



Government of Kerala

Administration Manual for Transferred Functions: Homeopathy Dispensaries/Hospitals

(Prepared by KILA under KLGSDP)

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GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP)
-Administrative Manual for transferred functions of Homeopathy Dispensaries/Hospitals - Approved
- Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No.1616/2017/LSGD.

Dated, Thiruvananthapuram, **17.05.2017**

Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.
(3) Letter No. 49/2015/KLGSDP dated 18/04/2017 received from the Project Director, KLGSDP

ORDER

As per Government Order read as 1st and 2nd paper above, Manual Vetting Committee and Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After a detailed deliberations on Manual, the Manual Vetting Committee held on 03.04.17 decided to approve the Administrative Manual for transferred functions of Homeopathy Dispensaries/Hospitals and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Administrative Manual for transferred functions of Homeopathy Dispensaries/Hospitals prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

By Order of the Governor
A.K.MOHANA KUMAR
Joint Secretary to Government

To

The Project Director, KLGSDP
The Director of Panchayats, Thiruvananthapuram,
The Director, Urban Affairs Department, Thiruvananthapuram.
The Director, KILA, Thrissur
The Director, Local Fund Audit, Thiruvananthapuram.
The State Performance Audit Officer (SPA0)
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)
The Executive Director, IKM, Thiruvananthapuram,
Office Copy/Stock File

Copy to :-

Private Secretary to M(LSG&WM)
Personal Secretary to Principal Secretary, LSGD
Personal Secretary to Special Secretary, LSGD

Forwarded/By order,


Section Officer

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ACRONYMS

AG	-	Accounts General
ASHA	-	Accredited Social Health Activist
CME	-	Continuing Medical Education
CMO	-	Chief Medical Officer/Charge Medical Officer
DH	-	Department of Homoeopathy
DLEG	-	District Level Experts Group
DMO	-	District Medical Officer
HMC	-	Hospital Management Committee
IP	-	In Patient
KPR	-	Kerala Panchayat Raj
LSGD	-	Local Self Government Department
LSGI	-	Local Self Government Institution
MO	-	Medical Officer
NRHM	-	National Rural Health Mission
OP	-	Out Patient
PWD	-	Public Works Department
RTI	-	Right To Information
TR5	-	Treasury Receipt 5

Introduction

1.1. Homoeopathy Dispensaries and Local Government

Homoeopathy is based on a “HOLISTIC” approach and the treatment programme is customized and individualized for the patient, with the objective of curing the patient on a whole, of removing the underlying causes. It can effectively treat almost all diseases known to Medical Science. Affordability of treatment, easiness of administration of medicines and negligible side effects have attracted more and more people to this system of medicine

The functions, institutions and schemes of Government related to the matters enumerated in the 3rd, 4th and 5th schedule of the Kerala Panchayat Raj Act, 1994 and in the 1st schedule of the Kerala Municipality Act, 1994 has been transferred to the concerned local bodies as per G.O. (P) 189/95/LAD dated 18/09/1995 (**Annexure 1**). Government had also directed the heads of the various departments to issue orders showing the details of transfer of institutions to the appropriate LSGIs and the posts transferred from the concerned offices. Based on this various departments have issued orders relating to transfer of institutions, posts etc. to the LSGIs. Guidelines to be followed for the effective implementation of schemes transferred to LSGIs have also been issued by the departments. Accordingly the hospitals and dispensaries under Homoeopathy Department have been transferred to the institutions of local administration with all the assets and liabilities, sanctioned posts and employees. Dispensaries, hospitals were thus transferred to the LSGIs as per letter No.P1/27811/94/D.H dated 26/09/1995 of the Director of Homoeopathy. Detailed orders on the duties and functions transferred to LSGIs were also issued as per order No.22467/P1/95/DH dated 18/03/1996 (**Annexure 2**) and G.O (P) No: 566/95 dated 23/12/1995 (**Annexure 3**) of the Director of Homoeopathy.

1.2. Objective and Scope of this Manual

- i. The objective of the Manual is to let the Grama Panchayat and the Officials transferred from the line department clearly understand their respective roles and responsibilities in carrying out functions which have been assigned to the Grama Panchayat. However, since the functions retained by the State Government are also implemented within the jurisdiction of the Grama Panchayat, it is rational that those will be of interest to the Grama Panchayat. Information on the retained functions will help the Grama Panchayat to align and converge its activities with that of the State Government. Grama Panchayat will also be able to mobilise the people and provide other support in implementation. Keeping that in mind, this manual not only deals with functions transferred to the Grama Panchayats but also mentions the activities retained by the State Government for taking holistic view of the functioning of the transferred institution.
- ii. Exclusion Clause: The Manual is an evolving document and the Director of KILA and the Director of Panchayats will accept and incorporate valid suggestions and feedback.

1.3. Functions of Grama Panchayat in field of Public Health and Sanitation

As per Sec. 166 of the Kerala Panchayat Raj Act, 1994 it shall be the duty of the Grama Panchayats to meet the requirements of the Panchayat area in respect of the matters enumerated in the Third Schedule of the Act. As regards the matters enumerated as mandatory functions, the Panchayats are duty bound to render services to the inhabitants of the Panchayat area. Subject to the provisions of the Act and the guidelines and financial, technical or otherwise assistance of the Government, the Grama Panchayats shall have exclusive power to administer the matters enumerated in the Third schedule of the Kerala Panchayat Raj, 1994 and to prepare and implement schemes relating thereto for the economic development and social justice. The main functions of the Grama Panchayats in the field of public health and sanitation as given under the Third Schedule of Kerala Panchayat Raj Act, 1994 relating homeopathy are as follows:

1.3.1. Mandatory Functions

- i. Maintenance of environmental hygiene.
- ii. Vector control.
- iii. Maintenance of traditional drinking water sources.
- iv. Preservation of ponds and other water tanks.
- v. Collection and disposal of solid waste and regulations of liquid waste disposal.
- vi. Adopt immunisation programmes.
- vii. Effective implementation of National and State level strategies and programmes for prevention and control of diseases.

1.3.2. Sector-Wise Functions

- i. Running of dispensaries, Primary Health Centres and sub-centres (with all systems of medicines)
- ii. Carry out immunisation and other preventive measures
- iii. Implementation of family welfare programmes
- iv. Implementation of sanitation programmes

1.3.3. General Functions

- i. Collection and updating of essential statistics.
- ii. Awareness building against social evils like consumption of alcohol and narcotics, dowry, abuse of women and children.
- iii. Ensuring maximum people participation at all stages of development.
- iv. Organise relief activities during natural calamities.

Services and Responsibilities

The services and responsibilities of the Grama Panchayat and the Homoeopathy Dispensaries are as detailed below.

2.1. Services Rendered by the Homoeopathy Dispensaries/Hospitals

The Homeo Dispensary is the institution of the Grama Panchayat to provide preventive, promotive curative and palliative health care services, based on the principles of Homoeopathy.

The main services of the Homoeopathy Dispensaries are:

- i. Providing free homoeopathic medical care to the people.
- ii. Taking preventive measures to control diseases.
- iii. Conducting medical camps/preventive camps.
- iv. Building awareness on health and sanitation

2.1.1. Treatment Services

Curative services are the principal services offered by the Dispensary/Hospital. This service has various components as shown below

- i) Registration of patients
- ii) Examination of patients
- iii) Diagnosis and prescription
- iv) Distribution of medicines
- v) Follow-up

vi) Issuing certificates

vii) Referral services

i) Registration of Patients

This is one among the services to be made available to the patients approaching the Hospital/Dispensary for medical check- up and treatment.

- i. The patients who visit the Dispensary for registering names at OP should be provided OP registration and OP ticket. Sitting facility should be provided for the patients and visitors. OP should be accessible to differently abled.
- ii. While issuing the OP ticket, the complete name of the individual, address, age, gender, ward, occupation, income and phone number should also be entered promptly in the register.
- iii. The patient who visits the hospital should be given a cordial welcome. The official who registers patients at the OP should take care in this regard. The patients should feel a friendly atmosphere.
- iv. Pen, paper, and register book should be kept ready at the registration counter. Computerised Registration System shall be introduced if possible.
- v. A patient who approaches the OP for registration should not be made to wait; instead she/he should be disposed of at the earliest. The OP ticket should be issued within a stipulated time. Those who are severely ill, pregnant and lactating women and senior citizen should be given attention and care at the earliest.

ii) Examination of Patients and Arrangements for Their Waiting

- i. Steps should be taken to reduce the time of waiting for the patient to meet the doctor for medical check-up. Information regarding OP registration, the time for registration should be displayed properly.
- ii. The patients who visit the institutions should be provided with sufficient seating facilities. Separate seats should be specified for women, children, aged persons and differently abled.
- iii. Toilets should be arranged for the use of hospital visitors. One toilet should be kept separately for use by women and another one for transgender. These toilets should be arranged in such a way that those who come in wheelchairs also could use it. Arrangements should be made to ensure that these toilets had sufficient supply of water. Adjacent to the toilets of women sufficient space should be arranged for their privacy.
- iv. Poster and other materials regarding diseases, preventive measures, and other health-related issues to be known by the people should be displayed. These should be displayed properly so that the patients would be

able to read them while waiting for check-up. Digital display system shall be introduced if possible.

- v. Severely ill, pregnant and lactating women and senior citizen may be given priority for availing the services. The time for getting certificates and attestation should be properly displayed. Those who come for the service should be able to know the time in advance and get the service on time. The examination room is very important for disease check-up. The walls of the examination room should be painted with soothing colours. The construction of the room should ensure adequate natural light and air. It should have a wash basin, soap, towel, examination gloves, face mask and dust bins. The room should have an adjacent toilet. The Medical Officer/Chief Medical Officer/Hospital Superintendent should be provided with a table and adequate chairs should be placed opposite for the visitors to sit. One rotating stool should be placed near the Medical Officer/Chief Medical Officer/Hospital Superintendent so that the patient can sit. The check-up room should have proper ventilation and light and be kept clean.
- vi. The check-up room should have sufficient privacy, with side screen.
- vii. While the women patients are examined, medical ethical directions should be followed.

iii) Diagnosis and Prescription

- i. The Medical Officer/Chief Medical Officer/Hospital Superintendent should maintain a register and enter the details like date, name of the patient, disease, OP number, medicine prescribed, dosage, frequency etc.
- ii. These Registers should be made available for future references.
- iii. Laboratory investigations, X-ray, USG, ECG and other diagnostic facilities should be provided if possible.

iv) Medicine Distribution

- i. Medicines should be distributed at free of cost from the pharmacy.
- ii. The name of the patient, name of the medicine, and the mode of consumption should be written on the envelope in which medicines are given.
- iii. The Grama Panchayat should provide adequate funds required for the purchase of medicine, and for payment of rent, electricity, water and telephone & internet as per the requirement furnished by the Medical Officer/Chief Medical Officer/Hospital Superintendent. The Grama Panchayat should also provide assistance for the distribution of medicines through medical camps, preventive camps and awareness camps. In emergency cases the Grama Panchayat can allot funds for local purchase of medicine by following procedures used by Government. Fund for medical camps, preventive camps, awareness classes should be provided by the Grama Panchayat.

- iv. The stock of medicine should be checked periodically by Medical Officer/ Chief Medical Officer/Hospital Superintendent. Those medicines which have arrived first should be distributed first.
- v. Necessary medicines should be purchased from the district medical store as and when the stock is being exhausted and depending on the climatic condition.
- vi. Those medicines which has no use and are expired should be destroyed by the condemnation committee.
- vii. The mode of consuming the medicine should be explained clearly to the patient. This information should be provided in a patient-friendly manner and in a way that can be understood by them. The information should be repeated if found necessary.

v) Follow up (Continuous Help for the Patient)

- i. The continuous check-up and support for the patients should be provided through field visit whenever possible.
- ii. If possible, visit those patients who are immobile/bedridden/palliative care patients.
- iii. If diseases which are to be observed under the National Health Programmes should be subjected to continued observation.
- iv. If various types of communicable diseases are found, they also should be subjected to follow up observation.
- v. Anganawadies, Old age homes, Orphanages, Tribal settlements, Labour camps, Hostel etc. that are functioning in the Grama Panchayat area should be visited periodically.

vi) Issuing of Certificates

- i. Those patients who require medical certificate or any other certificate should submit application to the Medical Officer/Chief Medical Officer/ Hospital Superintendent together with details of OP/IP registration.
- ii. Certificates have to be issued to those patients who receive treatment after registering at the OP/IP.
- iii. The fees decided by the Government from time to time, if any, for issuing the certificate should be collected.
- iv. The time and date for issuing certificates should be decided in advance and the same should be displayed.
- v. Keep register for the issue of Medical Certificate and other certificates.
- vi. Follow the rules as per Right to Service Act and Rules and Citizen Charter of the Grama Panchayat.

vii) Referral Service

Those patients who require expert treatment should be referred either to the Taluk hospital or to the District Hospital or Medical colleges. Also act as a referral centre to *Seethalayam, Sadgamaya*, Geriatric Centres etc. in Taluk Hospitals/District Hospitals.

2.1.2. Implementation of National and State Health Programmes

The State and Central governments are implementing various programmes for maintaining health through the health institutions. The Grama Panchayat has the responsibility of supervision and evaluation of such State and Central health programmes under the purview of the Grama Panchayats. They should also participated National Immunisation Programmes.

2.1.3. Disease Prevention and Awareness Generation

Disease Prevention activities form a crucial part of the responsibilities of the dispensary. The Homoeopathy dispensary/hospital should make arrangement for prevention of diseases like,

1. Measles
2. Chickenpox
3. Mumps
4. Cholera
5. Viral Fever
6. Chikungunya
7. Dengue Fever
8. Meningitis
9. Infective Hepatitis
10. H1N1
11. Malaria
12. Viral Conjunct
13. Anaemia
14. Herpes Zoster
15. Japanese Encephalitis. etc.

Whenever such diseases are reported in its area or there is a chance for outbreak of diseases the dispensaries shall make arrangement for the prevention. Whenever there is an outbreak of communicable diseases the dispensary shall arrange distribution of preventive medicines and can take immediate steps, in consultation with DLEG (District Level Experts Group) strictly follow reach guidelines through Ayal Sabhas and Grama Kendras.

2.1.3.1. Surveillance and Data Collection for Disease Prevention

Data collection required for disease prevention may be carried out through the following activities:

- i. Data collected from the dispensary. (O.P Register etc.)
- ii. Data reported by ASHA/Anganwadi Workers about diseases spread in the area.
- iii. The Medical Officer/Chief Medical Officer/Hospital Superintendent should maintain liaison with such workers, Doctors from other System of Medicines, the elected representatives of the Grama Panchayat and the general public to be alerted on the onset of any disease which may be prevented through Homoeopathic Medicine.

2.1.4. Prevention of Communicable Diseases

- i. Reports should be submitted to the Grama Panchayat regarding the communicable diseases found in each area and the preventive measures taken. This action plan should be presented at the monthly review meeting.
- ii. The copies of the weekly compiled reports should be shared with the field level workers whenever necessary.
- iii. Special meetings should be convened as and when required by the Grama Panchayat for this purpose.
- iv. The Medical Officer/Chief Medical Officer/Hospital Superintendent should inform the Grama Panchayat and their superior officers about spreading of any communicable diseases. The services of other Local Self Government institutions may be utilised, if possible, to arrest spreading of communicable diseases and the Homoeopathy Medical Officer/Chief Medical Officer/Hospital Superintendent should inform the Grama Panchayat about this.
- v. Medical Officer/Chief Medical Officer/Hospital Superintendent should take necessary steps to conduct awareness camps for prevention of non-communicable diseases in consultation with the Grama Panchayat.

2.1.5. Medical Camp

- i. The medical camps should be organised in consultation with the Grama Panchayat at the outbreak of communicable diseases and natural calamities.
- ii. The Medical Officer/Chief Medical Officer/Hospital Superintendent is entrusted with the task of check-up, prescribing medicines, and overall supervision while organising the camp.
- iii. On demand, medical care should be provided at pilgrim center, festival gathering.
- iv. Those patients who require specialised care should be referred either to the District Hospital or to the Medical College.

- v. The pharmacist/dispenser should collect necessary medicines after deliberating with the Medical Officer/Chief Medical Officer/Hospital Superintendent.
- vi. The responsibility of organising the medical camp should be carried out by the Medical Officer/CMO/HS of the Dispensary by utilising the services of its entire staff and from adjacent dispensaries, if necessary, with the permission of DMO.

2.1.6. Lifestyle Disease Prevention Programme

- i. A Disease Register (**Annexure 4**) related to major lifestyle illnesses like diabetes, cancer, hyper tension, coronary artery disease; obesity and psychological diseases should be maintained.
- ii. Such data should also be collected from camps or while taking any field activity. These data should be updated regularly.
- iii. In case of death of any patients treated by the dispensary/hospital, the incidence of diseases, prescribed medicines, and reasons behind death should be included in the register.
- iv. The progress of disease among those suffering from lifestyle diseases should be entered in the register and the same should be monitored continuously.
- v. Drugs for de-addiction should be provided to those who are addicted to smoking, drugs, alcohol etc. and refer to the higher centres if necessary.
- vi. Advice on change in lifestyle to those who are prone to lifestyle diseases

2.1.7. Health Education Programmes

- i. The dispensary should form School Health Clubs and organise health education activities.
- ii. The Medical Officer/Chief Medical Officer/Hospital Superintendent is responsible for organising campaigns through School Health Clubs. One male and one female teacher should be associated for organising health education camps in schools.
- iii. Carry out health check-ups/issue health cards.
- iv. The height and weight of children should be measured by the Medical Officer/Chief Medical Officer/Hospital Superintendent. When the teachers point out those students who are suffering from either physical or psychological problems, the health workers who visit the school have a duty to either provide prompt advice or refer them appropriately.
- v. IEC activities should be extended to health volunteers of Schools, Residential Associations, Pre-metric Hostels, Govt. Hostels, Tribal settlements, immigrant labour camps, major Govt. offices etc.
- vi. The activities carried out by the dispensary should be reported to the Grama Panchayat for their reviewing.

2.2. Duties and Responsibilities of Employees

2.2.1. Medical Officer/Chief Medical Officer/Hospital Superintendent

The Medical Officer/Chief Medical Officer/Hospital Superintendent of the Dispensary has the following responsibilities:

- i. To provide health care services.
- ii. Proper administration and financial management of the dispensary.
- iii. Supervision of field activity and awareness classes.
- iv. Formulation and implementation of the Plan Schemes of the Grama Panchayat/ Departments.
- v. Attend mandatory CMEs and trainings.
- vi. Attend review meeting convened by Grama Panchayat

2.2.1.1. Delivery of Healthcare Services

- i. The Medical Officer/Chief Medical Officer/Hospital Superintendent should be available during working hours of the dispensary.
- ii. Medical Officer/Chief Medical Officer/Hospital Superintendent will have the complete responsibility of implementation of all activities in connection with the healthcare services from the dispensary.
- iii. To carry out Pain and Palliative care activities.
- iv. Outpatient services: Medical Officer/Chief Medical Officer/Hospital Superintendent of the Dispensary has responsibilities related to treatment of the patients. She/he is accountable for timely detection of diseases, prescribing medicines, follow up the treatment and curing the diseases.
- v. Participate in in-service training, other programmes and special activities in connection with the national health programme as instructed.
- vi. Attend Review meeting convened by Grama panchayat.
- vii. Issue medical certificate, fitness certificate and other certificates after receiving specified fees decided by the Government from time to time, if any, within the powers of Medical Officer/Chief Medical Officer.
- viii. Information related to diseases of the patients should be made available when demanded by the patients
- ix. Examine patients at the clinics and other medical camps, which are organized during the outbreak of communicable diseases and make necessary treatment.
- x. Render assistance to prepare necessary modules for school health programmes.

- xi. Keep a map of the service area.
- xii. Respond to RTI Act and Right to Services Act
- xiii. Also respond to higher officials

2.2.1.2. Administrative and Financial Responsibilities

- i. Apart from the supervision of all employees, the Medical Officer/Chief Medical Officer/Hospital Superintendent is bound to allocate the responsibilities of the sub staff for the smooth functioning of the institution.
- ii. The Medical Officer/Chief Medical Officer/Hospital Superintendent/Hospital Superintendent in charge will be responsible for all the financial transactions.
- iii. Task of administrative, financial, and disciplinary activities and control over the employees will lie with the Medical Officer/Chief Medical Officer. These responsibilities will be subject to service rules and Government Orders and general supervision and control of the concerned Grama Panchayat.
- iv. Organise monthly staff meetings and attend the meetings at the district level and Grama Panchayat level.
- v. Execute responsibilities as the head of the dispensary/hospital and exercise other powers and discharge responsibilities as per existing statute.
- vi. Attend performance audit and other statutory audits
- vii. The responsibility for supervising and implementing other health activities suggested by the Grama Panchayat.
- viii. Attend the Grama Sabha as and when required by the Grama Panchayat.
- ix. Attend Panchayat meeting if required by the President of the Grama Panchayat.
- x. Report the requirement of medicines that are not available in the stock to the Grama Panchayat so as to ensure uninterrupted supply of medicine.
- xi. Prepare and submit maintenance plan to the Grama Panchayat and follow up its inclusion in the Maintenance Plan of the Grama Panchayat.
- xii. Prepare monthly activity report.
- xiii. Record keeping and reporting.
- xiv. Public reporting shall be done as per the standing instructions including proactive disclosure of information under RTI.

2.2.1.3. Responsibility of Field Activities

- i. Provide service at the home of the patients in appropriate cases and give emergency treatment, palliative care and advice.
- ii. She/he should be present for special duty at festivals, natural calamities, visit of VIPs, and special camps as instructed by the Grama Panchayat.
- iii. The Medical Officer/Chief Medical Officer/Hospital Superintendent should submit to the Panchayat before the first working day of every month a tentative advance programme of activities. This should be made approved at the monthly review meeting.
- iv. Provide service at the home of the patients in appropriate cases and give emergency treatment and advice.

2.2.1.4. Formulation and Implementation of Schemes Related Responsibilities

- i. Attend working committee meeting for Plan formulation and implementation.
- ii. Prepare the Status report as directed by Government from time to time and present it before the Working Group meeting.

2.2.2. Pharmacist/Dispenser

- i. The Pharmacist/Dispenser should maintain the stock of medicines.
- ii. Distribute medicines from the pharmacy based on the prescription of the doctor.
- iii. The patients should be made aware of the mode and time of consuming the medicine.
- iv. Enter the name of the patient and mode of consuming the medicine on the envelope containing medicines.
- v. After verifying the stock, it should be ensured that medicines which are past expiry dates are destroyed/disposed of promptly by the condemnation committee.
- vi. Prepare intend to replace the depleted stock.
- vii. Prepare written minutes of staff meetings and submit to the Medical Officer/Chief Medical Officer/Hospital Superintendent.
- viii. Bring emergency medicines and distribute them while conducting medical camps and special clinics.
- ix. Assist Medical Officer/Chief Medical Officer/Hospital Superintendent in clerical works and attend mandatory CME trainings
- x. Follow the instructions of the MO/CMO/Hospital Superintendent for the smooth functioning of Dispensary/Hospital.

2.2.3. Attendant/Dispenser/Office Assistant

- i. Give necessary assistance sought by the Medical Officer/Chief Medical Officer.
- ii. Render necessary services as requested by the pharmacist/dispenser in distributing and maintaining medicines.
- iii. Make necessary arrangements for OP registration, keep ready registers and slips.
- iv. Assist patient/Doctor at examination of patients
- v. Attend treasury duty, post office duty, trainings etc. as directed by the MO/CMO/Hospital Superintendent.
- vi. Attend Mandatory CME training.
- vii. Carry out activities assigned by the Medical Officer/Chief Medical Officer/Hospital Superintendent from time to time related to office work.
- viii. Ensure the hygiene maintenance of OP/IP Examination room.
- ix. Tapal activities, despatches and other file maintenance should be done.

2.2.4. Part Time Sweeper

- i. The hospital and surrounding should be kept neat and clean every day.
- ii. Waste generated in the hospital/dispensary, and other objects should be collected, segregated and disposed in the necessary manner.
- iii. While conducting medical camps and special clinics, the venue should be cleaned before and after the camp.
- iv. Take collective responsibility for making necessary arrangements for the camps.
- v. Follow the instructions of the Medical Officer/Chief Medical Officer/Hospital Superintendent for the smooth functioning of the Dispensary/Hospital.

2.3. Ethics of the Staff

The manual enunciates the important responsibilities of the employees and elected functionaries. Still, there are several functional attributes that cannot be fully monitored through official mechanism. At the same time, excellence in public service is required. For this each of them has to discharge their assigned responsibilities by maintaining the highest standard of responsibility, honesty, integrity, transparency and accountability. Since each of them are actually serving the local community to which they themselves belong, their selfless service will go a long way in enhancement of the well-being of the local people, to which the Grama Panchayat is committed. So, maintaining high ethical standards in rendering the best possible service with sincerity and dedication is a necessary condition for effective local governance.

Structure and Office Administration

3.1. Physical Infrastructure

The Grama Panchayat has the obligation to make available basic facilities in the Homoeopathy Dispensaries and its sub centres attached to it for functioning efficiently in the Grama Panchayat area. The assets transferred to the Grama Panchayat shall therefore be maintained properly.

3.2. Location of Homoeopathy Dispensaries/Hospitals

Homoeopathic dispensaries are so located that, people can easily access the services.

3.3. Facilities Required for Homoeopathy Dispensaries/Hospitals

Total plinth area of the building shall be atleast 100 sq. metres as per norms. If not it should be prioritised at the earliest and get it done. The following facilities should be arranged while constructing a new building for the homoeopathy dispensary:

i. Room for Chief Medical Officer/Medical Officer

A room with sufficient furniture shall include proper seating arrangements, patients examination table computer facility and other clinical equipment should be provided. One toilet should also be attached with the Chief Medical Officer's/Medical Officer's room.

ii. OP Ticket Counter Room

A counter should be arranged near to the main entrance of the Homoeopathy Dispensaries for Out Patient (OP) registration. A computer shall be installed for OP registration if possible. The counter should have registration slips and a pen. The OP tickets should be provided from this counter.

iii. Medicine Dispensing Room/Pharmacy

The room shall have a medicine dispensing table, rack or almirah for keeping medicines. Attached to this shall be a wash basin and drinking water source. Area must be enough to move about for atleast 2 staffs.

iv. Store Room

There should be a store room with ample space to store medicines.

v. Veranda

A veranda shall be arranged for the use of the visitors. It shall have seating arrangements for at least 10 persons.

vi. Patients Waiting Hall

A waiting hall, with adequate seating facility shall be arranged for the patients. First aid room should be adjacent to patients waiting hall.

vii. Toilets

A toilet should be arranged for the use of the staff. The dispensary should have three toilets for the use of the visitors. One of this should be arranged for the exclusive use of women and another for men and the third one for transgender. Along with the toilet for women and nursing mothers, there should be a separate/ another room for their privacy.

viii. Drinking Water

Drinking water necessary for visitors, office staff, shall be arranged in the homoeopathy dispensaries.

ix. Electrification

The electrification of the homoeopathy dispensaries shall be carried out as per the provisions of the PWD.

x. Stationery

Stationery required for the homoeopathy dispensaries shall be stored and distributed as per need from the Department. If not, it shall be met by the LSGD from non- road maintance/general fund. The Medical Officer/Chief Medical Officer/ Hospital Superintendent shall conduct periodic check whether the related register is maintained properly. Stationery includes; White Paper, Correspondence Files, Note Pads, pens, Registers, Different Forms, File Board, Tags, Stamp Pads, A4 and A3 Papers, pins, gum, postage covers, printer, cartridge etc.

xi. Books and Periodicals

The Homoeopathy Dispensary should have important books and periodicals which are provided by the Department/Grama Panchayats and it should be kept in almirah with glass door.

xii. Computer with Internet and Telephone

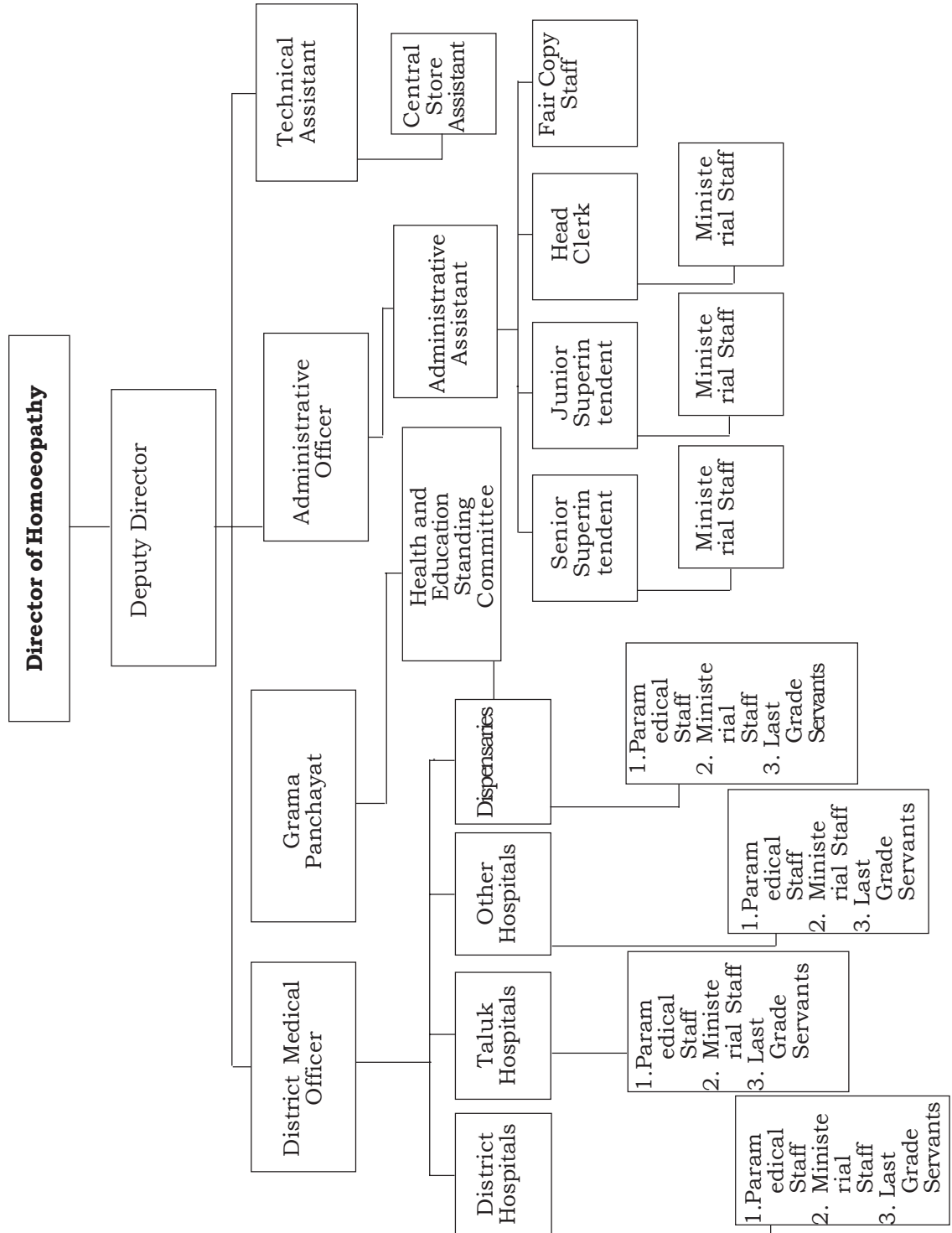
A Homoeopathy Dispensary should be provided with a computer having internet connectivity and a telephone. All computers must be interconnected in LAN if possible Intercom should be provided and promote paperless documentation.

xiii. Shed or Parking Area

Adequate parking facility should be available.

3.4. Administrative set up of the Department of Homoeopathy

Figure 1 : Administrative set up of the Department of Homoeopathy



3.5. Office Administration

Rules regarding office administration, applicable common and specific to the local self-Government and institutions under it are prescribed in the Office Management Manual.

3.5.1. Office Timing

The Homoeopathy dispensaries shall function from 9.00 am to 2.00 pm on all days.

3.5.2. Exhibit Institutional Information (Institution Board)

A wall board detailing the brief and transparent information regarding the office and the institution should be exhibited in the concerned offices. The board contains following items:-

- Name of the institution
- Name of the Grama Panchayat
- Name of Post office
- Pin code
- Time of functioning

Note: The Name of the institution shall be entered asGrama Panchayat Homoeopathy Dispensary.

3.5.3. Display Details of Service (Service Board)

Details of important services, the procedures to make the services available, and the objectives of the institution should be displayed in the service board.

3.5.4. Individual Information (Maintain Attendance Board)

The following details should be displayed: the posts of officials, employees, casual and part-time employees, apprentices, and staff on daily wages, names of persons working in each of these posts, details of vacant posts, and attendance details of each person. The board should have the facility to record the time of arrival in the office/institution.

If any of the employees or the officials leave the office during office/working hours, the same information should be entered in the board against their names. The purpose of leave should also be mentioned; for what responsibility or what implementation of duty. If the person is expected back at the office, the time for that should also be mentioned in the board. This step is not only aimed at the general public who approach the office/institution for service, but would help evaluate and monitor the promptness of service of the official/employee as well. The employee who is assigned by the head of institution should carry out the marking in the Board.

3.5.5. Details of fees/rates (Fees/Rate Board)

In each of the office/institution system, together with the details of services available, the fees regarding the services, if any, as decided by the Govt. from time

to time, details of free medicine, details of various items and exemptions may also be displayed in the Fees/Rate Board.

3.5.6. Public/News Announcements (Notice Board)

There should be notice boards in each of the homoeopathy institution for publishing information on various services and for public announcements relating to functioning of the institution. The notice boards should be installed in such a place which could be seen by the public, service beneficiaries, and stakeholders. The announcement that '**Pasting other advertisements and notices in this board is illegal**' should be mentioned in the Board. Tearing off or defacing of the announcements made in the Board is illegal. This should be mentioned in the Board. The Medical Officer/Chief Medical Officer/Hospital Superintendent should hand over the copy of announcements regarding emergency services in between the evaluation meetings for other institutions to the Grama Panchayat office. Arrangements should be made to make available this information to other offices.

3.5.7. Individual Name Boards

In each office, in the seats of the officials and employees, the names, their designation, the services being provided through them, brief description of their responsibilities should be displayed. This would help the service holders locate the specific service provider without any confusion or delay. Each individual should wear their department ID card.

3.5.8. Suggestion/Complaint Box

- i. A box should be installed in a place visible to all, for depositing suggestions and recommendations in writing to improve the working and also complaints and grievances.
- ii. Each week, the Medical Officer/Chief Medical Officer/Hospital Superintendent/Hospital Superintendent should open the suggestion/complaint box with the key in possession of him on the day before the last working day in the presence of any member of the Hospital Management Committee specially authorised by the committee. The complaints/suggestions should be recorded in the register after sorting them item-wise. The service of the pharmacist/office assistant/Dispensar/Attendant should be utilised for this purpose. This will invariably be an item of agenda in the next meeting of the Hospital Management Committee.
- iii. Steps should be taken to implement those suggestions which could be fulfilled at the institutional-level and those should be explained at the weekly office/institutional level meeting. Those suggestions which require the approval of the Grama Panchayat/Department should be sent for the same. Suggestions related to other offices/institutions should be sent to the head of institution through the Grama Panchayat Secretary.
- iv. If any grievances or complaints regarding the employees or officials are submitted through the box, the same should be forwarded to the Grama Panchayat President, after entering in the register with comment of the Medical Officer/Chief Medical Officer/Hospital Superintendent. In cases where decision is

possible at the level of the MO/CMO/ Hospital Superintendent, the action taken and its status should be made available to the President together with the grievance/complaint.

- v. The officials should implement the action taken at the Grama Panchayat level/ Department level.
- vi. A reply mentioning the action taken should be made available to the applicant/ complainant/aggrieved.
- vii. The people will utilise this arrangement when they are convinced that a system is in place which is accountable to them. As a result they will start monitoring and intervening in the affairs of the dispensary. This, in turn, would help increase the quality of service of the institution.
- viii. Install anti – corruption board, RTI board, Right to service board and No smoking board.

3.5.9. Office Documents

All the office documents should be produced during the time of audit. The following documents should be kept at the office:

- a. Previous Audit files (A.G., Internal Finance Squad, Performance, KSAD)
- b. Attendance register
- c. Cash Book
- d. Acquaintance
- e. Treasury Bill Book
- f. Permanent Advance Register
- g. Pay Bill Register
- h. Office Copies of establishment bills & Arrears Bills
- i. Contingent Register
- j. Office copies of cont. bills and original vouchers
- k. TR5 receipt book
- l. Stock Register of TR5 receipt book
- m. Despatch cum stamp account register
- n. FBS Register
- o. Furniture Register
- p. Uniform Register
- q. Casual leave register and leave applications
- r. Stationary Register
- s. Register of Printed forms and registers

- t. Register of Hospital Accessories
- u. General Stock Register
- v. Library Register and issue register of library books
- w. GPF loan register and files
- x. Stock Register of Medicines, sundries and connected invoices
- y. Containers Register
- z. Visitors Diary
- aa. HDC Files and Account Books
- bb. Service Book of non-gazetted officers
- cc. Auction files and chalan receipts
- dd. Purchase files and receipts
- ee. Muster roll

All other documents like records, lists, receipts, collected information, reports, minutes etc. are also kept at the office. The employees who are entrusted with the specific service-duty should record documents related to each service-duty precisely, clearly, and in a time-bound manner; they should index them, keep it safely and make available the records on demand. The task of ensuring the above said activities and marking them after codifying and annexing signature rests with the MO/CMO/Hospital Superintendent. The Health Standing Committee Chairperson and Grama Panchayat Presidents should ensure that all documents are maintained promptly.

3.5.10. Procedures for Resolutions

Whenever the resolution of Grama Panchayat is required the Medical Officer/Chief Medical Officer/Hospital Superintendent shall process the file and send it to the Panchayat Secretary Grama panchayat with a detailed note and draft resolution. The Medical Officer/CMO/HS can enter agenda and agenda note in the Sakarma software (meeting management software) using the login ID and password allotted to him. It is the responsibility of the Medical Officer/Chief Medical Officer/Hospital Superintendent to carry out the legally passed resolutions.

- i. As an Implementing Officer of the Grama Panchayat, the Medical Officer/Chief Medical Officer should give his/her opinion on any matter coming for the consideration of the Grama Panchayat.
- ii. The Medical Officer/CMO/HS can demand the reconsideration of the resolution approved by the Panchayat if she/he feels that the resolution is either illegal or it breaches legally valid limits of power or there is threat to human life, health or public safety, if the resolution is implemented. He should request for reconsideration to the Grama Panchayat. If the Grama Panchayat sticks on to the earlier decision the matter may be referred to the Government for decision of the Secretary of the Grama Panchayat after if no reply is received within 15 days the Secretary/Ex-officio Secretary should implement the resolutions of

the Panchayat and fact reported to the Government. It reply received from Government, act accordingly after ultimate to the Grama panchayat.

- iii. On the occasion of reconsideration, the Panchayat Secretary/ex-officio Secretary should be present in person and give their opinion.

3.5.11. Control over Officers

The Government officers and employees whose services are transferred to the Grama Panchayat shall in addition to their function perform other related functions delegated to them by the Grama Panchayat as if they are officers and employees of that Grama Panchayat. They shall be responsible to execute the work including the implementation of any scheme, projects or plans of the Government which are not assigned or delegated to the Panchayat.

The full control and supervision of the institutions and employees so transferred to the Grama Panchayat rests with the concerned Panchayat. At the same time the concerned department will also have administration control over the officers.

Whenever any disciplinary proceedings has to be initiated against an officer or an employee who fails to perform his official duty or violates the discipline or refuses to carry out the lawful decisions of the Grama Panchayat or the President of the Panchayat or will fully abstract the implementation thereof, the Grama Panchayat may take disciplinary proceedings against such an officer and may impose on his/her minor penalties observing the provisions contained in the KPR (Control Over Officers) Rule 1997. **(Annexure 5).**

Plan Formulation And Implementation

4.1. Plan Formulation

- i. The Grama Panchayat assigns Medical Officer/Chief Medical Officer/Hospital Superintendent as the convener of the sub group of Homoeopathy of the Working Group in the health sector through a resolution.
- ii. The Medical Officer/Chief Medical Officer/Hospital Superintendent should prepare a status report every five years and a review report of last year's project related to Homoeopathy and present those before the Working Group for Plan formulation.
- iii. Together with the review report, a Status report containing the draft of Plan suggestions for the Health sector (Homoeopathy) should also be submitted.
- iv. Thereafter, the responsibility of convening the Working Group in necessary stages should be taken up by the Medical Officer/Chief Medical Officer/Hospital Superintendent.
- v. After discussion at the Working Group meeting, a list should be prepared and submitted to the Grama Panchayat together with the review report for the previous year. This list should contain the following suggestions to be included in the plan document and the amount required for the same. The proposal should be incorporated in the status report of the Health Sector.

4.1.1. Participation in the Grama Sabha

- i. The staff of the Dispensary should participate as the co-coordinators of the Grama Sabha as decided by the Grama Panchayat.

- ii. Apart from this, the employees should attend the Grama Sabha and Development Seminars and participate in those groups where discussions regarding their institution are held. They should give necessary explanations as and when required.
- iii. The MO/CMO/Hospital Superintendent should effect necessary changes in the Plan suggestions taking in to consideration the suggestion from the Grama Sabha and present the same at the Development Seminar.
- iv. The Medical Officer/Chief Medical Officer/Hospital Superintendent is bound to prepare projects in the health sector assigned to homeopathy with the approval of the Grama Panchayat as per the suggestions finalised at the Development Seminar. The subordinate staff should provide necessary assistance for executing this task. The Medical Officer/Chief Medical Officer/Hospital Superintendent should utilise the expertise of the Working Group members in the preparation of projects.
- v. The Medical Officer/Chief Medical Officer/Hospital Superintendent should make necessary changes in the projects prepared according to the decision of the Grama Panchayat and submitted for approval should be obtained from the officer authorised to approve the project.

4.1.2. Plan Implementation

- i. The Medical Officer/Chief Medical Officer/Hospital Superintendents should function as the Implementing Officer of the projects in the Health sector (Homoeopathy) as decided by the Grama panchayat.
- ii. The Medical Officer/Chief Medical Officer/Hospital Superintendent should submit requisition to the Grama Panchayat President for sanctioning necessary amount for the implementation of project
- iii. Allotment letter should be issued to the requisition after obtaining authorisation from the President. The MO/CMO/HS should prepare and present the bill to the Treasury along with the allotment letter to the payments.
- iv. The implementing official should submit report to the Secretary regarding the expenditure on the allotment by the Secretary before the 5th of each month.

4.1.3. Give Explanation to the Audits

The Medical Officer/Chief Medical Officer/Hospital Superintendent is liable to provide documents and explanations during audit for projects when she/he was the implementing officer. The implementing officer is accountable for giving prompt explanation at the Grama Sabha meetings and other social audit forums to the doubts and questions regarding the projects in which she/he was in charge. While she/he is unable to present in person subordinate staff should be assigned to be present with required information.

4.2. Planning Process

4.2.1. Annual - Monthly Planning

Effective planning is crucial for making the functioning of the Dispensary more efficient. Next year's activities are planned after taking into consideration the requirements of the people in the Grama Panchayat area. For this, services of the management committee should be utilised.

Annual Plan should be prepared on the basis of the yearly family health survey. In the Family Health Survey, information regarding three types of diseases should be collated.

- a. Communicable diseases
- b. Reproductive Child Health Care Programme
- c. Lifestyle diseases

Data should be classified according to the age of the population. Information regarding the following sections should be available:

- a. Children
- b. Adolescent
- c. Youth
- d. Aged
- e. Nature of illness found among the people during survey
- f. Physical and psychological challenges faced by the people.

Based on this, the following details should be included in the Annual Plan.

- a. The number of probable children to be born during a year, the required quantum of preventive medicines.
- b. Number of pregnant women of the concerned area
- c. Number of people with physical and mental disabilities, activities to be done for them
- d. Health Education Activity

Activity shall be undertaken in Epidemics Affected Areas. In other areas this shall be done as Preventive measure.

4.3. Evaluation Process

The activities of the dispensary/hospital are being evaluated in two ways. Internal and external evaluation is in existence.

4.3.1. Internal Evaluation Process

1. Staff meeting at Dispensary level

- i. Entire staff of the institution should participate in the staff meeting at dispensary level
- ii. This meeting should be carried out prior to the Panchayat-level monthly review meeting.
- iii. The following activities of one month from the last staff meeting should be assessed.
- iv. Treatment by the Dispensary, preventive measures taken and implementation of Central and State programmes in the health sector and Field activity.
- v. Complaints/suggestions related to the institution which are to be considered internally should be discussed.
- vi. Either the pharmacist/dispenser or any staff assigned by the Medical Officer/Chief Medical Officer/Hospital Superintendent should prepare the minutes of staff meetings.

2. Panchayat Level Review Meeting

- i. Medical Officer/Chief Medical Officer/Hospital Superintendent should participate in the Grama Panchayat level review meeting which is being held as decided by the Grama Panchayat. In case of inconvenience, pharmacist/dispenser will attend the meeting. The Panchayat President should be intimated about this in writing.
- ii. Medical Officer/Chief Medical Officer/Hospital Superintendent should present at the review meeting the report prepared by the staff meeting consisting of only officials held at the dispensary.
- iii. The report should include the following details: activity of the Dispensary during the previous month. Implementation of Central and State programmes, and suggestions/complaints regarding the running of the institution.
- iv. The reporting should also include letters and suggestions received from the Department related to the institution.

3. Staff Meeting consisting of Standing Committee

- i. The meeting should be held monthly at each institution presided over by the Health & Education Standing Committee Chairperson.
- ii. Medical Officer/Chief Medical Officer/Hospital Superintendent should decide on the date of meeting and agenda in consultation with the Chairperson of the Health & Education Standing Committee. The minutes of the Management committee should be placed in this meeting.

- iii. All officials of the institution should attend the meeting. All Standing Committee members should attend this meeting.
- iv. Either the Medical Officer/Chief Medical Officer/Hospital Superintendent or the person assigned by him should present the report on the functioning of the Dispensary during the previous month.
- v. The report should also have complaints or suggestions about the functioning of the dispensary, issues to be solved, to come before the consideration of the Standing Committee and to be considered by the Grama Panchayat.
- vi. The minutes of the meeting should be prepared by either the Medical Officer or an official authorised by the Medical Officer/Chief Medical Officer/Hospital Superintendent.
- vii. The detailed minutes including the procedures of the meeting should be submitted to the Grama Panchayat Secretary by the Medical Officer/Chief Medical Officer/Hospital Superintendent within five days.
- viii. The minutes of the Grama Panchayat level review meeting sent to the Dispensary should be read and discussed at the meeting.
- ix. Work report of the previous month should be presented. (Details about treatment, preventive measures, field activity, implementation of Central and State programmes, progress of Panchayat health projects, suggestions/complaints received through complaint box and otherwise regarding the public health issues, action taken on them should be included in the report)
- x. Functioning for the next one month should be planned. Medical Officer/Chief Medical Officer/Hospital Superintendent should present the draft document for the same.
- xi. Everyone should have the opportunity to participate in the discussions and express their opinions.

4.3.2. External Evaluation Process

1. Hospital Management Committee Meeting

- i. This meeting should be presided over by the Grama Panchayat President. In the absence of the President, concerned Chairperson of the Health & Education Standing Committee or the member authorised by the President should preside in the meeting.
- ii. Medical Officer/Chief Medical Officer/Hospital Superintendent should intimate all management committee members about the venue of meeting, date, and time. Medical Officer/Chief Medical Officer/Hospital Superintendent may utilise the services of other officials for this purpose.
- iii. Medical check-up by dispensary, treatment, field activity, and received complaints/suggestions should be discussed at the meeting.

- iv. The minutes of the management committee should be prepared and sent to the Grama Panchayat Secretary within five days by the Medical Officer/ Chief Medical Officer/Hospital Superintendent.

2. Complaint/Suggestion Box

Complaint/Suggestion Box should be treated as an external evaluation system.

3. Kudumbashree, Self Help Groups, Voluntary Organisations

- i. Kudumbashree system in the Grama Panchayat, other self-help group systems, and voluntary organisations will function as a mechanism for constantly evaluating institutional activities.
- ii. Grama Panchayat or an agency authorised by the Grama Panchayat will provide necessary training for these groups.

4. Grama Sabha

- i. The Grama Panchayat will prepare and present Performance Report for evaluating the institutional functioning at the Grama Sabha held once in three months.
- ii. Kudumbashree, other self-help groups, and voluntary organisations will present audit reports evaluating the Homeo Dispensary at the concerned Grama Sabha.
- iii. Grama Sabha will function as the external evaluating mechanism to assess the institutional functioning.
- iv. At the review meeting, report regarding the functioning during the previous month should be given to the Grama Panchayat.

4.4. Preparation of Monthly Report

Medical Officer/CM/HS shall prepare a monthly report, by 5th of the following month and submit to the Panchayat for review. Report shall include monthly information regarding the number of patients who came to the dispensary for treatment and the patients treated by the doctor at the households. Number of patients treated, disease/treatment requirement, disease status, severe diseases, epidemics, usual illnesses, routine tests etc. shall also be recorded. The functions discharged through the Homoeopathy Dispensary/Hospital shall be included in the Administration Report of the Grama Panchayat published as per Sec.192 of the Kerala Grama Panchayat Raj Act.

4.5. Social Audit

Social Audit shall be conducted in every institution of the Grama Panchayat as per Social Audit Manual. (G.O. (Rt) No. 1992/2016/LSGD, dt: 25.06.2016)

Annexures

Annexure:1
G.O. (P) 189/95/LAD dated 18/09/1995
(See Para: 1.1)



കേരള സർക്കാർ
സംഗ്രഹം

അധികാരവികേന്ദ്രീകരണം- കേരള പഞ്ചായത്ത് രാജ് ആക്ട്, കേരള മുനിസിപ്പാലിറ്റി ആക്ട് എന്നിവയിലെ വ്യവസ്ഥകൾ പ്രകാരം സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശഭരണ (സി) വകുപ്പ്

ജി.ഒ.(പി) നമ്പർ 189/95/ത.ഭ.വ

തിരുവനന്തപുരം, 1995 സെപ്തംബർ 18

ഉത്തരവ്

1. 1994 ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ടിലെ 166(6), 167(1), 172(5), 173(5) എന്നീ വകുപ്പുകളിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളതുപ്രകാരം, പ്രസ്തുത ആക്ടിലെ മൂന്നാം പട്ടികയിൽ (അനുബന്ധം-1)) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും, സ്ഥാപനങ്ങളും, പദ്ധതികളും, സംസ്ഥാനത്തെ ഗ്രാമപഞ്ചായത്തുകൾക്കും, നാലാം പട്ടികയിൽ (അനുബന്ധം-2) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ബ്ലോക്കു പഞ്ചായത്തുകൾക്കും അഞ്ചാം പട്ടികയിൽ (അനുബന്ധം-3) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ജില്ലാ പഞ്ചായത്തുകൾക്കും 1995 ഒക്ടോബർ-2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവു പുറപ്പെടുവിക്കുന്നു.

2. അതുപോലെ, 1994 ലെ കേരള മുനിസിപ്പാലിറ്റി ആക്ടിലെ 30(3) വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം, പ്രസ്തുത ആക്ടിലെ ഒന്നാം പട്ടികയിൽ(അനുബന്ധം-4) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും സംസ്ഥാനത്തെ മുനിസിപ്പൽ കൗൺസിലുകൾക്കും മുനിസിപ്പൽ കോർപ്പറേഷനുകൾക്കും 1995 ഒക്ടോബർ 2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

3. മേൽപ്പറഞ്ഞ പ്രകാരം കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുടെ വിവരം അനുബന്ധം-5ൽ ചേർത്തിട്ടുണ്ട്. സ്ഥാപനങ്ങളോടൊപ്പം അവയുടെ ആസ്തി ബാധ്യതകളും വസ്തുവകകളും അവയിൽ അനുവദിക്കപ്പെട്ടിട്ടുള്ള ഉദ്യോഗസ്ഥന്മാരുടെ തസ്തികകളും ഉദ്യോഗസ്ഥന്മാരും അതതു തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

4. കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുമായി ബന്ധപ്പെട്ട തസ്തികകൾക്കു പുറമെ അനു

ബന്ധം-5ൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരമുള്ള മറ്റു ചില തസ്തികകളും തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് 1995 ഒക്ടോബർ 2-ാം തീയതി മുതൽ സർക്കാർ വകുപ്പുകളിൽ നിന്ന് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

5. ഓരോ സ്ഥാപനവും ഏത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റുന്നു എന്ന് വ്യക്തമാക്കിക്കൊണ്ടും കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകൾ ഏത് സർക്കാർ ഓഫീസിൽ നിന്ന് കൈമാറ്റുന്നു എന്ന് കാണിച്ചുകൊണ്ടും അതത് വകുപ്പിന്റെ അധ്യക്ഷൻ 1995 സെപ്തംബർ 30-ാം തീയതിക്കു മുമ്പ് ഉത്തരവു പുറപ്പെടുവിക്കേണ്ടതാണ്. അപ്രകാരം പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകളുടെ പകർപ്പുകൾ സെക്രട്ടേറിയറ്റിലെ ബന്ധപ്പെട്ട ഭരണ നിർവ്വഹണ വകുപ്പിലേക്കും തദ്ദേശ വകുപ്പിലേക്കും കൂടി അയയ്ക്കേണ്ടതാണ്.

6. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകളിൽ അതതു സർക്കാർ വകുപ്പുകളിലെ ഉദ്യോഗസ്ഥർ തന്നെ, മറിച്ചൊരുത്തർ ഉണ്ടാകുന്നതുവരെ തുടരേണ്ടതാണ്.

7. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് ഏൽപ്പിച്ചുകൊടുത്തിട്ടുള്ള സർക്കാരിന്റെ അധികാരങ്ങളും ചുമതലകളും പദ്ധതികളും ഫലപ്രദമായി നിർവ്വഹിക്കുന്നതിന് സർക്കാർ വകുപ്പുകൾ അവയ്ക്ക് ഓഫീസ് സൗകര്യം ഉൾപ്പെടെയുള്ള ഭരണപരമായ എല്ലാ സൗകര്യങ്ങളും സാങ്കേതിക ഉപദേശങ്ങളും നൽകേണ്ടതാണ്.

8. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് സർക്കാർ ഉദ്യോഗസ്ഥന്മാരുടെ സേവനം വിട്ടുകൊടുക്കുന്നതിന്റെ നിബന്ധനകളും വ്യവസ്ഥകളും സംബന്ധിച്ചും പ്രസ്തുത സ്ഥാപനങ്ങൾക്ക് ആവശ്യമായ ധനസഹായം അനുവദിക്കുന്നത് സംബന്ധിച്ചും ഉള്ള ഉത്തരവുകൾ പിന്നാലെ പുറപ്പെടുവിക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
ആർ.രാമചന്ദ്രൻ നായർ
ചീഫ് സെക്രട്ടറി

Annexure: 2
Order No.22467/P1/95/DH dated 18/03/1996
(See Para: 1.1)



ഹോമിയോപ്പതി ഡയറക്ടറുടെ നടപടിക്രമങ്ങൾ

അധികാര വികേന്ദ്രീകരണം-ഹോമിയോപ്പതി വകുപ്പിൽ നിന്നും തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര അവകാശങ്ങൾ-ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഹോമിയോപ്പതി ഡയറക്ടറാഫീസ്

നമ്പർ 22467/പി/95/ഡി.എച്ച് തിരുവനന്തപുരം

18-03-96

- പരാമർശം 1. 18-09-95 ലെ സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 189/95/ത.ഭ.വ
 2. 2-12-95 ലെ സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 566/95/ആ.കു.വ.

പരാമർശം 1 പ്രകാരം ഹോമിയോപ്പതി വകുപ്പിന്റെ കീഴിലുള്ള ആശുപത്രികളും ഡിസ്പെൻസറികളും അവയുടെ വസ്തുവകകളോടും നിലവിലുള്ള ഉദ്യോഗസ്ഥരോടും കൂടി അവ സ്ഥിതി ചെയ്യുന്ന അതത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഹോമിയോപ്പതി ഡയറക്ടർ 26-09-95 ൽ നമ്പർ പി.1/27811/94 ഡി.എച്ച്. പ്രകാരം ഉത്തരവായിട്ടുണ്ട്.

പരാമർശം 2 ലെ സർക്കാർ ഉത്തരവിൽ പറഞ്ഞിട്ടുള്ള മാർഗ്ഗ നിർദ്ദേശപ്രകാരം തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാര അവകാശങ്ങൾ കൈമാറ്റം ചെയ്തുകൊണ്ട് ഇതിനാൽ ഉത്തരവാകുന്നു. തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര അവകാശങ്ങൾ അനുബന്ധമായി ചേർത്തിരിക്കുന്നു.

ഹോമിയോപ്പതി ഡയറക്ടർ

അനുബന്ധം

ഹോമിയോപ്പതി വകുപ്പിൽ നിന്നും സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാരങ്ങളും അവകാശങ്ങളും

1. ഭരണപരമായ അധികാരങ്ങൾ

- (1) ഗ്രാമപഞ്ചായത്തുകൾ, ബ്ലോക്ക് പഞ്ചായത്തുകൾ, മുനിസിപ്പാലിറ്റി, കോർപ്പറേഷൻ എന്നിവയുടെ കീഴിൽ വരുന്ന ഹോമിയോപ്പതി വകുപ്പിലെ സ്ഥാപനങ്ങളുടെ നടത്തിപ്പും നിയന്ത്രണവും അതത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് നൽകിക്കൊണ്ട് ഡയറക്ടറുടെ 26.9.95 ലെ പി1/27811/94 ഡി.എച്ച്. പ്രകാരം ഉത്തരവായിട്ടുണ്ട്.
- (2) ഈ സ്ഥാപനങ്ങളിൽ ഉണ്ടാകുന്ന ഡോക്ടർമാരുടെ ഒഴിവുകൾ നികത്തുന്നതിന് പി.എസ്.സി യുടെ ലിസ്റ്റ് നിലവിലിൽ തിരിക്കുകയും എംപ്ലോയ്മെന്റ് എക്സചേഞ്ച് വഴി

ഡോക്ടർമാരെ ലഭ്യമല്ലാതെ വരികയും ചെയ്യുന്ന സാഹചര്യത്തിൽ താൽക്കാലികമായി ഒരു വർഷത്തേക്കോ, സ്ഥിരം ഉദ്യോഗാർത്ഥികൾ വരുന്നതുവരെയോ, ഏതാണോ ആദ്യം അതുവരെ കരാർ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിന് സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരമുണ്ടായിരിക്കും. ഈ നിയമനം സർക്കാർ ഇത് സംബന്ധിച്ച് പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗ്ഗരേഖയുടെ അടിസ്ഥാനത്തിലായിരിക്കണം. ഇത്തരം നിയമനങ്ങളുടെ പകർപ്പ് അതാത് ജില്ല മെഡിക്കലാഫീസർക്കും ഡയറക്ടർക്കും അയച്ചുകൊടുക്കേണ്ടതാണ്.

- (3) മറ്റ് തസ്തികകളിലെ ഒഴിവുകളും പി.എസ്സ്.സി ലിസ്റ്റില്ലാതെ വരുമ്പോൾ എംപ്ലോയ്മെന്റ് എക്സചേഞ്ച് മുഖേന സർക്കാർ ഇത് സംബന്ധിച്ച് പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗ്ഗരേഖയുടെ അടിസ്ഥാനത്തിൽ സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് നികത്താവുന്നതാണ്. ഇത്തരം നിയമനങ്ങളുടെ പകർപ്പ് ജില്ല മെഡിക്കലാഫീസർക്കും ഡയറക്ടർക്കും അയച്ചു കൊടുക്കേണ്ടതാണ്.
- (4) എല്ലാ സ്ഥാപന മേധാവികളുടേയും കാഷ്വൽ അവധി സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അനുവദിക്കാവുന്നതാണ്. മറ്റ് ജീവനക്കാരുടെ കാഷ്വൽ അവധി സ്ഥാപനമേധാവി ആയിരിക്കും അനുവദിക്കുന്നത്.
- (5) എല്ലാ വിഭാഗം ജീവനക്കാരുടെയും മറ്റ് അവധികളുടെ കാര്യത്തിൽ പകരക്കാരെ നിയമിക്കേണ്ട കാലയളവിലേക്കുള്ളതാണെങ്കിൽ സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അനുവദിക്കാവുന്നതാണ്.
- (6) എല്ലാ ജീവനക്കാരുടേയും പേരിൽ 1960 ലെ കേരള സിവിൽ സർവ്വീസ് (ക്ലാസിഫിക്കേഷൻ, കൺട്രോൾ ആന്റ് അപ്പീൽ) ചട്ടപ്രകാരമുള്ള മൈനർ ശിക്ഷകൾ നൽകാൻ അധികാരം സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് ഉണ്ടായിരിക്കും. ഇപ്രകാരം ശിക്ഷ നൽകുമ്പോൾ ശിക്ഷാനടപടികളുടെ പകർപ്പ് ജില്ല മെഡിക്കലാഫീസർക്കും ഡയറക്ടർക്കും അയച്ചുകൊടുക്കേണ്ടതാണ്.

2. സാമ്പത്തിക അധികാരങ്ങൾ

- (1) സ്റ്റോഴ്സുകൾ പർച്ചേസ് ചട്ടത്തിനും കാലാകാലങ്ങളിൽ സർക്കാർ ഇത് സംബന്ധിച്ച് പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകൾക്കും വിധേയമായി ആശുപത്രികളിലേക്കാവശ്യമായ ഭക്ഷണ സാധനങ്ങൾ, യൂണിഫോം തുണികൾ, ഉപകരണങ്ങൾ മറ്റ് സാധനങ്ങൾ (മരുന്നും മറ്റ് മെഡിക്കൽ സപ്ലൈസും ഒഴികെ) ഇവ ബഡ്ജറ്റിൽ വക കൊള്ളിച്ചിട്ടുള്ള തുകയ്ക്ക് അനുസൃതമായി വാങ്ങുന്നതിന് സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരമുണ്ടായിരിക്കും.
- (2) സ്ഥാപനങ്ങളിലെ നിർമ്മാണ പ്രവർത്തനങ്ങൾക്ക് ഭരണാനുമതിയും പ്രത്യേകാനുമതിയും നൽകുന്നതിന് സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരം ഉണ്ടായിരിക്കും. ഈ അനുമതി നൽകുന്നതിന് ആ വർഷത്തെ ബഡ്ജറ്റിൽ ആകെ എസ്റ്റിമേറ്റ് തുകയുടെ 20 ശതമാനം വകയിരുത്തിയിട്ടുണ്ടാകണം. സ്വന്തം ഫണ്ടോ സംഭാവന വഴി ലഭ്യമാകുന്ന ഫണ്ടോ പ്രകാരമുള്ള ഏത് പ്രവർത്തനങ്ങൾക്കും ഭരണാനുമതിയും പ്രത്യേകാനുമതിയും നൽകുന്നതിന് അതാത് തദ്ദേശസ്വയം ഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരം ഉണ്ടായിരിക്കുന്നതാണ്. നിർമ്മാണ പ്രവർത്തനങ്ങളുടെ പ്ലാൻ തയ്യാറാക്കുമ്പോൾ അതാത് ജില്ല മെഡിക്കലാഫീസറുമായി ആലോചിക്കേണ്ടതാണ്. ഭരണാനുമതിയും പ്രത്യേകാനുമതിയും നൽകിക്കൊണ്ടുള്ള ഉത്തരവിന്റെ പകർപ്പ് ജില്ല മെഡിക്കലാഫീസർക്കും ഡയറക്ടർക്കും അയച്ചുകൊടുക്കേണ്ടതാണ്.

- (3) സ്ഥാപനങ്ങളിലെ എല്ലാവിധ അറ്റകുറ്റപ്പണികൾക്കും ബഡ്ജറ്റ് തുകയ്ക്ക് അനുസൃതമായി സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അനുമതി നൽകാവുന്നതാണ്.
- (4) ആശുപത്രികളുടേയും ഡിസ്പെൻസറികളുടെയും നിർമ്മാണ പ്രവർത്തനങ്ങൾക്കും വികസനത്തിനുമായി സംഭവാന സ്വീകരിക്കുന്നതിന് സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരം ഉണ്ടായിരിക്കും.
- (5) സ്ഥാപനങ്ങളിലെ ഫലവ്യക്ഷങ്ങളിൽ നിന്നുള്ള ആദായം എടുത്ത് സ്ഥാപനങ്ങളുടെ വികസനങ്ങൾക്ക് വിനിയോഗിക്കുവാൻ തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരമുണ്ടായിരിക്കും.

ഇതിൽ പ്രതിപാദിക്കാത്തതും നിലവിലുള്ളതുമായ മറ്റ് അധികാരങ്ങൾ ഇപ്പോഴത്തേത്പോലെ തുടരേണ്ടതാണ്. ഡിസ്പെൻസറികളിലെയും ആശുപത്രികളിലെയും വികസന സമിതി/സഹൃദയ സമിതി അംഗങ്ങളെ സർക്കാർ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്ക് വിധേയമായി നാമനിർദ്ദേശം ചെയ്യുന്നതിന് അതാത് സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരമുണ്ടായിരിക്കും.

ഹോമിയോപ്പതി ഡയറക്ടർ

Annexure: 3
G.O (P) No: 566/95 dated 23/12/1995
(See Para: 1.1)

കേരള സർക്കാർ
സംഗ്രഹം

അധികാര വികേന്ദ്രീകരണം- ആരോഗ്യവകുപ്പിൽ നിന്നും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര-അവകാശങ്ങൾ സംബന്ധിച്ച മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

ആരോഗ്യ കുടുംബക്ഷേമ (എം) വകുപ്പ്

ജി.ഒ.(പി)നം.566/95/ആ.കു.വ തിരുവനന്തപുരം, 1995 ഡിസംബർ 23.

പരാമർശം:-18.9.1995 ലെ ജി.ഒ(പി) 189/95 തഭവ നമ്പർ ഉത്തരവ്

ഉത്തരവ്

മുകളിൽ പരാമർശിച്ച ഉത്തരവ് പ്രകാരം സർക്കാരിൽ നിക്ഷിപ്തമായിരുന്ന ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവായിരുന്നു. ആരോഗ്യ വകുപ്പിൽ നിന്നും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര-അവകാശങ്ങൾ സംബന്ധിച്ച പൊതുവായ മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അനുബന്ധമായി ചേർത്തിരിക്കുന്നു. പ്രസ്തുത മാർഗ്ഗനിർദ്ദേശങ്ങൾക്കനുസരണമായി അവകാശങ്ങളും, അധികാരങ്ങളും കൈമാറ്റം നടത്തേണ്ടതാണെന്ന് ഇതിനാൽ ഉത്തരവാകുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

എസ്. ശ്രീനിവാസൻ

സെക്രട്ടറി

അനുബന്ധം

ആരോഗ്യവകുപ്പിൽ നിന്നും സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര-അവകാശങ്ങൾ സംബന്ധിച്ച കരട് മാർഗ്ഗനിർദ്ദേശങ്ങൾ

1. ഭരണപരമായ അധികാരങ്ങൾ

- (1) ഗ്രാമപഞ്ചായത്തുകൾ, ബ്ലോക്ക് പഞ്ചായത്തുകൾ, മുനിസിപ്പാലിറ്റി, കോർപ്പറേഷൻ എന്നിവയുടെ കീഴിൽ വരുന്ന ആരോഗ്യ വകുപ്പിലെ സ്ഥാപനങ്ങളുടെ നടത്തിപ്പും നിയന്ത്രണവും നിയന്ത്രണവും അതാതു തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്കായിരിക്കും.
- (2) ഈ സ്ഥാപനങ്ങളിൽ ഉണ്ടാകുന്ന ഡോക്ടർമാരുടെ ഒഴിവുകൾ നികത്തുന്നതിൽ പി.എസ്സ്.സിയുടെ ലിസ്റ്റ് നിലവിലില്ലാതിരിക്കുകയും, എംപ്ലോയ്മെന്റ് എക്സചേഞ്ച് വഴി ഡോക്ടർമാരെ ലഭ്യമല്ലാതെ വരികയും ചെയ്യുന്ന സാഹചര്യത്തിൽ താൽക്കാലികമായി ഒരു വർഷത്തേക്കോ, സ്ഥിരം ഉദ്യോഗാർത്ഥികൾ വരുന്നതുവരെയോ ഏതാണോ ആദ്യം അതുവരെ കരാർ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിന് അധികാരമുണ്ടായിരിക്കും. ഈ നിയമനം സർക്കാർ ഇത് സംബന്ധിച്ച് പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗ്ഗരേഖയുടെ അടിസ്ഥാനത്തിലായിരിക്കണം.

- (3) മറ്റ് തസ്തികകളിലെ ഒഴിവുകളും പി.എസ്സ്.സി ലിസ്റ്റില്ലാതെ വരുമ്പോൾ എംപ്ലോയ്മെന്റ് എക്സചേഞ്ച് മുഖേന സർക്കാർ ഇതു സംബന്ധിച്ച് പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗ്ഗരേഖയുടെ അടിസ്ഥാനത്തിൽ നികത്താവുന്നതാണ്.
- (4) എല്ലാ വിഭാഗത്തിലേയും സ്ഥാപന മേധാവികളുടെ കാഷ്വൽ അവധി അനുവദിക്കാവുന്നതാണ്.
- (5) എല്ലാ വിഭാഗം ജീവനക്കാരുടെയും മറ്റ് അവധികളുടെ കാര്യത്തിൽ പകരക്കാരെ നിയമിക്കേണ്ടതായ കാലയളവിലുള്ളതാണെങ്കിൽ അനുവദിക്കാവുന്നതാണ്. ഇത്തരം അവധി അനുവദിക്കുമ്പോൾ ഉത്തരവിന്റെ പകർപ്പ് അതാത് ജില്ലാ മെഡിക്കൽ ഓഫീസർക്ക് അയച്ചു കൊടുക്കേണ്ടതാണ്.
- (6) എല്ലാ വിഭാഗം ജീവനക്കാരുടെയും പേരിൽ 1960 ലെ കേരളാ സിവിൽ സർവ്വീസ് (ക്ലാസിഫിക്കേഷൻ, കൺട്രോൾ ആന്റ് അപ്പീൽ) ചട്ടപ്രകാരമുള്ള മൈനർ ശിക്ഷകൾ നൽകാൻ അധികാരം ഉണ്ടായിരിക്കും.

2. സാമ്പത്തികാധികാരങ്ങൾ

- (1) സ്റ്റോഴ്സ് പർച്ചേസ് ചട്ടത്തിനും കാലാകാലങ്ങളിൽ സർക്കാർ ഇത് സംബന്ധിച്ച് പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകൾക്കും വിധേയമായി ആശുപത്രികളിലേക്കാവശ്യമായ ഭക്ഷണ സാധനങ്ങൾ, യൂണിഫോം തുണികൾ, ഉപകരണങ്ങൾ മറ്റ് സാധനങ്ങൾ (മരുന്നും മറ്റ് മെഡിക്കൽ സപ്ലൈസും ഒഴികെ) ഇവ ബഡ്ജറ്റിൽ വക കൊള്ളിച്ചിട്ടുള്ള തുകയ്ക്ക് അനുസൃതമായി വാങ്ങുന്നതിന് അധികാരമുണ്ടായിരിക്കും.
- (2) ഈ സ്ഥാപനങ്ങളിലെ നിർമ്മാണ പ്രവർത്തനങ്ങൾക്ക് ഭരണാനുമതിയും പ്രത്യേകാനുമതിയും നൽകുന്നതിന് അധികാരം ഉണ്ടായിരിക്കും. ഈ അനുമതി നൽകുന്നതിന് ആവർഷത്തെ ബഡ്ജറ്റിൽ ആകെ എസ്റ്റിമേറ്റ് തുകയുടെ 20 ശതമാനം വകയിരുത്തിയിട്ടുണ്ടാകണം. സ്വന്തം ഫണ്ടോ സംഭാവന വഴി ലഭ്യമാകുന്ന ഫണ്ടോ പ്രകാരമുള്ള ഏതു പ്രവർത്തനങ്ങൾക്കും ഭരണാനുമതിയും പ്രത്യേകാനുമതിയും നൽകുന്നതിന് അതാത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരം ഉണ്ടായിരിക്കുന്നതാണ്.
- (3) ഈ സ്ഥാപനങ്ങളിലെ എല്ലാവിധ അറ്റകുറ്റപ്പണികൾക്കും, ബഡ്ജറ്റ് തുകയ്ക്ക് അനുസൃതമായി അനുമതി നൽകാവുന്നതാണ്.
- (4) ആശുപത്രിയുടെ നിർമ്മാണ പ്രവർത്തനങ്ങൾക്കും വികസനത്തിനുമായി സംഭാവന സ്വീകരിക്കുന്നതിന് അധികാരം ഉണ്ടായിരിക്കും
- (5) മേൽ സൂചിപ്പിച്ച സ്ഥാപനങ്ങളിലെ വൃക്ഷങ്ങളിൽ നിന്നുമുള്ള ആദായം എടുത്ത് ആശുപത്രി വികസനങ്ങൾക്ക് വിനിയോഗിക്കാൻ അധികാരമുണ്ടായിരിക്കും.

ഇതിൽ പ്രതിപാദിക്കാത്തതും നിലവിലുള്ളതുമായ മറ്റ് അധികാരങ്ങൾ ഇപ്പോഴത്തേതുപോലെ തുടരേണ്ടതാണ്. പി.എച്ച്.സി, സിഎച്ച്.സി താലൂക്ക് ആശുപത്രികളുടെ വികസന സമിതി അംഗങ്ങളെ സർക്കാർ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്ക് വിധേയമായി നാമനിർദ്ദേശം ചെയ്യുന്നതിന് അതാത് സ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് അധികാരമുണ്ടായിരിക്കും.

Annexure:4
Disease Register
(See Para 2.1.6)

Govt Homoeo Dispensary

Patient Statement for the Month of.....

No.	Name OF Condition	Male	Female	Child	Total
1	<i>Viral Fever</i>				
2	<i>Measles</i>				
3	<i>German Measles</i>				
4	<i>Chicken Pox</i>				
5	<i>Jaundice</i>				
6	<i>Mumps</i>				
7	<i>Dengue Fever</i>				
8	<i>Typhoid</i>				
9	<i>Tuberculosis</i>				
10	<i>Whooping Cough</i>				
11	<i>Diarrhoeal Diseases</i>				
12	<i>Skin Diseases</i>				
13	<i>Acute Respiratory Tract Infections</i>				
14	<i>Allergic Diseases</i>				
15	<i>Diseases of Cardio Vascular System</i>				
16	<i>Hypertension</i>				
17	<i>Diseases of Central Nervous System</i>				
18	<i>Urinary Tract Infections</i>				
19	<i>Diseases of Digestive System</i>				
20	<i>Diabetes Mellitus</i>				
21	<i>Thyroid gland Disorders</i>				
22	<i>Disease of Ear Nose Throat</i>				
23	<i>Disease of Eye</i>				
24	<i>Disease of Joints</i>				
25	<i>Gynecological Disorders</i>				
26	<i>Psychiatric Disease</i>				
27	<i>Anaemia</i>				
28	<i>Cancer Diseases</i>				
29	<i>Filaria</i>				
30	<i>Malaria</i>				
31	<i>Japanese Encephalitis</i>				
32	<i>Impotency</i>				
	Total				

	New Patients			Old Patients			Total Patients	
Patients	Current Month	Upto Last Month	Progressive Total	Current Month	Upto Last Month	Progressive Total	Current Month	Grand Total
Male								
Female								
Child								
Total								

Annexure: 5

Control Over Officers Rule, 1997

(See Para: 3.5.12)

THE KERALA PANCHAYAT RAJ (CONTROL OVER OFFICERS) RULES, 1997

S.R.O.No.534/97.—In exercise of the powers conferred by sub-section (5) of Section 179 sub-sections (8) and (9) of Section 180 and sub-sections (1) and (3) of Section 181 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with sub-section (1) of Section 254 there of, the Government of Kerala hereby make the following rules, namely:-

RULES

- 1. Short title and commencement.** —(1) These rules may be called the Kerala Panchayat Raj (Control over Officers) Rules, 1997.
(2) They shall come into force at once.
- (2) Definitions.**— (1) In these rules unless the context otherwise requires,-
 - (a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);
 - (b) 'Appointing authority' means an Officer or authority authorised by the Government to appoint an employee to the Government Service or Panchayat Service.
 - (c) 'Municipality' means a Municipality constituted under Section 4 of the Kerala Municipality Act, 1994 (20 of 1994);
 - (d) 'Officer' includes the Secretary appointed under Sub-Section (1) of section 179, officers and employees appointed to Panchayat Service as per rules made under sub-section (4) of section 180 or rules made under the Kerala Panchayat Raj Act, 1960 (32 of 1960), and any Government officer or employee whose service has been lent to the Panchayat under sub-section (2) of Section 176 or sub-section (1) of Section 181;
 - (e) 'Section' means a section of the Act;
(2) The words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.
- (3) Lending of service of Government Officers and employees to the Panchayat.**—
 - (1) The Government may, by a special or general order, lend the service of any Government officer or employee including temporary, full time, part time or contingent officer or employee to the Panchayat under sub-section (2) of Section 176 or sub-section (1) of Section 181.
 - (2) The Government officers and employees lent to Panchayat under sub-rule (1) shall be considered as employees of Government for all matters regarding service and their service and wages conditions shall be continued as if they were recontinued in the Government service and their salary, allowances and other financial benefits shall be given from the Panchayat fund or contribution for the same shall be given to the Government by the Panchayat:

Provided that the Government may continue to give such salary, allowance and other financial benefits to them from the consolidated fund of the Government till the period as the Government may deem fit.

- (3) The Government officers and employees whose service has been lent to Panchayat shall be under the full control and supervision of the Panchayat and they shall exercise those powers and perform duties as may be determined by the Panchayat for matters coming within the jurisdiction of the Panchayat subject to the general restrictions as may be fixed by the Government.
- (4) Every Government officer or employee whose service has been lent to Panchayat while serving for the Panchayat shall also have the authority to exercise the powers entrusted by the Government and shall be liable to perform the duties.
- (5) The Government officers and employees whose service has been lent to Panchayat shall not be entitled to get deputation allowance.
- (6) The Panchayat shall have authority to appoint by transfer any Government officer and employee whose service has been lent to Panchayat from any office or institution of the Panchayat to office of the Panchayat or to any other office or institution under that Panchayat:

Provided that a Government officer or employee shall not be appointed by transfer from a department to another department:

Provided further that Panchayat shall be liable to comply with the general guidelines regarding the transfer of Government officers issued by the Government from time to time.

- (7) Government may for sufficient reasons take back any Government officer or employee whose service has been lent to a Panchayat for the service of Government or may be appointed by transfer from that Panchayat to another Panchayat or to a Municipality.
- (8) If a vacancy arises due to transfer, leave or any other reason in the post of Government Officer or employee whose service was lent to Panchayat and in the circumstances where the service of another Government Officer or employee is not immediately lent to fill such vacancy, subject to such general guidelines issued by the Government, the Panchayat may appoint another person temporarily in that vacancy, by informing the appointing authority in advance, for a period not exceeding six months or till a Government officer or employee is appointed to such vacancy whichever is earlier,—
 - (a) through employment exchange; or
 - (b) if candidate is not available through employment exchange on contract basis as per the conditions specially provided by the Government:

Provided that in the case of such temporary appointment as school teachers, if necessary, the period of six months may be reckoned, as till the end of respective academic year.

4. Imposing of minor penalties on officers.—(1) Where an officer fails to perform his official duty or violates the discipline or refuses to carry out the lawful decision of the Panchayat or will fully obstructs the implementation there of or fails to obey the lawful orders of the President, or for the misbehavior or misconduct of an officer, the Panchayat may take disciplinary proceedings against such officer and may impose on him any one of the following minor penalties, namely:—

- (1) censure,
- (2) fine,
- (3) temporary withholding of increment,
- (4) withholding of promotion,
- (5) recovery of amount from salary.

Notes: —(i) No fine shall be levied on an officer except in the post of last grade, part-time or full-time contingent. Huge amount shall not be levied as fine and trifle fine shall not be levied frequently;

- (ii) the period of with holding of increment shall not be less than three months and not more than three years. There will not be any cumulative effect on with holding of increment and shall not have the effect of postponing future increments;
 - (iii) with holding of promotion shall be temporarily for a specific period and this period shall not be less than six months and not more than three years;
 - (iv) if the period is not specified in the order of with holding of increment or promotion it will be deemed to be three months and six months respectively;
 - (v) in the case where the order of with holding of increment cannot be given effect to the monetary value equivalent to the amount of increments ordered to be with held will be recovered from the salary of the concerned officer;
 - (vi) recovery of amount from salary as a penalty shall be made only when pecuniary loss is caused to the Panchayat by the Act of the officer;
 - (vii) with holding of promotion of the officer concerned shall not entail loss of seniority in the grade for the time being he is working;
 - (viii) an officer whose promotion is with held, shall if and when promoted to a higher grade or to higher time-scale subsequently, on promotion take his place at the bottom of the higher grade or higher time-scale.
- (2) In true case where Panchayat initiates disciplinary action against an officer of the Panchayat referred to in Section 180 for an offence, the Secretary shall not, and in case where the Secretary initiates disciplinary action under clause (ix) of Section 182, the Panchayat shall not imitate disciplinary action against such person for the same offence.
 - (3) Notwithstanding anything contained in sub-rule (1) the concerned appointing authority and disciplinary authority shall have the power to initiate disciplinary action against the Secretary or Government officer or employee whose

service has been lent to Panchayat under sub-section of Section 176 or under sub-section(1) of Section 181.

- (4) In the case where Panchayat initiates disciplinary action for an offence, against Secretary or Government officer or employee whose service has been lent to Panchayat, the concerned appointing authority or disciplinary authority and in the case where the appointing authority or disciplinary authority initiates disciplinary action under sub-rule(3) the Panchayat, shall not initiate disciplinary action, against such person for the same offence.
- (5) In the case where the Secretary under clause (xi) of Section 182 or by the appointing authority or disciplinary authority, as the case may be, under sub-rule(3), initiates disciplinary action against an employee whose service has been lent to Panchayat, it shall be in accordance with the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960.
- (6) If the Panchayat so decides, the Panchayats may require the Secretary to initiate disciplinary action for any offence against an employee of the Panchayat and the concerned disciplinary authority to intimate disciplinary action against a Government officer or employee whose service has been lent to Panchayat.

5. Procedure to issue memo of charges.— (1) Where on the basis of available information, the President or the Grama Panchayat prima facie is satisfied that an officer has committed an offence referred to in sub-rule (1) of Rule 4 and disciplinary action has to be initiated against him, the Panchayat has to decide, whether disciplinary action has to be initiated against that person and if the Panchayat so decides a notice requiring to show-cause for not initiating such disciplinary action shall be issued to the concerned officer. In the case of Secretary, the notice shall be issued by the President and in the case of an officer other than the Secretary, by the Secretary, as per the orders of the President:

Provided that on urgent occasions, notice may be issued subject to ratification of the Panchayat.

- (2) The grounds proposed for initiating disciplinary action against the concerned officer shall be clearly shown in the notice issued under sub-rule (1) and after the receipt of notice not less than seven days' time shall be allowed to furnish reply.

Note:—vague statements shall be avoided in the notice, for example, a general statement in the nature of “not complied with the direction of President or Panchayat ”shall not be a ground intended to initiate disciplinary action, instead of it shall be specifically stated that what direction in which circumstances has not been complied with.

- (3) The President shall submit, the explanation, if any, received from the officer, within the specified time to the notice under sub-rule (1) and if no explanation is received, his report regarding the same for the consideration of the Panchayat. In case of an officer other than Secretary, along with the explana-

tion the opinion of the Secretary or head of office, there of, shall also be submitted by the President for the consideration of the Panchayat.

- (4) After considering the explanation or the report mentioned under sub-rule (3) the Panchayat may decide whether the disciplinary action against the concerned officer is to be dropped or
 - (5) In case whether the Panchayat decides to initiate disciplinary action against an officer under sub-rule (4) a memo of specific charges along with a statement of allegations based on charge or charges shall be issued to him and he shall be required there in to furnish written statement with in fifteen days. The memo of charges shall be issued by the President in the case of Secretary and by the Secretary in the case of an officer other than the Secretary/Under the orders of the President.
 - (6) Memo of charges shall be in the model form appended to these rules and shall be signed by the President or the Secretary, as the case may be.
 - (7) Memo of charges shall be precise and in clear language and the date and time of occurrence of the incident wherever applicable shall be included therein.
 - (8) While issuing of orders regarding disciplinary action, in the statement of allegations on which each charge is based, shall also refer to any other circumstance which is proposed to be considered.
 - (9) A list of documents relied upon in framing the charges shall be listed out at the end of the statement of allegations.
 - (10) Two copies of the memo of charges and statement of allegation shall be issued to the concerned officer and one copy shall be got back with his dated signature and kept in the file.
 - (11) If no written statement is received with in the period specified in the memo of charges, no reminder shall be issued to the concerned officer, and shall continue with further proceedings on the presumption that there is no written statement to be filed. Provided that in the case of application received for, extension of period, if the President is satisfied that reasons stated in the application are acceptable; such period may be extended to a period not exceeding fifteen days.
 - (12) If at any stage of the further proceeding the Officer applies for the perusal and obtaining the copy of any document referred to in the list appended to the statement of allegations he may be Allowed to perusal and obtain, copy of the documents if the President considers that such permission is not against public interest in due supervision.
- 6. Examination of written statement.**— (1) The President shall submit the written statement if any, received with in the stipulated time from the officer to the memo of charges issued to him under sub-rule (5) of Rule 5 and if no written statement is received, his report regarding the same for the consideration of the Panchayat. In the case of an officer other than Secretary, the President shall also submit written statement, the opinion of the Secretary or head of office there in for the consideration of the Panchayat.

- (2) If, in the written statement received from an officer, it is requested to hear him in person, President shall hear him in person on behalf of the Panchayat and shall submit the matters informed by him along with written statement for the consideration of the Panchayat.

7. Imposition of minor penalty.—(1) Where the Panchayat after considering the written statement furnished by the concerned officer to the memo of charges issued under sub-rule (5) of Rule 5, or if no written statement is received, the report of the President in that regard, is satisfied that the concerned officer has committed the offence alleged against him and after considering the nature and gravity of the offence committed, may impose on him any one of the penalties mentioned in sub-rule (1) of Rule 4 and orders with signature shall be issued accordingly on behalf of the Panchayat by the President, in the case of Secretary and by the Secretary in the case of an officer not being the Secretary.

- (2) An order issued order sub-rule(1)-

- (a) In the case of the Secretary, the President shall forward a copy with covering letter to the concerned appointing authority for implementation and for recording the details of penalty in his service register, to Government and if necessary to the Accountant General;
- (b) in the case of a Government employee of the State service, the Secretary shall forward a copy with covering letter to the concerned head of department for implementation and for recording the details of penalty in his service register, to the Government and to the Accountant General;
- (c) in the case of a Government officer of subordinate service the Secretary shall forward a copy with covering letter to the concerned head of office for implementation and for recording the details of penalty in his service register and if necessary to the concerned head of department;
- (d) in the case of Panchayat employee referred to in Section 180, if awarded a penalty except withholding of promotion, the Secretary shall execute by entering the details in his service register and in the case of with holding of promotion a copy of that order shall be sent to the appointing authority.

8. Suspension.— (1) If the President is prima facie satisfied that an employee of the Panchayat referred to in Section 180, a Government Officer or employee of subordinate service whose service has been lent to the Panchayat has committed an offence of serious nature, includes misconduct or deserves major penalty, and allowing him to continue in service is against public interest and will obstruct the enquiry being conducted or intending to conduct against him, he may suspend such employee from service subject to detailed enquiry and disciplinary proceeding.

- (2) The concerned employee shall be entitled to subsistence allowance under Rule 55, Part I of the Kerala Service Rules, 1959, during the period of suspension.

- (3) The President shall report the order of suspension and matters leading there to in the next meeting of the Panchayat and shall seek the approval of the Panchayat for the order. If the Panchayat does not approve the suspension, the order of suspension stands cancelled suo moto and the employee suspended shall immediately be reinstated in the employment and period of suspension shall be treated as duty.
- (4) The President shall immediately forward the copy of suspension order and the decision of the Panchayat there on to the appointing authority.
- (5) In the manner without being an obstruction to disciplinary action against the suspended employee, the Panchayat may at any time reconsider his suspension and he may be reinstated to the employment.
- (6) The President shall complete the enquiry against the concerned employee within three months of issue of suspension order and shall submit the enquiry report for the consideration of the Panchayat.
- (7) The Panchayat may decide after considering the enquiry report to drop the disciplinary action in the name of the employee or as the case may be, to initiate disciplinary action under Rule 4 or to forward the enquiry report under Rule 10 to appointing authority or Government, as the case may be.
- (8) In the case where the Panchayat is imposing a minor penalty or dropping disciplinary action in the name of an employee and if the suspension of employee has not been withdrawn till then, together with imposing of minor penalty or dropping the disciplinary action, the suspension shall be withdrawn and how the period of suspension has to be treated shall be determined according to Rule 56 Part I of the Kerala Service Rules, 1959.
- (9) In the case where the enquiry report under Rule 10 is sent to appointing authority or Government, as the case may be and if the suspension has not been withdrawn till then the suspension shall be continued or withdrawn as per the direction of the appointing authority or Government

NOTES

Panchayat Raj (Control over Officers) Rules, 1997-R.8(6)-The statutory rule is to complete the proceedings at the earliest as evident from sub-rule 6 of Rule 8 which provides the time limit of three months. Therefore the delay is not justified. Since consequence is not provided for not completing enquiry within the time limit, it can be assumed that the said provision is only directory. In other words, the violation of sub-rule 6 may not result in nullification of the entire proceedings as the said rule is only directory. — Pushpavally v. Seethathodu Grama Panchayat - 2002 (2) KLT SN111.

- 9. Appeal and re-examination.**—(1) The officer concerned may file an appeal in the form annexed as Appendix 2 to these rules against the order issued by the President or Secretary as the case may be, on behalf of the Panchayat imposing minor penalty on an officer under sub-rule (1) of Rule 7, before an officer authorised by the Government for this purpose within thirty days on receipt of such order:

Provided that if the authority is satisfied that there is sufficient reason for not filing the appeal within the specified time, the appeal received after the time may be considered.

- (2) On receipt of the appeal under sub-rule (1), the authority authorised shall call for and examine the connected records and shall after hearing in person the officer who preferred the appeal and the President on behalf of the Panchayat or any other person authorised by the Panchayat who imposed the penalty which being the ground for appeal, confirm, modify or cancel the order imposing such penalty or issue such orders as may deem fit.
- (3) The Government may require the records relating to every order issued under sub rule(2) either suo-moto or on application and may reconsider such order and pass appropriate order regarding it as they may deemit:

Provided that no application for reconsideration of an order shall be considered if it is received by the Government after thirty days from the date of receipt of such order by the applicant:

Provided further that, an order adversely affecting an officer shall not be passed by the Government without giving an opportunity of being heard:

Provided also that the Government shall not suo-moto reconsider an order after One year from the date of the order.

- 10. Procedure on commission of offences which may result in imposing major penalties.**—(1) If the President or the Panchayat believes that an officer has committed an offence which deserves any major penalty, the President, after conducting the enquiry against such officer or employee shall send the enquiry report together with the opinion of the Panchayat there on to the appointing authority in the case of an employee of Panchayat referred to in Section 180 and shall send to the Government in the case of an officer or employee whose service has been lent to the Panchayat under sub-rule(1)of Rule 3.
- (2) The appointing authority or the Government shall examine in detail the report of the President and opinion of the Panchayat, as the case may be, and if necessary after hearing the President or the officer alleged in person shall take suitable decision regarding initiation of disciplinary action and that decision shall be intimated to the President.
- (3) In the case where the appointing authority or the Government decides to initiate disciplinary action against the officer the procedure contained in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 shall be observed.
- (4) In the case where the alleged officer has been suspended from service under Rule 8, matters as to whether suspension is to be continued or how the period of suspension is to be reckoned shall be examined by the appointing authority or Government, as the case may be, and shall issue suitable order.

- 11. Observation of provisions of other rules.**—In the case of suspension, imposition of minor penalty and appeal, the procedure laid down in the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960 and the Manual of Disciplinary Proceedings of Government of Kerala shall be applicable to matters not mentioned in Rules 4 to 10 and if there is any doubt of dispute arise regarding any of these, the decision of the Government shall be final.
- 12. Confidential report.** —(1) The President shall prepare the confidential report of the Secretary from time to time and send to the appointing authority.
- (2) The Secretary shall, prepare from time to time the confidential report of the employees of the Panchayat for whom it is directed as keep confidential reports and submit to the President for review and shall send to the appointing authority together with review report of the President.
- (3) The President may send report regarding the service of the Government officers or employees whose service has been lent to the Panchayat from time to time to the concerned appointing authority and the said report shall also be taken in to account, while considering such officer or employee for promotion.
- 13. Granting of leave.** —(1) The Secretary may grant leave including casual leave to the employees of Panchayat referred to in Section 80 subject to eligibility and the provisions of the Kerala Service Rules.
- (2) The President may grant casual leave to the Secretary and to the head of office and institutions which have been lent by the Government subject to eligibility.
- (3) The granting of leave except casual leave to officers referred to in sub-rule(2) subject to eligibility and the provisions of the Kerala Service Rules shall be by the Government officer authorised for this purpose.
- (4) Granting of leave including casual leave subject to eligibility and the provisions of Kerala Service Rules to Government officer or employee not referred under sub-rule (2) whose service has been lent to Panchayat shall be by an officer authorised by the Government for this purpose.
- (5) In the case where granting of leave except casual leave to any officer under sub-rules (3) and (4) is by a Government officer whose service has not been lent to Panchayat the leave application shall be sent to the said officer together with the recommendation of the President.

APPENDIX I

MODEL OF MEMO OF CHARGE

[See sub-rule (6) of Rule 5]

MEMO OF CHARGE

Charge against Sri/Smt..... (name) working in the post of.....in the..... (place of work, officer, institution etc.) under.....Panchayat.

1. It is seen that you, Sri/Smt..... have committed the offence of.....(here enter the alleged offence or the substance of the offences, relevant date or dates and place).
2. You are required to show cause, if any, in writing within fifteen days, from the date of receipt of this notice, as to why disciplinary action should not be taken against you under Rule 4 of the Kerala Panchayat Raj(Control over Officers) Rules, 1997, and if no such statement is received from you within the said period the matter will be proceeded with the presumption that you have nothing to offer in this matter.

A statement of allegations on which the above charge or charges is/are based is attached here with.

APPENDIX II

[See sub-rule(1) of Rule 9]

Appeal against disciplinary actions of.....Panchayat.

1. Name and official address of the appellant :
2. Number and date of the order :
- Appealed against (copy shall be enclosed) :
3. Offence alleged for imposing penalty :
4. Details of penalty awarded :

Reasons based for appeal
(Enter the reasons in detail)

Place: _____ Signature of the appellant

Date: _____

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.) As per sub-section (5) of Section 179, sub-section (9) of Section 180 and sub-section (3) of Section 181 of the Kerala Panchayat Raj Act,1994(13 of 1994), the Panchayat is competent to impose minor penalties on Secretary, any officer or employee of the Panchayat and Government Officers or employees whose service has been lent to the Panchayat, respectively. The government intends to make rules, presenting the procedure in the matter and specifying the controlling power of the Panchayat over the officers and in the matter of granting of leave. This Notification is intended to achieve the above object.

Place..... President/Secretary.

Date..... For.....Panchayat.