

GOVERNMENT OF KERALA
Abstract

Insurance Medical Service Department- Hospital Development Committees in ESI Hospitals in Kerala-Rules and procedure relating to constitution and working of –Orders issued.

LABOUR & REHABILITATION (F) DEPARTMENT

G.O. (Ms) No.51/2004/LBR

Dated, Thiruvananthapuram 25/9/2004

Read: Letter No.B1-25851/2001/DIMS dated 26/12/2003 from the Director of Insurance Medical Services, Thiruvananthapuram

ORDER

Government are pleased to order constitution of the Hospital Development Committees in ESI Hospitals in Kerala with immediate effect for improving the functioning of these hospitals which would keep constant vigil on the working of the institutions concerned for improving service delivery and would render whatever assistance is necessary by way of voluntary service or financial contributions so as to meet exigencies and to ensure steady development of the institution. Government hereby prescribe the Rules in the Annexure to regulate the constitution and working of the Hospital Development Committees in ESI Hospitals in Kerala.

By Order of the Governor,

V.S.GIRIJA,
Joint Secretary to Government

To

The Medical Commissioner, ESI Corporation, New Delhi (with C.L)
The Director of Insurance Medical Services, Thiruvananthapuram
The Regional Director, ESI Corporation, Thrissur
The Regional Deputy Directors of Insurance Medical Services Department (All Zones)
The Director of Public Relations
All Mayors / All Municipal Chairmans
All Jilla/Block Panchayat Presidents
The Executive Engineer, C.P.W.D (Civil), Regional Office, Thiruvananthapuram
The Executive Engineer, C.P.W.D (Electrical), Regional Office, Thiruvananthapuram
Superintendent of all ESI Hospitals
The PS to Minister (Labour)
The CA to Secretary (Labour)
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O.C

Forwarded / By Order
Section Officer

**RULES AND PROCEDURE
RELATING TO THE CONSTITUTION OF
HOSPITAL DEVELOPMENT COMMITTEES
IN
INSURANCE MEDICAL SERVICES DEPARTMENT**

1. INTRODUCTION

The Insurance Medical Services Department under the administrative control of Labour and Rehabilitation Department, Government of Kerala is set up for the effective implementation of ESI Scheme in the state. The Insurance Medical Services Department provides medical care to the Insured Persons and their family members through ESI dispensaries and ESI hospitals. There are 12 ESI hospitals working under the Insurance Medical Services Department. For improving the functioning of these hospital, it is proposed to constitute Hospital Development Committees (HDC). The salient points in the various Government orders regarding constitution and working of HDCs in Health Services and Department of Medical Education have been adopted as guidelines for this proposal.

II. OBJECTIVE

The objective of the Committee is to keep constant vigil on the working of the ESI hospitals in the state, to render necessary assistance by way of voluntary service and financial contribution so as to meet exigencies, to ensure steady development of the institution and to take up responsibilities for the better functioning and improvement of the institution.

III. STRUCTURE OF HDC

The structure of HDCs in ESI Hospital Peroorkada, ESI Hospital Ezhukone, ESI Hospital Alappuzha, ESI Hospital Vadavathoor, ESI Hospital Ernakulam, ESI Hospital Olarikkara, ESI Hospital Palakkad, ESI Hospital Feroke and ESI Hospital Thottada, ESI Hospital Parippally, ESI Hospital Udyogamandal and Hospital, Mulamkunnathukavu will be as follows.

Official Members

1. Superintendent of the ESI Hospital-Secretary
2. Lay Secretary / Junior Superintendent of the ESI Hospital-Treasurer
3. RDD of the Zone where the ESI Hospital is situated
4. Regional Director ESI Corporation, Thrissur or his nominee
5. Local Executive/Assistant Executive Engineer of CPWD (Civil)
6. Local Executive/Assistant Executive Engineer of CPWD (Electrical)
7. RMO of the ESI Hospital
8. Nursing Superintendent of the ESI Hospital

Non-Official Members

1. Jilla Panchayat President-Chairman (In case of the City Corporations, Mayor-Chairman)
2. Chairman of the Municipality, President of Block and Grama Panchayat in which the ESI Hospital situated.
3. Local MLA
4. Local MP
5. Employer's representatives not exceeding 5 in number (Nominations to be obtained by Superintendent)
6. Representatives of major trade unions in the area (Not exceeding 3) (Nominations to be obtained by Superintendent)
7. Two nominees of Non Governmental Organisations active in the area. (Nominations to be obtained by Superintendent)
8. One accredited journalist in the locality (To be nominated by Superintendent)
9. Three representatives from the public to be selected by Superintendent.

IV. AUTHORITY TO CONSTITUTE HDCs

Government will constitute the Development Committees of ESI Hospitals

V. TERM OF THE COMMITTEE

The term of the Committee will be a period of 3 years from the date of orders of constitution of the committee.

VI. RULES AND PROCEDURES

1. Membership

- 1.1. Nominations made against vacancies arising in the middle of the term should be limited to the period by which the term of the other nominated members of the committee expires.
- 1.2. If a nominated member absents himself / herself for three consecutive meetings, the member shall be liable of be removed from the committee. The Committee may recommend the restoration of membership of a member so removed on application of the individual concerned if the committee is satisfied that there were sufficient reasons for the absence. The Chairman may restore the membership on recommendations of the committee.
- 1.3. In the case of an official member when he himself is unable to attend the meeting due to other preoccupation, he may depute one of his subordinates to represent him at the meeting.

- 1.4. If an MLA or an MP nominated as a non-official member of the committee absent himself / herself for three consecutive meetings due to other inevitable preoccupations it shall not be taken as sufficient reason for his / her removal from the committee.

2. Meeting

The committee shall meet at least once in three months. The proceedings and recommendations of the committee shall be forwarded to Secretary to Government, Department of Labour and Director of Insurance Medical Services for information.

3. Quorum for the meeting

One fourth of the members shall form the quorum of the committee subject to the condition that at least one of the members present shall be a non-official. The Chairman shall normally preside over the meeting of the committee. In the absence of the Chairman, the members present shall elect a chairman for the particular meeting.

4. Executive committee

- 4.1 An executive committee shall be constituted which would periodically meet and take decisions on day to day affairs.

- 4.2. The composition of the committee shall be as follows

- a. Chairman of the HDC
- b. All official members
- c. Mayor of the Corporation / Chairman of the Municipality, President of Block and Grama Panchayat which the ESI Hospital is situated.
- d. Local MLA
- e. Local MP
- f. One representative of employer
- g. One representative of employee
- h. Two other members of HDC to be nominated by the Chairman

- 4.3 The Chairman of the HDC shall also be the Chairman of the Executive Committee .

- 4.4 All powers of the HDC shall be exercised by the Executive Committee subject to the overall guidance and control of HDC except the following.

- a. Approval of budget estimate
- b. Approval of annual audited statement
- c. Any other matters of importance reserved by the Chairman for consideration of the HDC.

5. Finance Management

- 5.1. HDC shall not incur an expenditure of more than 35% of its revenue on establishment.
- 5.2. HDC shall deposit their revenue in any one of the nationalised banks in joint account of Chairman and Secretary.
- 5.3. HDC can collect contributions from the public in cash or kind for the betterment of hospitals.

6. Institution Visits

- 6.1. The individual members of the committee may arrange with the Superintendent of the ESI Hospital to visit the institution at any time during working hours.
- 6.2. A 'Visitor's book' shall be opened in each institution for the members to note their remarks.

VII. POWER OF GOVERNMENT TO ISSUE DIRECTIONS

The Government shall have the power to issue directions to the committee in the conduct of any of its affairs and the committee shall be bound to comply with such directions.