

MEMORANDUM OF ASSOCIATION

(Registration No. 25/Jaipur/1995-96)

FOR

STATE INSTITUTE OF HEALTH & FAMILY WELFARE

JAIPUR

1. NAME

The name of the society will be the " State Institute of Health & Family Welfare."

2. OFFICE

The registered office of the society will be at Jaipur in the State of Rajasthan.

3. OBJECTIVES

The objectives for which the society is formed are:

- a) To undertake research and studies in Medical, Health & Family Welfare in Rajasthan.
 - i) Through whole time Research Officers, Research Assistants & Investigators;
 - ii) By granting Research fellowships;
 - iii) By sponsoring enquires and studies by individuals and Institutions;
- b) To train officials and non-officials connected with Medical, Health & Family Welfare services.
- c) To promote creative thinking on Health & Family Welfare by organizing seminars, conferences and workshops for experts, academicians, administrators, researchers, officials and non-officials.
- d) To collect and disseminate information and material on Health & Family Welfare and to serve as a clearing house of information on these subjects;

- e) To collect and maintain information on Medical and Health Services in Rural and Urban areas in India and abroad;
- f) To maintain a well-equipped library on medicine, health and family welfare.
- g) To undertake codification of the Acts and Rules on Medical, Health & Family Welfare.
- h) To undertake evaluation studies of the various programmes related to Health & Family Welfare.
 - i) To prepare print and publish papers, periodicals and books in furtherance of the objects of the society;
 - ii) To collaborate with other Institutions, associations and societies in India or abroad interested in similar objects;
- i) To conduct courses of study for certificate/diploma in Health & Family Welfare.
- j) To establish institutions or regional centres for the aforesaid objects;
- k) To offer fellowships, scholarships, prizes and stipends in furtherance of the objects of the society; and
- l) To do all such other acts and things either alone or in conjunction with other organizations or persons as the society may consider necessary, incidental or conducive to the attainment of the above object.
- m) To identify and assess the causes of outbreak of epidemics and to suggest the remedial measures form time to time.

4. Pursuant to the aforesaid objects, the Society shall take over all the assets and liabilities of Health Management & Research wing of HCM RIPA.

For fulfillment of the Broad Objectives broadly speaking the following would be the specific key functions of SIHFW.

- a) *Training System Development and Management*
 - 1. Manpower Planning
 - 2. Prepare training policy and strategy
 - 3. Design Training System for the State
 - 4. Survey Training needs
 - 5. Design and review instructional strategy and curriculum

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6. Prepare and review instructional modules
7. Develop distance training strategy and material
8. Develop evaluation, follow up and monitoring system and use it
9. Linkage building
10. Support DIHs, including developing their faculty.

b) *Training/ Teaching*

1. Write cases, teaching notes and teach cases.
2. Prepare HRD instruments and use them.
3. Prepare simulation exercises, guidelines for them and use them.
4. Prepare other/ Resource/ Training material.
5. Conduct refresher training of Medical officers (District and Block level)
6. Conduct training for facilitators (both induction and in-services).

c) *Research and Action*

1. Design simple and practical Action Research.
2. Prepare research Proposals.
3. Conduct practical research, and prepare reports.
4. Prepare updates for RIHs and DIHs

d) *Organizational Development*

1. Conduct counseling and counseling training.
2. Diagnose management problems.
3. Design interventions
4. Design HRD system for the Health Department (induction, role analysis, work planning, performance appraisal, potential appraisal, performance review, reward system, role efficacy and work re-designing etc.
5. Team Building.
5. Undertake OD work at the request of the service delivery system at different levels.

6. BOARD OF GOVERNORS

The management of the society will be entrusted under the Societies Registration Act, 1958 to the Board of Governors of which the first members will be the following:

S.No.	Name	Address & Occupation	Designation
1.	Sh. Rajendra Singh Rathore	Minister of State for Health, Govt. of Rajasthan, Jaipur.	Chairman
2.	Sh. M.L. Mehta	Chief Secretary, Govt. of Rajasthan, Jaipur.	Vice Chairman
3.	Sh. H.M. Mathur	Director, HCM RIPA, Jaipur	Member
4.	Sh. O.P. Behari	Principal Health Secretary, Govt. of Rajasthan, Jaipur.	Member
5.	Sh. Adarsh Kishore	Finance Secretary, Govt. of Raj., Jaipur	Member
6.	Sh. Ram Lubhaya	Commissioner & Secretary, F.W. & Projects, Govt. of Rajasthan, Jaipur.	Member
7.	Sh. Rohit R. Brandon	Director, IEC, Directorate of Medical & Health, Rajasthan, Jaipur.	Member
8.	Dr. G.S. Gahlot	Director (FW) Medical & Health Deptt., Rajasthan, Jaipur.	Member
9.	Dr. R.K. Garg	Director (Health) Medical & Health Deptt., Rajasthan, Jaipur.	Member
10.	Dr. P.L. Nawlakha	Principal, SMS Med. College, Jaipur.	Member
11.	Dr. G. Girdhar	Director, IIFMR, Jaipur.	Member
12.	Dr.	Director, State Institute of Health & Family Welfare, Jaipur.	Member Secretary

7. A copy of the Rules and Regulations of the Society certified to be correct members of the Society, is filed with the Registrar of Societies Jaipur along with its Memorandum of Association.

8. FORMATION OF SOCIETY

We, the undersigned, whose occupations and addresses are as given below, wish to form and register ourselves a society under the Societies Registration Act, 1958, in pursuance of this date of 19.04.1995.

S.No.	Name	Address & Occupation	Signature
1.	Sh. Rajendra Singh Rathore	Minister of State for Health, Govt. of Rajasthan, Jaipur.	
2.	Sh. M.L. Mehta	Chief Secretary, Govt. of Rajasthan, Jaipur	
3.	Sh. H.M. Mathur	Director, HCM RIPA, Jaipur	
4.	Sh. O.P. Behari	Principal Health Secretary, Govt. of Rajasthan, Jaipur.	
5.	Sh. Adarsh Kishore	Finance Secretary, Govt. of Rajasthan, Jaipur.	
6.	Sh. Ram Lubhaya	Commissioner & Secretary F.W. & Projects, Govt. of Rajasthan, Jaipur.	
7.	Sh. Rohit R. Brandon	Director, IEC, Directorate of Medical & Health, Rajasthan, Jaipur.	
8.	Dr. G.S. Gahlot	Director (FW), Medical & Health Deptt, Rajasthan, Jaipur	
9.	Dr. R.K. Garg	Director (Health) Medical & Health Deptt., Rajasthan, Jaipur.	
10.	Dr. P.L. Nawiakha	Principal, SMS Medical College, Jaipur.	
11.	Dr. G. Girdhar	Director, IIHMR, Jaipur.	
12.	Dr.	Director, State Institute of Health & Family Welfare, Jaipur.	

We, the undersigned certify that we know the above-mentioned persons, and that they have signed, before us.

(C.B. Sharma)

Project Director-cum-Dy. Secretary
Medical & Health Department-Group-5
Rajasthan Secretariat, Jaipur

(Dr. N.M. Singhvi)

Additional Director
Directorate of Medical & Health Services,
Rajasthan Jaipur

STATE INSTITUTE OF HEALTH AND FAMILY WELFARE, JAIPUR

RULES AND REGULATION

1. NAME

The name of the society will be the " Society for the State Institute of Health and Family Welfare".

2. OFFICE

The registered office of the society shall be at Jaipur in the State of Rajasthan. Its present location will be at the Health Management Training & Research Wing at HCM RIPA, OTS Campus, JLN Marg, and Jaipur - 302017.

3. OBJECTIVES

The objectives of the Society will be mentioned here under:

- i) To under take research and studies relating to Health & Family Welfare in Rajasthan, and to co-ordinate research in training related areas and evaluate the effectiveness of training activities.
- ii) To create infrastructure for applied research work in the field of Health and Family Welfare.
- iii) To create infrastructure for Research network to enable the Institute to cover us a clearinghouse in the matters of health and family welfare.
- iv) To create such atmosphere which may promote positive thinking on health an family welfare by organizing workshop, seminars, conferences, memories lectures etc. on Health Management Research and related topics.
- v) To arrange/ provide training facilities for medical and para-medical officials and non-officials, in relation to Medical Health and Family Welfare.
- vi) To develop team of trainers who can provide good quality training to staff different levels.
- vii) Provide and co-ordinate management training.
- viii) Provide technical support to improve the content and organization of IEC a other management aspects.

- ix) To provide good facilities of library and documentation centre on medical Health and Family welfare.
- x) To undertake the work of codification. acts, Rules, Regulations and orders in force in connection with Medical Health & Family Welfare.
- xi) To undertake evaluation studies of various programme/ schemes implemented in the field of Health and Family Welfare in the State.
- xii) To arrange facilities which may develop healthy atmosphere for writing or publishing useful material on Medical, Health and Family Welfare in the form bulletins, periodicals or books by the Society.

4. ACTIVITIES OF SIHFW WILL INCLUDE

- i) Training of trainers from HFWTCs and Districts Training Centres (Both induction and in service training).
- ii) In service training of State, District and block medical officers.
- iii) Production of learning resource material based on appropriate field research.
- iv) Evaluation of training effectiveness.
- v) Monitoring and training activities of HFWTCs, DTCs.
- vi) Assist the Directorate in HRD functions, particularly related to skill development and training.
- vii) Other activities as planned from time to time and also as directed by Governing Board.
- viii) To provide administrative and technical support to Regional Health and Family Welfare Training Centre which will be directly under the administrative control of SIHFW.
- ix) To provide technical support to ANM Training Schools and District Training Centre.

5. MEMBERSHIP

There shall be the following categories of members of the Society :

- i) **Founder Member** : All the persons who have signed and authenticated the Memorandum of Association and Rules and Regulations of the Society shall be the treated as Founder members.

- ii) **Donor Member** : Any Government or Institution or Body who contributes to the Corpus of the Society not less than Rs. Five Lakh at a time be Donor member of the Society.
- iii) **Honorary Member** : The Governing Board or Society may on the recommendation of the council may approve the names of any individual or Institutions as Honorary Member of the Society.
- iv) **Special Member** : The Board of the Society may co-opt any individual who commands prestige in the field of training or research as special member. They would not have right to vote.

6. COMPOSITION OF THE GOVERNING BOARD

- i) The Governing Board of the Society for the State Institute of Health and Family Welfare shall ipso facto comprising of all the Founder Members.
- ii) All the Donor Members shall be the member of the Board.
- iii) The State Government shall have powers to nominate up to three members either from serving or retired officers or from outside who are renowned trainers or consultant or outstanding social workers in the field of Health and Family Welfare as Special Member of Board.
- iv) In addition to the above, the Governing Board will comprise of following :

S.No.	Name	Address & Occupation	Designation
1.	Sh. Rajendra Singh Rathore	Minister of State for Health, Government of Rajasthan, Jaipur	Chairman
2.	Sh. M.L. Mehta, I.A.S.	Chief Secretary, Government of Rajasthan, Jaipur	Vice Chairman
3.	Sh. I.S. Kavedia, I.A.S.	Director, HCM RIPA, Jaipur	Member
4.	Sh. O.P. Behari, I.A.S.	Principal Health Secretary, Government of Rajasthan, Jaipur	Member
5.	Sh. Adarsh Kishore, I.A.S.	Finance Secretary, Government of Rajasthan, Jaipur	Member
6.	Sh. Ram Lubhaya	Commissioner & Secretary F.W. & Projects, Government of Rajasthan, Jaipur	Member

7.	Sh. Govind Sharma, I.A.S.	Director, IEC, Directorate of Medical & Health, Rajasthan, Jaipur.	Member
8.	Dr. G.S. Gahlot	Director (FW), Medical & Health Deptt., Rajasthan, Jaipur.	Member
9.	Dr. R.K. Garg	Director (Health) Medical & Health Deptt., Rajasthan, Jaipur.	Member
10.	Dr. P.L. Nawlakha	Principal, SMS Medical College, Jaipur	Member
11.	Dr.	Director, IHMR, Jaipur	Member
12.	Dr.	Director, State Institute of Health & Family Welfare, Jaipur.	Member Secretary

7. POWERS AND FUNCTIONS OF THE GOVERNING BOARD

The Governing Board shall be the highest decision making body of the Society. It shall have following powers and functions for the Institute and the Society.

- i) Approve the Annual Action Plan of the Institute.
- ii) Approve the Annual Budget and authorize such expenditure, which have been made by the Director Scrutinized and approved by the Executive Council.
- iii) Consider and approve the audited accounts of the Society.
- iv) Consider and approve the progress report of the society submitted by the Director, SIHFW.
- v) Issue policy guidelines to the Executive Council.
- vi) Approve formation of various committees or sub-committees for various purposes related to SIHFW and delegate suitable powers to them.
- vii) Make Authorization to the Director of Institute or to any of the Office Bearer of the Executive Council to issue or defend the society in legal affairs and sign documents or plaints to be submitted in courts on behalf of the society.
- viii) Delegate appropriate powers to the Director of the Institute for smooth functioning on the recommendations of the Board.
- ix) Making/ Altering or Modifying Rules and Regulations or by-laws of the society for carrying out the objectives of the society.

8. COMPOSITION OF THE EXECUTIVE COUNCIL

There shall be an Executive Council of the Society which shall consist of the following members :

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| 1. | Principal Secretary, Medical,
Health & Family Welfare Deptt. Rajasthan, Jaipur. | Chairman |
| 2. | Commissioner & Secretary (FW) & Projects
Government of Rajasthan, Jaipur. | Vice-Chairman |
| 3. | Representative of the Finance Deptt. of the
State Govt. not below the rank of Deputy Secretary. | Member |
| 4. | Director (FW) Medical and Health Deptt.
Rajasthan, Jaipur. | Member |
| 5. | Director (IEC), Medical & Health Deptt.
Rajasthan, Jaipur. | Member |
| 6. | One Special member nominated by Board | Member |
| 7. | Representative of the SIHFW not below the
rank of a Professor. | Member |
| 8. | Director, SIHFW | Member Secretary |

9. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

The Executive Council of the Society shall have the following powers and function for proper working of the Institute:

- i) Create various posts, prescribe pay scales and qualifications, which may be required for the proper administration of the Institute from time to time.
- ii) Scrutinize budget estimates of the Institute, which should reflect all estimated receipts and payments for approval by the Board.
- iii) Approve the Annual Program (Action Plan) of the Institute submitted by the Director.
- iv) Approve appointment of the auditor for statutory audit of accounts of the society.
- v) Review the working/ functioning of each committee constituted by the Council and lay down norms or guidelines for each of them.

- vi) Issue guidelines to the Director of the Institute.
- vii) Approve long-term plans for the health, growth and development of the Institute submitted by the Director.
- viii) Take necessary steps to ensure proper execution of the plans/ schemes approved by the General Body.
- ix) Undertake any other function or liability delegated/ entrusted by the Governing Board from time to time.
- x) Issue necessary directions to the Director of the Institute for proper administration of the Funds of the society.

10. ELECTIONS

After expiry of every three years from the date of Registration of the Society the Election of the Executive Council shall be held in a Special meeting of the council Information about members of the Executive Council and members of the General Board will be sent to the Registrar of Societies in accordance with the provisions of Rajasthan Societies Registration Act, 1958.

11. TENURE OF A MEMBER

- a) All ex-officio members if the Board shall be members of the society during their term of appointments on the present posts.
- b) The special members and Honorary members shall continue as members of the Society for a period of three years from the date of their nomination in the Board of the Society.
- c) A member of any category in Board shall cease to be a member of that body if he/she is transferred from his present assignment of resign from service or withdrawn by the Central/ State Government or by the NGO concerned or declared dis-qualified from the Board by a majority decision.

12. POWERS OF THE CHAIRMAN

The Chairman of the Governing Board shall preside over all the meetings of the Board and decide issues by majority votes. He/She shall cast his own vote in case if considered necessary. He/She perform other functions responsibilities as entrusted the Board from time to time.

13. VICE-CHAIRMAN

The Vice-chairman of the Governing Board or the Executive Council shall preside over the meetings of the Board/ Council in the absence of the Chairman. They can perform other such functions as may be entrusted to them by the Chairman of the Board/ Council from time to time.

14. POWERS AND FUNCTIONS OF THE MEMBER SECRETARY

The incumbent on the post of Director, State Institute of Health and Family Welfare will always be ex-officio member Secretary of the Governing Board/ Executive Council. The functions of the Member Secretary will, inter alia, include the following :-

- i) Preparation of agenda for the meetings of the Governing Board/ Executive Council and maintenance of the records of proceedings of all meetings.
- ii) Ensuring action on the decision taken at the meetings and reporting back of compliance made.
- iii) Preparation of plans, including long term plans, for the balanced growth and development of the Society and the Institute, along with the plan for execution.
- iv) Appointments, promotion, control and termination of services of the staff employed in the Society or the Institute provide approval of the Chairman of Executive Council is obtained in case of Faculty members and other Research Staff, before such order are issued.
- v) Administration and operation of the Funds of the Society according to the decisions or policy guidelines approved by the board.
- vi) Such other functions as may be delegated or entrusted to him/her by the Board.
- vii) Member Secretary will act as HOD and will appoint supporting staff as Ministerial staff.

15. LEGAL STATUS OF THE MEMBERS SECRETARY CUM DIRECTOR

- i) The Member-secretary-cum-Director will be the person in whose name the Society may sue and be sued for the purpose of defending the legal rights or property of interest of the Society for the purposes of various section of the Rajasthan Societies Registration Act, 1958.

- ii) The Member-Secretary shall also be the Director of the State Institute of Health & Family welfare and in the capacity he/she would be Chief Executive responsible for constant superintendent, proper management smooth running of the Institute. He/She for purpose would perform all other acts necessary in this regard within the frame work of these rules and regulations and the policy guidelines provided by the Governing Board or the Executive Council.

16. VACANICIES

Casual vacancies arising in the Board/ council on account of the any reasons may be filled by co-option made by the council through a resolution in this regard. A Co-opted persons will be for the unexpired portion of the period remaining of the member causing the vacancy. For the purpose of resignation one months notice will required.

17. CREATION, ADMINISTRATION AND MANAGEMENT OF THE FUNDS OF THE SOCIETY

- i) There may be following sources for the creation of a funds of the society:
 - a) Grant or contributions made by the Central Government,
 - b) Grants and contributions made by the State Government.
 - c) Contribution or financial aid provided by any International agency, on approval of the Central Government/ State Government.
 - d) Donations or contributions made by any other State Government or Institution of Societies within India with the approval of the State Government.
 - e) Fees and Charges levied by the Institute for the service rendered.
 - f) Income from Investments and
 - g) Any other income or receipt received from any other sources provided it is given or received for fulfilling any of the objectives of the Society.
- ii) The Society may accept any building or fixed assets or any other property, which directly or indirectly helps in the development of the society.

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- iii) The funds of the Society shall be placed in any scheduled Bank of the Reserve Bank of India with the approval of the council.
 - iv) The Member-Secretary of the Society may with the approval of the Chairman of the Board, make investment of funds in Scheduled Bank or Corporations of the Central Government or State Government provided safety of the funds is ensured before such investments are made.
 - v) The Bank accounts/ funds of the Society shall be operated by Member Secretary-cum-Director of the Institute. Any Cheque or Bank Draft, the amount of which exceed Rs. Five Lacs shall be countersigned by the Chairman of the Executive Council.

Provision 1. Provided that power operating Bank Account may be delegated any senior officer of the Institute.

- vi) With the approval of the Governing Board the Director, (Member-Secretary) may create reserve fund, sinking funds, insurance fund or any other fund for any specific purpose and maintain separate accounts of each fund.

18. CONSTITUTION OF THE RESERVE FUND

The Governing Board may authorize constitution of a separate fund as Reserve fund for long-term growth and development of the Institute, keeping in view of the provisions of the Indian Income Tax Act.

19. FREQUENCY OF MEETINGS OF GOVERNING BOARD/EXECUTIVE COUNCIL

- i) It will be incumbent on the part of the Member Secretary to arrange two meetings of the Governing Board in each financial year, the first meeting should be held before 31st May, every year.
- ii) The Executive Council of the Society should also meet four times in a financial year on quarterly basis for which Member Secretary would take initiative.

20. PROCEDURE OF CALLING MEETING OF THE BOARD/ COUNCIL

- i) The meeting of the Governing Board shall be summoned after issue of normal notice before 15 days of the actual date of the meeting. In emergent cases the Chairman of the Board may invite special meeting only by 7 days notice in writing.

- ii) 15 Days notice shall also be necessary for a meeting of the Executive Council.
- iii) In exceptional circumstances, Chairman for a meeting of the Board/ Council may circulate an agenda/ resolution to all the members of the Board/Council and obtain their approval in writing for which no notice shall be considered necessary.

21. QUORUM OF THE MEETING

Decisions in the meetings of the Governing Board or Executive Council shall be taken by majority consensus. In case voting on any issue/ resolution is considered necessary, the Chairperson shall cast a deciding vote, which shall be cast only after counting the votes in favour of or against the resolution.

22. AMENDMENT IN THE RULES AND REGULATIONS

- i) The General Body or the Executive Council will not be entitled to alter or delete any of the objectives laid down in the Memorandum of Association and Rules and Regulations of the Society. In other cases amendments can be made after passing a resolution by 2/3 rd of the members present in a meeting of Governing Body specially called for such purposes. Any changes in any of the provisions of the Memorandum or Rules and Regulations made as above will be notified and Registrar in accordance with the provision of Section 12 of the Society Registration Act, 1958.
- ii) The proceedings of a meeting of the Board/ Council will be treated as invalid if the strength of the members present in that meeting is less than one-third of the total members registered on that date. Provided that if a meeting is called after an adjournment of previous meeting, the condition of the quorum would not be necessary.

23. POWER TO MAKE BY LAWS

- i) The Governing Board on the recommendation of the Executive Council may frame By-Laws of approved regulations in connection with Finance matters. Service and Personnel matter. Discipline and conduct matters of the staff of the Society/ Institute.
- ii) The Governing Board shall also be competent to revise, substitute delete or interpret any provision of the bylaws or regulation approved by it from time to time.

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24. GENERAL PROVISION

All the provisions of the Rajasthan Societies Registration Act, 1958 shall apply to this Society. The Registrar of the Society of Rajasthan shall have full powers of inspection and the suggestions by him would be complied with.

25. AUDIT OF ACCOUNTS

The Executive Council of the Society shall appoint Auditor for the annual audit of accounts of the funds, of the Society. On the recommendation of the Director of the Institute, the council may create such machinery which may provide concurrent audit of expenditure or inspection of accounts of the society and of the Institute. For this purpose the Council may obtain service of a Financial Expert taken on deputation from State Government or from any other Institution/ Organization.

26. DISSOLUTION

The Society may be dissolved subject to Section 13 and 14 of the Rajasthan Societies, Registration Act, 1958. If any property remains after settlements of debts and liabilities, it will be transferred to a society or organization having similar objects selected approved the Governing Board by two third of the members.
