


**RULES AND REGULATIONS**  
**OF THE**  
**NATIONAL HEALTH SYSTEMS RESOURCE CENTRE**  
**NEW DELHI**

**1. SHORT TITLE**

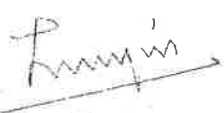
- 1.1 These Rules and Regulations shall be called the National Health Systems Resource Centre Rules, 2006.
- 1.2 These Rules shall come into force with effect from the date of registration of the societies by the Registrar of Societies.

**2. DEFINITIONS**

- 2.1 In the interpretation these Rules and Regulations, the following expressions shall have the following meaning unless inconsistent with the subject or context.
- a. "Centre" means the National Health Systems Resource Centre.
  - b. "Governing Body" means the Governing Body of the National Health Systems Resource Centre.
  - c. "Chairperson" means the Chairperson of the Governing Body of the National Health Systems Resource Centre, who is the Secretary, Health & Family Welfare, Govt. of India.
  - d. "Vice-Chairperson" means the Vice-Chairperson of the Governing Body of the National Health Systems Resource Centre, who is the Additional Secretary, Health & Family Welfare, Govt. of India and the Mission Director, National Rural Health Mission.
  - e. "Member-Secretary" means the Executive Director of the National Health Systems Resource Center.
  - f. "Development Partners" means all bilateral and multilateral agencies supporting the Health and Family Welfare sector in India by way of providing Loans, Grants in Aid and/ or Technical Assistance and having entered into specific agreements for the purpose with the Government of India.

  
(Chairperson)

  
(Secretary)

  
(Member)

g. "Member" means the Member of the Governing Body of the National Health System Resource Centre.

h. "Executive Director" mean Executive Director of NHSRC who shall be an officer of the rank of a Joint Secretary to Govt or a retired officer not below the rank of Joint Secretary or a person with MBA from an Institution of repute minimum 12 years of post qualification work experience and atleast 3 years of experience as head of an organization of Standing and other conditions as may be prescribed in the Term of Reference for the post.

i. "Executive Committee" means the Executive Committee of the National Health Systems Resource Centre.

j. "Secretariat" means the Secretariat of the National Health System Resource Centre.

k. "Rules" means the Rules & Regulations registered along with the Memorandum of Association and as may be amended by the Governing Body of the Society from time to time.

### 3. OFFICE


3.1 Registered office of the Society will be the Secretariat of the National Health Systems Resource Centre.

### 4. MEMBERSHIP

4.1 The following shall be the members (official & non-official) of the Society. The official members listed at S. No. 1 to 6 and 20 in the table below shall be Ex-officio members of the Society. *The official members shall be serving officials of the Central and State Governments while the non-official members shall be management or public health experts from outside the Government.*

S.No.	Name	Address & Occupation	Status in Governing Body
1.	Shri Prasanna Hota	Secretary, Ministry of Health & Family Welfare, Govt. of India. Nirman Bhawan, New Delhi	Chairperson (official)


  
(Chairperson)


  
(Secretary)

  
(Member)

2.	Smt. S. Jalaja	Additional Secretary and Mission Director, National Rural Health Mission, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi	Vice Chairperson (official)
3.	Shri Raghubir Singh	Addl. Secy. & Financial Advisor, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi	Member (official)
4.	Shri Amarjeet Sinha	Joint Secretary, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi	Secretary (official)
5.	Dr. R.K. Srivastava	Director General Health Services, Ministry of Health & Family Welfare, New Delhi	Member (official)
6.	Dr. K. Kalaivani	Director (National Institute of Health & Family Welfare) /	Member (official)
7.	Dr P. Mari Bhatt	Director, International Institute of Population Studies	Member (non-official)
8.	Shri Madan Mohan Upadhyay	State Secretary of Health & Family Welfare	Member (non-official)
9.		State Secretary of Health & Family Welfare	Member (non-official)
10.		State Mission Director National Rural Health Mission.	Member (non-official)
11.		State Mission Director National Rural Health Mission.	Member (non-official)
12.		Management Expert	Member (non-official)
13.		Management Expert	Member (non-official)

  
(Chairperson)


  
(Secretary)

  
(Member)

14.		Management Expert	Member (non-official)
15.		Management Expert	Member (non-official)
16.		Public Health Expert	Member (non-official)
17.		Public Health Expert	Member (non-official)
18.		Public Health Expert	Member (non-official)
19.		Public Health Expert	Member (non-official)
20.	Shri Amarjeet Sinha	Executive Director of the National Health System Resource Centre	Secretary (official)

- 4.2 At least 25% members of the Governing Body will be women.
- 4.3 The membership of an ex-officio member of the Society and of the Governing Body shall terminate when s/he ceases to hold the office by virtue of which s/he was member and his/her successor to the office shall become such member.
- 4.4 Non-official members of the Society will be nominated by the Chairperson in consultation with other members of the Governing Body from a panel of management and public health experts provided by the Indian Institutes of Management, Tata Institute of Social Sciences, All India Institute of Medical Sciences and the Public Health Foundation of India. The process of obtaining the nominations from these institutions and preparing a short list for consideration of the Chairperson will be coordinated by the Additional Secretary and Mission Director, National Rural Health Mission. The Management and Public Health Experts shall necessarily be qualified professionals of eminence (MBA/ CA/ MA in Public Health/ Masters in Social Work or equivalent) or exceptionally persons with proven work experience and credentials in the sector . Such nominated members shall hold office for a period of three years from the date of their nomination by the Chairperson.

  
(Chairperson)

  
(Secretary)

  
(Member)

- 4.5 The Society shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless s/he has signed the roll as aforesaid.
- 4.6 All members of the Society and the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which s/he was holding the membership. The State Secretaries who are nominated as Members shall hold office for a period of one year only and shall be appointed by rotation.
- 4.7 Resignation of membership shall be tendered to the Governing Body in person to its Secretary and shall not take effect until it has been accepted on behalf of the Governing Body by the Chairperson.
- 4.8 If a member of the Society changes his/her address s/he shall notify his/her new address to the Secretary who shall thereupon enter his/her new address in the roll of member. But if a member fails to notify his/her new address the address in the roll of members shall be deemed to be his/her address.
- 4.9 Any vacancy in the Society or in the Governing Body shall be filled by the Chairperson of the Governing Body. No act or proceedings of the Society or of the Governing Body shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.

## 5. BODIES COMMITTEES UNDER THE NHSRC

- 5.1 The following shall be the bodies and authorities of the National Health Systems Resource Centre:
- a) Governing Body
  - b) Executive Committee
  - c) Advisory Committee
  - d) Society Secretariat
  - e) Programme Committees and such other bodies as may be set up by the Governing Body.

  
(Chairperson)

  
(Secretary)

  
(Member)

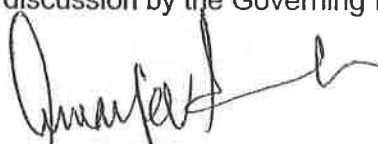
## 5.2 GOVERNING BODY

- 5.2.1 ~~All members of the Society as set out in para 4.1 shall constitute the Governing~~  
Body of the Society.
- 5.2.2 The first member of the Governing Body of the Society shall be those mentioned in clause 6 of the Memorandum of Association. They shall hold the office until a new Governing Body is appointed according to these rules.
- 5.2.3 The management of the affairs of the Society shall be entrusted to the Governing Body and the property of the Society shall be vested in the Governing Body.
- 5.2.4 The Society may sue or be sued in the name of the Executive Director of the Society.

## 5.3 PROCEEDINGS OF THE GOVERNING BODY

- 5.3.1 The Governing Body shall meet at least twice a year at such time and place as the Chairperson shall decide. If the Chairperson receives a requisition for calling a meeting signed by four members of the Governing Body, the Chairperson shall call such a meeting as soon as may be reasonably possible and at such place as s/he may deem fit.
- 5.3.2 At the annual meeting of the Governing Body, the following business shall be brought forward and disposed of:
- Income & Expenditure Account and the Balance Sheet for the Financial Year.
  - The Annual Report of the Society.
  - The Activity wise performance report of the previous year.
  - The budget for the next year.
  - Action Plan for the next year.
  - Appointments for the Executive Committee and the various other Committees.
  - Any other business on the agenda.
  - Other business brought forward with the assent of the Chairperson. In this regular 6 monthly meeting agenda items as approved by the Chairperson shall be taken up for discussion by the Governing Body.


  
(Chairperson)

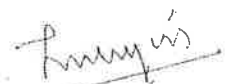
  
(Secretary)

  
(Member)

- 5.3.3 Every notice calling a meeting of the Governing Body shall state the date, time and place at which such meetings will be held and shall be served upon every member of the Governing Body *not less than twenty-one clear days* in the case of annual meeting, *not less than seven clear days* in the case of other meetings, before the day appointed for the meeting. Such notice shall be under the hand of the Member-Secretary and shall be accompanied by the agenda of the business to be placed before the meeting.
- 5.3.4 The Chairperson shall take the Chair at meetings of the Governing Body. If the Chairperson is not present, the Vice-Chairperson will take the Chair and conduct the meeting.
- 5.3.5 Five members of the Governing Body, in addition to the Chairperson/Vice-Chairperson or the presiding member present in person shall constitute a quorum of any meeting of the Governing Body. In the absence of both the Chairperson and Vice-Chairperson, seven members of the Governing Body present at the said meeting will constitute a quorum.
- 5.3.6 All disputed questions at meetings of the Governing Body shall be determined by votes and the opinion of the majority shall prevail.
- 5.3.7 Each member of the Governing Body including the Chairperson or the Vice-Chairperson shall have one vote each and in case of equality of votes the Chairperson or the Vice-Chairperson shall have a casting vote.
- 5.3.8 Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member-Secretary not less than *seven days* in case of annual meeting and *five days* in case of other meetings before the day of such meeting.
- 5.3.9 Any business which it may be necessary for the Governing Body to perform except such as may be placed before the annual meeting may be carried out by circulation among all its member and any resolution so circulated and approved by a majority of the member present in the country at that time shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body.

  
(Chairperson)

  
(Secretary)

  
(Member)


#### 5.4 POWERS OF THE GOVERNING BODY

5.4.1 ~~The Governing Body shall have full control of the affairs of the Society /~~  
~~Resource Centre and shall have authority to exercise and perform all the~~  
powers, acts and deeds for the planning, establishment and running of the  
Center, consistent with the aims and objectives of the Center.

5.4.2 In the particular and without prejudice to the generality of foregoing provision,  
the Governing Body may:

- (a) Make, amend, or repeal any byelaw relating to administration and management of the affairs of the Society subject to the observance of the provisions contained in the Act.
- (b) Consider the annual budget and the annual action plan, its subsequent alterations placed before it by the Secretary from time to time and to pass it with such modifications as the Governing Body may think fit.
- (c) Monitor the financial position of the Society in order to ensure smooth income flow and to review annual audited accounts.
- (d) Accept donations and endowments or give grants upon such terms as it thinks fit.
- (e) Delegate such powers, as deemed fit other than those of making rules, to the Chairperson, Vice-chairperson or Secretary of the Society.
- (f) Appoint committees, sub-committees and boards etc. for such purpose and on such terms as it may deem fit, and to dissolve / remove any of them.
- (g) Develop and adopt its own rules and regulations for recruitment and appointment of experts and administrative / technical staff and set its own compensation package for such experts / staff to be recruited from the open market at prevailing market rates and/ or on deputation basis.
- (h) Develop and adopt its own procurement procedures for procurement of goods and services.
- (i) Authorize the Executive Director to execute such contracts on behalf of the Society as it may deem fit in the conduct of the business of the society.

  
(Chairperson)

  
(Secretary)

  
(Member)




- (i) Do generally all such acts as may be necessary or incidental to carrying out the objectives of the Society or any of them, provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the Society.

#### 5.5 POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE GOVERNING BODY

- 5.5.1 The Chairperson shall have the powers to call for and preside over all meetings of the Governing Body. Besides he/she shall have the powers to authorize the Vice Chairman to preside over meetings of the Governing Body in his/her absence.
- 5.5.2 The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Executive Director to call, a meeting of the Governing Body at any time on the receipt of such requisition, the Executive Director shall forthwith call such a meeting.
- 5.5.3 The Chairperson / Vice-chairperson shall enjoy such powers as may be delegated to them by the Governing Body.
- 5.5.4 The Chairperson / Vice-chairperson shall have the authority to review periodically the work and progress of the Centre and to order inquiries into the affairs of the Society and to pass orders on the recommendations of the reviewing or inquiry Committee.
- 5.5.5 Nothing in these Rules shall prevent the Chairperson / Vice-chairperson from the exercising any of all the powers of the Governing Body in case of emergencies in furtherance of the objects of the Centre. However, the action taken by the Chairperson / Vice-chairperson on such occasions shall be reported to the Governing Body subsequently for ratification within 3 months of such action having been taken.

  
(Chairperson)

  
(Secretary)

  
(Member)

## 5.6 EXECUTIVE COMMITTEE

5.6.1 The Governing Body will constitute an Executive Committee, which will be responsible for acting for and doing all deeds on behalf of the Governing Body and for taking all decisions and exercising all the powers, vested in the Governing Body except those, which the Governing Body may specify to be excluded from the jurisdiction of by the Executive Committee.

5.6.2 The following shall be the members of the Executive Committee whereas, members at S.No. 1 to 4 and 10 in the following table shall be the ex-officio members of the Committee.

S No.	Name	Address & occupation	Status in Executive Committee
1.	Smt. S. Jalaja	Additional Secretary, Ministry of Health & Family Welfare, New Delhi	Chairperson
2.	Shri Raghubir Singh	Additional Secretary & Financial Advisor, Ministry of Health & Family Welfare, New Delhi	Member
3.	Shri Amarjeet Sinha	Joint Secretary, Ministry of Health & Family Welfare, New Delhi	Member
4.	Shri R.K. Srivastava	Director General Health Services, Ministry of Health & Family Welfare, New Delhi	Member
5.		State Secretary of Health	Member
6.		State Mission Director National Rural Health Mission	Member

  
(Chairperson)

  
(Secretary)

  
(Member)

7.		Management Expert	Member
8.		Management Expert	Member
9		Public Health Expert	Member
10.	Shri Amarjeet Sinha	Executive Director National Systems Health Resource Centre	Secretary


- 5.6.3 The Executive Committee may co-opt additional members and/or invite subject experts to its meetings from time to time.
- 5.6.4 Meetings of the Executive Committee shall be convened by the Secretary by giving clear seven days notice in writing along with the Agenda specifying the business to be transacted, the date, time and venue of the meeting.
- 5.6.5 Meetings of the Executive Committee shall be held at least quarterly or more frequently if necessary.
- 5.6.6 The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.
- 5.6.7 The various Committees constituted by the Governing Body shall submit their reports to the Executive Committee who shall empowered to take decisions on their recommendations.

## 5.7 ADVISORY COMMITTEE

- 5.7.1 The Governing Body will constitute an Advisory Committee comprising of one representative from each Donor Partner.
- 5.7.2 The Advisory Committee will meet at least twice a year and its meetings will be chaired by the Chairperson / Vice-chairperson of the Governing Body.
- 5.7.3 The Advisory Committee will be expected to contribute to the development of the Vision of the Centre, provide it with strategic perspective and bring international experience /best practices to the Centre.

  
(Chairperson)

  
(Secretary)

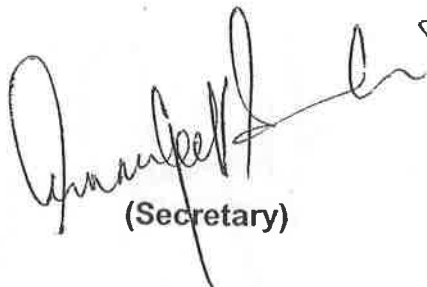
  
(Member)

- 5.7.4 The Advisory Committee will have access to and contribute to the Annual and Perspective plans of the Centre and it will receive as well as have an opportunity to view the Annual Report of the Centre and make suggestions, if any.
- 5.7.5 The Advisory Committee will coordinate contributions of the Development Partners to the Centre, both in cash as well as in kind including Technical Assistance.
- 5.7.6 A representative from one of the Development Partners, shall be nominated by the Governing Board to the Standing Finance Committee of the Centre.
- 5.7.7 The Members of the Advisory Committee will have full access to all records including accounts and financial statements of the Centre in so far as they pertain to utilization of any assistance provided by their Development Partner in cash or in kind to the Centre.
- 5.7.8 The members of the Advisory Committee will be special invitees to the meetings of the Governing Body and Executive Committee.

#### 5.8 SOCIETY SECRETARIAT AND SECRETARY

- 5.8.1 Governing Body, with the assistance of the Executive Director, will establish a Secretariat of the Centre consisting of technical, financial and management professionals to serve as the implementation arm of the Centre.
- 5.8.2 The Secretariat shall consist of such technical / management units as may be determined by the Governing Body with due regard to the scope of functions as yet out in article 5 of the Memorandum of Association.
- 5.8.3 The Secretary of the First Governing Body, as set out in article 6 of the Memorandum of Association, shall also perform the functions of the Executive Director of the Society till a regular incumbent to the post has been obtained through a selection process to be decided by the Governing Body of the Society.

  
(Chairperson)

  
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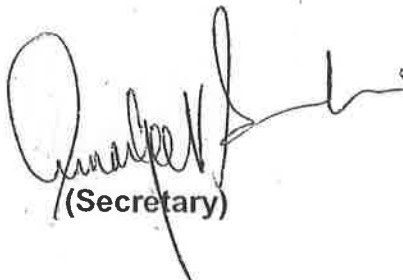
## 5.9 POWERS AND FUNCTIONS OF THE SECRETARIAT


- 5.9.1 The Secretariat of the Centre shall consist of the Secretary and Staff of the Centre, including experts and consultants.
- 5.9.2 The Secretary shall be appointed adopting a competitive, fair, impartial and transparent selection process by the Governing Body of the Society based upon the recommendations of a duly constituted Search Committee. A detailed job description, eligibility criteria including professional and educational qualifications required, remuneration, perks and privileges and tenure of the position as well as the methodology of selection of the incumbent will be finalised by the Governing Board.
- 5.9.3 The Secretary will ordinarily hold office for a fixed tenure and s/he shall be removable pre-maturely only on grounds of proven incompetence, lack of integrity or misdemeanor after a resolution to remove him/her has been tabled and passed in by a duly authorized meeting of the Governing Body by 2/3<sup>rd</sup> of the members of the Governing Body. The Governing Body will while passing such a resolution seek and take into consideration advise of the Advisor Committee.
- 5.9.4 The staff of the Centre, including experts and consultants shall be identified and selected through an open advertisement process utilizing the services of a specially mandated professional recruitment agency against pre-determined professional and educational qualifications, remuneration levels, perks and privileges and service tenures all duly approved by the Governing Body.
- 5.9.5 As the implementation arm of the Centre, the Secretariat will be responsible for the day-to-day management of the Center's activities. In particular, it will be responsible for performing all functions of the Centre as set out in the article 5 of the Memorandum of Association.

## 5.10 STANDING FINANCE COMMITTEE

- 5.10.1 The Governing Body shall appoint a Standing Finance Committee consisting of the following members whereas members at s. no. i, iv and v are ex-officio members.

  
(Chairperson)

  
(Secretary)

  
(Member)

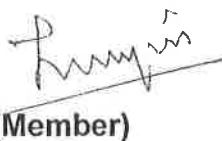
i	Additional Secretary (Health and Family Welfare) and Mission Director, National Rural Health Mission, Ministry of Health and Family Welfare, New Delhi	Chairperson
ii	Member of the Governing Body with Professional qualification and experience in Finance, to be nominated by the Chairperson	Member
iii	Representative of the Development Partners to be nominated by the Chairperson	Member
iv	AS & Financial Advisor, Ministry of Health & Family Welfare, New Delhi	Member
v	Executive Director, National Health Systems Resource Center	Secretary

#### 5.11 POWERS AND FUNCTIONS OF THE STANDING FINANCE COMMITTEE

- 5.11.1 To consider and recommend for approval to the Governing Body, the annual audited accounts of the Center.
- 5.11.2 To consider and recommend for approval new financial proposals which may arise during the course of the year and which may not already have been provided for under the budget.
- 5.11.3 To approve re-appropriations between previously approved major heads.
- 5.11.4 To consider quarterly reports submitted by the Secretary for information.
- 5.11.5 To examine from time to time the adequacy of resources of funds and the general financial position of the Center; and to make appropriate recommendations to the Governing Body.
- 5.11.6 To examine and make recommendations on all proposals for creation of new posts.
- 5.11.7 All matters relating to procurement of goods and services and invitation and acceptance of tenders, which are beyond the powers of the Member-Secretary.

  
(Chairperson)

  
(Secretary)

  
(Member)

## 6 FUNDS OF THE CENTRE

6.1 The funds of the Centre shall consist of the following:

- (a) Grants in Aid from the Government of India.
- (b) Contributions in cash from the Development Partners.
- (c) Contributions in kind including Technical Assistance from the Development Partners.
- (d) Payments for services rendered to clients by the Centre.
- (e) Grants and donations from trade, industry, institutions and individuals.
- (f) Receipts from disposal of assets.
- (g) Any other source found appropriate by the Governing Body.

6.2 The income and property of the Centre shall be applied solely towards the promotion of the objects of the Centre as specified in the Memorandum of Association and any expenditure incurred shall be subject to such restrictions as the Central Government or the Donor Partner may from time to time impose in respect of grants or donations made by them. No part of the income or property of the Centre shall be spent or transferred directly or indirectly by way of dividends, bonus or otherwise, to persons who at any time have been members (official and non official both) of the Centre except by way of remuneration for services rendered to the Centre or as traveling allowance, daily allowance or other similar compensatory allowance.

## 7 ACCOUNTS AND AUDIT

7.1 The Centre shall cause regular accounts to be kept of all its funds and properties in respect of the affairs of the Centre.

7.2 The accounts of the Centre shall be audited annually by a Chartered Accountant firm included in the panel of Comptroller and Auditor General of India or any qualified person/ firm appointed by the Governing Body and any expenditure incurred in connection with such audit shall be payable by the Centre to the Auditors.

7.3 For the purposes of these Rules and Regulations a financial year shall be taken to mean the 12 months commencing on the 1<sup>st</sup> of April and ending on the 31<sup>st</sup> of March.

  
(Chairperson)

  
(Secretary)

  
(Member)

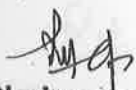
- 7.4 The Chartered Accountant or any qualified person appointed by the Govt. of India in connection with the audit of the accounts of the Centre shall have the same rights, privileges and authority in connection with such audit as the Controller and Auditor General of India has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- 7.5 The report of such audit shall be communicated by the auditor to the Centre, which shall submit a copy of the Audit Report along with its observation to the Government of India, not later than 90 days after closure of the financial year.
- 7.6 The Auditor shall also forward a copy of the report to the Chairperson / Vice-chairperson of the Centre and representative(s) of the Government of India on the Governing Board.
- 7.7 The Annual Balance Sheet and Revenue Account when accepted and passed at the Annual meeting of the Governing Body shall be sent to the Government of India and to all the Development Partners.

## 8 BANK ACCOUNT

- 8.1 The account of the Centre shall be opened with a scheduled bank. All funds shall be paid into the Center's account with the appointed bank and shall not be withdrawn except through a cheque, bill note, other negotiable instruments or through electronic banking (e-banking) procedures signed / electronically authorized by the such authorities of the Centre as may be determined by the Executive Committee. *The account will be jointly operated by the Secretary of the Society and any one member authorized by the Executive Committee.*

## 9 ANNUAL REPORT

- 9.1 A draft Annual Report and the yearly accounts of the Centre shall be placed before the Governing Body at next meeting for consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months of the closure of a financial year to all the members of the Governing Body and all the Development Partners.

  
(Chairperson)

  
(Secretary)

  
(Member)




## 10 SUITS AND PROCEEDINGS

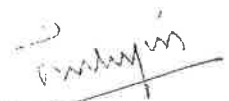
- 10.1 ~~The Centre may sue or be used in the name of Society through its Secretary.~~
- 10.2 ~~No suit or proceedings shall abate by the reasons of any vacancy or change in the holder of the office of the Chairperson / Vice-chairperson or Secretary or any office bearer authorized in this behalf.~~
- 10.3 Every degree or order against the Centre in any suit or proceedings shall be executable against the property of the Centre and not against the person or the property of the Chairperson/ Vice-chairperson, Secretary or any office bearer of the Society.
- 10.4 Nothing in sub-rule 10.3 above shall exempt the Chairperson / Vice-chairperson, Secretary or office bearer of the Centre from any criminal liability or entitle him/her to claim any contribution from the property of the Centre in respect of any fine to be paid by him/her on conviction by a criminal court.

## ✓11 AMENDMENTS

- 11.1 The Centre may alter or extend the purpose for which it is established and/ or the Rules of the Centre.
- 11.2 The proposition for any alteration or extension to the objectives of the Centre and / or the Rules must be circulated to all members of the Governing Body by registered post 7 days prior to the Governing Body meeting convened for such purpose and it must be included in the written agenda of the ensuing meeting of the Governing Body or a special meeting of the Governing Body.
- 11.3 No amendments shall be effective unless the proposals in this regard have been endorsed by 2/3<sup>rd</sup> of the members of the Governing Body and confirmed by the votes of 2/3<sup>rd</sup>s of the members present at a second special meeting convened by the Governing Body at an interval of 1month after the first meeting.

  
(Chairperson)

  
(Secretary)

  
(Member)

- 11.4 The Governing Body may with the consent of not less than 2/3<sup>rd</sup>s of its members by a resolution posed at a special general meeting convened for the purpose in accordance with the Rules and Regulations of the Centre change its name and notice in writing of every such change shall be sent under the signatures of the Secretary and 7 members to the Registrar of Societies, New Delhi within 15 days after passing of such a resolution.

## 12 DISSOLUTION

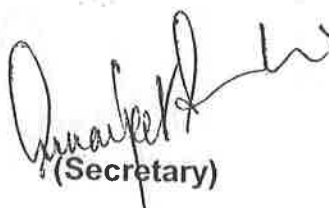
- 12.1 The Governing Body may resolve to dissolve the Centre by bringing a proposal to that effect in a special meeting to be convened for the purpose.
- 12.2 The Center shall not be dissolved without the consent of the Government of India and unless two-thirds of the members of the Governing Body of the Center shall have expressed a wish for such dissolution by their votes recorded in person or by proxy at a special general meeting convened for the purpose.
- 12.3 The dissolution proceedings shall be made in accordance with the provisions of the Act as amended from time to time.
- 12.4 Upon the dissolution of the Centre, all assets of the Centre, after the settlement of all its debts and liabilities, shall stand reverted to the Government of India for such purposes as it may deem fit.


## 13 MISCELLANEOUS

### 13.1 CONTRACTS

- 13.1.1 All contracts and other instruments for an on behalf of the Centre shall be subject to the provisions of the Act, be expressed to be made in the name of the Society and shall be executed by the persons authorized by the Governing Body.
- 13.1.2 No contracts for the sale, purchase or supply of any goods and material shall be made for and on behalf of the Centre with any member of the Centre or his/her relative or firm in which such member or his/her relative is a partner or shareholder or any other partner or shareholder of a firm or a private company in which the said member is a partner or director.

  
(Chairperson)

  
(Secretary)

  
(Member)

### 13.2 COMMON SEAL

13.2.1 The Centre shall have a common seal of such make and design as the Governing Body may approve.

### 13.3 DEDUCTION OF TAX AT SOURCE

13.3.1 The Centre shall register itself with relevant government agencies for the purpose of complying with the 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; and other statutory requirements.

### 13.4 RIGHT TO INFORMATION

13.4.1 Consistent with the spirit of the Right to Information Act the Annual Report of the Centre, Minutes of the meetings of the Governing Body, the Executive Committee and the Advisory Committee as well as notices for employment and award of contracts and consultancies by the Centre will mandatory be displayed on the web site of the Centre.

### 13.5 GOVERNMENT POWER TO REVIEW

13.5.1 Notwithstanding anything to the contrary contained in these Rules, the Ministry of Health & Family Welfare, Government of India, as the principal donor to the Centre, may appoint one or more persons to review the work and progress of the Centre and hold enquiries into the affairs thereof and report thereon, or get the accounts of the society audited by the internal audit parties of the Chief controller of Accounts, Ministry of Health and Family Welfare, Government of India.

13.5.2 The Chairperson / Vice-chairperson of the Governing Body shall have the right to nominate one or more persons to be part of the review / enquiries.

13.5.3 The progress review reports and / or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.

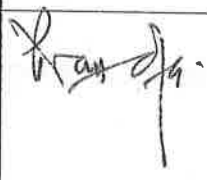

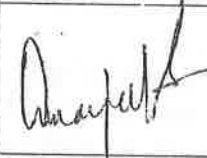
13.5.4 The Registrar of Societies, New Delhi shall have the right to inspect the Centre and the suggestions, if any, made by him shall be complied with.

  
(Chairperson)

  
(Secretary)


  
(Member)


We, the undersigned being three of the members of the first Governing Body certify that the above is a correct copy of the Rules and Regulations of the said Centre.

Sl. No.	Name and address	Status in the Society	Signature
1	Shri Prasanna Hota, Secretary, Ministry of Health & Family Welfare, Government of India, Nirman Bhawan, New Delhi	Chairperson	
2	Smt. S. Jalaja, Additional Secretary, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi	Vice-chairperson	
3	Shri Amarjeet Sinha, Joint Secretary, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi	Secretary	

Dated: 23<sup>rd</sup> October, 2006

  
(Chairperson)

  
(Secretary)

  
(Member)