

Bye-laws of the District Health Society

A Procurement Policy and Procedures

Procurement of goods and services will be organized as per the procedures recommended by the State Society. Commitments made to multilateral/bilateral donor agencies with regard to Procurement Procedures under different Projects would be honoured.

B Procedure for release of funds

Funds would be ordinarily released from State Health Society to District Health Society in two tranches. The Society funds shall be drawn through cheques and/or bank drafts or through e-banking mechanism as and when the same is introduced.

All cheques shall be signed by two authorized signatories comprising of Accounts Manager and Member-Secretary of the concerned programme committee.

All releases will be made on the basis of a written authorization from the Member-Secretary of the concerned programme committee.

Wherever releases are decided to be made through bank drafts and/or through e-banking, the authorization letter to the bank shall be signed by the concerned authorized signatories.

Note: Wherever, under e-banking procedures, releases are to be made through electronic authorization to the bank to issue cheque/draft/account transfer on behalf of the Society, the electronic authorization will be executed by the same two authorized functionaries of the Society secretariat who have been authorized to sign cheques on the basis of a written authorization from the concerned programme manager and/or consultant and/or Head of concerned Programme Division and/or Executive Secretary and/or Medical Superintendent.

C Financial Powers of the Office Bearers of the Society (Governing Body, Executive Committees, Programme Committees), Executive Secretary and District Programme Managers

Type of expenditure	Authority	Extent of power
A: Release of funds to Hospitals/hospital societies, block Medical Officers and other implementing agencies as per Daman & Diu Administration approved norms and/or proposals approved by Daman & Diu Administration.	Director Medical & Health Services	Full powers.
B: Release of funds for implementation of plans / allocations approved by Governing Body / Executive Committee, as approved by the Executive Committee.		

C-1: Procurement of goods	Chair-person, Governing Body	More than Rs 2.00 lakh and upto Rs. 5.00 lakh per case.
C-2: Repairs and minor civil works		
C-3: Procurement of services for specific tasks including outsourcing of support services.	Chair-person, Executive Committee	Upto Rs. 2.00 lakh per case.
C-4: Miscellaneous items not mentioned above such as hiring of taxis, hiring of auditors, meetings and workshops, training, purchase of training material/ books and magazines, payment of TA/DA allowances for contractual staff and/or non-official invitees to DHS meetings and/or officials deputed to meetings outside the district.	Chair-person, Governing Body	Upto Rs. 1.00 lakh at a time subject to a maximum of Rs. 10 lakh per annum.
	Chair-person, Executive Committee	Upto Rs 50,000 at a time, subject to a maximum of Rs. 5.00 lakh per annum.
	Member-Secretaries of the Programme Committees	Up to Rs 5,000/- at a time subject to a maximum of Rs. 1.00 lakh per annum.

D Human Resources Policy and Procedures

D-1: Recruitment and Appointment

Recruitment would be through either of the following two routes:

- Appointments from open market: all such appointments will be on contractual basis for a fixed tenure.
- Appointments on “Deputation” basis: all such appointments will be regulated in terms of Daman & Diu Administration rules relating to Deputation.

Recruitment may either be made by the State Society [e.g. recruitment of Executive Secretary from the open market or recruitment of District Programme Manager on deputation basis] OR by the DHS (Daman) [e.g. recruitment of support staff for the District Programme Manager] OR a combination of both a may be determined by the State Society.

All appointments would be temporary and would be made for the contract / deputation period as may be determined by the Daman & Diu Administration.

D-2: Terms of appointment (applicable to Society staff and Consultants)

The terms of appointment of the staff of the Society shall be regulated in terms of the guidelines that may be provided by the Daman & Diu Administration.

D-3: Compliance of Statutory Requirements:

The Society shall register itself with relevant government agencies for the purpose of complying with the statutory requirements including regulations governing deduction of tax at source relating to the staff, consultants and experts employed by it and/or consultancies / contracts awarded by it in the course of performance of its tasks.
