medical Shops, Telephone Booths, Scooter/Car stands etc as ordered in the G.O.Ms.No.604, Health, Medical & Family Welfare (M1) Department, Dated: 15-12-1998. Preference shall however be given to Physically challenged persons / individuals below poverty line, by organizing / taking margin money / subsidy or loan from concerned welfare Corporations or Nationalized Banks etc.
- d) Fees for use of infrastructure for various purposes / services including for conferences, training and research facilities etc., to other Institutions / Individuals.
- e) Charges towards provision of paying rooms, wards.
- f) Condemnation and Auction of condemned / obsolete / unserviceable material, equipment, furniture etc. Disposal of condemned equipments costing more than Rs.2 lakhs must however be certified by the Bio-Medical Engineer of APMHIDC before the disposal and approved by the development society by not less than 60% of members.
- g) Any other source as may be identified by the Development Society.
- ii) No land or property shall be permitted to be used / alienated or disposed of without prior approval of the Govt.
- iii) The Hospital / Institution Development Society may after due care and application of mind, secure loans from banks for infrastructure improvement i.e. purchase of equipment which it feels will provide better / sophisticated health care services or facilities, provided it should have sufficient resources / sustained income to repay the loans. Govt. shall not have any liability on this account.

#### 6. Levy of User Charges :

The Levy of user charges for various services / facilities shall be decided by a Committee headed by Director General of Medical and Health Services and comprising of Commissioner, Indian Medicine & Homeopathy, Director of Health, Director of Medical Education, Secretary, Andhra Pradesh Yogadhyayana Parishad. The Director General of Medical & Health Services shall convene meetings once every year or as and when required or requested for by any members. The user charges shall be reviewed every year or as and when required.

#### 7. Procedure for collection:

- i) The Hospital / Institution will maintain savings bank account in a nationalized bank in the name of Development Society for the Institution and it will be jointly operated by the Medical Superintendent and Lay Secretary in Teaching Hospitals, District Hospitals, Area Hospitals and the member convener and another Senior Official / Staff Member in respect of other Hospitals / Institutions.

- ii) All drawals of funds including such delegations as specified by the development societies shall be duly authorized / ratified as case may be, by the development society.
- iii) Stoppages and miscellaneous revenues, such as rents from commercial complexes, lease amount on cycle stands, scooter, car stands, lease amount on canteen shed, sale of scrap, license fees etc., and damaged items, equipment articles, consumables, furniture etc generated by the Hospital / institution shall be deposited in the account maintained by the Development Society.
- iv) Revenues on account of stoppages miscellaneous, other revenues are required to be collected by cash or demand draft and for each transaction, a printed pre-numbered receipt containing Serial Number and Book Number duly printed shall be issued. The duplicate copy should be made and maintained with a carbon sheet. Each receipt must be accounted for in the cashbook on daily basis. Collections by cash shall be avoided except where small amounts are involved. Development Society may specify such items.
- v) All the collections shall be remitted in the bank account latest by the next working day failing which the concerned will be liable for action for temporary misappropriation and will be dealt with accordingly.
- vi) The Officers/staff responsible for collection of stoppages and other revenues shall make good, losses incurred by the institution-concerned in case of failure on their part to collect amounts. Collections shall not be used for any purpose, without depositing in bank, i.e., there shall be no direct appropriation of the receipts.

**8. Financial powers:**

i) *The Hospital / Institution Development Society is empowered to utilize the funds which includes accruals from user charges, collections, donations etc as follows:*

- a) Undertake maintenance and uninterrupted provision of basic amenities and essential services in the institutions including sanitation, bio-medical waste disposal etc., through private contracting agencies on tender-basis and Civil works, Electrical works, Water facilities by entrusting to APHMHDC or any other Engineering Dept. which Offers superior quality at competitive costs, duly depositing the funds to that effect.
- b) Approve the proposals for Civil works and purchase of major equipment which must be entrusted to APHMHDC or any other Engineering Department. Repairs and maintenance of equipment, purchase of minor equipment upto Rs.5 lakhs duly following prescribed procedure may be done by Development Society or by entrusting to A.P. Health Medical and Housing Infrastructure Development Corporation.
- c) Purchase of essential drugs, consumables and medicines as may be required in the emergency and which are not supplied by APHMHDC - through rate contract firm - through local shopping procedures, the total value not exceeding 25% of the funds collected by the Society annually.

- d) Undertake such works as will promote cleanliness of premises, beautification, including provisioning of playpen for children recuperating in the pediatric ward, greenery with path ways for recuperating patients in geriatric wards etc.
- e) Under take such measures as computerization etc., as will improve the efficiency and facilitate better accountability of staff in the provisioning of health care services or facilities and ultimately provide for improved clientele / stakeholder satisfaction.
- f) Under take such measures to ensure maximum, efficient and proper use of infrastructure, equipments, drugs and other resources / amenities.
- g) Under take such measures as will contribute to a congenial, comfortable and a infection free secure work situation and requisite facilities as library etc for all staff, students and trainees in the hospital and attached teaching Institutions.
- h) Charges collected by the Blood Banks shall be utilized for consumables and maintenance and proper upkeep of the Blood Banks.
- i) The funds so generated may be utilized for strengthening the infrastructure and outreach (camps) etc in the other institutions in the primary, secondary or tertiary sectors which are located in the same district and the medical colleges concerned.

ii. *The following however shall be ensured while exercising the above mentioned financial powers:-*

- a) The preparation of estimates and entrustment of works or procurement as case shall be resorted to as per the Govt. prescribed procedures.
- b) In case of emergency, i.e. break down of essential services the APHMHIDC shall undertake the responsibility of restoration of services with the approval of the Superintendent / Head of Institution concerned and obtain ratification of development society in the next meeting.
- c) In all other important matters the Development Society shall give an opportunity to the Andhra Pradesh Health & Medical Housing & Infrastructure Development Corporation to participate in the tenders / nominations / quotations and take a decision based on merits including reputation, maintenance of quality etc.
- d) The Development Societies shall ensure that there is absolute transparency in mobilization of resources, in contracting / entrusting works and ensure proper judicious use of resources so generated in the best interest of improved health care / facilities and development of infrastructure in the institution. Any negligence or improper decisions / actions in this regard shall be viewed seriously and warrant stringent action against all concerned.
- e) The Superintendent of the hospital / Principal of Medical College shall however utilize the imprest amounts for purposes specified following prescribed procedure, without prior permission of Hospital Development Society.
- f) Statement of accounts giving income and expenditure including of imprest amount shall be placed for approval of Development Society.

### 9. Other Powers:

- i) The Development Societies may engage guest lecturers, specialist Doctors, paramedical staff, anesthetist, grief counselor etc., on hourly /daily basis on contract / honorarium for conduct of special camps, surgeries etc. The specialist doctors may be motivated to render honorary service failing which only they may be paid honorarium. The services of such persons who have an established reputation and experience shall be engaged with due care and in a consultative manner duly consulting the Heads of Department concerned and other professionals / experts etc. The Grief counselors could motivate the terminally ill patients and their families, to pledge corneas, and other organs suitable for transplantations.
- ii) The Development Society shall review within their respective jurisdiction, the district health action plan / the village specific PHC action Plan and the national health programmes such as NMEP, RNTCP, NPCB, NLEP, Family Welfare Programmes, programmes for maternal and child health activities etc to ensure that the health institutions concerned take all possible measures for effective implementation of those programmes / action plans.
- iii) The Development Societies shall ensure correct and proper recording of case sheets / data / facts and also review the performance indicators and take such measures as analysis of data etc as are necessary to rectify deficiencies and promote improved delivery of services or health status of the people concerned
- iv) Larger issues requiring Government Orders / Instruction by other Departments etc., for example assured protected water supply, measures to prevent contamination of drinking water sources, other problems arising due to factors beyond their control, etc., must be referred to Heads of Department and Government as ordered in the G.Os.13<sup>th</sup> and 14<sup>th</sup> read above.
- v) Hospital / Institutions Development Society is also empowered to select contractor for supply of good diet in the institution by calling for tenders or as prescribed by the Government. Development Society / concerned staff should monitor and ensure the supply of good quality diet to patients as per norms and procedure prescribed by the Government from time to time.

### 10. MAINTENANCE OF ACCOUNTS:-

- i) The Society shall maintain proper books of accounts, which shall be audited by Chartered Accountant, or a firm of Chartered Accountants to be appointed with the approval of the Society and also ensure the accounts are subject to Accountant General's audit in a regular and timely manner.
- ii) The audited accounts of the Society for every year shall be placed before the Society for approval and a copy of the accounts with auditor's report shall be furnished to the Head of the Department concerned. The Abstract of Progress report shall be submitted to Head of the Department concerned within one month of the last date of the quarter.
- iii) The Superintendent and Heads of Department and each of staff shall be individually responsible for the discharge of duties as per the specific job chart as assigned to them and such duties as may be entrusted by the Hospital Development Societies or Heads

iv) *The entire staff shall work with a team spirit, maintain effective co-ordination and build a reputation for the Institution in providing a caring and quality health care services to the people or in maintaining highest standards and quality of medical education as case may be. Each patient / student / trainee should leave the institution with the highest possible patient satisfaction.*

v) Head of institution along with Head of Department may constitute sub committees for overseeing various issues like sanitation, drugs supplies etc.

**11. IMPORTANT**

i) No member of the Hospital / Institution development society shall attempt to bring any undue influence on member - convener or other members to extend undue benefit to any individual or party in the entrustment / award of works / contracts etc.

ii) All decisions shall be taken on merit and in a transparent manner in the interest of providing best possible services and facilities to the patients / staff / trainees as case may be. In case of failure to provide services or to adhere to conditions of contract or quality specifications, the member - convener / head of the department / staff concerned shall record and communicate shortcomings to Development society for suitable action including recovery of costs or cancellation of contract or such action as required. The recommendation of the member - convener in all such cases shall be followed by the development societies. Dispute or disagreements if any, shall be communicated to Head of the Department at District Level for appropriate decisions, who shall dispose the matters on merit or refer to the head of department / Government depending on issue involved.

iii) The Development Society shall oversee and ensure regular attendance and proper discharge of duties by all staff.

iv) Any failing or loss sustained by the institution on account of negligence or administrative or financial impropriety because of individual actions or collective decision of the society shall entail recovery of loss and such action as deemed fit by the Government.

12. The Government Hospitals / Institutions are exempted from the procedure prescribed for collection of User Charges and its Utilization in the G.Os.6<sup>th</sup> and 15<sup>th</sup> read above.

This order issues with the concurrence of Finance Department vide their U.O.No.37928/178/A1/EBSVIII/2002 dt.7-2-2003.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M.CHAYA RATAN  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
All Hospitals / Institutions working under the control of HM & FW Department through concern HODs.  
All HODs under the control of HM&FW Department.

Copy to:-

All District Collectors

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All Sections under the control of Health Department.  
(with a request to take action with which they are concerned with)  
All Departments of Secretariat.  
JS to Hon'ble Chief Minister.  
PS to Minister, HM&FW Department.  
PS to Principal Secretary to Government.  
PS to EO Secretary to Government.  
PA to JS / Addl. Secretary.  
SF / SC's

// FORWARDED :: BY ORDER //

*Ms. Kamala Kaur Das*  
SECTION OFFICER  
*SK*

Note: This G.O. is available in the Internet and can be accessed at the address  
<http://apts.gov.in/apgos>.

**Composition of Hospital / Institutions Development Societies**

**1. Teaching Hospital Development Society :-**

- |  |                     |
|--|---------------------|
| (1) District Collector / A Senior Officer to be Nominated by the Government.   | .. Chairman         |
| (2) One Doctor by rotation nominated by the Chairman   | .. Member.          |
| (3) Three representatives selected from Janani group / Self-help groups / NGOs/Social Workers / Prominent Citizens of which at least one shall be a woman. (Members of Janani groups should be given preference wherever the groups exist for the purpose of giving representation from self-help groups / social workers /NGOs. | : Members.          |
| (4) Three MLAs (to be nominated by the Chairman)   | .. Members.         |
| (5) Mayor / Municipal Chairman Concerned   | .. Member.          |
| (6) Principal of Medical College Concerned.  | .. Member.          |
| (7) Superintendent of Hospital.  | .. Member/Convener. |
| (8) Z.P. Chairman concerned  | .. Member           |
| (9) Executive Engineer APMHIDC.  | .. Member           |
| (10) Representative of Ex-students /Old Students Association of the Medical College.   | .. Member.          |
| (11) A representative of House-surgeons/ PG students.  | .. Spl. Invitee     |
| (12) RMO concerned.  | .. Member.          |
| (13) M.P. Concerned.   | .. Member           |

**2 College Development Societies (DME & IM&II)**

- |  |                  |
|--|------------------|
| (1) Principal  | .. Chairman      |
| (2) Superintendents of the attached teaching hospitals | .. Members       |
| (3) Heads of the Department concerned                  | .. Members       |
| (4) Representative of students                         | ... Spl. Invitee |

**3. District Headquarters Hospital Development Society :-**

- |   |                       |
|---|-----------------------|
| (1) District Collector / Sr. Officer to be nominated by the Collector   | .. Chairman           |
| (2) Two M.L.As. of the District(including the local M.L.A. And MLA to be nominated by Chairman)   | .. Members.           |
| (3) Chairman of the Municipality in which Institution is located.   | .. Member.            |
| (4) Two Z.P.T.C./M.P.P. Members of whom one shall be a Woman.   | .. Member.            |
| (5) Executive Engineer, APMHIDC   | .. Member             |
| (6) Three representatives selected from social workers / Philanthropists / Self-help groups / NGOs of whom at least one shall be Woman. | .. Members.           |
| (7) District I.M.A. President.  | .. Members.           |
| (8) Superintendent of the Hospital.   | .. Member / Convener. |
| (9) M.P. Concerned.   | .. Member             |
| (10) Chairman of Zilla Parishad.  | .. Member.            |

**4. Area Hospitals / Community Health Centres / Development Societies under the control of Commissioner of APVVP**

- |  |              |
|--|--------------|
| (1) M.L.As. in whose Constituency the Institution is | .. Chairman. |
|--|--------------|

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located Chairperson.

- (2) Municipal Chairperson of the respective Municipalities. .. Member.
- (3) One Member from M.P.Ps. / Z.P.T.Cs. in which Community Health Centre / Area Hospital is located. .. Member.
- (4) Executive Engineer, APHMHDC .. Member
- (5) Sarpanch of the Gram Panchayat in which Community Health Centre / Area Hospital is located. .. Member.
- (6) Three representatives selected from social workers / self-help groups / NGOs of whom at least one shall be a woman. Members of Janani groups should be given preference wherever the groups exists for the purpose of giving representation from self-help groups / Social Workers / NGOs. .. Members.
- (7) One (Weaker sections) representative from (SC/ST/Minority) .. Member.
- (8) Medical Officer-in-charge of the Community Health Centre / Area Hospital. .. Member / Convener.
- (9) M.P. Concerned. .. Special invitee/ Member.

#### 5. Primary Health Centre / UPHCs Development Societies :

- (1) President of Mandal Praja Parishad. .. Chairman.
- (2) Member of Z.P.T.C. of that Mandal. .. Member.
- (3) Three persons from Self-help groups / Social Workers / NGO of whom at least one shall be a woman. Members of Janani groups should be given preference wherever the groups exists for the purpose of giving representation from self-help groups .. Members.
- (4) Gram Sarpanch of PHC head quarters. .. Member.
- (5) M.L.As. concerned .. Special Invitee.
- (6) M.P. concerned .. Special invitee
- (7) Medical Officer. .. Member / Convener.

#### 6. Health Sub Centre Development Society :-

- (1) Sarpanch of Village Concerned. .. Chairman
- (2) One Woman representative from Janani Group / Self-help group. .. Member.
- (3) Anganwadi workers. .. Members.
- (4) One School Teacher/School Education Committee (S.E.C.)President ... Members.
- (5) A.N.M. .. Member/Convener.

#### 7. Unani Hospital Development Society :-

- (1) District Collector / Senior Officer to be nominated by the Collector. .. Chairman.
- (2) One Unani Doctor by Rotation nominated by the Chairman. ... Member.
- (3) Three representatives selected from Self-help groups/ NGOs / Social Workers / Prominent Citizens of which at least one shall be a woman. Members of Janani groups should be given preference wherever the groups exists for the purpose of giving representation from self-help groups / Social Workers / NGOs. .. Members.
- (4) Three MLAs. (to be nominated by the Chairman) .. Members.
- (5) Mayor / Municipal Chairman. .. Member.
- (6) Executive Engineer, APHMHDC .. Member
- (7) M.P. concerned .. Member / Convener

**8. Ayurvedic Hospital Development Society :-**

- |   |                     |
|---|---------------------|
| (1) District Collector / Senior Officer to be nominated by the Collector.   | .. Chairman.        |
| (2) One Ayurvedic Doctor by Rotation nominated by the Chairman.   | .. Member.          |
| (3) Three representatives selected from Self-help groups/ NGOs / Social Workers / Prominent Citizens of which at least one shall be a woman. Members of Janani groups should be given preference wherever the groups exists for the purpose of giving representation from self-help groups / Social Workers / NGOs. | .. Members.         |
| (4) Three MLAs. (to be nominated by the Chairman  | .. Members.         |
| (5) M.P. concerned  | .. Member           |
| (6) Mayor / Municipal Chairman.   | .. Member.          |
| (7) Executive Engineer, APHMHIDC  | .. Member           |
| (8) Superintendent of Hospital.   | .. Member/Convener. |

**9. Homoeopathic Hospital Development Society :-**

- |   |                     |
|---|---------------------|
| (1) District Collector / Senior Officer to be nominated by the Collector.   | .. Chairman.        |
| (2) One Homoeopathic Doctor by Rotation nominated by the Chairman.  | .. Member.          |
| (3) Three representatives selected from Self-help groups/ NGOs / Social Workers / Prominent Citizens of which at least one shall be a woman. Members of Janani groups should be given preference wherever the groups exists for the purpose of giving representation from self-help groups / Social Workers / NGOs. | .. Members.         |
| (4) Three MLAs. (to be nominated by the Chairman  | .. Members.         |
| (5) Mayor / Municipal Chairman.   | .. Member.          |
| (6) M.P. concerned  | .. Member.          |
| (7) Executive Engineer, APHMHIDC.   | .. Member           |
| (8) Superintendent of Hospital.   | .. Member/Convener. |

**10. Nature Cure Hospital Development Society :-**

- |  |                    |
|--|--------------------|
| (1) Commissioner of Indian Medicine  | .. Chairman.       |
| (2) Secretary, Vemana Yoga Research Center.  | .. Member.         |
| (3) Secretary, Yogadhyayana Parishad.  | .. Member          |
| (4) Representative of P.G. Students.   | .. Spl. Invitee    |
| (5) Representative of Ex-Students Association.   | .. Member.         |
| (6) Local MLA and other 2 MLAs   | .. Members         |
| (7) Local M.P.   | .. Member          |
| (8) C.E.O / MAP  | .. Member          |
| (9) Three Representatives Social Workers/Philanthropists/NGOs. Who have contributed substantially in this field. | ..Members.         |
| (10) Superintendent of Nature Cure Hospital.   | ..Member/Convener. |

**11. Public Health Development Societies under the control of IPM institutions:**

- A. State Level (central Labs at Narayanaguda, Hyderabad)

- |  |          |
|--|----------|
| 1. Director, IPM   | Chairman |
| 2. Additional Director, IPM  | Member/  |
|  | Convener |
| 3. Chief water analyst   | Member   |
| 4. Chief Public Analyst  | Member   |
| 5. Local MLA   | Member   |
| 6. Additional Director (C.D) Office of DH  | Member   |
| 7. Mayor or his nominee  | Member   |
| 8. Nominee of Project Director of PD, APSACS   | Member   |
| 9. Three representatives selected from self-help group / NGOs / Social workers Prominent Citizen of which at least one shall be a woman. | Members  |

**B. Regional / District Public Health Development Societies:**

- |  |          |
|--|----------|
| 1. Dist. Collector / Sr. Officer to be nominated by the collector  | Chairman |
| 2. Civil Surgeon, Bacteriologist   | Member / |
|  | Convener |
| 3. ISO / Sr. Analyst   | Member   |
| 4. Local MLA   | Member   |
| 5. Mayor / Chairman concerned Municipal Corporation / Municipality   | Member   |
| 6. Three representative selected from self-help groups / NGOs / Social workers / Prominent Citizens of which at least one shall be a woman | Members  |

Note:- In respect of the health institutions / Hospitals situated in Tribal Areas, the Project Officer, ITDA concerned shall be the Chairman of Hospital Development Society..

*H. Kamal Kant*  
SECTION OFFICER

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BY REGISTER POST.

OFFICE OF THE COMMISSIONER, A.P. VALDYA VIDHANA PARISHAD, HYDERABAD

Rc.No.7423/Plg.2/2003,

Dated:30-6-2003

Sub:APVVP-Government Hospitals/Institutions-  
Formation and Functioning of Health Institutions/  
Hospitals Development Societies for effective  
functioning-G.O.Ms.No.90/HM&FW(M1) Department,  
Dt.17-4-2003 communicated with instructions-  
Regarding.

Ref:(1)G.O.Ms.No.90/HM&FW(M1) Dept. Dt.17-4-2003.  
(2) This Office Rc.No.7423/Plg.2/2003,Dt.07.5.03.

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Attention of the Medical Superintendent of District Hospitals/Area Hospitals and Medical Officers incharge of Community Health Centres is invited to the instructions issued in the reference cited 2nd, where in they were asked to constitute Hospital Development Societies as indicated in the Annexure to the G.O.Ms.No.90/HM&FW(M1) Department,Dt.17-4-2003 and to register Hospital Development Societies under A.P. Societies Registration Act 2001 with bye laws as non profit body and report compliance at once to this office. It is regretted that none of them have reported having constituted Hospital Development Societies in accordance with the said G.O.and got the Hospital Development Societies Registered under A.P.Societies Registration Act 2001.

They are informed that the Hospital Advisory Committee ceased to function as the orders issued in G.O.Ms.No.90/HM&FW(M1) Department, dt.17-4-2003 were in supercession of the orders in the references mentioned in the above G.O. Therefore they should take immediate action to constitute Hospital Development Societies of the Hospital/Community Health Centre concerned at-once and should register the Hospital Development Societies under A.P. Societies Registration Act 2001 with bye laws and send an attested copy of registration effected to this office immediately.

Failure to follow the said instructions at-once, the Medical Superintendents and Medical Officers incharge of the

Contd...2.p.

Community Health Centres concerned shall be personally held responsible for non-compliance of the orders issued in the above G.O.

The Dist.Co-ordinator of Hospital Services of the concerned District should ensure constitution of Hospital Development Societies at District Hospitals/Area Hospitals/Community Health Centres under his control and should send report to this office, constituting of the Hospital Development Societies and Registration of Hospital Development Societies under A.P.Society Act 2001 and report compliance.

Sd/-DR.K.ANJI REDDY,  
COMMISSIONER

//Attested//

*[Signature]*  
For COMMISSIONER

To

- 1) All the Medical Superintendents of District Hospitals and Area Hospitals under the control of APVVP in the State.
- 2) All the Medical Officers incharge of Community Health Centres under the control of A.P.V.V.P.Hospitals.
- 3) Copy to: (1) All the Dist.Collectors X  
in the State. X They are requested to take  
(2) All the DCHS in the X necessary immediate action  
State. X for issue of necessary  
(3) The Finance Officer, X guide lines/instructions  
APVVP,Hyderabad. X to all the concerned  
(4) The Internal Audit X regarding the matter  
Officer,APVVP,Hyd. X related to them according  
(5) The E. E,APVVP,Hyd. X to the G.O.cited under a  
(6) The EME,APVVP,Hyd. X copy to Planning Section.
- 4) All other Officers in APVVP, Hyderabad.
- 5) All Section Officers in APVVP, Hyderabad.
- 6) The Commissioner PESHU.
- 7) The Stock File
- 8) Spare copies