

(Generic) Bye-laws of the State Health Society, Daman & Diu

A. Procurement Policy and Procedures

Procurement of goods and services to be financed from funds received from Government of India shall be done as per the procedures recommended by the Government of India.

In all other cases, including where the GOI allow the state a choice, following order of preferences shall be applied for procurement of goods and services:

Procurement of Goods:

- A. Rate contracts of the DGS&D, failing which,
- B. Rate contracts of other GOI agencies, failing which,
- C. Tender procedure as recommended by GOI.

Procurement of services: Procedure as recommended by the GOI.

B. Procedure for release of funds and Financial power of the Office Bearers of the Governing / Executive Committee

I Classification of items of Expenditure and Financial power of the bodies and office bearers of the Society

Type of expenditure	Authority	Extent of power
A: Approval of District / city plans	Governing Body / Executive Committee	Full powers
B: Release of funds for implementation of plans / allocation by Governing Body / Executive Committee	Mission Director	Full powers
C: Expenditure Proposals not covered under categories A and/or B		
C-1: Procurement of goods	Chairperson, Executive Committee	More than Rs 5.00 lakh and upto Rs.10.00 lakh per case.
C-2: Repairs and minor civil works		
C-3: Procurement of services for specific tasks including outsourcing of support services for the Directorate.	Mission Director	Upto Rs . 5.00 lakh per case.
C-4: Hiring of contractual staff, including sanction of compensation package.	Chairperson, Executive Committee Mission Director	Full powers, provided that the contracts shall be for a period not exceeding 11 months at a time. Full powers in respect of Clerical / Class-IV equivalent package approved by the Governing / executive Committee, provided that the contracts shall be for a period not exceeding 11 months at a time.

C-5: Miscellaneous items not mentioned above such as hiring of taxis, hiring of auditors, payments relating to documentation and other day-to-day services, meetings and workshops, training, purchase of training material / books and magazines, payment of TA/DA and honoraria to resource persons guest speakers invited to meetings / workshops, and payment of TA/DA allowances for contractual staff and /or non-officials invitees to Governing Body / Executive Committee meetings and /or Government / Society staff deputed to meetings outside the State.	Chairperson, Executive Committee	Upto Rs. 2.00 lakh at a time subject to a maximum of Rs. 10 lakh per annum.
	Mission Director	Upto Rs.1.00 lakhs at a time, subject to a maximum of Rs 5.00 lakhs per annum

II Procedure for release of funds

The Society funds shall be drawn through cheques and/or bank drafts and/or through e-banking instruments as and when the same is introduced.

The Cheques up to Rs.2.50 lakhs for single work shall be signed by Convener / Member Secretary / Executive Secretary / Mission Director of the Society where as Cheques of more than Rs.2.50 lakhs for single work shall be signed by two signatories i.e. Convener / Member Secretary / Executive Secretary / Mission Director and Chairman of the executive Committee of the Society.

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 above mentioned authorized signatories.

Wherever, under e-banking procedures, releases are to be made through electronic authorization to the bank to issue cheque/draft/account transfer of the Society, the electronic authorization will be executed by the Convener / Member Secretary / Executive Secretary / mission Director and chairman of the executive committee of the society by same procedure mentioned above.

III Review / revision of financial powers

The Executive Committee may review and revise the financial powers of the office bearers of the bodies of the Society on an annual basis and revise the same, if considered necessary.

C Human Resources Policy and Procedures

Recruitment and Appointment

Appointment for the Society can be made only against vacant posts prescribed for the Society in accordance with the conditions in this regard prescribed by the Govt. of India from time to time.

Recruitment would be through either of the following three routes:

- Appointment 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 the State Government rules relating to Deputation of its officers / staff.

- Individuals recruited and paid for by an outside agency [e.g. Government of India and /or Development Partners] but posted to work within the society Secretariat: all such persons shall be governed by the terms of employment of the organization agency concerned. However, they shall be required to the Director / Convener / Member Secretary / Executive Secretary as may be decided by the Chairperson, Executive Committee.

All appointments would be temporary and would be made for the contract /deputation /Honorary as determined by the Executive Committee.

Leave rules

Holidays Casual Leave, Medical Leave: The society staff and the full time consultants shall be governed by the U.T. Administration rules, in so far as observance of holidays and grant of casual / medical leave is concerned.

Leave without pay: The society staff (including full time consultants) shall be entitled to take leave without pay in exceptional circumstances. This can be sanctioned by the Convener / Member Secretary / Executive Secretary after recording the reasons. For the Convener / Member Secretary / Executive Secretary, this would have to be endorsed by the Chairperson, Executive Committee.

Training and capability development:

Full time consultants and staff of the Society including staff on deputation would be encouraged to take up skill development courses and even correspondence courses and even correspondence courses which further their employment prospects, enhance their skills, and build up society capabilities.

Travelling / Dearness Allowance (TA/DA) Rules

Travel within State: All the official tours shall be approved by Mission Director / Convener / Member Secretary / Executive Secretary of the Society. Travel for the society work within the state shall be governed as per the entitlements given in the table below.

	Convener / Member Secretary / Executive Secretary and senior officers of the Society	Full time senior consultants	Junior / clerical staff
Entitlement for rail travel	2 nd AC / AC Chair Car	2 nd AC / AC Chair Car	3 rd AC / AC Chair Car
Entitlement for road travel	Taxi	Taxi	Bus/Shared taxi
Per-diem when hotel is not used	Rs.300/-per day	Rs.200/-per day	Rs.300/-per day
Per-diem when hotel is used	Rs.1000/-per night	Rs.500/-per night	Rs.500/-per night

Travel outside the State: All the official tours shall be approved by Mission Director / Convener / Member Secretary / Executive Secretary of the Society. Travel for the society work outside the state shall be governed as per the entitlements given in the table below.

	Convener / Member Secretary / Executive Secretary and senior officers of the Society	Full time senior consultants	Junior / clerical staff
Entitlement for rail / Air travel	Ist AC / Economic class Air travel	2 nd AC / AC Chair Car	3 rd AC / AC Chair Car
Entitlement for road travel	AC Taxi	Taxi	Bus/Shared taxi
Per-diem when hotel is not used	Rs.1500/-per day	Rs.500/-per day	Rs.200/-per day
Per-diem when hotel is used	Rs.8000/-per night	Rs.5000/-per night	Rs.2000/-per night

Deduction of Tax at source: Tax will be deducted at source as per income tax rules and the Society shall register itself with the relevant authorities in this regard.