

**RAJIV GANDHI SUPER SPECIALTY HOSPITAL SOCIETY**  
**RAJIV GANDHI SUPER SPECIALTY HOSPITAL**  
**TAHIRPUR, DELHI-110093**

F.No. 10/102/RGSSH/2018/1500-1506

Dated- 16<sup>th</sup> April 2018

**FINANCE COMMITTEE**  
**Minutes of Meeting**

The Finance committee meeting was held on 02.04.2018 at 4.00 p.m. and was deferred after discussion of few agendas and meeting was rescheduled on 03.04.2018 (Tuesday) at 11 a.m. in the conference hall under the Chairmanship of Sh S N Sahai, Pr. Secretary (Finance), GNCTD in the presence of following members:

Sh. S N Sahai	Chairman	Pr. Secretary (Finance), GNCTD
Sh Raajiv Yaduvanshi	Member	Pr. Secretary (H&FW), GNCTD
Dr. B.L. Sherwal	Member	Director, RGSSH
Dr Praveen Singh	Member	AP (Cardiology), RGSSH
Dr. Chhavi Gupta	Member	Blood Bank Officer/ DMS I/c, RGSSH
Sh. Bhaskar Gautam	Member Secretary	Accounts Officer, RGSSH
Dr. Akashdeep Kumar		MOI/C, RGSSH

Dr. B.L. Sherwal, Director, RGSSH welcomed the members present in the Finance Committee meeting and introduced the administrative officials of RGSSH. He requested Dr. Chhavi Gupta, Blood Bank Officer/ DMS I/c, RGSSH, to present the agenda in front of the chair. Dr Chhavi Gupta apprised the Members about the action taken of the last Finance Committee meeting as follows:

**Agenda 1- Annexure 1a (Previous Finance Committee Minutes of Meeting)**

**Action taken on Agenda no. 2**

As per the decision of FC/GC user charges were implemented w.e.f. 01.04.2016. However, user charges were modified as per direction from GNCTD vide order no. F No.e-7224/RGSSH/JS3HFW/ 1519-1531 dated 06-07-2016.

Discussed in Agenda 5 of Current Finance Committee Meeting.

**Action taken on Agenda no. 03**

The required action has been initiated in this direction, FC will be informed once it is finalized.

**Action taken on Agenda no. 07**

The fixed assets have been physically verified by the management during the year and no material discrepancies were noticed on such verification.

The depreciation on fixed assets has been provided in the Financial Accounts of 2015-16

- As prior period expenses for 2014-15 Rs.4,90,23,239/-
- As current period expenses for 2015-16 Rs.10,98,84,364/-
- For the year 206-17 Rs.12,04,37,427/-

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**Action taken on Agenda no. 08**

Equipment's of estimated cost of 68 Cr. (approx.) were approved in the last FC meeting. Major Equipment's like CT scan, monitors have been procured and procurement of other equipment's is under process.

**Action taken on Agenda no-09**

The Account officer informed that M/s RSRV and associates (Chartered accountant) has already been instructed to initiate necessary action to get refund of Rs.1,78,40,259/- (One crore seventy-eight lakhs forty thousand two hundred fifty nine only) from Income Tax Dept. on account of TDS deducted by banks on interest earned on FDR's made by Hospital.

F.Y. 2014-15 – Rs. 62,51,551/-

F.Y. 2015-16 – Rs. 71,41,126/-

F.Y. 2016-17 – Rs. 44,47,582/-

*The FC noted & directed that amount be recovered within six months otherwise recovery will be done from the concerned account official/s.*

**Action taken on Agenda no-10**

The procurement of ALS Ambulance is in progress.

Dr Chhavi placed the agendas of the current FC for consideration. The Chairman, Finance Committee desired to know why no FC meeting took place in last two years. Director, RGSSH assured to find out exact reasons and get back.

**Agenda 2: Approval for implementation of 7th CPC for hospital employees**

A. In hospital regular, contractual and tenure-based employees which include Senior Residents, Junior Residents, Blood Bank officer, Medical officers, Faculty members and other contractual staff are working. Dr Chhavi informed that the benefit of 7<sup>th</sup> CPC has not been given to them till now.

The Finance Committee raised concern about why 7<sup>th</sup> CPC has not been implemented so far, Director RGSSH informed that as per MOA, approval of the Finance Committee is required to consider revisions of pay scales, allowances and other terms and service conditions of staff having financial implications and make recommendation to the Governing Council.

The Accounts Officer, RGSSH, informed that the total financial implications for the sanctioned staff will be Rs.4.5 to 5 Cr approx. which will include the arrears w.e.f 01.01.2016.

**Decision:** Implementation of 7th CPC for all hospital employees w.e.f 01.01.2016 and allowances w.e.f 01.07.2017 approved by FC.

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**B. Approval for Implementation of 7th CPC for Faculty Members on contract.**

Director informed that as per Govt. order faculty members, if on contract are being paid consolidated pay as Entry level of AIIMS faculty. Director, RGSSH informed the members that faculty at RGSSH has been taken on the basis of order received from Govt. of NCT Delhi F.No.03(137)/JSSH/Estt./2012/1982-92 dated 16-07-2014. Chairman, Finance Committee instructed that since it is a policy matter and involves other two institutions namely CNBC & JSSH, the file for approval of Hon'ble LG has to be put up by Health & Family Welfare department.

**Decision:** Policy decision – Approval has to be taken from competent authority through Health & Family Welfare Dept., GNCTD

**Agenda 3: Continuation of 43+10 previously approved posts before formation of Society**

**A. 43 posts were sanctioned on 26-08-2003 up to 28-02-2004 under plan scheme**

Against 43 posts above, 3 employees (1 Pharmacist, 1 ECG Technician & 1 Lab Assistant had been given extension by Govt from Feb 2004 to Feb 2016. Further extension was granted by the hospital from Feb 2016 to Feb 2018

**B. 10 posts were sanctioned on 22-02-2013 initially for a period of 1 year on temporary basis under plan scheme.**

Finance Committee showed its concern as to why approval for continuation of these posts was not taken since a long time and salaries were disbursed to the employee working against these posts without approval of Finance Department. Such irregularities need to be dealt seriously. Finance Committee in principal gave the ex-post facto approval for both A and B and recommended that file to be submitted to Finance Department for approval of continuation of posts. It was further observed that whom to appoint or grant extension is not in the purview of FD and the Director / GC may take a decision on this.

**Decision-** Ex post facto approval in principal for continuation of 53 post has been recommended. Meanwhile file has to be submitted for concurrence of Finance department, GNCTD through H&FW department, GNCTD for ex-post facto posts continuation of both 43+10 posts.

**Agenda 4: Creation/Re-designation/Redistribution of Posts**

**Agenda 4A: Creation of New Posts**

**Agenda 4B: Re-designation/Redistribution of posts**

- I. Faculty Posts
- II. Nursing Post

Finance Committee noted that the agenda lacks any reference to approved norms and deferred the agenda, however it was recommended that matter to be put up to Governing Council with respective norms.

**Decision-**

1. For teaching faculty posts MCI Norms to be followed. For other posts standard applicable norms to be followed. FC recommended matter to be discussed in Governing Council meeting with norms.
2. No. of Group D posts to be put up in GC
3. SIU norms for Sanitation and for Security personnel's norms from other Delhi government hospitals to be taken as per AR recommendation.

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**Agenda 5: Approval / consideration for waiving off user charges**

Dr Chhavi informed the members that the mandate of RGSSH is to be self-sustainable. In view of this, previous Finance Committee recommended to implement user charges as per CGHS rate. However, on the basis of order received from Health and Family Welfare Department, Govt of NCT of Delhi; dated: 06.07.2016, some changes in user charges were made. Finance Committee asked whether this order was issued with concurrence of Finance Department or not and if this order was issued without concurrence of Finance Department then it will be considered null & void since it is in violation of Transaction of Business Rules.

**Decision- Finance Committee did not agree for waive off user charges.**

**Agenda 6: Approval of sanction up to 8% annual increment to Faculty Members**

Director, RGSSH, informed the members that Faculty were recruited on the consolidated pay vide F.No.03(137)/JSSH/Estt./2012/1982-92 dated 16-07-2014. In the said letter it is mentioned that an increment up to maximum of 8% may be given to faculty member annually.

Finance Committee questioned whether on same pay Faculty has been recruited in any other autonomous/society institute and increment has been given to faculty. Joint Secretary, Finance explained that above order was issued for CNBC, JSSH, RGSSH & an increment of 3.5% (for Assistant Professor & Associate Professor) and 4 % (for Professor) has been approved for CNBC.

**Decision- FC approved increments annually to the faculty members currently working in RGSSH, on the same pattern as already allowed in CNBC.**

**Agenda 7: Financial aspect of major projects & equipment's for FY 2018-19**

Dr Chhavi presented the financial aspect of major projects/equipments for FY 2018-19 accounting to Rs. 58.38 Cr approx. Members of the Finance Committee were of the opinion that major projects & equipment's to be vetted by 3 member committee having senior faculty members of different Delhi Government Hospital. After that proposal for procurement/work to be put up in subsequent Finance Committee meeting.

**Decision- It was decided that a committee needs to be constituted similar to the one in Janakpuri Super Speciality Hospital to vet the requirement & financial aspects of equipments and the proposal after vetting by the committee needs to be put up in next FC.**

**Agenda 8: Ex-post facto approval for payment of hospital dues from the interest earned on FDs**

**Decision-** Finance Committee directed for book adjustment as GIA has already been released.

**Agenda 9: Approval for operationalization of 16 single bedded private Rooms in FY 2018-19**

Proposal is to start 16 single bedded special rooms available in 5th block of the building. Beds and equipment need to be procured. Recruitment of manpower is under process. Provision for fixing of the charges for these rooms shall be envisaged.

**Decision-** *It was decided to operationalize 16 single beds on CGHS rates but to ensure cleanliness and maintenance as in the private hospitals.*

**Agenda 10: Ratification of RE 2016-17 and Budget Estimate 2017-2018**

**Decision-** *It was decided that ex post facto approval not to be taken for BE / RE but get actuals approved for 2016-17 & 2017-18. BE/ RE not required for the previous financial years. A table containing BE, RE and Actuals for 2016-17 & 2017-18 to be put up for approval.*

**Agenda 11: Budget Estimate 2018-2019**

Performance data of the hospital to be put on record in next meeting. The Chairman enquired regarding the Scope of work of the project and instructed that PWD to submit the details in this regard as the project has costed Rs 153 Cr. (approx.)

**Decision-** *Budget Estimate for FY 2018-19 approved as follows:*

*GIA (Salaries) – 20 Cr., GIA (General) – 30 Cr., GIA (Capital) – 20 Cr.*

*Demand for RE 2018-19 to be put up after utilisation of the released funds.*

**Agenda 12, 13, 14: Consideration & Approval of the expenditure done by the Hospital**

The chairman showed the concern for rise in electricity charges/ consumables charges/ salary of employees in RGSSH.

It was noted by FC that expenditure on some items like employee benefits, consumables, electricity etc. rose sharply. In this regard, the chairman of the Finance Committee directed the Accounts Officer, RGSSH to provide the actual data of the expenditure done by the hospital in the year 2015-16, 2016-17 and 2017-18.

**Decision-** *The detailed expenditure report to be submitted to Finance department through H& FW dept.*

**Agenda 15, 16, 17: Statutory Audit Report**

**Decision-** *Noting that cash management is very poor, and other glaring comments by the statutory auditors, it was decided that Audit Team to be sent for checking cash books which are not being maintained as per audit report. Special audit team for checking all accounts and send report to vigilance department. Audit observations to be rectified.*

**Agenda 18: Hiring of one staff vehicle on rent through GFR-149**

Finance Committee approved hiring of one staff vehicle on rent through GFR-149 for the officers of RGSSH to attend official meetings.

**Decision-** *In principle agreed for hiring of one staff vehicle*

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**Agenda 19: Other agendas with the permission of chair**

I. Advertisement of Faculty posts: On regular basis (with grade pay) as per MOA and/or on contract Basis (consolidated pay) as per order of GNCTD dated 16/07/2014 (Annexure 19a)

**Decision:** *Administrative matter, File to be sent to H& FW department*

II. As per Delhi Govt. order, TA/DA in respect of attending one national conference per annum has been allowed to the teaching faculty but no mention of registration fee. Reimbursement of Registration fee for one national conference/seminars per annum to be considered (Annexure 19a)

**Decision:** *Administrative matter, H& FW department to decide.*

III. Proposal to enhance remuneration of nursing staff on outsource as under

As per MOM of previous GC meeting held on 28th January 2016 staff nurses were appointed on a consolidated pay of Rs. 12000-15000 per month and NS/OT/ICU Nurse on a consolidated pay of Rs. 30000-35000 per month. It is hereby proposed that the remuneration can be revised for staff nurse up to Rs. 30000 per month and for NS/OT/ICU Nurse up to Rs. 45000 per month (Annexure 19b)

**Decision:** *Minimum of the pay scale approved with DA can be given.*

IV. Decision to be taken for the payment of salary to SR's & JR's for the strike/mass leave period of 10 days. 'Leave of kind-due' to be deducted for the same period.

**Decision:** *Decision to be taken by H&FW department for the same.*

V. Recovery of Cost of stents: Permission to claim/adjust the unrealized amount of cost of stents from GNCT Delhi with respect to patients who refused to pay charges at the time of discharge from hospital due to inability or on some other pretext

**Decision:** *Payment to be taken in advance from patients except in emergency cases. In emergency cases payment to be taken post procedure and if not paid action to be taken as per requirement on case to case basis, including lodging of FIRs where warranted.*

VI. Approval for hiring of driver for ambulance and Director's official car on outsourced basis (Annexure 19c)

**Decision:** *In principle hiring of drivers was approved, against sanctioned posts.*

VII. Approval for recruitment of various Group B & C posts through outsource/Govt agency. Since estimated expenditure to be incurred in the process of recruitment shall be approximately Rs. 80-90 Lakhs, approval to recover the cost from the candidates shall be taken.

**Decision:** *Approved in principle, however being administrative matter decision to be taken by H&FW department. May follow the pattern approved for Janakpuri Super Specialty Hospital.*

VIII. Approval for renting the auditorium ad hostel for training purpose. Charges shall be fixed as proposed

a. Hostel Room: Rs. 500 + taxes per day (exclusive of meals)

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b. Auditorium: Rs. 25000 + taxes per day (exclusive of meals)

The FC observed that charges are on higher side, however, it may be started on trial basis, otherwise charges may be decreased if required.

**Decision:** *Renting of Auditorium & Hostel rooms approved by FC.*

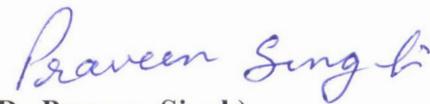
IX. Approval for hiring of legal advisor from IHBAS as approved in EC Meeting. In case of non-availability, hiring shall be done from some other government agency.

**Decision:** *Legal Advisor to be hired on similar terms like in IHBAS as approved.*

The meeting ended with thanks to the Chair.

  
(Sh Bhaskar Gautam)  
Accounts Officer, RGSSH  
Member Secretary

  
(Dr Chhavi Gupta)  
Blood Bank Officer, RGSSH  
Member

  
(Dr Praveen Singh)  
AP(Cardiology), RGSSH  
Member

  
(Dr B L Sherwal)  
Director, RGSSH  
Member

  
(Sh Raajiv Yaduvanshi)  
Pr. Secretary (H&FW), GNCTD  
Member

  
(Sh S N Sahai)  
Pr. Secretary (Finance), GNCTD  
Chairman