

Government of Punjab

Department of Health

Draft Rules for Rawalpindi Medical University and Allied Hospitals Endowment Fund

Short title, application and commencement: These rules shall be called “Rawalpindi Medical University and Allied Hospitals Endowment Fund Rules 2017”.

1. **INTRODUCTION:**

Rawalpindi Medical University and Allied Hospitals Rawalpindi Department of Health, Government of Punjab comprises of the following components

1. Rawalpindi Medical College.
2. Holy Family Hospitals.
3. Benazir Bhutto Hospital
4. District Headquarter Hospital.
5. College of Nursing HFH
6. School of Nursing, BBH and DHQ Hospital.
7. Institute of Allied Health Sciences.
8. Institute of Paramedics at BBH.

People from District Rawalpindi and it's adjoining areas, Attock, Chakwal, AJK, Gilgit and Baltistan, Khyber Pakhtunkhwa are provided healthcare facilities by the three Allied Hospitals. The Government employees and patients referred by other hospitals/clinics are also provided healthcare services. Apart from these services Family Welfare Centers/Reproductive Health Centers are also functioning in these hospitals. These hospitals also provide Post Graduate Trainings in different fields of medicine/ allied specialties, surgical/ allied specialties and Gynecology and Obstetrics.

The Allied hospitals are providing free of cost medicines and other facilities to outdoor and indoor patients within the available resources provided by the Government of Punjab. The Government alone cannot meet the requirements because of financial crunch and rapid growth in population.

Under these circumstances it has been considered imperative that donations may be collected, in kind or in cash, for improving Health care services to the deserving in RMU/ Allied Hospitals and promoting the Research activities at RMU.

2. **SHORT TITLE**

These rules shall be called

“Rawalpindi Medical University and Allied Hospitals Endowment Fund Rules 2017”.

3. **APPLICATION & EXTENSION**

These Rules shall apply for the continuous improvement of Health Delivery System at RMU and Allied Hospitals.

These will include:

- a. Provisions of either partial or full free treatment or diagnostic facilities to the deserving patients whose status will be determined by a “means test” as per criteria laid down by the authorized body.
- b. Provision of new machinery, plant and equipments and their maintenance.
- c. Alterations, modifications, extension of Hospitals or RMU buildings without prejudice to the existing architecture and environment.
- d. Fostering and furthering Medical Education and research including the expansion in Medical, Surgical, Allied Health and Nursing Disciplines.

These Rules shall come into force with immediate effect.

4. **DEFINITIONS.**

- i. “COMMITTEE” means the Executive Committee constituted as per **Rule 8** (ii) of these Rules.
- ii. “DONATIONS” means the funds received in cash/cheque or any other financial instrument and in kind assistance.
- iii) “INVESTMENT” means deposits in government savings schemes etc. but strictly in accordance with the financial rules and instructions of Government of Punjab on the recommendation of the Executive committee.
- iv) “PROFIT” means money earned through the investment.
- v) “INCOME” means grants and donations received from Federal, Provincial and District Governments apart from the Grants and donations received

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from the donors / development partners / NGO's / Families / Individuals and Profit from Investment.

- vi) "RMU Endowment Fund" means "Rawalpindi Medical University and Allied Hospitals Endowment Fund 2017".
- vii) Donor means a person, head/representative of an institution / organization granting donation in cash or in kind to RMU Endowment Fund.

5. **OBJECTIVES**

- i. Improving Health care by providing free of cost (fully or partially) medicines and other facilities to deserving patients and providing lab facilities free of cost or at subsidized rates.
- ii. Improving existing Treatment, Teaching and Training facilities. in all the components of Rawalpindi Medical University.
- iii. Creating new Treatment, Teaching and Training facilities in all the components of Rawalpindi Medical University.
- iv. Funding for the research activities to promote evidence based medicine.
- v. Investment of fund as decided from time to time by the Executive Committee of RMU Endowment Fund.
- vi. For any other purpose to be decided by the Executive Committee with recorded reasons/justifications.
- vii. Original Research after sanction by a duly constituted scientific and ethical committee.
- viii. Drug trials after sanction by a duly constituted scientific and ethical committee.
- ix. Appointment of research scholars for a period limited to the particular research.

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- x. Advance training of medical and nursing staff both at home and abroad (under bond), after due process of selection. Periodic reports from the candidates during their trainings will be mandatory.
- xi. Supporting visits home and abroad of staff to read research papers at appropriate for and getting a full written report of the staff member/s concerned.

6. **CONDITIONS FOR MEMBERSHIP OF DONORS AND SOURCES OF FUND**

- i. Any Pakistani or Foreign national (individual or institution) can make contribution to the RMU Endowment Fund by depositing the amount directly into the specified bank account(s) or by providing assistance in kind.
- ii. All donations will be acknowledged in writing and all donors who contribute will be officially written to and sent copies of the Endowment activities.
- iii. Annual report of all donations and names of the contributors will be published in an official gazette to be made freely available with copies to the donors and the Health Department.

7. **SOURCES OF INCOME**

The capital and source of income for the Fund shall be generated from the following sources: -

- i. Donations by community as mentioned in **Rule 6 (i) & (ii)** of these Rules.
- ii. Grants and donations received from the Federal, Provincial, District Governments / HEC / organization/NGO's/ National or International organizations
- iii. Grants and donations received from the HEC/ donors/development partners/NGOs/families/individuals etc. (individuals or institutional)
- iv. Grants and donations received from any other institutions of the Government/ NGO's.
- v. Profit from investments.

vi. Wills bequeathed by individuals.

8. **MANAGEMENT**

Management of the RMU Endowment Fund shall be as follows: -

- i. **Central Office.** The Central Office of the RMU Endowment Fund shall be located in the New Teaching Block of Rawalpindi Medical University, Holy Family Hospital Rawalpindi or Tipu Road Campus or any other venue where the Executive committee may wish to have its temporary or permanent offices.
- ii. **Executive Committee.** A Twelve member Executive Committee comprising the following officers shall deal with the administration and management of the RMU Endowment : -

S #	Designation	Chairman /Member
1.	Vice Chancellor RMU & Allied Hospitals	Chairman
2.	Pro-Vice Chancellor RMU & Allied Hospitals	Member
3.	A Member of Syndicate to be nominated by the Syndicate	Member
4.	A Dean of any Department to be nominated by the Syndicate of RMU (For a period of three years).	Member
5.	A retired Professor of the Institution.	Member
6.	One member from the RMC Alumni Association of North America.	Member
7.	One member from the RMC Alumni Association of UK	Member
8.	Five members chosen by the Syndicate, from the community at large, who are of acknowledged integrity and good repute.	Member

Note:- The following will be expected from each member of the Executive committee.

- i. That he/she will do everything in their power to enhance the reputation and good name of the institution.
- ii. That he/ she will do their utmost to motivate the donors to contribute to the fund.

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- iii. That he /she will declare 'clash of interest' either directly or indirectly and resign their membership or withdraw from a particular voting right whenever such an occasion arises.
- iv. Each member will sign an official affidavit / declaration to abide by the rules and regulation of the Executive Committee and to observe confidentiality in all matters concerning the fund.
- v. The membership number may be increased to more than 12 by a two third majority of the EC.

9. **MEETINGS OF THE EXECUTIVE COMMITTEE**

- i. The Committee shall meet on the 1st Saturday of every quarter under the Chairmanship of the Chairman Executive Committee to finalize the recommendations/cases received. The minimum quorum of the meeting will be 50% of total members with at least two members of donors.
- ii. The Chairman has the authority to call an extraordinary meeting of the Executive Committee by giving seven days notice. The quorum of the extra ordinary meeting will be 50% of total members.
- iii. No TA/DA to the members of Executive Committee members would be paid from the RMU Endowment Fund however they can claim from their respective departments/institutions.

10. **FUNCTIONS OF THE EXECUTIVE COMMITTEE.**

- i. Annual Audit report of the RMU Endowment would be discussed and approved by the Committee in July every financial year.
- ii. The committee during its quarterly meetings will examine and make allocations for the next quarter and will approve recommendations of expenditure and receipts of immediate preceding quarter.
- iii. The Committee would examine proposals to generate / explore more sources of income.

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- iv. Every proposal having financial implication of more than Rs.50, 000/- in each case/occasion to be met out of RMU Endowment Fund shall be placed before
- v. Executive Committee for its approval and if it is approved then the expenditure may be allowed with the approval of the Chairman.
- vi. All proceedings of the meetings of the Committee shall be properly recorded and maintained. At each meeting the Committee would review the progress made in respect of previous proposals and decisions etc.
- vii. The Committee shall take all necessary measures to enhance the income of the RMU Endowment Fund.

11. **CHAIRMAN**

The Chairman of BOM shall be the Chairman of the RMU and Allied Hospital Endowment Fund. He shall have the following powers: -

- i) The RMU Endowment Fund shall operate under his overall control and guidance. All financial reports will be submitted to him on monthly basis or on such dates as to be ordered by him.
- ii) All recommendations of the Committee will require final approval of the Chairman.
- iii) Decisions taken by the Chairman on the recommendations of the Committee shall be final.
- iv) He along with co-signatory Treasurer RMU/ Allied Hospitals, shall maintain an **Imprest Money Account** amounting to Rs. 200,000/-.
- v) A joint bank account of RMU Endowment Fund , in addition to imprest account, will be maintained by the Chairman, Treasurer and two other members of the Executive Committee nominated as such by the EC itself.
- vi) The Chairman has the authority to make payment of Rs.50,000/- in each case or on one occasion without the approval of Executive Committee but its expenditure admissibility will be concurred by the Executive Committee

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in its quarterly meetings however, beyond this limit prior approval of the Executive Committee is mandatory.

- vii) The Treasurer RMU/Allied Hospitals would present all bills, vouchers and payments and receipts to him through Secretary of Executive Committee. All receipts and disbursement once approved by the Executive Committee would be finally approved/ authorized by the Chairman and no disbursement from the RMU Endowment Fund will be made unless the Chairman has accorded final approval.
- viii) Chairman shall exercise all other powers and perform all other functions assigned to him under various provisions of these Rules.

12. **SECRETARY**

- i. Medical Superintendent Holy Family Hospital shall be the Secretary of the Executive Committee until a permanent Secretary is appointed for a term determined by the EC.
- ii. Secretary would arrange meetings of the committee.
- iii. He will brief the committee about the follow up of previous meetings of the committee.
- iv. He would maintain the record of the meetings and ensure implementation of the decisions of the committee.
- v. He will oversee keep all the files record and process file for sanction of expenditure before final approval is accorded by the Chairman.

13. **OFFICE**

The Endowment Fund will have its own office with access to the Board Room when required. Overtime the EC may lease or construct its own office. The EC may also recruit the following:-

- a. Secretary.
- b. Treasurer whose qualification and experience for the job will be determined by the EC.

- c. At least two Data Entry Operators.
- d. Two Office Boys.
- e. Two sanitary workers.
- f. A telephone Operator if needed later.
- g. Any other staff that EC may deem necessary with time.

14. **TREASURER RMU/ALLIED HOSPITALS**

- i. The Treasurer Rawalpindi Medical University and Allied Hospitals Rawalpindi/ co-signatory of RMU Endowment Fund shall maintain the accounts of the RMU Endowment Fund.
- ii. He shall work under the control of the Chairman.
- iii. He would maintain all records of expenditure and investments of the RMU Endowment Fund.
- iv. He would be responsible to look after the accounts of the RMU Endowment Fund for proper maintenance of all books of accounts of the RMU Endowment Fund and will prepare Financial Monitoring Reports (FMR). He will submit all such Financial Management Reports to the Chairman.
- vi. He would scrutinize/pre-audit all bills and vouchers, before the Chairman accords sanctions.

15. **MAINTAINING BOOKS OF ACCOUNTS BY THE ACCOUNTS OFFICER OF RMU ENDOWMENT :**

He would perform the following duties, in addition to any other task assigned to him by Chairman under various provisions of these Rules: -

- a. Receive all amounts in the name of the RMU Endowment Fund , give receipts and deposit these amounts in the RMU Endowment Fund Bank Accounts.
- b. To ensure proper execution of all receipts acknowledgements, contracts and other documents and ensure their safe custody.

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- c. To ensure proper account and safe custody of imprest money.
- d. To make payments against bills and vouchers immediately after due sanction by the Competent Authority.
- e. To ensure all entries in cash/account books and register on the day of money transaction.

16. **FINANCIAL MANAGEMENT**

All records will also be in a computerized for as well as in a traditional way of book keeping.

All members will be e-mailed the expense and receipt on a monthly basis.

The books of accounts and other financial statements will be prepared on double entry booking system and in accordance with Generally Accepted Accounting Principles (GAAP). The detailed financial management of the RMU Endowment Fund containing books of accounts, various forms, reporting forms and system etc will be formulated with approval of Chairman. The major areas are elaborated.

a) **BOOKS OF ACCOUNTS AND FINANCIAL MONITORING REPORTS.**

- a. Cashbook and petty cashbook.
- b. Ledgers
- c. Trial Balance
- d. Expense and Receipts Summary.
- e. Balance Sheet
- f. Bank Reconciliation Statements
- g. Other financial statements.
- h. Analysis of Receipts and Expenses

b) **INTERNAL CONTROL.**

- a. Internal Audit will be conducted by a team constituted by the Chairman (other than the finance and accounts personnel who are maintaining books of accounts or involved in processing expenditure cases)
- b. The Finance and Accounts Officer will process all expenditure files/cases.

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- c. In all meetings the financial reports will be placed before the committee for discussion.

c) **AUDIT**

- a. A selected firm of Chartered Accountants will conduct external Audit of the RMU Endowment Fund accounts. The selection of the auditor firm will be made on the recommendations of Executive Committee.
- b. The Directorate General Audit Punjab Lahore will also conduct audit of accounts.
- c. The audited accounts will be placed before the Executive Committee for discussion.
- d. The fee for the firm of Chartered Accountants for audit shall be met out of the RMU Endowment Fund accounts.

17. **OTHER FINANCIAL MANAGEMENT ISSUES**

- i. Bank Accounts titled “Rawalpindi Medical University and Allied Hospitals Endowment Fund” shall be opened in one or more scheduled banks on the recommendations of the Executive Committee after observing the rating of the bank as announced by the Finance Department.
- ii. These Accounts shall be operated under the combined signatures of the Chairman and Treasurer RMU/Allied Hospitals or co-signatory (if Treasurer is not available) to be nominated by the Chairman.
- iii. The cheque books of various bank accounts of the Fund would remain in personal custody of the Treasurer RMU/Allied Hospitals or co-Signatory (if Treasurer is not available) to be nominated by the Chairman.
- iv. All amounts received for the RMU Endowment Fund, from any source shall immediately be deposited in the bank account of the RMU Endowment Fund.

- v. All payments shall be made preferably by cheque or, when it is not possible or practicable, by cash from the imprest money signed by two designated signatories, which would be entered in the cashbook on the day of the transaction, duly supported by vouchers and receipts. Simple printed vouchers and receipts would be used for the purpose. The cash payment should not exceed Rs.5000/- however this limit can be increased or decreased by the Executive Committee.

18. **IMPREST MONEY.**

- i. An amount of Rs.200, 000/- would be placed at the disposal of Chairman to be called Imprest money account and it shall be recouped after expenditures, duly supported by documents, receipts and vouchers.
- ii. The imprest money shall be used for emergency purposes with duly recorded reasons.
- iii. The imprest money shall be used on the recommendations of the chairman however the Executive Committee shall give approval of the expenditures in its next meeting.

19. **PROCEDURE FOR PROCESSING THE CASES OF THE RMU ENDOWMENT Fund**

The following procedure shall be adopted for processing of the cases for the grant of monetary assistance and other amenities etc to be considered by the Executive Committee: -

- i. Applications shall be submitted to the Chairman.
- ii. Secretary of the Executive Committee will scrutinize all such applications and will place before the Executive Committee through Chairman in the shape of working papers for their consideration and decision.
- iii. Executive Committee shall meet to consider these cases and finalize its recommendations.
- iv. Final approval of the Chairman would be obtained