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**MEMORANDUM OF ASSOCIATION**

**OF RAJIV GANDHI SUPER SPECIALTY HOSPITAL SOCIETY, DELHI**

**Name of the Society:** Rajiv Gandhi Super Specialty Hospital Society (RGSSH)

**Address & the Registered Office of the society:**

The Society's registered office shall remain in NCT of Delhi and at present is at the following address: -  
**Rajiv Gandhi Super Specialty Hospital, Tahirpur, Delhi-110093**  
or at such address within National Capital Territory of Delhi as may be fixed by the Governing Council.

**1. Aims and Objectives:**

**The Primary mission of the Society shall be as follows:**

- i) **Centre of Excellence:** To develop Rajiv Gandhi Super Specialty Hospital as a Centre of Excellence in the field of curative, rehabilitative, palliative and preventive health care; to provide modern and technologically advanced infrastructure for diagnosis and treatment of all types of Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and such other diseases as per the approval of the Governing Council; to function as an advanced centre for research and training in the field of medical sciences; to set up state of the art teaching facilities for DM, MCh, PhD, DNB, MD and other courses.

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- ii) **Role Model:** To serve as a role model for super specialized health care services by amalgamating the clinical, academic and research skills of reputed medical institutions, both national and international, clinical acumen of super specialists and managerial skills of the corporate world.

- iii) **Income And Earnings:** To apply and utilize the income, earnings, moveable, immovable properties only towards the promotion of its aims and objectives set forth in the Memorandum of Association. No profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past members of the society or to any person claiming through any or more of the present or past members. No member of the Society shall have any personal

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claim on any moveable or immovable properties of the Society or make any profit, whatsoever by virtue of the membership.

**2. Vision of the Institute: Provision of effective medical care at affordable cost: -**

**i) Patient Care:**

- a) To establish and manage a super-specialty Centre of Excellence for diagnosis and treatment of all types of Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and such other related diseases/conditions, at par with the best healthcare standards.
- b) To establish, maintain, manage and administer the institute, hospital, laboratories, workshops, stores and all other ancillary & incidental facilities for the efficient discharge of model patient centric care, and for achieving the objectives.
- c) To coordinate and collaborate with various research institutions, hospitals and medical professionals for to and fro referrals of patients for management of various medical problems and follow up.
- d) To serve as a national reference centre for Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and related diseases.
- e) To establish and operate facilities for the practice of telemedicine.

**ii) Academics and Training:**

- a) To establish dedicated facilities of international standards for the teaching and training at the postdoctoral and post graduate levels.
- b) To initiate academic curricula of post graduate and post-doctoral courses in Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery,

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Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and related subjects as also suitable technical courses for Para-Medical and Nursing staff and other allied healthcare workers.

- c) To establish affiliation with recognized universities and institutions of higher learning both in India and abroad for purpose of establishing world class training facilities for post graduate and post-doctoral courses.
- d) To offer professorships, other faculty positions, fellowships, research positions and scholarships for realizing the objectives of the institute.
- e) To organize teaching courses and training programmes, workshops, seminars and symposia in technical / specialized areas and in related areas.
- f) To provide consultancy services to medical and paramedical institutions & public health agencies, in the relevant fields.

**iii) Research & Development**

- a) To undertake, aid, promote, guide and coordinate research of high standards in Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and other Super Specialties and related disciplines.
- b) To collaborate, provide and promote effective linkages, on a continuing basis, with leading / frontline scientific and research agencies & laboratories and other organizations in the aforesaid fields, and related clinical and higher medical scientific areas.
- c) To publish and disseminate information relating to results of new developments and research.
- d) To establish all ancillary and incidental facilities required for achieving the objective of scientific & technological research.

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- e) To guide and coordinate indigenous growth and development of modern technology equipment, including patents, to make the same easily available, affordable and accessible in the larger public interest, in collaboration with experts, researchers and institutions.

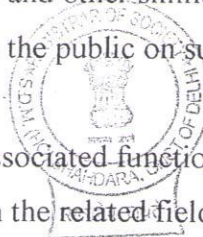
iv) **Others:**

- a) To receive monetary assistance from foreign sources, including international organizations, for training programs, scientific research and related activities subject to approval of the Department of Health & Family Welfare, GNCTD.
- b) To enter into agreement with any Government or Authority in India, to obtain from such Governments or Authorities any rights or privileges, concessions, effectively or otherwise, to obtain and carryout, exercise and comply with such arrangements and rights, privileges and concessions that the Society may deem necessary in furtherance of its objectives.
- c) To undertake such activities, as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.
- d) To establish, maintain, run, manage, develop, acquire, undertake, improve, equip, promote and organize hospitals, dispensaries, clinics, diagnostic centres, polyclinics, pathology laboratories, research centres, operation theatres, chemist shops, blood banks, organ banks, nursing homes, physiotherapy centres, investigation centres and other similar establishments for providing treatment and medical relief to the public on suitable fees, or free of charge as the case may be.
- e) To perform all the associated functions as mentioned above as also all the functions assigned in the related field by the Government.
- v) Any other objective as approved by the Governing Council, which relate to the curative, preventive, rehabilitative and palliative aspect of health care.

3. **For Realization of the above Objective, the Society will:**

- i) Receive the possession of the existing land and assets of the Rajiv Gandhi Super Specialty hospital at Delhi by the Government, free of charge, for operation & maintenance of the hospital and its related facilities in order to enable the Society to achieve its aims and objectives.

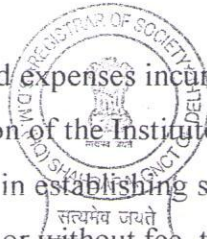
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- ii) Develop and maintain the campus of the Institute at Delhi, and at any other place as required in future, in patient friendly environment at par with internationally accepted standards.
  - iii) Establish referral centers in different areas of Delhi, with approval of the Government, to serve as satellite centers to fulfill the objectives of the Society.
  - iv) Collect information and scientific knowledge in the form of books, journals, audiovisual and electronic material in well-equipped reference library.
  - v) Provide technology transfer and technical service facilities to Government and voluntary organizations in the implementation of programs in related fields and to encourage healthy life styles.
  - vi) Appoint, employ and associate persons required for the purpose of the Institute permanently, temporarily, contractually or on honorary basis inter- alia to Professorships, Associate Professorships and Assistant Professorships, Research Scholars, Consultants, Advisors and to all other posts of various descriptions, outsourcing of support services and to pay them prescribed salaries, wages, honorariums, fees, etc.
  - vii) Invite representatives and outstanding scientists of Government, Universities, and other organizations to participate in the programs of the Institute.
  - viii) Offer grants, scholarships, fellowships, stipends, prizes and awards, in furtherance of the goals of the Institute.
  - ix) Pay all the costs, charges and expenses incurred in the promotion, formation, establishment and registration of the Institute.
  - x) Co-ordinate, guide and help in establishing similar facilities in other regions by providing consultancy, with or without fee, through technical assistance.
  - xi) Do all such things as are incidental or conducive to the attainment of the aims and objectives of the Society.

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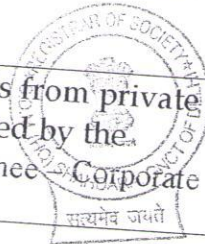
4. **Governing Council:**

4.1 The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, byelaws and orders, by the Governing Council. The names, address, occupations and designations of the present members of the Governing Council to whom the management of the Institute is entrusted as required under the Societies Registration Act, 1860 (XXI of 1860), are given below. In addition, representatives from University and Media will be added subject to approval of the Government.

S.No.	Name/Designation	Designation in the Society
1.	Chief Secretary, GNCTD	Chairman
2.	Pr. Secretary / Secretary (H&FW), GNCTD	Member
3.	Pr. Secretary (Finance), GNCTD	Member
4.	Pr. Secretary (AR), GNCTD	Member
5.	Dean-MAMC	Member
6.	Dr. O.P. Kalra, Principal UCMS, Delhi	Member
7.	Dr. Vinod Puri, Director Professor, Neurology, GB Pant Hospital	Member
8.	Dr. Veena Chowdhury, HOD Radiology, Lok Nayak Hospital	Member
9-12.	Four eminent Specialists from private hospitals to be nominated by the Government Govt. nominee Corporate Hospital	Member
13	Director, RGSSH	Member Secretary

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4.2 Persons at S.No. 6-12 above will have a fixed tenure of 2 years unless extended by the Government.

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5. **Desirous persons:** We, the undersigned, are desirous of forming a society, namely **Rajiv Gandhi Super Specialty Hospital Society, Delhi**, under the Societies Registration Act, 1860 (XXI of 1860) in pursuance of this Memorandum of Association.

S. No.	Name/Designation	Designation in the Society	Signature	Attested by
1	Sh. D.M.Spolia, Chief Secretary, Govt. of NCT of Delhi	Chairman		
2	Sh.S.C.L.Das, Secretary (H&FW), GNCTD	Member		
3	Ms. Arch. na Arora, Pr. Secretary (Finance), GNCTD	Member		
4	Sh. M.M.Kutty, Pr. Secretary (AR), GNCTD	Member		
5	Dr. Deepak Tempe, Dean- MAMC	Member		
6	Dr. O.P. Kalra, Principal UCMS, Delhi	Member		
7	Dr. Vinod Puri, Director Professor, Neurology, GB Pant Hospital	Member		
8	Dr. Veena Chowdhury, HOD Radiology, Lok Nayak Hospital	Member		
9	Dr. S. K. Khattri Director RGSSH	Member Secretary		

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6. Signatory appearing at Sr. No. 9 shall sign on behalf of all the signatories for application purposes before the Registrar of Societies.

all above signatory  
 for No 1 to No 9 attested

डा० अचल गुलाटी / Dr. Achal Gulati  
 निदेशक प्राध्यापक / Director Professor  
 नाक, कान, गला, विभाग / Department of E.N.T.  
 पी०एम०के० कॉलेज एवं लोकनायक अस्पताल  
 M.A.M. College & Assoc. LN Hospital  
 नई दिल्ली-110002 / New Delhi-110002

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## RULES OF THE SOCIETY OF RAJIV GANDHI SUPER SPECIALTY HOSPITAL (RGSSH)

1. **Address of the Society:** The Registered office of the Society shall be situated at present in the premises of Rajiv Gandhi Super Specialty Hospital, Tahirpur, Delhi-110093 or at such address in the National Capital Territory of Delhi as may be fixed by the Governing Council.

### 2. Definitions

- 2.1. The "Act" shall mean the Societies Registration Act, 1860 (XXI of 1860)
- 2.2. "Chairman" shall mean the Chairman of the Governing Council of the Society.
- 2.3. The "Director" shall mean the Director Principal of the Institute appointed under the Rules of the Society.
- 2.4. The "Governing Council" shall mean the Governing Council of the Society.
- 2.5. The "Government" shall mean the Lt. Governor of the National Capital Territory of Delhi appointed by the President under Article 239 and designated as such under the article 239 AA of the Constitution of India.
- 2.6. The "Institute" shall mean the Rajiv Gandhi Super Specialty Hospital (RGSSH), Delhi that would function under the Society.
- 2.7. Pr. Secretary /Secretary (H&FW) means the Secretary of the Government in charge of the Dept., of Health & Family Welfare.
- 2.8. The "Society" shall mean the Society for the RGSSH.
- 2.9. The "Year" shall mean the period of twelve calendar months commencing from first day of April and ending 31<sup>st</sup> day of March in the succeeding year.

3. It is clarified that the words importing the singular number shall include the plural number and vice-versa if the context so requires and further that the words importing the masculine gender shall include the feminine gender, if the context so requires.

### 4. Functions of the Society:

#### Medical Care, Teaching, Training and Research:

- 4.1 To strengthen, expand, develop and manage the existing Rajiv Gandhi Super Specialty Hospital, Delhi, as an Institute of excellence to provide comprehensive health care facilities

and teaching in the fields of Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and other Super - Specialties and related areas as may be decided by the Governing Council.

- 4.2 To establish and provide facilities for teaching and training at the graduate, post graduate and post doctoral level in the super specialties of Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and other related Super-Specialties, Nursing, Para-medical technology, Biotechnology, Social sciences and other allied & related disciplines as may be decided by the Governing Council.
- 4.3 To admit patients for treatment, curative, rehabilitative & palliative care.
- 4.4 To determine and provide for admission of students, fellows, trainees to the Institute and to admit patients for treatment.
- 4.5 To run programmes like DM, MCh, PhD, DNB, MD, Paramedical and Nursing Courses and such other research, academic and training programmes as may be decided by the Governing Council for providing well-trained human resources.
- 4.6 To establish affiliation with recognized universities and institutions of higher learning in India and abroad for the purpose of collaborative healthcare, research, training and exchange programme for the staff and students of the Institute.
- 4.7 To seek affiliation with international centers, organizations & institutions of repute in relevant fields, as may be decided by Governing Council, for improvement in the curriculum of training and to establish exchange program for its students and faculty. For international collaboration or assistance, prior approval of the Government shall be taken.
- 4.8 To serve as a national reference center for Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and other Super specialties and provide healthcare related consultancy service to medical and Para-medical institutions and public health agencies.
- 4.9 To create professorships, other faculty positions, fellowships, research cadre positions and scholarships etc. for realizing the objectives of the Institute.
- 4.10 To organize graduate, post doctoral and postgraduate teaching courses, workshops, specialized training programs, seminars, exhibitions and conferences.
- 4.11 To organize training programs for the nursing, paramedical & technical staff in latest methods and techniques, in furtherance of the objectives of the institute.

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- 4.12 To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities as necessary for the efficient discharge of patient care services and scientific and technological research in the fields of Cardiology, Cardiac Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology, Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and related areas as may be decided by Governing Council.
  - 4.13 To provide for printing, reproduction and publication of research and other works.
  - 4.14 To appoint all academic, medical, paramedical, technical, administrative, ministerial and such other staff as may be needed, for which the powers shall vest in the Governing Council.
  - 4.15 To make guidelines for conduct of meetings and affairs of the Institute and to modify them from time to time, in a manner not repugnant to the Rules.
  - 4.16 To interact with the media, and social welfare organizations for furthering the aims & objectives of the Institute.
  - 4.17 To serve as referral centre pertaining to health care in the respective medical disciplines and disseminate information relating to new developments and research.
  - 4.18 To regulate and enforce discipline among the students, trainees, scholars and staff and to take such disciplinary measures in this regard as may be necessary.

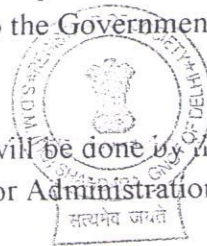
## 5. Human Resource: Post Creation

- 5.1 Before posts of any level are created, proposal in this regard with respect to pay & broad terms & conditions of engagement will require first the concurrence of the Governing Council and thereupon it will be sent to the Government for approval.

## 6. Human Resource: Recruitment

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Appointment of all categories of staff will be done by the Society except for Director, Dy. Controller of Accounts and Dy. Director Administration who will be selected and appointed by the Government.



**6.2 Selection Committee for Recruitment:** Government shall appoint an Institute specific Selection Committee for recruitment of doctors & the selection process will be carried out at the institute. The Director of the Institute will be a member of the Selection Committee. Government reservation policy will apply.

**6.3** Recruitment of all other staff (nurses, paramedics and other allied healthcare staff) will be done through a Committee duly constituted by the Governing Council and the Committee will be headed by the Director. Government reservation policy will be followed. The Committee will have the option to outsource the services in this regard in the interest of quality, efficiency & economy of services.

**6.4** All functions related to Group D posts will be performed through outsourcing.

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- 6.5 For appointment of Medical Officers, Specialists, Teaching faculty approval of Governing Council shall be taken. For appointment of other categories approval of the Executive Committee shall be taken, and the Governing Council shall be kept informed.
  - 6.6 All appointments of doctors, nurses, paramedical staff, technical & allied healthcare staff & ministerial / executive staff if not outsourced shall be engaged initially on a contract for a period 5 years with a notice period of 3 months from either side for severance of contract. Further extension will be based on annual performance appraisal report upto the age of superannuation in the NCT Government of Delhi.

**7. Human Resource: Tenure of Appointment**

- 7.1 Subject to the Government's general approval in this regard, Doctors, Nurses, Paramedical staff, technical & allied healthcare staff & ministerial/executive staff, if not outsourced shall be engaged initially on contract for a period of 5 years with a notice period of 3 months from either side for severance of contract. Further extension will be based on annual performance appraisal report upto the age of superannuation in the Government of Delhi.
- 7.2 Extension of contract in respect of all categories of staff would be based on Annual Performance Report. For extension of the contract, redundancy/ abolition of the post against which the personnel has been engaged would be taken into consideration.

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- 8.1 The main source of finance will be grants-in-aid received from the Government.
- 8.2 The Governing Council shall decide the user charges for the services provided by the Institute. The Government may give directions to the Society to make amendments in user charges, in the overall public interest.
- 8.3 The Society may raise funds in furtherance of the objectives of the Institute, receive grants, subscriptions, donations and gifts for the purpose of the Institute-provided that they are not accompanied with conditions inconsistent with the satisfactory running of the Institute or conflicting with the objectives of the Institute.
- 8.4 The Society shall comply with the directions of the Government, which shall be binding upon the Society.
- 8.5 Instructions & guidelines of CVC will be applicable to the affairs of the Society.
- 9. Performance Monitoring Mechanism:**
- 9.1 The Memorandum of Understanding (MoU) between the Government and the Society will be signed before the beginning of each financial year wherein the Society will enlist the targets and plans for the said year.
- 9.2 Grants-in-aid for the Society will be sought on the basis of the yearly MoU signed with the Government.

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9.3 The land and assets will continue to vest with the Government. The Society will not have power to create or alienate any immoveable assets without specific and prior approval of the Government.

9.4 The Society will submit an annual report to the Government in respect of its activities and achievements.

**10. Teaching at the Institute:**

10.1 All recognized teaching, in connection with the courses, shall be conducted with guidance of the Academic Committee, and shall include clinical training, lectures, laboratory work, research work, fieldwork and other teaching as per prescribed syllabus.

10.2 Teaching by eminent visiting dignitaries, scientists or Professors from India and abroad shall also be imparted, whenever feasible. The Academic Committee shall function under the overall control of the Governing Council.

10.3 The authorities responsible for organizing such teaching shall be prescribed by the Regulations of the competent authorities concerned.

10.4 The courses and curricula shall be prescribed by the relevant Rules and Regulations of the statutory bodies.

**11. Authorities of the Society:**

The following shall be the authorities of the Society



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ii) Finance Committee

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iv) Academic, Research and Innovation (Teaching, Training, Scientific and Research Advisory) Committee

v) Public Welfare Committee

vi) Institutional Review Board

vii) Institutional Ethics Committee

viii) Such other authorities as the Governing Council may decide

## 12. Membership of the Governing Council:

12.1 There shall be Governing Council of the Society which shall consist of not less than eight and not more than seventeen members from among distinguished academicians, scientists, clinicians, administrators and such other persons as the Government may deem appropriate. The following persons shall constitute the first Governing Council of the Society: -

S.No.	Name/Designation	Designation in the Society
1.	Chief Secretary, GNCTD	Chairman
2.	Pr. Secretary / Secretary (H&FW), GNCTD	Member
3.	Pr. Secretary (Finance), GNCTD	Member
4.	Pr. Secretary (AR), GNCTD	Member
5.	Dean-MAMC	Member
6.	Dr. O. P. Kalra, Principal UCMS, Delhi	Member
7.	Dr. Vinod Puri, Director Professor, Neurology, GB Pant Hospital	Member
8.	Dr. Veena Chowdhury, HOD Radiology, Lok Nayak Hospital	Member
9-12.	Four eminent Specialists from private hospitals to be nominated by the Government Govt. nominee – Corporate Hospital	Member
13.	Director, RGSSH	Member Secretary

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12.2 Persons at S. No. 6-12 will have fixed tenure of 2 years unless extended by the Government.

12.3 The Minister in charge of the Deptt. of Health, Delhi Government shall be the Patron of the Society.

## 13. Membership Roll

13.1 The Society shall keep a roll of members of the Governing Council, stating therein the rank or occupation and address and every member shall sign the same. No person shall be deemed to be a member or be entitled to exercise the rights & privileges of a member unless he has signed the Membership Roll.

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13.2 If a member of the Governing Council changes his address he shall notify his new address in the roll of Members, but if the member fails to notify his new address, the address in the roll of Members shall be deemed to be his correct address.

13.3 List of members will be sent to the Registrar of Society annually.

**14. Meetings of the Governing Council:**

The Chairman shall preside over the meetings of the Governing Council and in his absence, his nominee shall do so. In the event of both being absent one of the members present, selected by consensus, shall preside over the meeting. The Governing Council shall meet at least once in every three months.

**15. Functions and powers of the Chairman:**

15.1 The Chairman shall exercise such powers for the conduct of the business of the Institute as may be delegated to him by the Governing Council.

15.2 The Chairman may, in writing, delegate such powers as are considered essential for the efficient running of the Institute, to the Director of the Institute.

**16. Director**

16.1 The Government shall appoint a distinguished Doctor with adequate administrative experience as the Director of the Institute. He shall be the Chief Executive Officer of the Institute and shall be directly responsible for the overall management of the institute and shall, accordingly, take such decisions as are required and be accountable directly to the Governing Council for all his actions. If the post is filled by a serving officer of the Central Health Services or Delhi Health Services, the appointment would be subject to the rules governing the service to which the officer belongs.

16.2 The tenure of the Director shall be for a period of three years, which may be extended on yearly basis, on satisfactory performance in the previous term and on recommendation of the Governing Council, subject to the age limit decided by the Government.

**17. Functions and powers of the Director:**

17.1 The Director shall be the Chief Executive Officer of the Institute and shall be responsible for proper administration of the affairs and funds of the Institute, under the direction and guidelines of the Governing Council. He shall be vested with such executive and financial

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powers of the Institute, as may be necessary for the purpose, subject to these rules and byelaws. The Director shall be the Head of the Department, and will be assisted by the Medical Superintendent, who shall be the Head of the Office, within the meaning of the General Financial Rules.

- 17.2 The Director shall, subject to the provisions of these rules and byelaws and decisions of the Governing Council, exercise general supervision over all staff of the Institute.
- 17.3 The Director, with the prior approval of the Chairman shall have the power to fix, on the recommendations of the Selection Committee, the pay at the time of initial appointment of an incumbent at higher stage than the minimum of the scale but not more than five increments in any case. Cases where more than five increments are recommended by the Selection Committee will need approval of the Governing Council.
- 17.4 The Director shall general exercise superintendence and control over all the activities of the Institute.

#### 18. Terms of Office of Members of the Governing Council

- 18.1 Unless the membership of the Governing Council is terminated as provided under the Rules and subject to the provisions under the Rules, each nominated member of the Governing Council shall relinquish his membership on the expiry of two years from the date on which he becomes a member of the Governing Council. But he shall be eligible for re-appointment for another term. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the remaining portion of the term of the outgoing member.

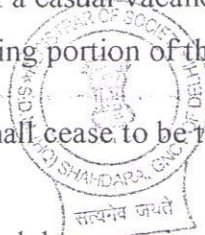
- 18.2 A member of the Governing Council shall cease to be the member on the happening of any of the following events:

- i) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refused to grant him permission to serve the Governing Council or he goes abroad for a continuous period exceeding one year.
- ii) If he does not attend three consecutive meetings of the Governing Council, without prior permission of the Chairman.

- 18.3 Whenever a person holds the membership of the Governing Council by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and vacancy so caused shall be filled by his successor to that office.

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- 18.4 Whenever a member desires to resign from membership of the Governing Council, he shall forward a letter containing his resignation addressed to the Member Secretary and his resignation shall take effect on its acceptance by the Chairman.
- 18.5 Any member of the Governing Council, other than the full time Director of the Institute, shall not be entitled to any remuneration from the Institute. However, the members of the Governing Council or any Committee appointed by the Governing Council may be paid by the Institute such traveling allowances and honorarium/sitting fee as may be decided by the Governing Council from time to time.
- 18.6 The Member Secretary shall attest the signatures of all the members of newly constituted Governing Council and shall ensure that the said signatures of the outgoing Governing Council tally with the annual list as filed with Registrar of Societies before 30 days of the succeeding month in which election were held.

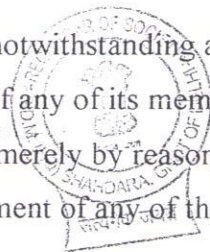
19. **Vacancies among members of the Governing Council:**

- 19.1 Any vacancy in the Governing Council shall be duly filled by the Government, on the recommendation of the Governing Council, for the unexpired portion of the term of the member whose leaving has caused vacancy.

- 19.2 The Governing Council shall function, notwithstanding any vacancy in its body and notwithstanding any defect in nomination of any of its members, and no proceedings of the Governing Council shall be invalidated merely by reason of the existence of vacancy or any defect in the nomination or appointment of any of the members.

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20. **Functions and Powers of the Governing Council:**

- 20.1 The Governing Council shall be the principal executive authority of the Institute, and shall have the power to review actions of all Committees such as Finance Committee, Academic Committee, Executive Committee, Public Welfare, Institutional Review Board & Institutional Ethics Committees and all other committee and shall exercise all powers of the Institute not otherwise provided for by the rules.
- 20.2 The Governing Council shall generally carry out and pursue the objectives of the Institute, as set forth in the
- a) Memorandum of its Association, and,

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b) In particular and without prejudice to the generality of the forgoing provisions, subject to the provisions of these Rules and the byelaws framed by it, shall:

- i) Consider the annual and supplementary budget and reports placed before it by the Director from time to time, and pass them with such modifications as it may deem fit.
- ii) Create and abolish posts – the creation of posts of doctors, nurses, paramedical staff, ministerial staff etc. is to be carried out by the Society after obtaining approval of the Government of NCT of Delhi.  
Abolish posts as and when required with intimation to Government.
- iii) Appoint Professors, Professor-Emeritus, faculty members, consultants, residents, Scientists, Scientific, technical, administrative and other officers and staff of the institute, fix their remuneration and define their duties and terms of employment
- iv) Enter into agreement with the Government of India, State and UTs, local Government, public or private organizations, charitable societies or individuals for securing and accepting grant-in –aid, endowments, donations or gifts to the institute, on mutually agreed terms and conditions, provided that such terms and conditions, shall not be contrary to or inconsistent with the objectives of the institute and provided further that for any such arrangement with foreign or international agencies, organizations or corporate bodies, prior approval of the Government shall be obtained.
- v) Take over, acquire by purchase, grants, gifts, exchange, lease or hire otherwise from Government of India, State and local Governments and other public or private bodies including charitable societies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds and facilities together with any attendant obligations and engagements not inconsistent with the objectives of the Institute, provided that for any such activity involving a foreign or international agency or organization, prior approval of the Government shall be obtained.
- vi) Appoint Committees and Sub Committees for such purposes, powers, periods and on such terms as it may deem fit for the furtherance of objectives of Society and dissolve any of them.

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- vii) Delegate such administrative and financial powers to the Chairman and the Director, as may be considered essential for achieving the aims and objectives of the Institute.
- viii) Frame, amend or repeal bye-laws for proper and efficient administration and management of affairs of the Institute, inter alia for following matters:
1. Preparation and sanction of budget estimates, expenditures, enter into and execution of contracts, investments of the funds of the Institute, sale or alteration of such investments and maintenance of accounts and their audit.
  2. To lay down the terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of services of the establishment of the Society.
  3. To lay down procedure for recruitment of officers and establishment in the service of the society with the approval of the Government.
  4. To set out terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objectives of the Institute.
  5. To set out such other matters as may be necessary for the administration of the affairs and funds of the Institute.
  6. Co-opt from time to time as its member, eminent clinician, scientist, distinguished person of repute as it deems desirable in the interest of the Institute
  7. Consider and pass the resolution on the annual reports and the financial estimates and audit report on such accounts.
  8. Undertake such steps as are required for effective autonomy or establish corporate structure based on sound economic policy.
  9. Give directions on specific matters in interest of the Institute.
  10. Approve and adopt the amendments to the Rule and Regulations of the Institute and approve the Annual Report.
  11. Conduct periodical review, monitor activities of the Institute and suggest measures for the improvement and development of the Institute.
  12. Perform such other functions as may be prescribed by Rules.

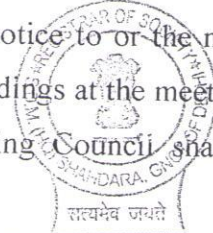
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## **21. Proceedings of the Governing Council:**

- (i) The meeting of the Governing Council shall be held at least once in every three months. However, it may meet more frequently, if the need arises.
- (ii) In the first meeting of the Governing Council, every financial year, a report of the working of the Institute during the previous year, together with a statement of receipts and expenditure, the audited balance sheet and the financial estimate shall be presented.

- (iii) Meeting of the Governing Council shall be called by the Chairman and in his absence, by the Pr. Secretary/Secretary (H&FW) either on the direction of the Chairman or at the request of not less than five members of the Governing Council.
- (iv) The meeting of the Governing Council shall be presided by the Chairman and in his absence by the Principal Secretary/Secretary of the Dept. of Health & FW, NCT of Delhi, and in his absence by the Director/Member Secretary, and if he is also not available, then by a member chosen from among themselves by members present, to preside for the occasion.
- (v) The person, who is a member of the society by virtue of his office held by him, is unable to attend the meeting, in such circumstances a substitute may be nominated by him. The substitute so nominated shall be entitled to take part in the proceedings of the meeting, with approval of the Chairman.
- (vi) Five members of the Governing Council, present in person or through authorized representative, shall constitute a quorum at any meeting of the Governing Council. However, in case, a meeting is adjourned due to lack of quorum, for the adjourned meetings of the Governing Council, there shall be no requirement of quorum.
- (vii) Not less than fifteen days' clear notice of every meeting of the Governing Council shall be given to each member of the Governing Council in writing. However, the accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- (viii) The decision of the Governing Council shall be taken by the majority of the members present and voting.



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- (ix) The Chairman may himself call, or by requisition in writing signed by him, may require the Member Secretary to call a meeting of the Governing Council at any time and on the receipt of such a requisition, the Director shall forthwith call such a meeting.
- (x) Five members of the Governing Council may, by a requisition in writing signed by them; request the Member Secretary to call a meeting of the Governing Council and on the receipt of such a requisition, the Member Secretary shall call such a meeting within a period of one month in consultation with the Chairman.
- (xi) Each member of the Governing Council shall have one vote and, if there is an equality of votes on any question to be decided by the Governing Council, the Chairman or the member presiding over the meeting shall have a casting vote.

*[Handwritten signatures and marks at the bottom of the page]*

- (xii) Any business which may be necessary for the Governing Council to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Council provided that at least five members of the Governing Council have recorded their approval to the resolution.
- (xiii) If urgent action by the Governing Council becomes necessary, the Chairman of the Governing Council may permit the business to be transacted by circulation of papers to the members of the Governing Council. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Governing Council. Any resolution so circulated and adopted by majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if resolution had been passed at the meeting of the Governing Council. The action so taken shall be forthwith intimated to all the members of the Governing Council. The papers shall be placed before the next meeting of the Governing Council for confirmation.
- (xiv) The Chairman may, irrespective of the opinion of the members of the Governing Council, refer any question, which in his opinion is of sufficient importance, for decision to the Government of NCT of Delhi.
- (xv) In case of difference of opinion among the members, the opinion of the majority of the members present shall prevail.
- (xvi) The Chairman shall have powers to invite any person not being member of the Governing Council to attend the meeting of the Governing Council but such invitee shall not be entitled to vote at the meeting.

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**22. The Finance Committee:**

22.1 In order to consider important financial and other related matters, the Governing Council shall nominate the Finance Committee to make its recommendations to the Governing Council of the Institute with the following composition:

- i) Principal Secretary (Finance), GNCT of Delhi or any of his nominee who shall not be below the rank of Special Secy., Finance Chairman
- ii) Principal Secretary / Secretary (H&FW), GNCT of Delhi or any of his nominee Member  
(ex-officio)

- iii) Principal Secretary (Planning), GNCT of Delhi or any of his nominee Member (ex-officio)
- iv) Director of the Institute Member (ex-officio)
- v) Two faculty members of Institute, one each from clinical dept. & Investigations/research wing to be nominated by chairman on recommendations of the Director. Member
- vii) Dy. Controller of Accounts of the Institute/Financial Advisor of the Institute & Convener Member Secretary

In the absence of Principal Secretary, Finance, his nominee will attend the meeting. The senior most officer amongst first three would chair the meeting in that case.

22.2 The Finance Committee shall meet at least once in three months

22.3 The tenure of non ex-officio members shall be for the period of two years. However, they will be eligible for re-nomination.

### 23. Functions of the Finance Committee:

- (i) To consider in details annual budget estimates and revised estimates of the Institute and make recommendations thereon to the Governing Council.
- (ii) To consider and approve proposals for incurring of expenditure on account of major works and purchases.
- (iii) To consider proposals for creation of new posts and make recommendation to the Governing Council.
- (iv) To consider revisions of pay scales, allowances and other terms and service conditions of staff having financial implications and make recommendations to the Governing Council.
- (v) To review financial position of the Institute and make recommendations from time to time to the Governing Council.
- (vi) To consider financial aspects of various projects and make suitable recommendations to the Governing Council. The Governing Council shall exercise full powers for sanctioning projects within the approved budget/scheme. It may also delegate such powers in this regard to the Director of the Institute, as deemed appropriate.

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- (vii) To recommend fixing, levying and reviewing user charges for various services rendered by the Institute to the Governing Council for its consideration and approval.
  - (viii) To consider the periodical statements of the accounts and to review the finances of the Institute from time to time and to consider re-appropriation of funds and audit reports and to make recommendations to the Governing Council in regard to financial flows and the gap, if any likely to develop and means to bridge such gaps.
  - (ix) To give its views and to make recommendations to the Governing Council on any financial question affecting the Institute either on its own initiative or on reference from the Governing Council, or the Director.
  - (x) To review the audit & accounts system followed by the society and suggest reforms therein.

## 24. Executive Committee:

### 24.1 Composition-

There shall be an Executive Committee to manage the activities at the level of the Institute. The Executive Committee shall consist of;

- i) Director, RGSSH
- ii) Medical Superintendent, RGSSH
- iii) Dy. Director Admin.
- iv) Dy. Controller of Accounts/Financial Advisor
- v) Faculty Members (Two)
- Any other Co-opted member to be decided by the Chairman.

Chairman  
Member Secretary  
Member  
Member  
Member



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### 24.2 Functions of the Executive Committee.

- a). Appointment of all categories of staff for the Society.
- b). Recruitment of staff other than Medical Officers, Specialist, Teaching Faculty for the Society, including outsourcing of services.
- c). The Executive Committee will exercise such powers for procurement of goods, services, works, and equipments, as per provisions of GFR.
- d). The Executive Committee will have full powers with regard to engagement, implementation and payment of outsourced services.
- e). The Executive Committee shall finalize user charges to be levied for the services.

- f). The Executive Committee shall carry out any other function delegated by the Governing Council or the Finance committee.
- g). The Executive Committee shall have the option to outsource the support service such as security, housekeeping, sanitation, IT etc.

**25. The Academic, Research and Innovation (Teaching, Training, Scientific and Research Advisory) Committee:**

An Academic (Teaching, Training, Scientific and Research Advisory) Committee or Academic Committee to facilitate academic, clinical and basic research work shall be constituted to advise on policy, to monitor progress and to facilitate in-depth exchange of views in specific fields.

a. The Committee would be constituted by the Governing Council and it would be chaired by an eminent professional from outside the Institute and may also comprise of members from Corporate Hospital, Expert from Healthcare IT, Expert from Healthcare Quality and Representative from Industry etc.

b. The Committee shall evolve the scientific and technical programs of the Institute, review them periodically and shall take further course of action as deemed fit for furthering scientific and technological research of the Institute. The recommendations of the Committee would be submitted to the Governing Council for approval.

c. The Committee shall meet at least once every three months, i.e. at least four times a year. The tenure of the members will be for the period of two years. However, they will be eligible for re-nomination. The Chairman of the Academic Committee shall hold office for three years.

a. For realizing the objectives indicated in the Memorandum of Association, the Institute shall have courses & training programmes leading to award of DM, MCh, Diploma of National

Board of Examination in various super specialties that relate to Cardiology, Cardiac

Surgery, Vascular Surgery, Thoracic Surgery, Rheumatology, Nephrology,

Gastroenterology, GI surgery, Urology, Genetics, Critical Care & Pulmonology, Clinical

Hematology & Bone Marrow Transplant, Endocrinology, along with support specialties

such as Radiology, Nuclear Medicine, Pathology, Microbiology, Biochemistry etc. and

such other diseases or any other medical or allied discipline as may be decided by

Governing Council. PhD, Fellowships and other courses & programmes as may be

considered necessary in national and public interest.

**26. The Funds of the Institute:**

26.1 The funds of the Institute will consist of the following:

- i) Grant-in-aid provided by the Government for establishing the Institute, to cover both the recurring expenses as well as the growth of the Institute, to fulfill all the objectives envisaged in the Memorandum of Association and byelaws of the Institute. The Institute shall be provided Grant-in-Aid on the basis of the MOU & pattern of Assistance approved by the Government. The funding of the Institute shall be on net deficit basis.
- ii) Grants received from Government of India.
- iii) Charges for providing diagnostic and therapeutic services to public. Such funds would be generated by levying user charges for services rendered by the Institute. A proportion of the patients, as decided by the Government, would be seen free or at concessional rates and the remaining would pay for the services at the rates laid down by the Governing Council.
- iv) Project related assistance from various bilateral as well as multilateral funding agencies from India or abroad. For international funding prior approval of the Government shall be taken.
- v) Any earmarked or special fund created by Governing Council or the Society.
- vi) Interest received from various funds held by the Society.
- vii) Fees received from consultancy provided as per policy.

26.2 A viable business model for running the Institute would be developed and reviewed form time to time. All funds of the institute shall be paid into the Institute's account with a scheduled/nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered in writing in this behalf, by the Governing Council.

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The income and property of the Institute/Society, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus or otherwise, howsoever by way of profit to the persons who at any time are or have been member of the society or to any of them or to any persons claiming though them or any to them.

27. **Accounts and Audit:**

The accounts of the Institute/Society shall be audited by the Chartered Accountants hired by the approval of Governing Council. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by bye laws to be framed by Governing Council. The accounts of the institute shall be open for audit by the Examiner Local Fund Accounts (ELFA), GNCT of Delhi and / or any other statutory audit authorities having jurisdiction.

28. **Annual Report:**

An annual report of the proceedings of the Institute and of all work undertaken by it during the year shall be prepared by the Director of the Institute. This report and the audited accounts of the Institute under the supervision of Governing Council along with the auditor's reports thereon shall be placed before the Governing Council at the General Meeting. After approval of the Governing Council the Annual Report shall be sent to the Government.

29. **Annual General Meeting of the Members:**

- I.) The Society shall, after giving fourteen days notice, hold an Annual General Meeting at least once in every year and not more than fifteen months shall elapse between two successive Annual General Meetings.
- II.) The Balance Sheet, Income and Expenditure Account, Auditors Report and Annual Progress Report in respect of the financial year ending on 31 March of each calendar year and proceedings shall be placed at the Annual General Meeting of the Society.
- III.) The Chairman of the Governing Council of the Society shall preside over Annual General Meeting.
- IV.) At least five members of the society present at the Annual General Meeting shall form a quorum.
- V.) Within 30 days Annual General Meeting, there shall be filed with the Register of Societies-a list of members, addresses and occupations of the Members of the society. An annual report for the previous year along with the Auditors Report thereon. The Chairman, Governing Council and Director shall certify such list and

annual report. A copy of the Annual Accounts along with the Audit Report thereon and the Annual Administrative Report shall simultaneously be forwarded to the Government.

**30. Alteration of Rules and Dissolution of the Society:**

- (i) The Rules of the Society may be altered at any time by the Governing Council. However, concurrence of the Government shall be taken for altering the Rules.
- (ii) Upon a resolution passed by a majority of not less than  $3/4^{\text{th}}$  of its total members, the Society shall be dissolved with effect from such date as may be agreed upon and confirmed by  $3/4^{\text{th}}$  of the members present at the second special meeting. This however will require final approval of the Government, in such case; the authority of the Society shall revert to the Government.
- (iii) The Government may, at any time, and notwithstanding (ii) above, dissolve the Society and in such case authority of the society shall revert to the Government.
- (iv) In the event of the winding up or dissolution for the Society, if there shall remain after the satisfaction of debts and liabilities any property whatsoever, the same shall be dealt with in such a manner as the Government may determine.

**31. Terms and Conditions of Service of the staff:**

Till the Governing Council frames Conduct Rules and Disciplinary Rules for their applicability on its Doctors & staffs, CCS Conduct Rules & CCS (CCA) Rules will be applicable.

**Professional Development:** The Institute will encourage participation of faculty staff in recognized professional fora, symposia and conferences within the country and abroad. The Rules in this regard shall be framed by the Governing Council. In this regard, the faculty & staff would be entitled to benefits on the pattern in pre-eminent institutions.

**Consultancy Practices:** The Governing Council may lay down guidelines from time to time for the acceptance of consultancy, sponsored research and assignment by the staff of the Institute.

**Sharing of Royalties, Consultancies earnings, etc.:**

- i. The Institute shall encourage an atmosphere promoting active interest of the staff towards research, inventions, patents and publications etc. beyond their normal duties. The Governing Council, with approval of the Government, may formulate a

policy, as might be existing in other similar institutions, for sharing of royalties, consultancy, earnings etc. received for any such work.

- ii. The Institute staff may, if invited to do so, accept professional assignments subject to the approval of the Director, under such policy guidelines as may be framed by the Governing Council.
- iii. Training: Members of the staff may be deputed for the training for the work of the institute at the discretion of the Director under such policy guidelines as may be framed for the purpose by the Academic Council.
- iv. Publication in scientific literature, resulting from the work carried out in the Institute by the scientists/staff of the Institute, shall be made with clearance by the Director, under policy guidelines framed by the Academic Council.

**32. Execution of Contracts:**

All contracts relating to the management and administration of the Institute shall be expressed as made by the Institute and shall be executed by the Director.

**33. Suit and proceedings by or against the Institute/RTI:**

(i) The Member Secretary or his nominee shall be considered to be the appropriate authority of the Institute to initiate or defend any legal proceeding in the name of the Institute.

(ii) The Society may be used in the name of the Director or any officer bearer authorized by the Governing Council in this behalf.

(iii) No suit or proceedings shall abet by reason of any vacancy or change in the holder of the office.

(iv) Every decree or order against the Society in any suit or proceeding shall be executable against the property of the Society and not against the person or of the property of the Member of the Governing Council or Society or any office bearer.

(v) Nothing herein shall exempt the Chairman or Member of the Governing Council, Member of the Society from any criminal liability under the Act or entitle him to claim any contribution from the property of the Society in respect of any fine paid by him on conviction by a criminal court.

(vi) Every Member of the Society may be sued or prosecuted by the Society for any loss or damage caused to the Society or its property for anything done by him in a manner detrimental to the interest of the Society.

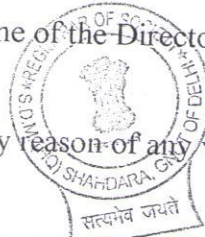
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(vii) Provisions of the Right to Information Act will be applicable to the society /institute.

**34. Applicability Clause:**

All the provisions of the Societies Registration Act, 1860 shall apply to the Society.

The Society undertakes to abide itself and adhere to the Societies Registration Act, 1860.

**35. Facilities of the Institute:**

The facilities of the Institute shall be available round the clock. The working hours for all the staff shall be decided according to the needs, and may be any time of the day or night.

**36. Alteration or extension of the objectives of the society:**

Whenever it shall appear to the Governing Council of the Society, that it is advisable to alter, extend, or abridge the purpose for which the Society has been established or for other purposes within the meaning of the Society Registration Act, or to amalgamate the Society either wholly or partially with any other society in a written or printed report, may convene a special meeting for the consideration thereof according to the regulations of the Society; but no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society ten days prior to the special meeting convened by the Governing Council for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy, and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the Governing Council at an interval of one month after the former meeting.

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**37.** Notwithstanding any provision to the contrary, Govt. shall retain the right to issue directions on policy and financial matters where necessary, in the public interest.

**38. Dissolution:**

Dissolution, if necessary, shall be done in accordance with section 13 & 14 of the Societies Registration Act, 1860 (21 to 1860).

**39. Essential Certificate:**

Certified that this is the correct version of the rules and regulations of the society.