



Government of Kerala

Administration Manual for Transferred Functions: Ayurveda 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 Ayurveda Dispensaries/Hospitals - Approved - Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No. 1615/2017/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 on 28.03.17 decided to approve the Administrative Manual for transferred functions of Ayurveda 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 Ayurveda 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	-	Accountant General
ASU	-	Ayurvedic Sidha and Unani
AYUS	-	Ayurveda Yoga Unani Siddha
AYUSH	-	Ayurveda Yoga Unani Siddha Homoeopathy
BP	-	Blood Pressure
BPL	-	Below Poverty Line
CMO	-	Chief Medical Officer/Charge Medical Officer
GAD	-	Government Ayurveda Dispensary
GAH	-	Government Ayurveda Hospital
HMC	-	Hospital Management Committee
ICT	-	Information Communication and Training
IEC	-	Information Education Communication
IP	-	In Patient
ISM	-	Indian Systems of Medicine
KASH	-	Kerala Accreditation Standard for Health care
KCSCCA	-	Kerala Civil Service Classification, Control and Appeal
KSEB	-	Kerala State Electricity Board
KSR	-	Kerala Service Rule
KSSR	-	Kerala Subordinate Service Rule
KWA	-	Kerala Water Authority
LSG	-	Local Self Government
LSGD	-	Local Self Government Department
LSGI	-	Local Self Government Institution
MO	-	Medical Officer
NCD	-	Non Communicable Diseases
OP	-	Out Patient
RTI	-	Right To Information
SC/ST	-	Scheduled Caste/Scheduled Tribe

Introduction

1.1. Importance of Ayurveda Dispensaries/Hospitals

Ayurveda is the traditional treatment system of India. The uniqueness of Ayurveda lies in its dual role as an authentic treatment system as well as a complete science of life. According to Ayurveda, “*Swasthavrita*” principles (preventive and social medicine), “*Aathuravrita*” principles (Therapeutic Medicine) through “*Rithucharya*” (seasonal habits), “*Dinacharya*”(daily regimen) and “*Rasayana*” Principles (promotive health care) have to be maintained for optimum health and quality of life. By the utilization of raw materials of herbal, mineral and herbo-mineral origin from the nature itself, Ayurveda has designed specific treatment protocols for various types of diseases. Thus, Ayurveda helps us to attain health by merging ourselves with the nature. The Ayurveda Dispensaries and Hospitals came into existence with the aim of treating the people with the specific mode of treatment and thus sustain health through preventive, curative and promotive aspects.

1.2. Ayurveda Institutions and Local Governments

The functions, institutions and schemes of government related to the matters included 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 the above, the Director of Indian Systems of Medicine as per Order No: G1-7913/93 dated 28/09/1995 (**Annexure 2**) had issued detailed proceedings showing the list of institutions transferred to each local body along with their assets and liabilities,

properties, and sanctioned posts. Accordingly the following Ayurveda Institutions are under the control of LSGIs.

- Grama Panchayats - Ayurveda Dispensaries/Hospitals
- Block Panchayats - Taluk Ayurveda Hospitals (situated in rural area)
- Municipalities/Municipal Corporations - Ayurveda Hospitals in their respective jurisdiction.
- District Panchayat - District Ayurveda hospitals

Subsequently based on the recommendations of the Sen Committee on Decentralization of Powers Government as per G.O.(P) 188/2000/LSGD dated 4/7/2000 (**Annexure 3**) had, inter alia, transferred the District Officers of ISM to the District Panchayats along with supporting staff.

1.3. 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 mobilize 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 a 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.

1.4. Functions of the Ayurveda Dispensaries

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 Grama 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 Grama Panchayat area. Subject to the provisions of the Act, 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 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 are as follows:

1.4.1. 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 immunization programmes.
- vii. Effective implementation of National and State level strategies and programmes for prevention and control of diseases.

1.4.2. General Functions

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

1.4.3. Sector-wise Functions

Public Health and Sanitation:-

- i. Running of Dispensaries/Hospitals, Primary Health Centers and sub-centers (with all systems of medicines).
- ii. Management of maternity and child welfare centres.
- iii. Carry out immunization and other preventive measures.
- iv. Implementation of family welfare programmes.
- v. Implementation of sanitation programmes.

Services and Responsibilities

The services and responsibilities that have to put into practice by the Grama Panchayat and the Ayurveda Hospital/Dispensary in the health sector are detailed below.

2.1. Services Rendered by the Ayurveda Dispensaries/Hospitals

The main objectives of the Ayurveda Dispensary/Hospital are as follows:

- i. Ensure reach of Ayurveda treatment and its importance to the public.
- ii. Provide necessary advice and technical assistance to the Grama Panchayat for the formulation of long term and short term Plans related to Ayurveda. Prepare and implement the projects in Ayurveda sector as decided by the Grama Panchayat.
- iii. Protect the environment by making the environment healthy.
- iv. Control contagious diseases, manage Life Style Disorders and Non Communicable Diseases (NCDs)
- v. Conduct health awareness camps.
- vi. Plan and implement programmes for preventive health care, promotive health care and all the specialties of Ayurveda including geriatric care, care of mother and child etc.
- vii. Active involvement in various hygiene maintenance programmes.
- viii. Organise campaign against drugs and alcohol and conduct awareness programmes.

- ix. Adopt a holistic approach to health by integrating other alternative systems of medicines under the guidance of AYUSH Department.

2.2. Functions of Ayurveda Dispensaries/Hospitals

- 1) The Ayurveda Dispensaries/Hospitals are duty-bound to organise all activities related to Ayurvedic treatment in the Grama Panchayat area upholding the principles of decentralization. The following are some of the main functions of the Ayurveda Dispensaries/Hospitals :
- i. Provide quality health care through Ayurveda system of medicine.
 - ii. Plan and implement projects in the Ayurveda sector through decentralized planning process.
 - iii. Organise medical camps in remote tribal areas and colonies.
 - iv. Work in close liaison with other systems of medicine to evolve a holistic approach in treatment.
 - v. Implement various schemes and projects of the State/Central Government.
 - vi. Collect and update essential statistics required for formulating plans and schemes in health sector. Organise health awareness classes and discussions.
 - vii. Ensure uninterrupted supply of essential medicines to the patients.
 - viii. Keep the Dispensary/Hospital and its surrounding well maintained adhering to the maintenance plan of the Grama Panchayat, with the ultimate object of maintaining high quality service delivery.
- 2) The responsibilities to be carried out by the Grama Panchayat with regard to the Ayurveda Dispensaries/Hospitals are listed below.
- i. Ensure quality Ayurveda treatment to all patients approaching the Ayurveda Dispensary/Hospital.
 - ii. Make available essential medicines as and when departmental supply becomes insufficient.
 - iii. Taking up periodic maintenance and repair works of the Dispensary/Hospital.
 - iv. Allot sufficient funds to meet recurring contingent expenditures of the Dispensary/Hospital such as Electricity charges, water charges, telephone charges, rent, rate & taxes etc. Provide necessary infrastructure such as diagnostic equipments, computers with internet facility, office stationeries etc.
 - v. Constitute Hospital Management Committee (HMC) as per G.O.No:M.S/125/2010/LSGD dated 15/06/2010.

Basic Structure of HMC:

- Chairman : President, Grama Panchayat
- Vice Chairman : Standing committee Chairman (Health & Education)
- Convenor : Medical Officer
- Members : Standing Committee Chairman (Finance)
- : Ward Member
- : Engineers (LSGD, KSEB, KWA)
- : 3 Stakeholders from the field of health nominated by Grama Panchayat
- : Block Panchayat Member, District Panchayat Member, Representatives of M.P & M.L.A.
- vi. The acquiring, maintenance operation, disposal of assets like ambulance, generator, ICT materials, other equipments is the responsibility of HMC as per prevailing Government Order.
- vii. Ensure people's participation in the functioning of the Dispensary/Hospital by HMC and monitoring its proper functioning.
- viii. Ensure availability of service by adopting temporary steps to solve the short-term shortage or unavailability of staff.
- ix. Closely monitor and evaluate the functioning of the Dispensary/Hospital and the standard of service delivery vis-a-vis the Citizen's Charter.
- x. Ensure prescribed role in palliative care movement stipulates in G.O.(Rt.)No 228/12/LSGD dated 23.08.2012.

2.3. Services of Ayurveda Dispensaries/Hospitals

Relating to the Ayurveda Dispensaries/Hospitals, the services can be classified into the following three major heads

- 1) Professional
- 2) Developmental
- 3) Administrative/Management

2.3.1. Professional Services

Professional service is controlled by the Directorate of Indian System of Medicine(ISM). This component includes **curative, preventive and promotive healthcare** activities.

2.3.1.1. Curative Activities

i. Out Patient Treatment

- a. OP Registration
- b. Waiting of the patients

- c. Diagnosis and treatment
- d. Dispensing of medicines
- e. Referral service
- f. Working time
- g. Medicines

a. OP Registration

- i. A specified format should be in place for the OP ticket, which is required for registration at the OP. There should be separate columns in the form for name and address of patient, details of disease etc.
- ii. Arrangements should be made to avoid the long wait of the patients for treatment. The Officer in charge of registration should be present and available at his/her designated place. Necessary registers should be kept.

b. Waiting of the Patients

- i. Adequate facilities should be provided for the patients in-waiting.
- ii. Information Education Communication (IEC) materials relating to Health should be displayed in the waiting room in an attractive manner. Suitable audio-visual equipments may also be installed for disseminating information.

c. Diagnosis and Treatment

- i. The Medical Officer is responsible for the diagnosis and apt treatment thereafter.
- ii. Details of diagnosis, name of the patient, OP number, etc. should be recorded in the O.P. Register.
- iii. Appropriate medicine should be prescribed following the diagnosis.

d. Dispensing of Medicine (Pharmacy)

- i. The medicine prescribed by the doctor should be generally distributed from the pharmacy.
- ii. The information regarding the administration of medicine should be communicated clearly and effectively to the patients.
- iii. The patients who approach the pharmacy for getting medicines should be treated cordially and with respect.

e. Referral Service

If expert treatment is required for the patients who visit the Dispensary, they should be referred to either the District Hospital or the Ayurveda Medical College Hospital or any other appropriate higher centre according to the nature of disease.

f. Working Time

The working hours of the Ayurveda Dispensaries/Hospital shall be from 9 am to 2 pm unless otherwise specified. It is mentioned in G.O. (M.S.) 413/2007 H & FD dated:01/10/2007 & G.O.55/2015 ayush dated 05/02/2015 (See **Annexure 4**). The working hours shall be exhibited at the outer wall of the main entrance at a conspicuous place in local language.

g. Medicines

- i. Various types of medicinal preparations under the ASU pharmacopeia are used for treatments.
- ii. The Medical Officer should prepare the list of required medicines for the Department, based on the actual demand and supply of the current year after allowing a weightage of 10% quarterly. The Grama Panchayat should provide those medicines which are not available for departmental supply after obtaining Non-Availability Certificate from the Department. The Medical Officer should submit the 'Indent' of required medicines to the Health & Education Standing Committee with the recommendation of the Management Committee. After approval by the Standing Committee, steps will be taken to purchase the medicines in accordance with Procurement Manual, as per the approved project.
- iii. The medicines to be distributed in the hospital for the next day can be prepared and stored the day before.
- iv. Each medicine, before and after preparation, should be kept in the specific vessel, and its name should be pasted on it to identify them.
- v. A stock register of medicines shall be maintained by the Pharmacist.

ii. In-Patient Treatment

In-patient department should be structured and designed as per KASH (Kerala Accreditation Standard for Hospitals), to deliver *Panchakarma* and Ayurvedic surgical procedures.

iii. Out Reach activities

Running sub centers in periphery, temporary medical camps, implementation of palliative programmes, and other specially designed treatment programmes comes under this purview.

2.3.1.2. Preventive activities against Communicable Diseases

i. Internal activities

Equip institution with emergency material kit that includes bio-friendly antiseptics, materials for purification of water and air. There should also exhibit posters and reading materials for awareness about communicable diseases.

ii. External/Extension Activities

- a. Medical Camp shall be arranged in remote/tribal areas and colonies.
- b. Classes/interactions

The classes/interactions shall be arranged in consultation with the Grama Panchayat for the benefit of the members of *Kudumbasree*, *Ayal Sabha* and other voluntary organizations.

- c. The Medical Officer shall prepare the modules required for classes and interactions.
- d. Capacity Building of Ward Sanitation Committee/Asha Workers
 - i. The functioning of the Ward Sanitation Committee/ASHA Workers shall be co-ordinated by convening their meeting at fixed intervals.
 - ii. The planning of the functioning of ASHA Workers shall be done by the team members and the hospital staff.
 - iii. Distribution and propagation for the bio-friendly materials through ASHA workers and other health volunteers.
- e. The Medical Officer shall monitor/evaluate the extension activities.

iii. Vector Control

Controlling mosquitoes, rats, and flies, which are carriers of micro-organisms that cause various contagious diseases is crucial. The Dispensary/Hospital shall take initiative:

- a. To use bio methods for source reduction and to control mosquitoes, flies etc. with the help of health workers.
- b. To give training on the use and making of bio-mixture for vector control to the ASHA Workers, the members of the ward-level committees and farmers.
- c. One-day workshops shall be held for the above purpose as per the decision of the Grama Panchayat.
- d. The ward member, members of the ward-level panels of farmers, ASHA Workers, Agriculture Assistant in charge of the ward, should participate in the workshop and provide the necessary technical assistance.
- e. Responsibility
 - i. The Medical Officer and the Agriculture Officer under the Grama Panchayat shall, locate the possibility and develop the right mixture to control the insects.
 - ii. The Agriculture Officer and Medical Officer shall jointly prepare the modules for training.
 - iii. Asha Workers and other Voluntary Activists shall lead the ward-level classes.
 - iv. The Agriculture Officer and Medical Officer shall lead the classes at the Grama Panchayat level.

iv. Adopt Measures for Prevention

It is the obligation of the Grama Panchayat to formulate prevention activities as suggested by the Working Group on Ayurveda and to implement it.

v. Hygiene

Hygiene is a vital factor in ensuring immunity. Hygiene includes both personal and environmental hygiene. An individual has to maintain personal hygiene. The responsibility to propagate required information for the same, vests with the institutions of the Grama panchayat health care system like Primary Health Centre/Community Health Centre and Grama Panchayat Ayurveda Dispensary/Hospital. The ASHA Worker is bound to carry out necessary campaign activities for this.

vi. Life style regulation

- a. The Ayurveda Dispensary/Hospital shall conduct campaign on the diet, seasonal and daily regimens etc. based on Ayurveda system, and organise health activities in the schools.
- b. The campaign activities shall be held with the help of ASHA Workers. The necessary training shall be provided by the Ayurveda Medical Officer.
- c. The Medical Officer is liable to give health education to those who raise a demand for it.
- d. The Ayurveda Medical Officer shall make arrangements with the help of the Grama Panchayat for holding classes for Yoga and simple exercises.

2.3.1.3. Promotive Health Activities

i. Promotion for Positive Health

Well designed and time tested activities for promotion of positive health is the uniqueness of Ayurveda, which extends its service to all stages of life. By following a lifestyle according to the Ayurvedic way, society can reduce the morbidity and mortality rate to a large extent. The following are implemented programmes for positive health:

- a. Remedial project on Non-Communicable Diseases (obesity, diabetes mellitus, cardio vascular diseases, stress induced psychosomatic diseases etc.)
- b. School health programmes (malnutrition induced developmental disorders, behavior disorders, learning disorders, adolescence health care for both male and female, Yoga propagation, promotion of 'Satvritham' etc.)
- c. Antenatal and postnatal care projects
- d. Geriatric care
- e. Special health package for occupational disease of various labour groups

ii. Special care on Old Age treatment and protection of their health

In Kerala, senior citizens constitute 7.5 percent of total population. One of the notable facts is the high population of widows among the aged. They normally

expect care and support from their own families. Unfortunately, many of them do not get family support because of various reasons. In that instance, community should offer care and protection. Proper health care system should be evolved by the Grama Panchayat to help the aged to maintain or regain the optimum level of physical, mental and emotional well-being.

2.3.2. Developmental Services

Developmental responsibilities include planning and implementing projects in Ayurveda sector. It can be classified into Departmental Level and Local Body Level.

2.3.2.1. Departmental Level

The developmental responsibilities of the Department are complementary to the other duties and the pertaining policies and standards of the Government should be followed.

2.3.2.2. Local Body Level

The basic developmental responsibility belongs to LSG as per Government Guidelines, documentation of Grama Sabha proposals from Medical Officer and project design from HMC. Local Self Government should ensure funding from different agencies. Local Self Government also has the responsibility for land acquisition for developmental activities and protection of property already possessed. It should be ensured that the property (land, building and other movable and immovable assets) already transferred to the Local body by Government or other agencies are utilized directly or indirectly, for the benefit of such institution on behalf of the assets transferred.

2.3.3. Administrative/Management Services

The AYUS institutions are managed by dual administration by LSGI and the Directorate of Indian systems of Medicine. If any controversies arise on matters of administration, the Government decision is the final.

2.3.3.1. Departmental Level

The responsibility of posting, transfer, promotion, leave, working arrangement and disciplinary actions of employees are administered by the Department in adherence to KSR, KSSR, KCSCCA, Department Special rule, Department manual, orders and circulars of Government of Kerala. All technical, legal, medico legal matters are under the purview of department. Department has the authority to start and stop functioning of AYUS institutions including sub centers, shifting location, naming and renaming institution, changing of grade etc. All the above functions and allotment by the department are audited by internal audit team of department and AG.

2.3.3.2. Local Body Level

Local Self Government has the power to supervise the functions of institutions, report to the Department of ISM and seek remedial measures to enhance the quality of service delivery of Institutions. Formation and functioning of Hospital Management Committee comes under the purview of LSG. LSG has the power of local administration on the institution as per the provisions of Kerala Panchayat

Raj Act. All the functions of LSG related with allotments and projects are audited by Performance Audit team, Kerala State Audit Department and AG.

2.4. Responsibilities of Employees in Dispensaries/Hospitals

2.4.1. Medical Officer

- i. Conduct medical check up of patients who come for treatment, carry out diagnosis, prescribe medicines, and fix the mode of medicine consumption.
- ii. Refer patients who require urgent treatment found either at the medical camp or at the Dispensary/Hospital to other hospitals/institutions.
- iii. Examine the quality of medicines in stock once in a month.
- iv. Supervise preparation of medicine in the Dispensary/Hospital.
- v. Submit proposals for the maintenance works of the Dispensary/Hospital/hospital on or before 31st December of every year and ensure its inclusion in the maintenance plan of the Grama Panchayat for the succeeding year.
- vi. Proper upkeep of registers including Attendance Register, Casual Leave Register, OP Register, Cash Book, Bills, Accounts, Movement Register, Personal Register, Periodical Register, details of medicines prepared, furniture, kitchen utensils, containers, fuel, old records, visitor's diary, HMC registers etc.
- vii. Ensure proper upkeep and maintenance of diagnostic equipments and plants.
- viii. Issue Medical Certificate, Treatment Certificate, Medical Fitness Certificate, Age certificate and Life Certificate to those who apply with proper documents as per the Citizen's Charter of the Grama Panchayat.
- ix. Give suggestions for cultivating medicinal plants.
- x. Propagate bio possibilities for eliminating and controlling carriers of communicable diseases.
- xi. Active involvement in the waste disposal functions of the Grama Panchayat by adopting suitable waste management methods at the Dispensary/Hospital and promoting plastic free environment.
- xii. Provide guidelines on health to the people through IEC materials.
- xiii. Prepare and submit indent of medicines based on the number of patients.
- xiv. Organise medical camps as and when the Grama Panchayat requests and make available employees and medicine for the same.
- xv. Ensure participation of the Dispensary/Hospital in school health programmes.
- xvi. Implement planning and execution of all projects in Ayurveda sector.
- xvii. Check the attendance board of the hospital and ensure the accuracy of details.
- xviii. Manage the complaints/suggestions box and keep the related register properly.

- xix. Ensure display of notices regarding institution/other institutions in the Panchayat in the Notice Board.
- xx. Convene the Hospital Management Committee promptly, record minutes and submit the decisions to the Grama Panchayat through Standing Committee on Health and Education within the stipulated time.
- xxi. Hold weekly office meetings, attend monthly evaluation meetings, and prepare reports and documents.
- xxii. Provide solution to the complaints related to the institution/service. Offer replies to the concerned regarding execution of suggestions.
- xxiii. Participate in the Grama Sabha.
- xxiv. Exercise proper control over the hospital staff and ensure that the institution is functioning as part of the society. The Medical Officer shall allocate the duties and responsibilities related to the hospital among the staff.
- xxv. Discharge all his/her duties as the State Public Information Officer under RTI. She/he shall also be responsible for proactive disclosure of information as laid down in Sec.4 of Right to Information Act and for updating the information periodically and make it current.
- xxvi. The Medical Officer is liable to provide necessary suggestions for the nurturing of trees planted.
- xxvii. The Medical Officer should prepare the modules for classes and shall lead the sessions. The Medical Officer may seek the assistance of experts in preparing the modules.
- xxviii. Medical officer should provide classes to the teachers in charge of Nature Club of the schools on varieties of medicinal plants, their advantages, nurturing and use. The teachers, with the help of the ASHA Workers, should disseminate this among the students.

2.4.2. Pharmacist

- i. Prepare *kashayam* and other medicines required in the hospital daily, as per the directions of the Medical Officer.
- ii. Distribute medicines to the patients as per the instructions of the Medical Officer.
- iii. Record the correct quantity of medicines in the register.
- iv. Ensure the quality and quantity of the sub-stock.
- v. Carry out the training, classes, camps, discussions related to the hospital and follow the instructions of the Medical Officer.
- vi. Prepare reports of the camps and help the Medical Officer to distribute medicines.
- vii. Carry out all clerical jobs related to the Dispensary/Hospital.
- viii. Provide the information regarding the programmes related to the hospital as instructed by the Medical Officer.

- ix. Take up the responsibility of stock taking, preparation of indent based on the ratio of patients, and preparation of requisition statement.
- x. Prepare the minutes of staff and management committee meetings and submit it to the Medical Officer.
- xi. Discharge the duties of Assistant State Public Information Officer under RTI.
- xii. Fulfill/Perform treasury duties.

2.4.3. Pharmacy Attendant

- i. Prepare necessary *kashayam* and medicines under the instruction of the Medical Officer/Pharmacist.
- ii. Register the patients coming to the hospital at OP and issue OP tickets.
- iii. Write news on the notice board and paste notices.
- iv. Carry the relevant tapals, files and complaints from the complaint box to the Grama Panchayat as instructed by the Medical Officer.
- v. Assist in day-to-day working of the Dispensary/Hospital as per the directions of the Medical Officer.
- vi. Ensure arrangements for the camp bring medicines to the camp site and takeback the left-over medicines and other things from the medical camp to the hospital once the camp is over.
- vii. Attend Treasury duties.
- viii. Open and close the office at specified time in accordance with the working hours.

2.4.4. Nurse

- i. Attend the IP and OP duties as per the instructions of the duty Medical Officer in charge of the IP.
- ii. Will be responsible for the safety of the IP hospital equipments, distribution of medicines, diet etc.
- iii. Collect the stipulated fees, if any.
- iv. Supervise the upkeep and ensure that the ward and the surroundings are clean and tidy, before the rounds by the Medical Officer. She/he should ensure that the bed, bedside locker and other implements are in position and the bedpan, urinals, sputum cup etc. are clean. Also should ensure that the latrine is clean.
- v. Record the instructions regarding treatment given by the Medical Officers in the case sheet during the rounds.
- vi. Get the professional registers attested by the in-charge Medical Officers.
- vii. Will have joint responsibility in all the functions related to the IP ward.

- viii. The Nurse who is authorised to look after an admitted patient will be responsible to administer important treatment like "*Vamanam*", "*Virechanam*", "*Snehawasthi*", "*Kashayawasthi*" and "*Nassyam*". For these treatments, the nurse can seek the assistance and service of Therapist and Nursing Assistant and they are bound to give assistance to the Nurse. If instructed by the treating Medical Officer that the treatment should only be done in the presence of duty Medical Officer, it should be followed accordingly. The Therapist, Nurse and the Nursing Assistant should jointly administer all the "*Agneya*" and "*Anagneya*", "*Sweda-Karmas*" as suggested by the Medical Officer, to the patients in time. If there is not sufficient staff in the nursing and Therapist wing, the Nurse in-charge of the ward should supervise the treatment. The Nurse in-charge should give all the technical assistance for the *Sasthra-Anusasthra* treatments given under the supervision of the Medical Officer. Since the scientific treatment protocol suggested for each patient is very important. The Nurse in charge should ensure that proper treatment is given to the patient in time.
- ix. The Nurse should carry out all the duties suggested by the in-charge Medical Officer for the smooth functioning of the hospital.
- x. If there is more than one Nurse in the hospital the most senior Nurse will be in-charge of the hospital.
- xi. Before taking duty charge for the day, the Nurse should collect the previous night's reports, carefully go through it and clear all the doubts. They should jointly visit the seriously ill patients, the newly admitted ones and those patients for whom new treatment is suggested and assess the situation clearly. The Nurse in-charge should ensure that all the staff deputed for duty are present and if anyone is absent, request the charge Medical Officer for alternate arrangements. She/he should distribute the medicines to the patients as suggested by the Doctor who admitted, or the Doctor authorised by him and takes leading role in the "*Kriya Kramams*".
- xii. The Nurse should see that food and other articles are distributed among the patients on time and also that they consume food and medicines in the prescribed manner. They should also ensure the quality of cooked and raw food, cleanliness of kitchen, the vessel etc.
- xiii. The Nurse should inform the in-charge Medical Officer on time the lapses in the distribution of medicines, food, hospital cleanliness etc.
- xiv. Inform the patient and the bystander about all the directions given by the Doctor.
- xv. Make necessary entries in the case sheet after taking the temperature, blood pressure, pulse etc. of the patient.
- xvi. Prepare report on the status of the patient and hand over to the night duty Nurse while handing over charge. If the night shift Nurse is not present or late, a responsible staff member of the hospital should be entrusted with the records.

- xvii. If the post of Nursing Superintendent is either vacant or not sanctioned the most senior Nurse will act as the Nursing Superintendent.
- xviii. While taking charge, the night duty Nurse should accept the report from the relieved Nurse, and inspect the ward with the relieved Nurse and the following facts should be ascertained:
- a. Whether there is change in treatment for a patient.
 - b. The status of seriously ill patients and special instructions, if any, for their treatment.
 - c. New admissions and their treatment details.
 - d. Whether special care is to be given for any of the treatments.
 - e. After taking charge, the nurse should ensure that the patient is comfortable with the facilities provided and that there is no dissatisfaction whatsoever. If there is any inconvenience, it should be rectified and proper comfort and convenience should be provided to the patient at the earliest.
 - f. As far as possible dinner should be served by 7 pm.
 - g. The nurse should see that, bed pans, urinals, sputum cups etc. are provided according to the necessities of the patient, the bed is kept well, the binders and bandages are in position. The lights which are not necessary should be switched off.
 - h. Make arrangements for the rounds by the night duty Doctor and inform him of the critical condition, if any, of patients and act according to his instructions.
 - i. If there is more than one Nurse, they should take joint responsibilities in their duty.
 - j. The night duty Nurse should by 7.30 am conduct rounds and record the pulse, blood pressure and temperature etc. of patients. The service of the duty Nursing Assistant should also be utilised for the above.
- xix. Duty time of Nurses and their duty change
- a. If there is only one Nurse in the hospital then the duty time will be from 8 am to 6 pm. There will be no night shift.
 - b. If there are two Nurses in the hospital the duty time of one Nurse will be from 8 am to 6 pm and of the other would be 6 pm to 8 am. If there are more than two Nurses one of them will have day duty from 8 am to 6 pm. The staff having night duty will have a duty change in alternate weeks.
 - c. For staffs who take night duty, the next day can be taken as off. But they cannot claim the off day, after continuous duty for six days. The Nurse, who performs day duty, should work from 8 am to 12 noon on the 8th day and attend for the night shift at 6 pm. The Nurse taking duty should work on the 8th day from 12 noon to 6 pm.

2.4.5. Nursing Assistant

Nursing Assistants are members of attendant cadre deputed for duty in the IP section.

- i. Change the bed sheet, pillow, pillow cover etc. under the instruction and supervision of nurse, and in housekeeping.
- ii. Help the staff, for the distribution of medicine, food etc. as instructed by the Nurse.
- iii. Help in administering "*Kriyakarma*".
- iv. Attend to all duties connected with the hospital in emergency situation as instructed by the in-charge Medical Officer.
- v. The Nursing Assistant should not leave the ward, without the permission of the duty Nurse or the Doctor. If there are more than one Nursing Assistants, the Nursing Assistant on duty should not leave the ward, unless the relieving personal attend the ward and take charge.
- vi. The Nursing Assistant attending night duty should clean all the vessels and other apparatus used for the treatment.
- vii. In the absence of sanitation staff, the Nursing Assistant should attend the duties for providing bedpan, urinal, sputum cup etc.
- viii. The Nursing Assistant should also conduct sterilisation of apparatus and dressing cloth etc., procure necessary implements for use in the ward and put them back after cleaning them properly. Also, take the patients for "*Kriyakarmas*" and bring them back.

2.4.6. Therapist

- i. Attend all the "*Kriyakarmas*" connected with the treatment as per the instructions of the Medical Officers and under the supervision of the Nurse in charge. She/he will also be responsible for the preparation of medicinal mixtures for the "*Karmas*", make available all the necessary apparatus/instruments.
- ii. The Therapist shall help the staff for the distribution of medicine, in the absence of duty personnel under the instructions of the Nurse. She/he should also perform all the duties entrusted by the in-charge Medical Officer.

2.4.7. Sanitation Worker

- i. Keep the hospital/dispensary premises clean and tidy.
- ii. Keep the bathrooms, toilets, ward and corridor clean and tidy.
- iii. Keep the bedpan, urinal apparatus etc. used by patients clean.
- iv. Clean the bed if any of the patient excreta in the bed.
- v. Keep the hospital clean as directed by the Chief Medical Officer.
- vi. Carry out all duties necessary for the smooth functioning of the hospital, as suggested by the CMO/MO.
- vii. Segregation and disposal of Hospital waste including plastics.

2.4.8. Full time Sweeper/Part Time Sweeper

- i. Keep the hospital and premises, wards and veranda clean and tidy.
- ii. Attend all duties connected with the garden.
- iii. Ensure adequate quantity of water for the use in the hospital available.
- iv. Keep the bathrooms and toilets clean.
- v. Keep the hospital apparatus clean and free from moisture and dust.
- vi. Carry out all duties necessary for the smooth functioning of the Hospital, as suggested by the CMO/MO.

2.4.9. Cook

- i. Prepare (cook) all necessary food cleanly.
- ii. Keep all the utensils clean.
- iii. Keep ready hot potable water for the patients as instructed by the nurse.
- iv. Distribute food articles to the patients with the help of the nursing assistants.
- v. Procure all raw materials and grocery items used to cook food from the procurement source.

2.4.10. Ministerial Staff

All the ministerial staff such as Clerk, Typist, and Attendant etc., who works in the Indian System of Medicine department, should attend to all their designated duties as per existing statutes, rules and regulations for the smooth functioning of the institutions. The Officer in charge/Supervisory Officer are empowered to give instructions in connection with the proper functioning of the institution.

2.4.11. Common Responsibilities of the Medical Officer and Staff of the Dispensary/Hospital

- i. The Pharmacist, Attendant and Sweeper, are liable to do whatever is needed in the medical camp as per the direction of the Medical Officer.
- ii. Protect the Dispensary/Hospital and keep its environment healthy.
- iii. Decide the location for planting of tree saplings in the Dispensary/Hospital compound.
- iv. Promote cultivation of medicinal plants and trees in co-ordination with Krishi Bhavan.
- v. Based on the training, the ASHA Workers should disseminate the knowledge available with them either during house visits or in occasions of collective gatherings.
- vi. School children should be provided information regarding medicinal plants through school clubs, etc.
- vii. The classes, being held on the instructions of the Grama Panchayat, should be done with the aid of modules prepared in advance.

- viii. The timing of the classes should be included in the calendars of Schools and Grama Panchayat.
- ix. Planning/awareness of Bio Fences.
- x. Conduct Awareness Campaign about the Adulterated Food.
- xi. All employees must wear stipulated uniform as per G.O. No. 2570/2013 H&FW dated 17.07.2013 in neat and clean condition (**Annexure 5**).

2.4.12. Audit related responsibilities.

The Medical Officer shall be responsible for

- i. The production of accounts and records for audit.
- ii. Giving reply to audit enquires during the course of audit.
- iii. Giving timely reply to Audit reports.
- iv. Taking action to clear the audit objections.

2.5. 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 is 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 infrastructure of Ayurveda Hospital should follow the KASH guidelines to the extent as far as possible. It shall be people-friendly as it is an institution approached by people for treatment requirements. An individual requires more consideration, protection, and recognition when she/he falls ill. The Ayurveda hospital should be able to arrange a congenial atmosphere for those who visit it. Each facility in the hospital shall be arranged in such a way that it is convenient for the patients.

3.2. The Basic Infrastructure

The hassle-free running of the hospital necessitates certain physical requisites. It shall be female/child/aged-friendly, and oriented towards the physically challenged. The main factors are mentioned below.

3.2.1. Location

- i. The location for the Ayurveda hospital shall be a plot of sufficient space for its infrastructure facilities.
- ii. The hospital shall be established at a place easily accessible by road.

3.2.2. Building

There should be a uniform design/layout for all the future GADs/GAHs

- i. Building occupies an important role in infrastructure. The building for Ayurveda Hospital shall be eco-friendly and suitable to the local surroundings.

- ii. The floor of the hospital rooms shall be in such a way that it can be kept clean.
- iii. The walls shall be neatly painted. This shall be repainted after two years or at a period not exceeding two years, as decided by the Grama Panchayat as per the maintenance plan.
- iv. The windows and doors shall ensure good air circulation and entry of light. Care shall be taken at the time of preparing plan for the hospital building.
- v. The building shall have easy access to the main entrance through a ramp for wheel chairs.
- vi. Construction of new buildings shall be in strict conformity with the Building Rules then in force.

3.2.2.i. Diagnosis Room

- i. This room shall be a minimum of 15 sq. meters. It shall be easily accessible to the patients.
- ii. The room shall have a half-door to ensure privacy for the patients.
- iii. A 3"x5" Executive Table with glass top and a Chair shall be provided in the room. One more chair/stool shall be placed on the right/left side of the Medical Officer for seating the patient.
- iv. Enough Chairs shall be provided opposite to the doctor for those accompanying the patient.
- v. A diagnostic table and a step to get on to this table shall be made available. Adequate privacy of patients while clinical examination should be ensured.
- vi. An almirah with closed shelves should be kept in the room for keeping instruments and other things.
- vii. Facility to provide proper scientific hand washes in the consulting room.
- viii. The Diagnosis Room, Dispensing Room, and Primary Health Care Counter shall be arranged in such a way that they are effortlessly accessible to the physically challenged.

3.2.2.ii. Dispensing Room

- i. The Dispensing Room shall be a minimum of 10 sq. meters.
- ii. A counter shall be arranged to distribute medicines.
- iii. 2.5 feet x 7 feet compounding table shall be placed in the room.
- iv. Two Steel Almirahs shall be placed in the room for safely keeping the medicines. The medicines to be dispensed shall be kept hygienic and properly labeled.
- v. A table with two drawers, apart from two chairs, shall be placed in the Dispensing Room for the use of the Pharmacist. There should

be enough stock of packaging materials for professional, precise and clean dispensing.

- vi. A wash basin, tap, and water shall be made available in the room.

3.2.2.iii. Kitchen

- i. While arranging the kitchen, provisions shall be made for ensuring free circulation for air and light. The room shall be a minimum of 10 sq. meters.
- ii. The kitchen shall have two doors, one for entry from inside to the room and the other outward entry from the room.
- iii. A slab is necessary to place the gas cylinder and fix the sink. An exhaust fan shall be installed to ensure the release/outflow of fumes from the kitchen.
- iv. Kitchen shall be arranged in such a way that adequate provisions are in place for proper air circulation.
- v. Everything connected with the preparation of medicines shall be arranged in the room.
- vi. The following are very important.
 - a. Ensure potable water connection.
 - b. Metal Pot.
 - c. Vessels for keeping water.
 - d. Steel Barrels for preparing *Kashayam*.
 - e. Wooden Spoon, Spoons, Steel *Thirika*, *Arippu*, and Mug in the prescribed size.
 - f. Towels in sufficient quantity.
 - g. Fire Extinguisher
- vii. The Kitchen shall be maintained cleanly and hygienic. Ample facilities shall be made for the discharge of solid waste and waste water from the kitchen.

3.2.2.iv. Sit-out

- i. The hospital building shall have a sit-out. Seating facilities shall be arranged for the visitors/patients.
- ii. Bench, chair etc. shall be placed for comfortable seating.
- iii. Separate facilities for seating of children, women, and elderly people. This shall be properly displayed too.
- iv. Separate seating shall be arranged for physically challenged.
- v. The veranda of the hospital shall be of adequate space.

- vi. Drinking water facilities for the patients shall be provided in the veranda.
- vii. A separate room for feeding babies shall be provided as far as possible.
- viii. Along the steps, ramps shall be built for the physically challenged patients/visitors.

3.2.2.v. Bathroom/Toilets

- i. Minimum of two toilets are required in the Ayurveda Dispensaries/ Hospitals. The size of the toilet shall be a minimum of 2.5 sq. meters.
- ii. A toilet shall be built adjacent to the doctor's diagnosis room and one for office staff.
- iii. In addition three more toilets shall be arranged for the use of the patients, one for men, and the other for women and third for the physically challenged.
- iv. Bucket and mug shall be provided in all these toilets. Water provisions shall be made to ensure uninterrupted water supply.
- v. The construction of the toilet for the physically challenged shall be in such a way that a patient could enter it in a wheel chair.
- vi. All the toilets shall be kept clean and hygienic.

3.2.2.vi. Store Room

- i. Medicines shall be kept in store room with a minimum of 10 sq. meters.
- ii. *Kashayam, choornam, Thailam*, powders, and other medicines are to be kept here.
- iii. Minimum four wooden almirahs shall be arranged for storing medicines.
- iv. Construction of windows shall ensure ample circulation of air and light.
- v. Ventilations shall be fitted with nets to prevent entry of rats and cockroaches.
- vi. The medicine shall be kept according to the pharmaceutical forms, properly labeled and in First in, First out manner.

3.2.2.vii. Hall

The Hall for conducting classes and seminars shall be of adequate size (50). Adequate chairs and tables shall be arranged there.

3.2.2.viii. Compound Wall

The Ayurveda Hospital shall have a compound wall and a lockable gate.

3.2.3. Other Infrastructure Facilities

3.2.3.i. Parking Facility

Adequate parking facilities should be provided.

3.2.3.ii. Telephone with internet facility

They shall be provided with telephone, computer with internet facility, printer, UPS etc.

3.2.3.iii. Medicinal plants

Medicinal plants shall be grown in the vicinity of the hospital subject to availability of vacant land. Some of the plants are listed here.

- a. *Karinochi*
- b. *Aavanakku*
- c. *Mathalam*
- d. *Erukku*
- e. *Thulasi*
- f. *Chembarathi*
- g. *Kattarvazha*
- h. *Sankhupushpam*
- i. *Mooringa*
- j. *Adalodakam*
- k. *Kuruthontti*
- l. *Orila*
- m. *Moovila*

3.2.3.iv. Water

- i. A Well shall be constructed as far as possible inside the compound of Dispensary/Hospital for clean water. A motor for pumping and a tank for storing water shall be provided.
- ii. Sufficient water availability shall be ascertained for usage to all toilets, wash basins and kitchen.
- iii. Potable water shall be available for the use of the visitor/patient/hospital.

3.2.3.v. Electrification

- i. All rooms in the hospital shall be electrified. Fans and Lights shall be installed in sufficient quantity.
- ii. Rooms shall be arranged in such a way that light and air shall be available even in case of power failure.

- iii. An exhaust fans shall be installed to ensure that the fumes and air is discharged from the kitchen.

3.2.3.vi. Diagnostic Equipments

Generally the Dispensary/Hospital shall have all necessary tools and apparatus for diagnosis such as

1. Digital BP Apparatus
2. Stethoscope
3. Knee jerker
4. Weighing machine
5. Digital Thermo Meter
6. Magnifying Hand Held Lens
7. Tape
8. Consultation Table
9. Examination Table
10. Cheelu
11. Bamboo split
12. Cotton
13. Bandage cloth, *Korathuni* of varying sizes
14. X-ray Reading Cabinet
15. Torch light
16. IR lamp
17. One touch Gluco meter with adequate strips
18. Scissors and Forceps.
19. Pulse Oxymeter
20. Tongue Depressor
21. ENT set
22. Ishihara Charts/Eye testing Charts/Diagrams
23. Hand Sanitizers
24. Disposable gloves.

3.2.3.vii. Facilities for Cooking/ Fuel/ Stove

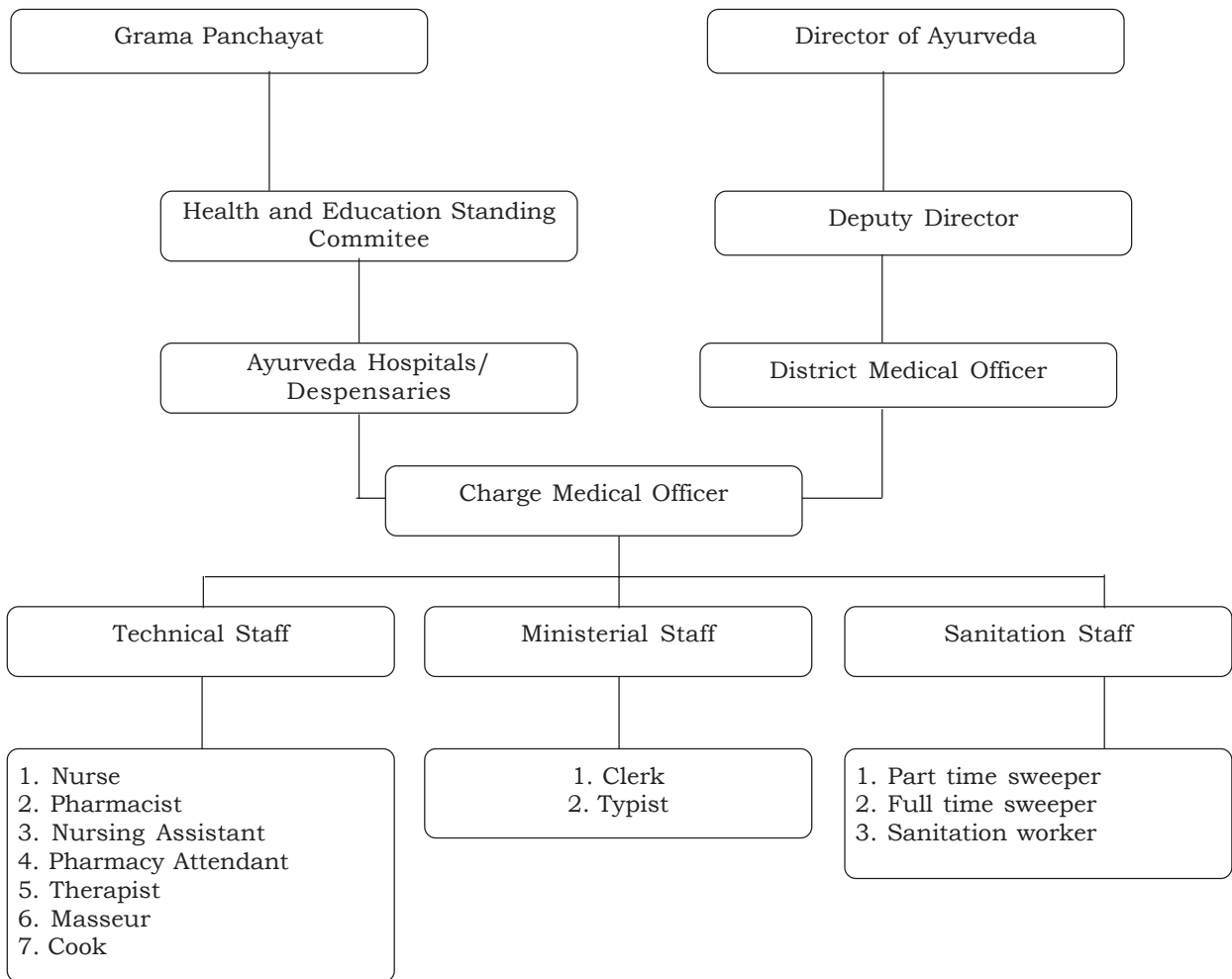
Adequate provisions shall be made for cooking. Required fuel, stove for cooking etc. shall be arranged.

3.2.3.viii. E-governance

- i. With a view to enhance the quality of service the use of e-governance shall be introduced in a phased manner. Registration of patients, issue of OP tickets, Medical Record Keeping, Stock Accounting of Medicines etc. shall be computerized, if possible.
- ii. Suitable ICT methods shall be adopted wherever possible for disseminating information and for awareness programs.

3.3. Organisational Structure

Figure 1 : Organisational Structure



3.4. Office Administration

Rules regarding office administration, applicable common and specific to the local self-government and institutions under it, are given in Office Management Manual for LSGIs.

3.4.1. Exhibit Institutional Information (Institution Board)

A wall board detailing the brief information regarding the Dispensary/Hospital should be exhibited in the concerned offices in the following format.

- Name of the institution
- Name of the Grama Panchayat
(If the institution is at the ward level, name of ward, ward number)
- Name of Post office
- Pin code

Note: The Dispensary/Hospital transferred shall be in the name of the concerned Grama Panchayat and shall be known accordingly. E.g.:-----Grama Panchayat Ayurveda Dispensary/Hospital.

3.4.2. 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 based on the Citizen's chart of the Grama Panchayat (Refer Public reporting Manual for the procedure for preparation of Citizen Charter).

3.4.3. Individual Information (Attendance Board)

The following details should be recorded:

- i. the designation and name of officer/employees/apprentices
- ii. staff on daily wages
- iii. details of vacant posts
- iv. attendance details of each person

3.4.4. Details of Fees Rates (Fees/Rate Board)

In each of the office, together with the details of services available, the fees regarding the services (wherever applicable), details of various items and exemptions such as concession if any given to BPL families, S.C/S.T etc. shall also be displayed in the Fees/Rate Board.

3.4.5. Public/News Announcements/Statutory Warning Board

- i. Establish Notice boards in each office for advertising time-bound public announcements regarding office/institution service.
- ii. The notice boards should be installed in such a place which could be seen by the public, service beneficiaries, and stakeholders.

- iii. The announcement that '**Pasting other advertisement and notices in this board is illegal**' should be mentioned on the Board.
- iv. Tearing off or defacing of the announcements made in the Board is illegal. This should be mentioned in the Board.
- v. Display notices regarding other institutions whenever sent by the head of that institution.
- vi. Anti-corruption and vigilance board giving the details of officer to whom complaint is to be filed.
- vii. Display the details of RTI officers.
- viii. A board showing '**This premise is free from smoking, drinking alcohol and use of narcotics**'.

3.4.6. Individual Name Boards

In each office, in the seats of the Officer and employees, the names, their designation and brief description of their responsibilities should be displayed. This would help the service holders locate the specific service provider without any confusion or delay.

3.4.7. Suggestion/Complaint Box

- i. A box should be installed for the general public and stakeholders for depositing suggestions in writing, recommendations to improve the working, complaints, and grievances, in a place which could be visible to all.
- ii. In each week, the head of the institution should open the suggestion/complaint box with the key in his possession on the day before the last working day.
- iii. The complaints/suggestions should be recorded in the register after sorting them item-wise. The service of the employee who is in charge of communication should be utilized.
- iv. Steps should be taken to implement those suggestions which could be fulfilled at the institutional-level. This 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 Secretary, Grama Panchayat.
- v. If any grievances or complaints regarding the employees or Officer are submitted through the box, the same should be forwarded to the Grama Panchayat President, after entering it in the register with the specific remarks of the Medical Officer.
- vi. In cases where decision is possible at the Officer level, the action taken and its practical status should be made available to the President together with the grievance/complaint.

- vii. The Officer should take action in cases where solution can be found based on the decision of the Grama Panchayat and in cases where department level solutions can be found.
- viii. Information regarding the action taken, the time schedule of the action etc. should be made available to the applicant/complainant/aggrieved.
- ix. 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 institution. This, in turn, would help increase the quality of service of the institution.

3.4.8. Office Documents

The following documents should be kept at the office as per department manual

A. Institutional level documents

1. Attendance Register
2. Movement Register
3. Salary Register
4. Stock Register of Assets as per the Manual on Asset Management.
5. Stock Register of Medicines etc.

B. Service related Documents (Annexure 6)

1. Registers (e.g. O.P. register, register of certificates issued, fees collected, if any etc.)
2. Treatment related Records
3. Tables of fees
4. Receipts issued for fees collected
5. Collected information
6. Various Periodical Reports
7. Minutes Book of Hospital Management committee, etc.

The employees who are entrusted with the specific service duty should record documents related to each service-duty precisely, clearly, and time-bound; they should index them, keep it safely in their custody, 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 Medical Officer.

The collective responsibility for monitoring of the above task, evaluation, corrective steps, and reforms rests with the head of the institution as given in Office Management Manual. .

3.4.9. Procedures for Resolutions

- i. The Medical Officer shall be responsible to execute various resolutions of the Grama Panchayat concerned with the Ayurveda sector.
- ii. It is the responsibility of the Officer to follow the related procedures. In case any lapse or faux pas occurs, which causes loss to the Grama Panchayat; the concerned Officer shall be held responsible.
- iii. As an Implementing Officer of the Grama Panchayat, the Medical Officer shall mark his/her opinion on anything requiring the consideration of the Grama Panchayat on related files. The files should be sent to the Secretary of the Grama Panchayat for including it in the agenda of the meeting. The Medical officer can also enter agenda and agenda note in the Sakarma Meeting Management Software using the login ID and Password allotted to him.
- iv. The Secretary in consultation with the President shall include each such item in the agenda for the meeting and shall place the file before the Grama Panchayat with such opinions. After the meeting the file shall be returned to the Medical Officer along with a copy of the resolution of the Grama Panchayat.
- v. The Medical Officer 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.
- vi. On the occasion of reconsideration, the Medical Officer shall be present in person to inscribe his/her opinion.
- vii. If the Grama Panchayat upholds the earlier decision, the Secretary of the Grama Panchayat can refer the decision to the Government for clarification under intimation to the President and wait for 15 days for the clarification. In case the clarification is not received within the stipulated period, the said resolution shall be implemented and information thereof shall be given to the Government.

3.4.10. Responsibility for Loss, Damage etc.

If any loss occurs to the Grama Panchayat due to the implementation of any resolution of the Grama Panchayat without following the procedures mentioned above, the concerned Medical Officer shall be responsible for such loss.

3.4.11. Control Over Officers

The Government officers and employees whose services are transferred to the 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 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 Grama Panchayats concerned. 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 refuse to carry out the lawful decisions of the Grama Panchayat or the President of the Grama Panchayat or willfully abstract the implementation thereof, the Grama Panchayat may take disciplinary proceedings against such officer and may impose on his/her minor penalties observing the provisions contained in the KPR (Control Over Officers) Rule 1997 (**Annexure 7**).

Plan Formulation and Implementation

4.1. Formulation of Grama Panchayat Plan and Procedures for Implementation

The Ayurveda Medical Officer has the responsibility to function as the Convenor of the sub group of Ayurveda of the Health working group and also as the Implementation Officer of the projects under Ayurveda sector.

4.1.1. Plan Formulation

- i. The Medical Officer shall submit a panel of persons to be included in the Working Group. The Grama Panchayat after due consideration of this recommendation shall constitute a Working Group through a resolution.
- ii. The Ayurveda Medical Officer shall prepare and present each year, a review report of the last year's projects in the ayurveda health sector at the first meeting of the Working Group for plan formulation.
- iii. Together with the review report, a Status Report for the health sector shall be prepared and submitted, in the first meeting of the Working Group in the format prescribed by Government from time to time.
- iv. Thereafter, the responsibility of convening the Working Group in necessary stages shall be taken up by the Ayurveda Medical Officer.
- v. After discussing the Status Report in the Working Group, it shall be presented in the Grama Panchayat and approval should be sought for presentation in the Grama Sabha. This proposal should be incorporated in the station report of the health sector.
- vi. Every year in the month of December, the Ayurveda Medical Officer shall prepare and submit a draft Budget proposal to the Health and Education

Standing Committee for inclusion in the Budget of the Grama Panchayat. The structure of the proposal laid down in the Budget Manual of the Panchayat shall be followed.

- vii. The Ayurveda Medical Officer shall be personally responsible for the submission of proposal for maintenance plan of the Institution and ensuring the fact that all the maintenance requirements are included in the Maintenance Plan of the Grama Panchayat.

4.1.2. Participate in the Grama Sabha

- i. The staff of the Ayurveda Hospital shall participate as the Coordinators of the Grama Sabha, as decided by the Grama Panchayat.
- ii. Apart from this, the Ayurveda Medical Officer or an officer authorized by him shall attend the Grama Sabha and Development Seminars and participate in those groups where discussions regarding her/his institution are held. She/he should give necessary explanations as and when required.
- iii. The Ayurveda Medical Officer shall effect necessary changes in the plan suggestions, taking into consideration the suggestion from the Grama Sabha and present the same at the Development Seminar.
- iv. The Ayurveda Medical Officer shall prepare projects in the Ayurveda health sector with the approval of the Grama Panchayat, as per the suggestions finalized at the Development Seminar. The subordinate staff shall provide necessary assistance for executing this task. The Ayurveda Medical Officer shall utilise the expertise of the Working Group in the preparation of projects.
- v. The Ayurveda Medical Officer is liable to effect suggested alterations in the projects prepared, according to the decision of the Grama Panchayat and obtain sanction of the Vetting Officer.

4.1.3. Plan Implementation

- i. The Ayurveda Medical Officer shall function as the Implementing Officer of the projects in the Ayurveda sector, as decided by the Grama Panchayat.
- ii. The Ayurveda Medical Officer shall give requisition to the Panchayat President for allotting necessary amount for the implementation, once the project is sanctioned by the Grama Panchayat.
- iii. The President shall give authorisation to the Secretary for releasing the amount.
- iv. Allotment letter should be issued to the requisition after obtaining authorisation from the president. The Medical Officer should prepare and present the bill to the Treasury along with the allotment letter to make payments.
- v. The Implementing Officer shall submit report to the Secretary, regarding the expenditure on the allotment before the 5th day of each month.

4.1.4. Explanation to the Audits

- i. The Ayurveda Medical Officer shall provide documents and explanations during audit in respect of the projects implemented by him.
- ii. The Implementing Officer shall give prompt explanation at the Grama Sabha meetings and other social audit forums to the doubts and questions regarding the projects for which she/he was in charge. In case she/he is unable to attend the Grama Sabha in person, her/his representative shall be assigned to be present with required information.

4.2. Review

Monthly planning and review is necessary for making the functioning of the Ayurveda Dispensary/Hospital more efficient and effective. This helps in improving the services of the Dispensary/Hospital and makes the functioning of the institution more transparent. Monthly planning and review also help to understand the deficiencies in the activities of the institution and help the employees to review the level of their own functioning. Monthly planning and review is held both at the office level and at the Grama Panchayat level. The planning and review is made possible through the review meetings at the Grama Panchayat level, staff meeting at the office level, gatherings of the employees, and management committee meeting. Review is of two types. They are internal and external.

4.2.1. Internal Review

4.2.1.1. Office Level

- a. This shall be held on any day, at least one week prior to the Grama Panchayat level review meeting.
- b. The Ayurveda Medical Officer is responsible for convening the meeting and ensuring the participation of all the staff. The complete control of the meetings rests with the Ayurveda Medical Officer.
- c. The Pharmacist shall prepare the minutes and make it a report and submit to the Ayurveda Medical Officer.
- d. The day-to-day functioning of the hospital shall be assessed in detail and include in the report of the Pharmacist.
- e. The obstacles in the functioning, the reasons for the same, the factors that facilitated smooth functioning, etc. shall be included in the assessment.
- f. The Pharmacist should report the number of patients who visited the hospital during a month and their diseases.
- g. The Medical Officer should report any disease which requires special attention, whether diseases are reported from any particular area, etc.
- h. The pharmacist should report about the medicines, the medicines which are in greater demand, which are in shortage, availability of medicines, and stock.

- i. Particular experiences related to the functioning of the hospital, complaints, positive sides, etc. should be discussed.
- j. Those things which require special attention during the running of the hospital and functioning of the staff should be evaluated.
- k. The Medical Officer may report in the meeting about the number of complaints/suggestions received in the box, the consequent decisions taken, arrangements taken to escalate the complaint to concerned authorities, if required, redressal etc.
- l. Planning for the following should be carried out at the meeting:
 - i. Medicines required for seasonal ailments, arrangements to be done at the office, medical camps, discussions, classes and trainings. The views of the women employees of the office should be given prominence in the report.
 - ii. The Ayurveda Medical Officer shall present the report in the Grama Panchayat level review meeting.

4.2.1.2. Institutional Level

- i. Every Grama Panchayat shall constitute a Hospital Management Committee as laid down in Sec. 173A of the Act and the Kerala Panchayat Raj (Managing Committee for Public Health Institutions) Rules, 2003. As the convener of this Committee, it shall be the duty of the Medical Officer to convene the meeting of the Committee as prescribed in Rule 5 of the above rule i.e., in every 3 months without fail. This meeting shall be held after the office level review meeting.
- ii. The Ayurveda Medical Officer shall, in consultation with the President who is the Chairperson of the Hospital Management Committee (HMC), fix the date, time, and agenda of the meeting.
- iii. All HMC members shall get written intimation at least three days before the meeting.

The Ayurveda Medical Officer shall decide the agenda of the HMC in consultation with the Health & Education Standing Committee Chairperson. It shall cover:

- a. The minutes and action taken report of the previous meeting.
- b. Review Report since last meeting. (Details regarding the specific functioning of the institution, field activity, functioning of the State and Central projects, and Grama Panchayat projects)
- c. The complaints and suggestions received regarding the functioning of the institution, the action taken on them, and those which require further action.
- d. Plan of Activities for the next reporting period. Discuss the specific activities of the institution, development plans for providing better services, Grama Panchayat's projects, department/State/Central projects.

- e. Planning of the external activities which require people's support, improve the infrastructure and maintenance and organise campaign activities and outreach programmes.

4.2.1.3. Panchayat Level

The decisions taken by the Hospital Management Committee shall be discussed in the Standing Committee on Health and Education who in turn shall give their recommendations on improving the functioning of the Dispensary/Hospital to the Grama Panchayat.

4.2.2. External Review System

The Grama Panchayat shall present the Performance Report at the quarterly meeting of the Grama Sabha to evaluate the activities of the institution. Every decision taken in the meeting of the Managing Committee shall be read in the first meeting of the Grama Sabha, to be held after the said meeting. The Medical Officer shall send copies of the same to the Conveners of the Grama Sabha for this purpose.

4.3. Social Audit

Social Audit shall be conducted in every institution of the Grama Panchayat as per Social Audit Manual.

Annexures

Annexure:1
 (See Para: 1.2)
G.O. (P) 189/95/LAD dated 18/09/1995



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 തദ്ദേശവകുപ്പിലേക്കും 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 എല്ല 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

(See Para: 1.2)

Order No: GI - 7913/93 dated 28/09/1995

നടപടി തീർപ്പ്

കേരള പഞ്ചായത്ത് ആക്ട്, കേരള മുനിസിപ്പാലിറ്റി ആക്ട് എന്നിവയിലെ വ്യവസ്ഥകൾ അനുസരിച്ച് ഇന്ത്യൻ സിസ്റ്റംസ് ഓഫ് മെഡിസിൻ ഡിപ്പാർട്ട്മെന്റിന്റെ ചുമതലകളും, സ്ഥാപനങ്ങളും പദ്ധതികളും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഇന്ത്യൻ സിസ്റ്റംസ് ഓഫ് മെഡിസിൻ ഡിപ്പാർട്ട്മെന്റ് പുറപ്പെടുവിക്കുന്ന ഉത്തരവ്.

നാട്ടുചികിത്സാവകുപ്പ്

ജി1: 7913/93

തിരുവനന്തപുരം, തീയതി 28.9.1995

സൂചന: തദ്ദേശസ്വയംഭരണ (സി) വകുപ്പ് 1995 സെപ്തംബർ 18 ന്

ജി.ഒ(പി)നമ്പർ189/95 ത.ഭ.വ ആയി ഇറക്കിയ ഉത്തരവ്.

1994 ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ടിലെ 166(6), 167 (1), 172 (5), 173 (5) എന്നീ വകുപ്പുകളിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളതു പ്രകാരം പ്രസ്തുത ആക്ടിലെ മൂന്നാം പട്ടികയിൽ (അനുബന്ധം 1) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട ഇന്ത്യൻ സിസ്റ്റംസ് ഓഫ് മെഡിസിൻ വകുപ്പിന്റെ ചുമതലകളും, സ്ഥാപനങ്ങളും പദ്ധതികളും സംസ്ഥാനത്തെ ഗ്രാമപഞ്ചായത്തുകൾക്കും, നാലാം പട്ടികയിൽ (അനുബന്ധം 2) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട വകുപ്പിലെ സ്ഥാപനങ്ങളും സ്ഥാപനങ്ങളുടെ ചുമതലകളും പദ്ധതികളും ബ്ലോക്ക് പഞ്ചായത്തുകൾക്കും 1995 ഒക്ടോബർ 2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഇന്ത്യൻ സിസ്റ്റംസ് ഓഫ് മെഡിസിൻ വകുപ്പ് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

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

കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുടെ വിവരം അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്. സ്ഥാപനങ്ങളോടൊപ്പം അവയുടെ ആസ്തിബാധ്യതകളും വസ്തുവകകളും അവയിൽ അനുവദിക്കപ്പെട്ടിട്ടുള്ള ജീവനക്കാരുടെ തസ്തികകളും ഉദ്യോഗസ്ഥരും അതാത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകളിൽ അതാത് സർക്കാർ വകുപ്പുകളിലെ ഉദ്യോഗസ്ഥന്മാർ തന്നെ മറിച്ചൊരു ഉത്തരവ് ഉണ്ടാകുന്നതുവരെ തുടരേണ്ടതാണ്.

തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്കു ഏല്പിച്ചുകൊടുത്തിട്ടുള്ള വകുപ്പിന്റെ അധികാരങ്ങളും ചുമതലകളും പദ്ധതികളും ഫലപ്രദമായി നിർവ്വഹിക്കുന്നതിന് എല്ലാ സൗകര്യങ്ങളും സാങ്കേതിക ഉപദേശങ്ങളും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥന്മാർ നൽകേണ്ടതാണ്.

തദ്ദേശസ്വയം ഭരണ സ്ഥാപനങ്ങൾക്ക് സർക്കാർ ഉദ്യോഗസ്ഥന്മാരുടെ സേവനം വിട്ടുകൊടുക്കുന്നതിന്റെ നിബന്ധനകളും, വ്യവസ്ഥകളും സംബന്ധിച്ചും പ്രസ്തുത സ്ഥാപനങ്ങൾക്ക് ആവശ്യമായ ധനസഹായം അനുവദിക്കുന്നത് സംബന്ധിച്ചും ഉള്ള ഉത്തരവുകൾ പിന്നാലെ പുറപ്പെടുവിക്കുന്നതാണ്.

സ്ഥാപനങ്ങളിലെ ജീവനക്കാരുടെ ശമ്പളം അലവൻസ് മുതലായവ ഇന്നത്തെ രീതിയിൽ തന്നെ തുടരേണ്ടതാണ്.

സ്ഥാപനങ്ങളിലേക്ക് ആവശ്യമായ ഔഷധങ്ങൾ ഔഷധിയിൽ നിന്നും വാങ്ങേണ്ടതും ഔഷധങ്ങളുടെ ഇന്റർ തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങളുടെ അംഗീകാരത്തോടെ ഔഷധിയ്ക്ക് നൽകേണ്ടതുമാണ്.

ഒപ്പ്

ഡോ.വി.എം. ബ്രഹ്മദത്തൻ നമ്പൂതിരി

ഡയറക്ടർ

അനുബന്ധം: 1. പട്ടിക 12

എ. ഗ്രാമപ്രദേശങ്ങളിലെ ആയുർവേദ സ്ഥാപനങ്ങളുടെ നടത്തിപ്പും നിയന്ത്രണവും

1. ഗ്രാമീണ വൈദ്യന്മാർക്ക് ഗ്രാന്റ് അനുവദിക്കുക

അനുബന്ധം (2) പട്ടിക 4

എ. താലൂക്ക് ആയുർവേദ ആശുപത്രികളുടെ പൂർണ്ണമായ നടത്തിപ്പും, നിയന്ത്രണവും.

അനുബന്ധം (4) പട്ടിക 6

എ. മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ അതിർത്തിയിൽ വരുന്ന ആയുർവേദ ആശുപത്രികളുടെ പൂർണ്ണമായ നടത്തിപ്പും നിയന്ത്രണവും

അനുബന്ധം (5)

(എ) ഗ്രാമപഞ്ചായത്തിലേക്ക് കൈമാറുന്ന ആയുർവേദ സ്ഥാപനങ്ങളുടെ തസ്തികകളും ലിസ്റ്റും

(ബി) ബ്ലോക്ക് പഞ്ചായത്തിലേക്ക് കൈമാറുന്ന ആയുർവേദ സ്ഥാപനങ്ങളുടേയും തസ്തികകളുടേയും ലിസ്റ്റ്

Annexure: 3

(See Para: 1.2)

G.O (P) 188/2000/LSGD dt: 04/07/2000

GOVERNMENT OF KERALA

Abstract

Local Self Government – Recommendation of the Committee on Decentralisation of powers on Restructuring Development Departments- Orders issued.

LOCAL SELF GOVERNMENT (P) DEPARTMENT

G.O (P) 188/2000/LSGD Dated, Thiruvananthapuram, 4.7.2000

ORDER

1. The Committee on Decentralisation of Powers in vol.III- part A of its final report dealing with strengthening of professional and ministerial support to local governments has given detailed recommendations on restructuring of development department in tune with the functional responsibilities devolved to local governments under the Kerala Panchayat Raj Act ,1994 and the Kerala Municipality Act,1994.
2. The committee has made the following observation regarding restructuring of development departments.

“4.1.1. with the transfer of powers, functions, staff and resources ,it is seen that in most of the department like Agriculture, Dairy Development, Animal Husbandry, Fisheries, Rural Development, development of Scheduled Castes, Development of Scheduled Tribes, Social Welfare and Health, practically all the field level functions and officials have been transferred to the local governments. In a sence, the district offices are hanging loose at the district level. This anomalous position needs to be rectified. In this context, it is relevant to recapitulate the earlier recommendation of the Committee on Decentralisation of Powers given in its First Report submitted to Government in August 1996. The quote from the report.

“The dichotomy created between the rural and urban areas within a district by the Seventy third and Seventy fourth Amendments to the Constitution make it difficult to match the new set up with the existing organization of district administration. Hence the most appropriate and optimum compromise has to be struck in allotting officer from the various level of the district setup, among the LSGI. The Committee feels that the best way of rearranging would be as follows:

The services of the officers of the departments discharging the function transferred to the LSGI must be places at the disposal of LSGI on the seniority principles, with the senior- most officers to a department at a district level allotted to that LSGI having the largest “service area” of that department. Applying this principle, the district level officers along with their supporting staff would be allotted to the District Panchayats. But by virtue of his position

as District officer, the professional role played earlier will continue. His professional expertise should be made available to the entire district. For this he has to inspect and review the working of his subordinate officers, with a view to ascertaining their performance vis-à-vis the duties entrusted to them by the LSGI as well as by the state Government, if any. The District Officer will continue to exercise his statutory duties as before. The District Panchayat get a separate officer then must have due regard for the multiple responsibilities of the district officers while assigning tasks to them. This recommendation will apply *mutatis mutandis* to the officers to be allotted to other LSGIs. If all LSGIs at a particular level such an officer should be placed at the disposal of the next higher tier of LSGIs with clear allocation of work.

4.1.2. There is great urgency in implementing this recommendation. The District Panchayat seems to be quite weak in Kerala compared to its counterparts in the states of Karnataka, Maharashtra, West Bengal etc. which have had a long tradition of strong District Panchayats. Of course, in the peculiar context of Kerala, District Panchayat cannot be given any control over other levels of local government. Conceptually, the Kerala local government system does not envisage a hierarchy but provides for simultaneous existence of different levels of local government with their own functional domains. Yet, the District Panchayat has to play a lead role by motivating the Block Panchayat and Village Panchayat and even the urban local bodies to develop a common vision for the progress of the District. The fact that the President of the District Panchayat has been made the *ex-officio* Chairperson of the District Planning Committee and the fact that in Kerala in all the District Planning Committees the majority of members are from the District Panchayat, suggest that the District Panchayat has responsibility for development leadership. But this leadership role has been severely handicapped for want of senior staff to support it. Therefore in the interest of coherent and integrated district planning, there is need for expert co-ordination at the district level. In the decentralized set up, senior professionals at the district level have an important role to perform, acting as an interface with the Government, representing all the local governments in the district to provide feedback and obtain and pass down technical and policy guidelines. All these can be achieved only if the District Panchayats are suitably endowed for which transfer of district level officials is a must. And strengthening the District Panchayats means strengthening the District Planning Committees.

In the light of the above, the Committee on Decentralisation of Powers suggested transfer of district level staff as well as rationalization of departmental structure below the state level, government have examined the recommendations in detail and are pleased to issue the following orders in respect of departments whose functions have been transferred to local governments.

1. Agriculture Department

The principal Agricultural officer of the District is transferred to the District Panchayat with staff. The Deputy Directors and complimentary staff would be put independently in charge of urban local government having a population of

50,000 and more. For other urban local governments, junior officers of the rank of Assistant Director or Agricultural officer would be put in charge. The present arrangements at the Block and Village levels will continue.

2. Soil Conservation Department

The entire district set up the soil conservation department is placed under the District Panchayat with the specific condition that their technical expertise should be made available to the Block Panchayats and Village Panchayats and the urban local governments whenever requested.

3. Animal Husbandry Department

The district set up is transferred to the District Panchayats with the District Animal Husbandry Officer and staff. The District Hospitals would be transferred to the District Panchayats. At the Village Panchayat level the present setup will continue. In keeping with the amendments to schedule IV of the Kerala Panchayat Raj Act made in 1999.

4. Dairy Development Department

The Deputy Director, Dairy Development is placed under the district Panchayat along with supporting staff. However, registration of co-operative societies will be done according to the direction of the director of dairy development. The dairy extension officers are placed under a single village Panchayat. He should co-ordinate dairy development activities in the Village Panchayats with the animal husbandry staff of the village Panchayat.

5. Fisheries Department

The District level officers are placed under the district Panchayats along with staff. The Matsya Bhavans will be brought under the control of the village Panchayat /Municipality/Corporation as the case may be.

When the department is recognized, the demarcation of area of responsibilities below the district should be made to coincide with the geographical area of one or more local governments at the Block Panchayat or Village Panchayat or urban local government level.

The 66 project officers of Matsyafed would be given charge of municipalities and village Panchayats, which are not being covered by the proposed Matsya Bhavans. They would be bound to give technical advice to the concerned local government.

6. Industries department

The district industries centre is made part of the District Panchayat. Though the administrative control will be with the District Panchayat, the general manager, DIC should be responsible for industrial development activities of corporation areas and of towns having population of more than one lakh. For other urban local governments, managers will be put in charge. The industries extension officer will continue to be with the Block Panchayat. They would be primarily responsible for looking after the Village Panchayats. The

Taluk level set up would be assigned the task of supporting Block Panchayat/ Municipalities for which the director of industries would issue detailed orders indicating who would be assigned which local government.

7. Rural Development Department

The ADC (General) is transferred to the district collector to support him in the co-ordination of local government planning and implementation, besides looking after traditional functions like national savings campaigns. The functional literacy project officers are transferred to the District Panchayats. In the District Panchayats they will help to coordinate training for self-employment.

8. Social Welfare Department

The district social welfare officer is transferred to the District Panchayat with staff. The District programme officer is also transferred to the District Panchayat. The child development project officers (CDPOs) are placed under the Block Panchayat. The ICDS supervisors are placed under the Village Panchayat. At rearrangement should be done to ensure that the corporations get a senior officer to the Social Welfare Department. Similarly, Assistant Child Development Officers are deployed to the urban local governments. These officers transferred from the Social Welfare Department look after the following areas of work:

I. Women and child development including kudumbasree

II. Care of disabled

9. The redeployed posts should normally be located in the office of the local governments. However, where the entire office redeployed, they may continue to function in the existing office. If those officers are housed in rented building, the local governments are free to locate them in their buildings.

By order of the governor

M.Mohankumar

Chief Secretary to Government

Annexure: 4

(See Para: 2.3.1.1.f)

Working Time Table

as per G.O no.413/2007 H& FD dt:01/10/2007 & G.O. 55/2015 ayush dt:05/02/2015

സ്ഥാപനങ്ങളുടേയും തസ്തികകളുടേയും സാധാരണ പ്രവർത്തി സമയം

	സ്ഥാപനം	പ്രവർത്തന ഇനം	പ്രവർത്തനസമയം
1	ആശുപത്രികൾ	ഓ.പി.വിഭാഗം	രാവിലെ 9 മുതൽ 02 മണി വരെ
		ഐ.പി. വിഭാഗം	24 മണിക്കൂറും
2	ഡിസ്പെൻസറികൾ	ഓ.പി.വിഭാഗം	രാവിലെ 9 മുതൽ 02 മണി വരെ
	തസ്തിക		പ്രവർത്തന സമയം
1	ചീഫ് മെഡിക്കൽ ഓഫീസർ		രാവിലെ 9 മുതൽ 11.30 വരെ 11.30 മുതൽ 1 മണി വരെയും 1 മണി മുതൽ 2 വരെ ഉച്ചഭക്ഷണ ഇടവേള ഉൾപ്പെടെ 3 മണിവരെയും
2	സീനിയർ മെഡിക്കൽ ഓഫീസർ/മെഡിക്കൽ ഓഫീസർ		രാവിലെ 9 മുതൽ 11.30 വരെ 11.30 മുതൽ 1 മണി വരെയും 1 മണി മുതൽ 2 വരെ ഉച്ച ഭക്ഷണ ഇടവേള ഉൾപ്പെടെ 3 മണിവരെയും
3	സ്പെഷ്യലിസ്റ്റ് മെഡിക്കൽ ഓഫീസർ		രാവിലെ 9 മുതൽ 11.30 വരെ 11.30 മുതൽ 1 മണി വരെയും 1 മണി മുതൽ 2 വരെ ഉച്ചഭക്ഷണ ഇടവേള ഉൾപ്പെടെ 3 മണി വരെയും
4	സീനിയർ സ്പെഷ്യലിസ്റ്റ് മെഡിക്കൽ ഓഫീസർ		രാവിലെ 9 മുതൽ 11.30 വരെ 11.30 മുതൽ 1 മണി വരെയും 1 മണി മുതൽ 2 വരെ ഉച്ചഭക്ഷണ ഇടവേള ഉൾപ്പെടെ 3 മണി വരെയും
5	ഫാർമസിസ്റ്റ്		രാവിലെ 9 മുതൽ 11.30 വരെ 11.30 മുതൽ 1 മണി വരെയും 1 മണി മുതൽ 2 വരെ ഉച്ചഭക്ഷണ ഇടവേള ഉൾപ്പെടെ 3 മണി വരെയും
6	നേഴ്സ്	പകൽ ഡ്യൂട്ടി	രാവിലെ 6 മുതൽ ഉച്ചയ്ക്ക് 1 മണി വരെ ഉച്ചയ്ക്ക് മുൻപ് ഉള്ള പകുതിയായും ഉച്ചയ്ക്ക് 2 മുതൽ വൈകിട്ട് 6 മണി വരെ ഉച്ചയ്ക്ക് ശേഷമുള്ള പകുതിയായും പ്രവർത്തിക്കുന്നു.
		രാത്രി ഡ്യൂട്ടി	വൈകിട്ട് 6 മണി മുതൽ രാവിലെ 8 വരെ
7	ഫാർമസി അറ്റൻഡർ		രാവിലെ 9 മുതൽ 11.30 വരെ 11.30 മുതൽ 1 മണിവരെയും 1 മണി മുതൽ 2 വരെ ഉച്ചഭക്ഷണ ഇടവേള ഉൾപ്പെടെ 3 മണി വരെയും
8	നേഴ്സിംഗ് അസിസ്റ്റന്റ്	പകൽ ഡ്യൂട്ടി	രാവിലെ 6 മുതൽ ഉച്ചക്ക് 1 മണി വരെ ഉച്ചയ്ക്ക് മുൻപ് ഉള്ള പകുതിയായും ഉച്ചയ്ക്ക് 2 മുതൽ വൈകിട്ട് 6 മണി വരെ ഉച്ചയ്ക്ക് ശേഷമുള്ള പകുതിയായും പ്രവർത്തിക്കുന്നു.
		രാത്രി ഡ്യൂട്ടി	രാവിലെ 6 മുതൽ രാവിലെ 8 വരെ

9	സാനിട്ടേഷൻ വർക്കർ	രാവിലെ 8.30 മുതൽ ഉച്ചയ്ക്ക് 1 മണി വരെ ഉച്ചയ്ക്ക് മുൻപ് ഉള്ള പകുതിയായും ഉച്ചയ്ക്ക് 2 മുതൽ വൈകിട്ട് 5 മണി വരെ ഉച്ചയ്ക്ക് ശേഷമുള്ള പകുതിയായും പ്രവർത്തിക്കുന്നു.
10	ഫുൾടൈം സീപ്പർ	രാവിലെ 8.30 മുതൽ ഉച്ചയ്ക്ക് 1 മണിവരെ ഉച്ചയ്ക്ക് മുൻപ് ഉള്ള പകുതിയായും ഉച്ചയ്ക്ക് 2 മുതൽ വൈകിട്ട് 5 മണിവരെ ഉച്ചയ്ക്ക് ശേഷമുള്ള പകുതിയായും പ്രവർത്തിക്കുന്നു.
11	കൂക്ക്	രാവിലെ 6 മുതൽ ഉച്ചയ്ക്ക് 1 മണിവരെ ഉച്ചയ്ക്ക് മുൻപ് ഉള്ള പകുതിയായും ഉച്ചയ്ക്ക് 2 മുതൽ വൈകിട്ട് 7 മണിവരെ ഉച്ചയ്ക്ക് ശേഷമുള്ള പകുതിയായും പ്രവർത്തിക്കുന്നു.
12	പാർട്ട് ടൈം സീപ്പർ	രാവിലെ 8.30 മുതൽ ഉച്ചയ്ക്ക് 12.30 മണിവരെ
13	തൊഴിലിസ്റ്റ്	രാവിലെ 8 മുതൽ ഉച്ചയ്ക്ക് 1 മണിവരെ ഉച്ചയ്ക്ക് മുൻപ് ഉള്ള പകുതിയായും ഉച്ചയ്ക്ക് 2 മുതൽ വൈകിട്ട് 6 മണിവരെ ഉച്ചയ്ക്ക് ശേഷമുള്ള പകുതിയായും പ്രവർത്തിക്കുന്നു.

Annexure: 5
 (See Para: 2.4.11.xi)
Employees Uniform

G.O. No. 2570/2013 H&FW dated 17.07.2013 in neat and clean condition

ഗവൺമെന്റിൽ നിന്നും യൂണിഫോം /യൂണിഫോം അലവൻസ് വാങ്ങുന്നവർ നിർബന്ധമായും ഡ്യൂട്ടി സമയത്ത് ധരിച്ചിരിക്കേണ്ട യൂണിഫോമിന്റെ വിവരണം

	തസ്തിക	ലിംഗം	യൂണിഫോം
1	ഫാർമസിസ്റ്റ്	പുരുഷന്മാർ	വെളുപ്പ് ക്ലിനിക്കൽ ഓവർക്കോട്ട് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	വെളുപ്പ് ക്ലിനിക്കൽ ഓവർക്കോട്ട് +നെയിം ബാഡ്ജ്
2	നേഴ്സ്	പുരുഷന്മാർ	വെളുപ്പ് ഷർട്ട് + വെള്ളപാന്റ്സ് + വെളുപ്പ് ക്ലിനിക്കൽ ഓവർക്കോട്ട് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	വെളുപ്പ് സാരി+ വെളുപ്പ് ബ്ലൗസ്സ്/ വെളുപ്പ് ചുരിദാർ + വെള്ളപാന്റ്സ് +വെളുപ്പ് ക്ലിനിക്കൽ ഓവർക്കോട്ട് + നെയിം ബാഡ്ജ്
3	ഫാർമസി അറ്റൻ്റർ	പുരുഷന്മാർ	വെളുപ്പ് ഷർട്ട് + വെള്ളപാന്റ്സ് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	വെളുപ്പ് സാരി+ വെളുപ്പ് ബ്ലൗസ്സ്/ വെളുപ്പ് ചുരിദാർ + വെള്ളപാന്റ്സ് +വെളുപ്പ് ക്ലിനിക്കൽ ഓവർക്കോട്ട് + നെയിം ബാഡ്ജ്
4	നേഴ്സിംഗ് അസിസ്റ്റന്റ്	പുരുഷന്മാർ	വെളുപ്പ് ഷർട്ട് + വെള്ളപാന്റ്സ് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	വെളുപ്പ് സാരി+ വെളുപ്പ് ബ്ലൗസ്സ്/ വെളുപ്പ് ചുരിദാർ + വെള്ളപാന്റ്സ് + നെയിം ബാഡ്ജ്
5	സാനിട്ടേഷൻ വർക്കർ	പുരുഷന്മാർ	കാക്കിപാന്റ്സ്+കാക്കിഷർട്ട് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	നാലിഞ്ച് വെള്ള ബോർഡറോട് കൂടിയ നീല സാരി+നീല ബ്ലൗസ്സ്/ നീല ചുരിദാർ + നീല പാന്റ്സ് +നെയിം ബാഡ്ജ്
6	ഫുൾടൈം സീപ്പർ	പുരുഷന്മാർ	കാക്കിപാന്റ്സ്+കാക്കിഷർട്ട് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	നാലിഞ്ച് വെള്ള ബോർഡറോട് കൂടിയ നീല സാരി+നീല ബ്ലൗസ്സ്/നാലിഞ്ച് വെള്ള ബോർഡറോട് കൂടിയ നീല ചുരിദാർ + നീല പാന്റ്സ് +നെയിം ബാഡ്ജ്
7	കൂക്ക്	പുരുഷന്മാർ	കൈകളിൽ നീല ബോർഡറോട് കൂടിയ വെളുപ്പ് ഷർട്ട് + വെള്ളപാന്റ്സ് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	നാലിഞ്ച് നീല ബോർഡറോട് കൂടിയ വെള്ള സാരി+നീല വെള്ള ബ്ലൗസ്സ്/നാലിഞ്ച് നീല ബോർഡറോട് കൂടിയ വെള്ള ചുരിദാർ + നീല പാന്റ്സ് +നെയിം ബാഡ്ജ്
8	തൊറാപ്പിസ്റ്റ്	പുരുഷന്മാർ	ഇളം പച്ചഷർട്ട് + ഇളം പച്ചപാന്റ്സ് + നെയിം ബാഡ്ജ്
		സ്ത്രീകൾ	ഇളം പച്ച സാരി+ ഇളം പച്ച ബ്ലൗസ്സ്/ ഇളം പച്ച ചുരിദാർ + ഇളം പച്ചപാന്റ്സ് + നെയിം ബാഡ്ജ്

Annexure: 6
 (See Para: 3.4.8.B)
Formats of Registers

1. ഓ.പി അഡ്മിഷൻ രജിസ്റ്റർ (നോമിനൽ രജിസ്റ്റർ)

	വിലയിരുത്തൽ					
	M	F	C	T		
	മുൻപെടുത്തിയവർ					
	പുതിയവർ					
	Pr.T					
	C.T					
മുൻപെടുത്തിയവരുടെ മൊത്തം						
പുതിയവരുടെ മൊത്തം						
Pr.T						
C.T						
പുതുക്കിയവരുടെ മൊത്തം						
(പ്രൈമറി)						
(സെക്കന്ററി)						
(പ്രൈമറി + സെക്കന്ററി)						
മുൻപെടുത്തിയവരുടെ മൊത്തം						
പുതിയവരുടെ മൊത്തം						
Pr.T						
C.T						

M-(male),F(Female),C(child),T(total) Pr.T (carryover total) ,CT(Gumulative totals)

2. അഡ്മിഷൻ രജിസ്റ്റർ (ഐ.പി)

ഉപജ്ഞാതൃക്കൾക്ക് അറിയാൻ	
ഓൺലൈൻ രജിസ്ട്രേഷൻ വഴിയും ജോയിന്റ് രജിസ്ട്രേഷൻ വഴിയും	
പ്രത്യേക തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ	
ഓൺലൈൻ	
ഓഫ്ലൈൻ	
പ്രത്യേക തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ	
പ്രത്യേക തിരഞ്ഞെടുപ്പ് രജിസ്ട്രേഷൻ	
പ്രവേശന-ജാലം /പ്രവേശന ഓൺലൈൻ ജാലം ഓൺലൈൻ വഴിയും ഓഫ്ലൈൻ വഴിയും	
ജാലം ഉപയോഗിച്ച് ഓഫ്ലൈൻ	
ഓഫ്ലൈൻ വഴിയും ഓൺലൈൻ വഴിയും	
ഓൺലൈൻ	
ഓഫ്ലൈൻ	
പ്രത്യേക	

3. ഗവൺമെന്റ് സർവ്വന്റ് സർവ്വന്റ് ട്രീറ്റ് മെന്റ് രജിസ്റ്റർ/മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് ഇഷ്യൂരജിസ്റ്റർ

<p>പ്രത്യേക റായ് ഇതരം പ്രത്യേക യുക്തം ട്രിപ്പിൾ റായ് മെന്റ് മെന്റ് മെന്റ് മെന്റ് ട്രിപ്പിൾ റായ് മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>പ്രത്യേക റായ് മെന്റ് ഇഷ്യൂരജിസ്റ്റർ മെന്റ് മെന്റ് മെന്റ്</p>	
<p>പ്രത്യേക മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>പ്രത്യേക മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>പ്രത്യേക മെന്റ് മെന്റ് മെന്റ്</p>	
<p>റായ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>മെന്റ് മെന്റ് മെന്റ് മെന്റ്</p>	
<p>പ്രത്യേക</p>	

4. മെയിൻ സ്റ്റോക്ക് (കുറഞ്ഞ ചുരുക്കം/പ്രിപ്പേർഡ് മെയിസിൻ) രജിസ്റ്റർ

ചെലവ് സംബന്ധിച്ച വിവരങ്ങൾ	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
വരവ് സംബന്ധിച്ച വിവരങ്ങൾ	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	
	പുഴു മൂലം നഷ്ടപ്പെട്ടവയുടെ കുറവ്	

5. മെയിൻ സ്റ്റോക്ക് (ഫർണിച്ചിൾ/ഫ്യൂവൽ/സുണ്ടി ആർട്ടിക്ലിൾ/ബെഡ്ഡിംഗ് ആന്റ് ക്ലോത്തിംഗ്/ബാഫീസ് എക്സിപ്പ്റ്റന്റ്/ഹോസ്പിറ്റൽ എക്സിപ്പ്റ്റന്റ്/അടുക്കളപാത്രങ്ങൾ) രജിസ്റ്റർ

ചെലവ് സംബന്ധിയായ വിവരങ്ങൾ	പുഴ പ്ലാസ്മാഗ്നീംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
	പ്രൈംഗ് പ്രോഡക്ട് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
	പ്രൈംഗ് പ്രോഡക്ട് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
	പ്രൈംഗ് പ്രോഡക്ട് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
വരവ് സംബന്ധിയായ വിവരങ്ങൾ	പുഴ പ്ലാസ്മാഗ്നീംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് കോസ്റ്റ്	
	പ്രൈംഗ് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
	പ്രൈംഗ്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ്	
	പ്രൈംഗ് പ്രോഡക്ട് പ്രോഡ്യൂസർ/ഗ്രൂപ്പിംഗ്	
	പ്രൈംഗ് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
	പ്രൈംഗ് ഡിസ്ട്രിബ്യൂഷൻ കോസ്റ്റ്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട്	
	പ്രൈംഗ് പ്രോഡക്ട്	

6. അളവ് തൂക്ക രജിസ്റ്റർ

ഇനം	സ്പെസിഫി കേഷൻ	സൂക്ഷിപ്പിന്റെ ചുമതല ഉള്ള ഉദ്യോഗസ്ഥൻ	സർട്ടിഫിക്കറ്റ് ലഭിച്ച തീയതി നം.	സർട്ടിഫിക്കറ്റ് പുതുക്കേണ്ട തീയതി	പ്രത്യേക പരാമർശം

7. പ്രീന്റഡ് ഫോംസ് & രജിസ്റ്റേർഡ് രജിസ്റ്റർ

വരവ് സംബന്ധിയായ വിവരങ്ങൾ	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
ചെലവ് സംബന്ധിയായ വിവരങ്ങൾ	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	
	പ്രത്യേക ഫോമുകൾ	

8. പ്രദിനകക്ഷായ ചുർണ്ണ രജിസ്റ്റർ (ഫാർമസി)

തീയതി 	കക്ഷായ ചുർണ്ണങ്ങളുടെ ആകെ ഉപയോഗത്തിനായി എടുത്ത അളവ്	കക്ഷായ ചുർണ്ണങ്ങളുടെ പേര്	1	2	3	4	5	ഹൃദയം ഉൾപ്പെടെയുള്ള ഏതെങ്കിലും ഏതെങ്കിലും ഭാഗങ്ങൾ	ൽ ഉപയോഗത്തിലുള്ള തിരുത്തലുകൾ	ഹൃദയം
			2	3	4	5				
			3	4	5					
			4	5						
			5							
			5							

9. ക്ഷായരജിസ്റ്റർ

തീയതി	ക്ഷായങ്ങൾ ഉപയോഗിച്ച ചൂർണ്ണത്തിന്റെ അളവ്							ലഭിച്ച ക്ഷായത്തിന്റെ അളവ്							വിതരണ വിവരങ്ങൾ					
	1	2	3	4	5	6	7	1	2	3	4	5	6	7	ഓ.പി. ക്ക് കൈമാറിയ അളവ്	വിതരണം ചെയ്ത അളവ്	ഐ.പി. ക്ക് കൈമാറിയ അളവ്	വിതരണം ചെയ്ത അളവ്	ഐ.പി. ക്ക് കൈമാറിയ അളവ്	
															രോഗികളുടെ എണ്ണം	വിതരണം ചെയ്ത അളവ്	ചുമതലപ്പെട്ട ഉദ്യോഗസ്ഥന്റെ ഒപ്പ്	വിതരണം ചെയ്ത അളവ്	ഐ.പി. ക്ക് കൈമാറിയ അളവ്	ഐ.പി. ക്ക് കൈമാറിയ അളവ്

10. ഇൻഡർസ്റ്റ് രജിസ്റ്റർ

തീയതി

ഇൻഡർസ്റ്റ് നം ഏത് ഉപയോഗത്തിന്

ഘടന	
ഘടനാ ഭാഗങ്ങളുടെ എണ്ണം	
ഭാഗങ്ങളുടെ വിവരണം	
(ഉപയോഗിക്കുന്ന ഘടന) ഭാഗങ്ങളുടെ വിവരണം	
ഭാഗങ്ങളുടെ വിവരണം	
ഭാഗങ്ങളുടെ വിവരണം	
ഘടനാ ഭാഗങ്ങളുടെ വിവരണം	
ഘടന	
ഘടന	

ആവശ്യപ്പെടുന്ന ഉദ്യോഗസ്ഥന്റെ ഒപ്പ് :
 ശുപാർശ ചെയ്യുന്ന ഉദ്യോഗസ്ഥന്റെ ഒപ്പ് :
 അനുവദിച്ച ഉദ്യോഗസ്ഥന്റെ ഒപ്പ് :
 സ്വീകരിച്ച ഉദ്യോഗസ്ഥന്റെ ഒപ്പ് :

11. സബ് സ്റ്റോക്ക് രജിസ്റ്റർ

(കുഷായചുർണ്ണം /പ്രിപ്പേർഡ് മെഡിസിൻ/ഐ.പി കഷായ സബ് സ്റ്റോക്ക് /ഫർണിച്ചർ/സുണ്ടി ആർട്റ്റിക്കിൾ/ബേഡ്ഡിംഗ് ആന്റ് ക്ലോത്തിംഗ്/ഓഫീസ്സ് എക്സിപ്റ്റ്/ഹോസ്പിറ്റൽ എക്സിപ്റ്റ് / അടുക്കളപാത്രങ്ങൾ)രജിസ്റ്റർ

ഇനം

ഓ ഷുസലർ/ ധ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	
ഡ്രുവ്യ റ്റുവുവ	

12. സബ് സ്റ്റോക്ക് രജിസ്റ്റർ

ഫ്യൂവൽ (ഓ.പി)

<p>പുഴ ഓസോസിയോൾ ക്ലൈം ഓയർ</p>	
<p>പുഴോൾ പ്രോസസ്</p>	
<p>പുഴോൾ പുഴോൾകമ്പൗൺ ഓസോൾ ക്ലൈം</p>	
<p>പുഴോൾ ഓസോൾ</p>	
<p>(പുഴോൾകമ്പൗൺ പുഴോൾ) പുഴോൾ ക്ലൈം</p>	
<p>പുഴോൾ/ പുഴോൾ ക്ലൈം</p>	
<p>പുഴോൾ</p>	

13. സബ് സ്റ്റോക്ക് രജിസ്റ്റർ
ഫ്യൂവൽ (ഐ.പി.)

പുഴ ഉപഗ്രാമപഞ്ചായത്ത് ഭരണ സമിതി	
സ്റ്റോക്ക് ഹോൾ	
പുഴ സംസ്കൃതികളുടെ വികസന പദ്ധതി	
സ്റ്റോക്ക് ഹോൾ	
(ഉപഗ്രാമപഞ്ചായത്ത് പ്രസിഡന്റ്) സ്റ്റോക്ക് ഹോൾ	
പുഴ ഉപഗ്രാമപഞ്ചായത്ത് / വികസന പദ്ധതി	
സ്റ്റോക്ക്	

14. ലെവി രജിസ്റ്റർ

പുഴ മൂലധനഗണിത ക്ലിപ്ത ഭവനം		
പ്രദേശം		
പ്രത്യേക റോഡ് ലൈൻ/പ്രദേശം		
പ്രത്യേക / റോഡ് നമ്പർ & ഉൾപ്പെട്ട		
ലെവി ഇനം	ആകെ	
	ഡയറ്റ് ചാർജ്ജ്	
	ഹോസ് പീറ്റിൽ സർവ്വീസ് ചാർജ്ജ്	
	ചികിത്സാചാർജ്ജ്	
പ്രത്യേക ജന്മദാനപത്രം		
പ്രത്യേക തടവ്ശുദ്ധി		
റീഡെമ്പ്ഷൻ റീഡെമ്പ്ഷൻ ട്രിഗ്ഗറുകൾ		
റോഡ് നമ്പർ		
തീയതി		

15. ഡ്യൂട്ടി രജിസ്റ്റർ (ഐ.പി)

തീയതി	ഡ്യൂട്ടിയിൽ ഉള്ള ഉദ്യോഗസ്ഥരുടെ പേരും തസ്തികയും	ഒപ്പ്		പരാമർശം
		ഡ്യൂട്ടിയിൽപ്രവേശിച്ച സമയം	ഡ്യൂട്ടി വിടുതൽ ചെയ്ത സമയം	

ഐ.പി മെഡിക്കൽ ഓഫീസറുടെ മേലാപ്പ്

16. ചികിത്സാ രജിസ്റ്റർ (ഐ.പി)

പുഴ ഡയറ്റി ട്രീറ്റ്മെന്റ്	
ഓൾറൗണ്ട് ഇന്റഗ്രേറ്റഡ് കെയർ / ഇന്റഗ്രേറ്റഡ് കെയർ	
പ്രൈമറി കെയർ ഡയറ്റി	
പ്രൈമറി കെയർ ഡയറ്റി	
ഡയറ്റി ട്രീറ്റ്മെന്റ്	
സെക്കണ്ടറി ട്രീറ്റ്മെന്റ്	
പ്രൈമറി ട്രീറ്റ്മെന്റ്	
ഡയറ്റി ട്രീറ്റ്മെന്റ്	
ഊട്ട് ട്രീറ്റ്മെന്റ്	
ഓൾറൗണ്ട്	
പ്രൈമറി	

നഴ്സിംഗ് സൂപ്പർവൈസർ/ചീഫ് നഴ്സിംഗ് ഓഫീസർ

17. ആഹാരസാധനങ്ങളുടെ സ്റ്റോക്ക് രജിസ്റ്റർ

ഇനം

ചിലവ് സംബന്ധിതമായ വിവരങ്ങൾ	പുഴ ശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം	പുഴശുശ്രൂഷാർജ്ജനം	
		പുഴശുശ്രൂഷാർജ്ജനം	
	പുഴശുശ്രൂഷാർജ്ജനം	പുഴശുശ്രൂഷാർജ്ജനം	
		പുഴശുശ്രൂഷാർജ്ജനം	
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
വരവ് സംബന്ധിതമായവിവരങ്ങൾ	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		
	പുഴശുശ്രൂഷാർജ്ജനം		

18. ആഹാരസാധനങ്ങളുടെ വിതരണ രജിസ്റ്റർ

	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
പുഴ	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
ഇന്റർസ്റ്റാൻഡിംഗ്	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
ഡിസ്ട്രിബ്യൂഷൻ	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
സ്റ്റോക്ക്	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
ഉപയോഗം	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
പ്രദേശങ്ങൾ	ഇഷ്ടിപ്പ്			
	ഉറപ്പുള്ളത്			
ഓഫീസ് ട്രെയിനിംഗ് ഉറപ്പുള്ളത്	പ്രധാന ധാരാപാത	പുനർ ഘടന		
		ഇഷ്ടിപ്പ് ഘടന		
		പ്രത്യേക		

Annexure: 7

(See Para: 3.4.11)

Control Over Officers Rule, 1997

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 continued 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, imposi-

tion 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.