

# **The Rules for Payment of Grant-in-Aid to Non-Government Allopathic Institutions & Red Cross Societies, 1970**

RAJASTHAN

India

## **The Rules for Payment of Grant-in-Aid to Non-Government Allopathic Institutions & Red Cross Societies, 1970**

### **Rule**

### **THE-RULES-FOR-PAYMENT-OF-GRANT-IN-AID-TO-NON-GOVERNMENT of 1970**

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The Rules for Payment of Grant-in-Aid to Non-Government Allopathic Institutions & Red Cross Societies, 1970 Published vide Notification No. F.1(57) MPH/61/Gr. 3, dated 7-9-1970, published in Rajasthan Gazette, ExtraOrdinary Part 4-C(1), dated 7-9-1970, pages 223 to 232 G.S.R. 62. - In supersession of all previous orders governing the grant-in-aid to non-Government allopathic institutions and Red Cross Societies the Governor has been pleased to order to make revised rules to regulate payment of grant-in-aid to the non-Government Institutions, rendering medical aid to the General Public of the State.

### **1. Short title.**

- These Rules may be called the Rajasthan Grant-in-aid to Non-Government Allopathic Institutions including Institution by Red Cross Society Medical and Health Grant-in-aid Rules, 1969. This shall come into force at once.

## **Part I – Definitions.**

### **2. Definitions.**

- In these rules unless the context otherwise requires-(a)"Government" means the Government of the State of Rajasthan.(b)"Director" means the Director of Medical and Health Services, Rajasthan,

Jaipur.(c)"Grant-in-aid" means Financial Assistance allowed by the Government for a financial year subject to limitations and conditions contained in these rules that may be payable to non-Government Allopathic Institutions and Red Cross Societies as the case may be in one or more instalments at the discretion of the Government.(d)"Institution" means non-Government Allopathic Hospital or Dispensary run by a Registered Organisation of Red Cross Society or Maternity Hospital giving free treatment to the general public to the extent it is given in the Government run institutions at a place approved by the Director.(e)"Red Cross Society" means recognised branch of the Indian Red Cross Society, New Delhi, in Rajasthan.(f)"Recognised" means recognised by the Government for the purpose of grant-in-aid.(g)"Approved Annual Expenditure" means the expenditure incurred by an institution on the Salary of staff. Medicines, Rent of building, Technical books and periodicals, Stationery and Printing of Forms and Registers etc., Light and Water charges. Registration Audit Fees, Liveries, Clothing and Bedding, Diet, Utensils and other contingencies and such other recurring and non-recurring expenditure on Surgical equipment. Furniture, Laboratory, X-Ray equipment as may be necessary to run and to maintain the Institution.(h)"Year" means the Financial Year commencing from 1st day of April and ending on 31st March following.(i)"Sanctioning Authority" means Government or any other authority to whom the relevant powers may be delegated by the Government.(j)"Unit Administrative Officer" means the Principal Medical and Health Officer, District Medical and Health Officer/Chief Medical Officer in whose jurisdiction the Institution is situated.

### **3. Eligibility.**

- All institutions functioning in Rajasthan are eligible for the following kinds of grant-in-aid which may be paid at the discretion of the sanctioning authority:-(i)Recurring or maintenance grant which includes expenditure on pay and D.A. cost of medicines, diet charges, clothing and bedding and Electric charges etc.(ii)Non-recurring grant towards equipment upto a limit of 5% of the approved items after an interval of 5 years.Note. - The payment of grants will be subject to the provision that the requisite budget grants are sanctioned by the State Legislature. Notice of the probable reduction in any year will be given as soon as possible after the grants are passed and such reduction will continue in force until the notice is modified or cancelled.

### **4. Conditions of Grant.**

- No grant shall be made to an institution unless it agrees to comply with the conditions here-in-after laid down and every institution which applies for grant-in-aid shall be deemed to have accepted its obligation to comply with these conditions:-(1)The records and accounts of the institution shall be open to inspection and audit by persons authorised by Government or the Director or the Accountant General, Rajasthan, Jaipur.(2)The institution would conform to the standard, as may be prescribed by the Director from time to time as for other similar institution run by the State.(3)The Institution would be registered under Societies Registration Act.(4)The recipient should undertake not to encumber, dispose of and or otherwise utilise the assets created wholly or mainly from out of grant-in-aid given by the Government except with the prior permission of the later. The recipient shall maintain a register on the lines of the Form G.F.A.R. 19 with a view to maintain a record of the permanent and semi-permanent assets acquired wholly or mainly from out

of grants given by the Government. A copy of the register shall be furnished by the recipient institution to the Director of Medical and Health Services once every year on or before a date to be specified by the later.(5)The Accounts of the Institution will be audited by the Chartered Accountant.(6)The recipient institution shall submit its accounts duly audited by a recognised body of Auditors, whenever so required by the Government but not later than six months from the close of the year.(7)The recipient institution shall submit such Accounts Statement/returns in respect of expenditure incurred from out of the grant as prescribed by the Government.(8)The grant should be spent for the purposes intended within a reasonable time unless a specific time is laid down in this regard by the Government. Any portion of the grant which remains unspent unutilised should be surrendered to the latter immediately on the expiry of the said time limit.(9)The institution shall abide by the instructions issued by the Director with regard to the standard and performance on technical services rendered by the Institution.(10)Treatment and all other facilities provided by the Institution shall be available to every section of people without any distinction of caste or creed.(11)The institution shall not be run for the profit of any individual and its Governing Body/Council of Board of Management be such as can be trusted to utilise its assets for the furtherance of the objects of the institutions.(12)The institution shall provide regular out-door/Indoor treatment to the patients.(13)The institution shall function at fixed hours as notified by the Director from time to time as in case of Government Institutions.(14)A notice board shall be fixed at a conspicuous place outside the institution containing the following information in bold letters:-(i)Name of the Institution.(ii)Name of Director Incharge of the Institution.(iii)Time of opening and closing of the Institution during each season.(iv)General public is given treatment.(15)The Institution shall not be allowed to remain closed for a period of more than 3 days except under special circumstances beyond control of the Governing body/council or board of Management of the Institution without the previous permission in writing of the Director of Medical and Health Services or the Unit Administration Officer under whose jurisdiction the Institution is situated.(16)The doctor shall not remain outside the Headquarter or absent from duty for more than 2 days without arranging n authorised suitable substitute for running the Institution, in his absence under an intimation to the Director or Unit Administrative Officer under whose jurisdiction the Institution is situated.(17)In case of an out-break of an epidemic of infectious disease the doctor of the institution will work with zeal and public spirit to deal with the situation and abide by such instructions as may be issued by the Director.(18)The entire amount of grant-in-aid will be utilised for the maintenance and running of the Institution. Proper and regular account of all expenditure shall be maintained and furnished to the concerning Unit Administrative Officer.(19)A proper Register of patients shall be maintained regularly in the Proforma as at Appendix 'B'. A printed Register can be had from Government Press. Jaipur on payment. The Incharge shall furnish prescribed returns from time to time as per instruction from the Director.(20)The institution shall use medicines of the same standard as prescribed in the Pharmacopia and are used in the Government Institutions.(21)The institution shall furnish the information in time as required by the Director from time to time.(22)Any changes in the personnel of the Governing body shall be promptly reported to the Director.(23)The grant-in-aid shall be utilised for the same purpose for which it has been sanctioned.(24)The staff employed for the Institution receiving grant shall not held any other such salaries or Honorary job which may interfere with the efficient and regular discharge of his duties and responsibilities.(25)Every facility shall be provided to the Officer appointed by the Director for Inspection of the Institution, its accounts and other records which

should be maintained in the prescribed form. All the instructions issued by the Director for affecting improvement and efficiency in the working of the Dispensary/Hospital shall be complied with.(26)Annual report on the working of the Institution shall be submitted by the end of the January, every year.(27)The institution shall scrupulously observe the moral code of profession.(28)Every aided Institution shall be under the Management of a Committee who shall undertake the responsibility for the maintenance of the institution and fulfilment of all the prescribed conditions including due enforcement of rules and regulations and instructions.(29)No untrained staff shall be appointed by the Managing/Governing Body in the Institution.(30)Grant-in-aid shall not be paid to such of the Institution which have failed to comply with the condition in the past.(31)The Institution shall apply to the Director, a list of all its assets the income of which is utilised for its expenditure.(32)In the event of the Government being satisfied that a serious dispute exists, in the Managing Committee or Governing body of the Institution which hampers the smooth running of the Institution and or the election of the members of the Managing Committee is wilfully delayed for more than six months, the Government after giving them a show cause notice may suspend the Governing Body/Council or the Managing Committee and appoint an Administrator to exercise control over the assets and to run the institution till a new Governing Body/Council or the Managing Committee is formed according to rules or the dispute is settled otherwise.(33)The institution shall not be closed, down-graded without at least one full calendar years notice being given to the Director such notice shall contain:-(i)The reasons of the intended closure or down-grading.(ii)The list of all the assets held by it.(34)The Institution shall unless specially exempted by the Government invest its endowment in trust stock or place them in deposit in the State Bank of India, the Post Office Savings Bank or any Scheduled Bank or Bank recognised by the State Government. All the contribution, endowments and donations etc., received for the institution, its reserve fund, sums year marked for building operations or other capital purposes and grant-in-aid shall constitute the institutional fund, which shall be placed in the State Bank of India or State recognised Bank. No money shall be kept out of the Institutional Fund. Withdrawals from the Institutional Fund shall be made only by a person who is duly authorised by the Governing Body or the Managing Committee to operate the Fund and only for the purpose of incurring expenditure for the maintenance or improvement of the Institution.(35)The recipient institution should bind itself to abide by the terms and conditions of the grants and to refund the entire amount of the grant with interest thereon (or a sum specified) in the case it fails to comply with the conditions and terms of the grant.

## **5. Assessment of Annual Recurring Grant.**

(a)Annual recurring grant will be given on the basis of the approved recurring expenditure of the previous year as stated in Col. No. 3(i) and allowing for the annual increment of the staff of the institution.(b)Approved expenditure shall be arrived at according to Rules and such other instructions that may hereafter be issued from time to time by the Director.(c)For annual grants the Institutions should submit alongwith the annual audited statement showing expenditure against each items in the preceding three years (including the year of the audited accounts). Any abnormal increase under any detailed head (increase exceeding 5%) should be explained in a explanatory note which should accompany such statement.(d)Save otherwise provided no expenditure on repairs of building for which rent is claimed is admissible for grant-in-aid as such repairs are to be done by the

landlord.(e)Legal expenses are not admissible for grant-in-aid as they are not recurring charges. Exceptional cases should however be referred to the Director with details for orders, regarding the admissibility of the expenditure.(f)Re-payment of loans or the amount transferred to the Revenue Fund is not an expenditure admissible for the purpose of grant-in-aid.(g)The expenditure which is incurred to meet the liabilities of any previous period but included in the expenditure of the year on which the grant is based is not admissible for the purpose of grant-in-aid.(h)In special cases such as when a new Hospital/Dispensary/Maternity Centre/Red Cross Society is started or a new experiment or project undertaken or an institution has to face serious financial hardships/grants may be sanctioned on the basis of the current year's budget estimates provided that if the whole amount of the grant is not spent during the year, the saving shall be recovered from the institution or deducted from the next year's grant.

## **6. Payment of Grant-in-aid.**

(a)Where the Government have exclusive rights to refer patients for admission to the Reserved Beds, the grant-in-aid shall be paid for these reserve beds @ 100% of expenditure which shall not exceed expenditure incurred by a similar Institution run by the State Government.(b)Where Government has not exclusive rights by reserve beds the grant-in-aid shall not exceed 50% of the approved annual expenditure incurred.

## **7. Procedure to be followed by the Applicants for grant-in-aid.**

- Application for grant-in-aid or special grant for any Financial year must be made on the prescribed form in duplicate as per Appendix "C" to the Director through the Administrative Officer of the area concerned with his recommendations in the month of July each year. Such application shall be accompanied by the following:-(i)A statement of accounts for the financial year ending 31st March of the preceding year duly audited by the Chartered accountant or other approved auditors and alongwith the detailed report of the Chartered Accountant.(ii)Statement of out door and (b) Indoor number of patient treated during the preceding calendar year.On receipt of the applications, the Director shall scrutinize and recommend the case to the Government for sanctioning the grant-in-aid and shall record the following certificates:-"The application has been scrutinised and found in accordance with rules".

## **8. Alienation of the Property.**

- An institution or a body which has received grant-in-aid under these rules shall not transfer any property to any person/institution or body without the concurrence of the Department/Government as the case may be except the disposal of un-serviceable articles.Appendix 'A'Account of income and expenditure of the quarter ending:-

|                           |                   |
|---------------------------|-------------------|
| on                        | (month) (Year) of |
| (Name of the Institution) |                   |
| Income                    | Expenditure       |

|           |           |
|-----------|-----------|
| Rs.       | Rs.       |
| (Details) | (Details) |
| Balance   | Balance   |
| Total     | Total     |

Appendix 'B' Details Register Name of Dispensary/Hospital & Place

|        |           |                     |     |      |           |           |
|--------|-----------|---------------------|-----|------|-----------|-----------|
|        |           | Month               |     | Year | Date      |           |
| S. No. | Daily No. | Name of the patient | Age | Sex  | Diagnosis | Treatment |
| 1      | 2         | 3                   | 4   | 5    | 6         | 7         |

Appendix 'C' Form of application for grant-in-aid (Institutions) 1. Name of applicant with designation.

**2. Address.**

**3. Name of the Institution for which grant-in-aid is applied for.**

**4. Name of Place (Village, Town, City District Division) where the dispensary is located.**

**5. Date and year in which the Institution was started.**

**6. If a trust, all particulars of trustees and Governing body.**

**7. Full details of movable and immovable properties belonging to the Institution.**

**8. Qualifications of the doctor incharge of the Institution.**

**9. Experience of the doctor Incharge of the Institution.**

**10. Details of other staff employed.**

**11. Financial position of the Institution.**

**12. Declaration that all the conditions laid down in rules for grant-in-aid to Allopathic Institution shall be abided by.**