

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF HEALTH & FAMILY WELFARE
ITANAGAR

No.TRIHMS-24/2017

Naharlagun dated 31st July'2017

NOTIFICATION

Sub : **TRIHMS Rules.**

In exercise of powers conferred under clause-5 of Memorandum of Association of Tomo Riba Institute of Health and Medical Sciences (TRIHMS) Society, the Governor of Arunachal Pradesh is pleased to notify the Tomo Riba Institute of Health and Medical Sciences (TRIHMS) Rules. These Rules shall take effect from the date of their notification in the gazette.

Sd/- Kaling Tayeng, IAS
Commissioner (Health & FW)
Govt. of Arunachal Pradesh
Itanagar.

Memo No.TRIHMS-24/2017

Naharlagun dated 31st July'2017

Copy to :-

1. PPS to Hon'ble Chief Minister, Arunachal Pradesh cum Chairman Governing Council TRIHMS, Itanagar
2. PS to Hon'ble Minister (Health & FW), Arunachal Pradesh cum Vice Chairman Governing Council TRIHMS, Itanagar
3. PS to Hon'ble Parliamentary Secretary(Health & FW), Arunachal Pradesh, Itanagar
4. US to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar
5. PS to Commissioner (Finance), Govt. of Arunachal Pradesh, Itanagar
6. PS to Commissioner (Health & FW) cum Chairman Executive Committee, TRIHMS, Arunachal Pradesh, Itanagar
7. The Secretary (Law), Govt. of Arunachal Pradesh, Itanagar
8. The Director of Health Services, Govt. of Arunachal Pradesh, Naharlagun
9. The Director of Medical Education, T&R, Govt. of Arunachal Pradesh, Naharlagun
10. The Director of Family Welfare, Govt. of Arunachal Pradesh, Naharlagun
11. The Director, Tomo Riba Institute of Health and Medical Sciences, Naharlagun
12. The Director Printing, Govt. of Arunachal Pradesh, Itanagar for information & with a request to publish the same in the Arunachal Pradesh Gazette as extra ordinary.
13. The Chief Medical Superintendent, TRIHMS Hospital, Naharlagun
14. The Finance & Accounts Officer, TRIHMS, Naharlagun
15. Office copy.

in all
28/7
(Bekir Nyorak) APCS
Under Secretary (Health & FW)
Govt. of Arunachal Pradesh
Itanagar.

RULES OF THE TOMO RIBA INSTITUTE OF HEALTH AND MEDICAL SCIENCES (TRIHMS) SOCIETY, ARUNACHAL PRADESH

1. These Rules may be called "Tomo Riba Institute Of Health And Medical Sciences (TRIHMS) Society, Arunachal Pradesh Rules, 2017" to be hereinafter referred to as "TRIHMS Society Rules"
2. These Rules have been framed under Section 5 of the Memorandum of Association of the Tomo Riba Institute of Health and Medical Sciences Society.
3. These Rules will come into force from the date of their Notification.
4. **Definition:** In these Rules, unless there is anything repugnant to any Act or Conduct
 - a. "Deputy Director" means the Deputy Director (Admn.) of the Institute.
 - b. "Fundamental Rules" mean the Fundamental Rules as applicable to the State Government Servants.
 - c. "Supplementary Rules" means the Supplementary Rules as applicable to the State Government servants.
 - d. "General Financial Rules" means the General Financial Rules, 1963 framed by the State Government for financial management and Controls.
 - e. "Treasury Rules" means the Treasury Rules of the State Government.
 - f. "Schedule" means the Schedule to these Rules.
 - g. "members of the teaching faculty" means the Professor, Associate Professor, Assistant Professor, Lecturer and such other employees of Institute as may be declared to be a member of the teaching faculty by the Council.
 - h. The term "Institute", "Governing Council", "Chairman (GC)", "Chairman (EC)", "Member(EC)", "Director". "Attached Hospital(s) and Institutions" shall have the same meaning and definition as assigned in the Bye-laws of the Tomo Riba Institute of Health and Medical Sciences,(TRIHMS), Society 2016.
 - i. The words and expressions used in these rules and not defined in these rules shall have the meaning assigned to them in the rules.
5. **Authorities of the Institute :**

The following shall be the authorities of the Institute:

 - a) Governing Council
 - b) Executive Committee
 - c) Finance Committee
 - d) Purchase Committee
 - e) Academic Committee
 - f) Estate Committee
 - g) Selection Committee

- h) Coordination Board
 - i) Ad hoc Committees
 - j) Chairman (GC)
 - k) Chairman (EC)
 - l) Director
 - m) Such other authorities as may be appointed by the Governing Council.
6. Composition of the Governing Council shall consist of the members as laid down in the Bye-laws
7. Term of office of members of the governing Council is as laid down in the bye-laws.
8. Powers and functions of the Governing Council is as laid down in the bye-laws.
9. Without prejudice to the generality of the above powers, the Governing Council shall also have powers;
- a. to acquire, hold and dispose of property, movable or immovable and to administer all assets;
 - b. to delegate by specific resolution any of its powers to any persons, posts, committees, boards or other bodies composed wholly or partly of its members.
10. Composition of Executive Committee is as laid down in the bye-laws.
11. Powers and Functions of the Executive Committee are as laid down in the bye-laws.
12. **Standing Finance Committee**
- A. There shall be a Standing Finance Committee of the Institute which shall consist of not more than six members. The Chairman of the Finance Committee shall be the Director Medical Education, T&R Govt. of Arunachal Pradesh and the Member Secretary shall be the Finance and Accounts Officer TRIHMS. The Deputy Secretary /Under Secretary (Finance) of the Govt. of Arunachal Pradesh shall be a Member of the Standing Finance Committee. The other members of the Committee shall be nominated by the Chairman of the Governing Council, drawn from Government Officers who shall not be lower in the rank than that of Under Secretary / Deputy Director of the Govt. of Arunachal Pradesh.
- B. The following matters shall be referred to the Standing Finance Committee which shall consider them and make its recommendations thereon namely;
- a. Annual accounts of the Institute showing receipts and expenditure together with audit report thereon;
 - b. (i). Budget estimates showing the estimated receipts and expenditure of the Institute and
(ii). Expenditure not included in the Budget and not exceeding the Annual Limit of Rs.3.00 lakhs, be within the powers of the Director.
 - c. all proposals for the creation of posts;

- d. any matter relating to delegation of financial powers.
- C. The term of office of the Standing Finance Committee shall be co-terminus with the term of the office of the Governing council.
- D. A casual vacancy in Standing Finance Committee shall be filled by nomination by the Chairman of the Governing Council.

13. Meeting of the Standing Finance Committee:

- a) The Standing Finance Committee shall meet as often as may be considered necessary by the Chairman for transaction of its business but shall ordinarily meet at least once every six months at such place, date and time as may be decided by the Chairman of the Committee.
- b) The proceedings and meetings of the Standing Finance Committee shall be entered in the minute book to be maintained by the Member Secretary of the meeting on the same day to be duly confirmed in the next meeting.
- c) Notice of every meetings of the Standing Finance Committee shall be sent by the Member Secretary to the other members of the Committee at least 14 days before the date of the meeting. The agenda of the meeting shall be sent at least 4 days before the date of the meeting.
- d) At least one third of the total members shall form the quorum.
- e) All decisions of the Committee shall be taken on a majority vote. In case of equal vote, the Chairman shall have a casting vote.
- f) All matters pertaining to tendering process including invitation and acceptance of bids carried out by the Purchase Committee/Estate Committee or any other Committee set up for the purpose, as the case may be, shall be placed before the Standing Finance Committee for vetting and concurrence.
- g) The Standing Finance Committee shall in addition to the above, exercise such powers and discharge such functions as may be delegated to it by the Governing Council.

14. Other Standing Committees

- a) The Governing Council may constitute other Standing Committees including a Standing Selection Committee, an Estate Committee, an Academic Committee, a Purchase Committee each consisting of a Chairman and four other members nominated by the Council of whom two shall be from among members of the Governing Council or their representative not below the rank of Deputy Secretary provided that:
 - i. **Academic Committee**
The Committee may co-opt two other experts in the medical and health field, outside the membership of the Council;
 - ii. **Selection Committee,**
Director NEIGRIHMS or his nominee not below the rank of Professor and Director/Principal of any other reputed Medical

College or their nominee not below the rank of Professor shall be members of the Committee and that the Committee may co-opt external experts who are not members of the Council.

- iii. **Estate Committee:**
To be set up for management of the Building and Land belonging to the Institute including fixing of rent for accommodation, allotment etc and exercise such powers and discharge such functions as may be delegated/directed by the Executive Committee and/or the Governing Council.
 - iv. **Purchase Committee:**
A purchase Committee may be set up to purchase equipments, stores, furniture and all other items required for TRIHMS. This committee would be responsible for tenders, receiving quotations, finalizing the bids, making inventories of stores and other item etc. There shall also be constituted a Technical Subcommittee to verify the specifications of the Technical Equipment purchased in the Hospital and Medical College. This Technical Subcommittee may associate one technical expert from a nearby Medical College.
- b) A casual vacancy in a Standing Committee may be filled for the remainder of the term by nomination by the Chairman of the Governing Council
 - c) The term of the Standing Committee shall be co-terminus with the term of the Governing Council.

15. Ad hoc Committees

- i. Ad hoc Committees may be constituted by the Council for such purpose and for such periods as may be deemed necessary;
- ii. The total number of members of each Ad hoc Committee shall not exceed eight including a Chairman and the Secretary and may consist of not more than one-half of the members who are not members of the Council;
- iii. The chairman and members of the Ad hoc Committee may be nominated by the Chairman of the Executive Committee.
- iv. Any casual vacancy in the Ad hoc Committee may be filled up by the Chairman of the Executive Committee.

16. Coordination Board

- A. There shall be a Coordination Board for the following purposes:
 - a. to provide feed-back, coordinate, promote and maintain all activities for developing functional linkage between the Tomo Riba Institute of Health & Medical Sciences and Health Institution/Hospitals etc. in India and abroad.
 - b. to guide and assist the State in Planning and implementation of Primary, Secondary, and Tertiary Health care in the state.
 - c. to develop and strengthen relationship with various communities/voluntary organizations/ agencies and persons working in the field of health an upliftment of the unorganized,

poor, tribal and otherwise under privileged sections of the population, with a view to


- B. The Director TRIHMS shall be the Chairman of the Board. He may nominate such number of members as is considered necessary with the approval of the Chairman(EC).

17. Decision of Committees by circulation of papers

Any business which may be necessary for the Institute to transact may, if the Chairman of a Committee so directs or is considered urgent and necessary by the Member Secretary of the Committee, may be transacted by circulation of papers under sealed cover to the members and chairman to their postal addresses in India and any decision taken with the approval of the majority of the members, in writing, shall be as effectual and binding as if the decision has been passed at a regular meeting of that Committee of the Institute and shall be placed before the next meeting of that Committee for confirmation. When business is transacted in such a manner as given in this clause above, a period of not less than three weeks shall be allowed or receipt for replies from the members, such period to be counted from the date on which the notice of business was issued.

18. Allowances of the Chairman and members of the Executive Committee, Standing Finance Committee and Ad hoc Committees :

- a) The Chairman and members of the Executive Committee or the Standing Finance Committee and ad hoc Committee shall not receive any pay, fees, remuneration or any other allowances except travelling and daily allowances for attending the meeting.
- b) The Chairman and Members of the Executive Committee/Standing Committee/Ad hoc Committee if they are the officers of the State or State Government shall be paid travelling and daily allowances by the Institute at the rate admissible to them as officers of the State or State Government.
- c) In case of Chairman and Members of the Executive Committee, Standing Finance Committee, Ad hoc Committees other than those mentioned in (b) above, travelling allowances and daily allowance shall be paid at the rate to which they are entitled as per Rule of Organization in which they are working or those prescribed from time to time by the State Government under the S . R.s and the Executive decisions and orders there under.
- d) The Chairman may for special reasons sanction journeys by air not otherwise admissible to the members of the Executive Committee, Standing Finance Committee and Ad hoc Committees. For such journeys, travelling allowances shall be paid at the rates admissible to Grade I officers of the State Government.



Director
TRIHMS
(Tomo Riba Institute of Health & Medical Sciences)
Arunachal Pradesh :: Naharlaqun

19. Other employees of the Institute

The Governing Council shall from time to time create necessary post for the proper functioning of the institute. The employees shall be whole time employee and may be employed in any manner required by the proper authority of the institute without claim for additional remuneration.

20. Private practice of any kind shall not be allowed.

21. All other conditions of service shall be governed by Rules and Regulations applicable to all Arunachal Pradesh state government servants unless expressly provided otherwise.


Director
TRHMS
(Tomo Riba Institute of Health & Medical Sciences)
Arunachal Pradesh :: Naharlagun