



GOVERNMENT OF KERALA

Abstract

Health & Family Welfare Department - Kerala State AIDS Control Society -
Governing Body and Executive Committee - Reconstituted - Orders issued.

HEALTH & FAMILY WELFARE (FW) DEPARTMENT

G.O.(MS)No. 27/2014/H&FWD Dated, Thiruvananthapuram, 23.01.2014.

- Read:-
1. G.O.(MS)No.300/1998/H&FWD, dated 21.10.1998.
 2. G.O.(MS)No.08/2009/H&FWD, dated 05.01.2009.
 3. G.O.(Rt)No.2850/2013/H&FWD, dated 16.08.2013.
 4. Letter No. 6079/2013/Admn III/KSACS, dated 21.10.2013
from the Project Director, Kerala State AIDS Control Society,
Thiruvananthapuram.
 5. Minutes of the 9th Governing Body meeting of Kerala State
AIDS Control Society held on 07.10.2013.

ORDER

In the circumstances reported by the Project Director, Kerala State AIDS Control Society in the letter read as 4th paper above Government are pleased to accord sanction for reconstituting Governing Body and Executive Committee of Kerala State AIDS Control Society with the following members.

GOVERNING BODY

- | | |
|---|--------------------------------|
| ✓ 1. Chief Secretary to Government | - Chairman |
| ✓ 2. Secretary to Government, Health & Family Welfare Department | - Vice Chairman |
| ✓ 3. Project Director, Kerala State AIDS Control Society | - Member Secretary |
| ✓ 4. State Mission Director, National Rural Health Mission | - Member |
| ✓ 5. Principal Secretary, Finance Department | - Member (No need for nominee) |
| ✓ 6. Principal Secretary, Social Justice Department | - Member (No need for nominee) |
| ✓ 7. Secretary, General Education Department | - Member |
| ✓ 8. Additional Project Director, Kerala State AIDS Control Society | - Member |

- ✓ 9. Director of Medical Education - Member
- ✓ 10. Director of Health Services - Member
- ✓ 11. Drugs Controller - Member
- ✓ 12. Inspector General of Police - Member (No need for nominee)

EXECUTIVE COMMITTEE

- 1. Secretary to Government, Health & Family Welfare Department - Chairman
- 2. Project Director, Kerala State AIDS Control Society - Member Secretary
- 3. State Mission Director, National Rural Health Mission - Member
- 4. Principal Secretary, Finance Department or his nominee - Member
- 5. Director of Social Justice Department - Member
- 6. Director of Health Services - Member
- 7. Director of Medical Education - Member
- 8. Additional Project Director, Kerala State AIDS Control Society - Member
- 9. GIPA Co-ordinator - Permanent Invitee

(By Order of the Governor),

Dr. K. ELLANGOVAN
Secretary to Government

To

The Director of Health Services, Thiruvananthapuram
The Director of Medical Education, Thiruvananthapuram
The Drugs Controller, Thiruvananthapuram
The Director, Social Justice Department, Thiruvananthapuram

The Project Director, Kerala State AIDS Control Society,
Thiruvananthapuram

The State Mission Director, National Rural Health Mission,
Thiruvananthapuram

The Inspector General of Police, Thiruvananthapuram

✓ The Additional Project Director, Kerala State AIDS Control Society,
Thiruvananthapuram

The Registrar of Co-operative Societies, Thiruvananthapuram

The Finance Department

The General Education Department

The Social Justice Department

The GIPA Co-ordinator, Kerala State AIDS Control Society,
Thiruvananthapuram

The Secretary to Government of India, National AIDS Control
Organization, Ministry of Health & Family Welfare, New Delhi -

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram

The Accountant General (A&E), Kerala, Thiruvananthapuram

The Stock File/Office Copy.

Forwarded/By Order,



Section Officer.

Draft Memorandum of Association of Kerala State AIDS Control Society
Thiruvananthapuram -695037

I. a) The name of the Society:

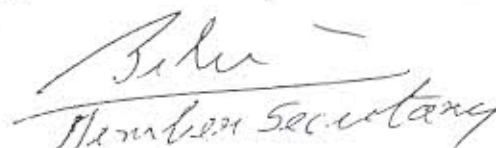
Kerala State AIDS Control Society

b) Registered Office:

The Registered office of the Society shall be situated at IPP Building, Red Cross Road, Thiruvananthapuram.37.

c) Objectives:

- i. To prevent transmission of Human Immuno Deficiency Virus (HIV) and to control its spread
- ii. To reduce the morbidity and mortality associated with HIV infection
- iii. To reduce the adverse social and economic impact resulting from HIV infection.
- iv. To co-ordinate and strengthen surveillance on Sexually Transmitted Diseases, HIV and Aquired Immuno Deficiency Syndrom (AIDS)
- v. To provide technical support in HIV/AIDS prevention and control to government and non governmental organizations.
- vi. To enhance community awareness, specifically knowledge, attitudes and practices of high risk groups.
- vii. To develop health education materials for distribution and adoption by agencies working in AIDS prevention
- viii. To start and implement targetted interventions in high risk behaviour group.
- ix. To channelise and integrate the activities of non governmental organizations in AIDS control and prevention.
- x. To promote safety of blood and blood products and encourage voluntary blood donation movements.
- xi. To provide more facilities and strengthen prevention sexually transmitted diseases and control in government and private medical institutions and also by practitioners.
- xii. To develop counselling services.
- xiii. To organise social support for management of HIV infected and AIDS patients.
- xiv. To give care for AIDS patients


Member Secretary

II. Programme and activities

The Society will carry out all activities necessary to achieve its objectives. Its activities will be largely based on the the National AIDS Control Programme. The following are the components of the National AIDS Control Programme.

1. Programme management:

Establishing an effective mechanism for intersectoral collaboration, strengthening of technical and research capabilities, enhancing programme managerial capability, efficient flow of funds and an inbuilt mechanism for monitoring and evaluation.

2. Intersectoral collaboration:

Encouraging other sectors to associate with HIV/AIDS prevention activities in view of the far reaching social and economic ramifications of HIV/AIDS. The challenges posed by HIV/AIDS have implications far beyond the health sector and the response to these challenges must therefore encompass the broadest base possible throughout the public and private sectors of society. Recognizing this fact, we seek to enlist and encourage the involvement of every possible actor large or small, in the fight against HIV/AIDS.

3. HIV/AIDS Surveillance:

Establishing and maintaining a needs-based surveillance system which provides essential information on the dynamics of the HIV epidemic and applying the inputs to further strengthen the programme's control activities and evaluate the implementation of the AIDS programme in the long run.

4. Sexually transmitted diseases:

The control and prevention of Sexually Transmitted Diseases (STDs).

5. Condom programming:

Promotion of the use of condoms in all non-procreative sex so as to minimize the risk of transmission of HIV through the sexual methods.

6. Targetted interventions:

Targetting those with high risk behaviour and thus at increased risk of contracting and transmitting HIV.

7. Blood safety programme:

Provision for safe blood and blood products to prevent the transmission of HIV through blood and its products.

8. Information, Education and Communication:

IEC is the most important strategy for combatting the rapid spread of HIV infection with an attempt to increase knowledge about HIV/AIDS and to change high risk behaviour.

Redu
Member Secretary

9. Reduction of impact:

Reduce the impact of the disease on individuals, families and communities through planning, training counsellors, setting up community based care structures and improving access to health care facilities for those afflicted.

- III. a) The apex body of the society is the Governing Body. The Governing Body shall consist of not more than 16 members from various bodies – representatives from government, medical, non governmental organizations, National AIDS Control Organisation Central Govt. Organization etc.

Pran
Member Secretary

b) The Governing body of the society shall initially consist of the following members.

- 1. Chief Secretary to Government - Chairman
M. Mohankumar
 Chief Secretary
- 2. Secretary to Government, Health & Family Welfare Department - Vice Chariman
V. VIJAYACHANDRAN
 Secretary to Govt. of Kerala
 Health & Family Welfare Dept.
 Thiruvananthapuram
 Telephone - 67582, 463475
- 3. Addl. Secretary to Government, Health & Family Welfare Department - Member
Rajeev Sadanandan
 Addl. Secretary to Govt. Health & F.W. Dept.
 Phone- 67865, Extn. 8255
- 4. Principal Secretary (Finance) - Member
VINOD RAI
 Principal Secretary (Finance)
- 5. Principal Secretary (Social Welfare) - Member
J. LALITHA M
 Principal Secretary Social Welfare Dept
 Phone: 325804 / 862
- 6. Secretary (General Education) - Member
K. JAYAKUMAR
 Secretary to Govt. General Education Dept
- 7. State AIDS Programme Officer - Member
STATE AIDS PROGRAMME OFFICER
 State AIDS Cell
 Directorate of Human Services
 Thiruvananthapuram.
- 8. Director of Medical Education - Member
Dr. B. UMADETHAN
 Director of Medical Education
 Kerala State
 Thiruvananthapuram - 695-011
- 9. Director of Health Services - Member
Dr. V. K. RAJAN
 Addl. Director of Health Services
 in-charge of Director of Health Services
- 10. Drugs Controller of Kerala - Member
S.S. VENKATAKRISHNAN
 DRUGS CONTROLLER
 KERALA
 THIRUVANANTHAPURAM-695 037
- 11. Inspector General of Police (Law & order) - Member
R.K. MEDHEKAR
 INSPECTOR GENERAL OF POLICE
 SOUTH ZONE
 TRIVANDRUM
- 12. Project Director - Member Secretary
Dr. Behravar A.
 State AIDS Programme Officer

c) The control of administration and management of the affairs of the Society shall vest within the Governing Body in accordance with the rules and regulations of the society.

Member Secretary

The Executive Committee

IV. There will be an Executive Committee of not more than 12 members for carrying out the functions of the Society. It shall initially consist of

1. Secretary to Government, Health & Family Welfare Department – Chairman

[Signature]
~~VIJAYABHARAN~~
Secretary to Government,
Health & Family Welfare
Department,
Thiruvananthapuram
Telephone Office - 67500

2. Principal Secretary (Finance) or his nominee

- Member
[Signature]
VINOD RAI
Principal Secretary
(Finance)

3. Addl. Secretary to Government, Health Family Welfare –

- Member
[Signature]
Rajeev Sadarandan
Addl. Secretary to Govt.
Health & F.W. Dept.
Phone- 67865, Extn. 8255

4. Director of Social Welfare

- Member
[Signature]
ISHITA K. S. S
Director of Social Welfare
Thiruvananthapuram
Vikas 33
Tilvandum-33

5. Director of Health Services

- Member
[Signature]
DR. V. K. RAJAN
Addl. Director of Health Services
in-charge of
Director of Health Services

6. Director of Medical Education

- Member
[Signature]
Director of Medical Education
Thiruvananthapuram
Phone - 695 017

7. State AIDS Programme Officer

- Member
[Signature]
STATE AIDS PROGRAMME OFFICER
State AIDS Cell
Directorate of Health Services
Thiruvananthapuram
- Member Secretary

8. Project Director

[Signature]
Dr. Belinda A.
State AIDS Programme Officer
State AIDS Cell
Thiruvananthapuram

Note : In both Governing Body and the Executive Committee including the members may be represented by their nominees.

V. We the undersigned are desirous of forming a Society viz. Kerala State AIDS Control Society Thiruvananthapuram – 37 under the Travancore Cochin Literary Scientific & Charitable Societies Registration Act. 1955.

The Serial Number, name addresses, occupation and signature of the Executive Committee Members and name and signature of two witnesses are to be included.

[Signature]
Member Secretary

Reg. No.:

1970... തിരുവിതാംകൂർ-കൊച്ചി

സംസ്ഥാന സാഹിത്യ അക്കാദമിയിൽ രജിസ്റ്റർ ചെയ്ത കെരള സ്റ്റേറ്റ് AIDS

കെരള സ്റ്റേറ്റ് AIDS സൊസൈറ്റി, കെരള സ്റ്റേറ്റ് AIDS

ഇന്നത്തെ തിരുവിതാംകൂർ സെക്ഷൻ ഓഫീസ്

ഇതിന്റെ സാക്ഷ്യം വഹിക്കുന്നു.

തിരുവിതാംകൂർ സെക്ഷൻ ഓഫീസ്

കെരള സ്റ്റേറ്റ് AIDS

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Conduct

Society

TRM

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RULES AND REGULATIONS

- | | |
|-------------------------|--|
| 1. Name of the Society | : Kerala State AIDS Control Society, Thiruvananthapuram |
| 2. Address | : IPP Buildings, Red Cross Road,
Thiruvananthapuram – 37. |
| 3. Date of starting | : Actual date of registration |
| 4. Area of the Society | : Whole of Kerala State |
| 5. Office working hours | : 10 AM to 5 PM |

Rules of the Kerala State AIDS Society

1. Short title

These rules may be called the rules of Kerala State AIDS Control Society

Date of commencement of the Society :

II. Definition

In these rules and Memorandum of Association unless the subject or context otherwise requires :-

- 1 Act means "The Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955"
- 2 Governing Body means "the Governing Body of the Society"
3. Executive Committee means "the Executive Committee of the Society"
4. Government means "Government of State of Kerala "
5. Society means "Kerala State AIDS Control Society"

III. AUTHORISATION OF THE SOCIETY:

The authorities of the society shall be

- a. The Governing Body
- b. The Executive Committee
- c. Such other authorities as may be constituted by the Governing Body

B. K. S.
Member Secretary

IV. RIGHTS, POWERS AND DUTIES OF THE GOVERNING BODY

- 1 All properties movable, immovable or of any other kind shall vest in the Governing Body
- 2 The business and affairs of the Society shall be carried on and managed by the Governing Body
- 3 The Governing Body shall have all such powers and shall perform all such functions as are necessary or proper for the achievement of and furtherance of the objectives of the Society
- 4 Without prejudice to the generality of the foregoing provisions the Governing Body shall have the following powers and rights : -
 - 4.1 To acquire by gift purchase, exchange, lease or otherwise land, buildings or other immovable properties together with all rights pertaining thereto
 - 4.2 To prepare and execute detailed plans and proposals for the establishment and development of the society and for carrying on its administration and management.
 - 4.3 To receive grants in aid, accept other grant of money, gifts, donations and contributions in kind or cash, securities, fees, negotiable instruments, other forms of assistance from other sources such as World Bank, UNICEF, WHO, Central and State Government, National AIDS Control Organization, other national and international agencies and other local bodies and enter into any agreement or arrangements for receiving such assistance.
 - 4.4 To improve and recover fees and charges for the services rendered by the Society, to raise funds, as deemed fit and necessary for the purpose and objectives of the society.
 - 4.5 To approve and adopt and prepare annual reports, financial statements of accounts, financial estimate of the body, budget allotment and financial requirement of the society.
 - 4.6 To enter into agreement for and on behalf of the society
 - 4.7 To sue and to be sued and defend all legal proceedings on behalf of the Society.
 - 4.8 To make sign and execute all such documents and instruments as may be necessary for carrying on the management of the society or affairs of the society.
 - 4.9 To perform all such acts and do all such things as may be necessary for the proper management of the properties and affairs of the Society .
 - 4.10 To appoint auditors of the Society
 - 4.11 To make regulations for the management of the affairs of the society when required.
 - 4.12 The Governing Body may delegate its specific rights, powers and duties and assign such functions and responsibilities as are considered necessary to the Executive Committee and Chairman or to the Member Secretary of the Society.

Member Secretary

V. Meeting of the Governing Body:-

Subject to the provisions of the Act the Governing Body shall meet atleast twice in a year.

VI. Special meetings

The Chairman or Vice Chairman of the Society may convene special meetings of the Governing Body to consider any matter of special importance or urgency or on the written requisition of not less than 5 members of the Governing Body specifying the purpose for which the meeting is proposed to be called.

VII. Notice of the meetings:-

Every meeting of the Governing body shall be convened by notice issued under the hand of the Secretary or any other officer of the society so authorised on this behalf. Every notice calling for the meeting of the Governing Body shall be issued to every member not less than 10 days before the day fixed for the meeting except in the case of special meetings where notice shall be issued 5 days before the day fixed for the meeting.

VIII. Quorum:-

One third of the membership shall constitute the quorum for any meeting of the Governing Body provided that if meeting is once adjourned for want of quorum a subsequent meeting called on the basis of the same agenda shall not be required for a quorum.

IX. Presiding Officer:-

The Chairman or in his absence the Vice Chairman of the Society shall ordinarily preside at all the meetings of the Governing Body. In the absence of the Chairman and Vice Chairman, the members present shall choose one member from among themselves to preside over the meeting.

X. Voting: -

In case of difference of opinion among the members on any matter under discussion in a meeting the opinion of the majority present shall prevail. The voting will be by show of hands unless the meeting decide to take a secret ballot.

P. L. S.
Member Secretary

XI. POWERS, RIGHTS AND DUTIES OF THE EXECUTIVE COMMITTEE

Subject to the provisions of these rules and regulations the above committee shall have the following powers and functions.

1 The Executive Committee shall be responsible to the Governing Body for the efficient running of the affairs of the Society.

2 To hire any consultant on consolidated salary upto Rs.10000 (Rupees Ten thousand only) per month on such terms and conditions as is deemed necessary for carrying out management and affairs of the society. Hiring consultants with emoluments more than Rs 10000 per month will rest with the Governing Body.

3 To propose Bye-laws including amendments to existing bye-laws for consideration and adoption by the Governing Body.

4 To approve all the annual reports prepared by the Member Secretary and to be placed before the Governing Body for its adoption

5 Special financial powers :-

a) To sanction expenditure upto Rs.5 lakhs only for a single work.

amended /
b) To sanction job consultancy services on remuneration basis of not more than 1 lakh.

6 Decisions on financial expenditure will be taken by the Executive Committee only if the Principal Secretary (Finance), Govt. of Kerala or his nominee attends the meeting and has an opportunity to express his views on the proposal. Any proposal of financial expenditure beyond the above limit shall be placed before the Governing Body. In the event of an urgent need, a decision can be taken by circulation with the consent of the Chairman.

7 Executive Committee will have a maximum of 12 members.

8 Executive Committee can delegate any of its function to its Chairman or the Member Secretary.

XII. MEETINGS OF THE EXECUTIVE COMMITTEE: -

The Executive Committee shall ordinarily meet once in 2 months or more often if necessary. Four members of the committee including the Chairman / vice Chairman shall constitute the quorum of the meeting. Approval of the Executive committee can be obtained by circulation of proposals to its members.

Baker
Member Secretary

XIII. FUNCTIONS OF THE OFFICE BEARERS:-

The functions and powers of the office bearers shall be as follows:-

1 Chairman -

1.1 The Chairman shall whenever present preside over the Governing Body meetings.

1.2. In case the votes for and against a particular issue are equal the Chairman shall have exercise his/her casting vote in addition to his normal vote.

1.3. The Chairman may direct the secretary to call a special meeting at a short notice in case of emergency.

1.4. The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by members at all governing body meetings and executive committee meetings.

XIII.2 Vice Chairman :-

2.1 The Vice-Chairman shall automatically exercise all the powers of the Chairman in the absence of the Chairman. He will preside over the Executive Committee.

XIII.3. Member Secretary:-

3.1 The Member Secretary shall be responsible for the day to day management of the affairs of the Society subject to the terms and conditions of the Executive Committee. He shall be the Chief Executive of the Society.

3.2 He shall be responsible for the management of staff of the society. He shall exercise control and discipline over the employees of the Society (Both full time and part-time)

3.3. The member secretary shall be authorised to appoint persons to the posts of Pay Rs.2000-3500 and below thereof. The terms and conditions of these posts shall be sanctioned by the Executive Committee.

3.4 To purchase articles and materials including Drugs and Equipments needed for the Society and for carrying out activities to further the objectives of the Society upto the value of Rs. One lakh at a time.

3.5. He shall verify all bills and countersign them before presenting them for payment. He shall maintain proper books and accounts for the funds received and expended by the Society.

3.6 He shall arrange for the audit of the accounts of the Society by the auditors appointed by the Governing Body of the Society.

3.7 He shall convene the meetings of the Governing Body, the Executive Committee, the annual General Body Meeting, the Extra-ordinary General Body meeting etc. He shall prepare the Agenda for the meetings for circulation to the concerned members. The approved minutes of the meetings shall be circulated by him.

3.8 He shall sign all Deeds and Documents on behalf of the Society according to the directions of the Governing Body or the Executive Committee.

Member Secretary

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3.9 He shall present the report of the Executive Committee and the Governing Body meetings of the Society.

3.10. He shall sue or be sued and defend the Society in all legal proceedings.

3.11. Any document or proceeding requiring authentication by the Society shall be signed and sealed by the Member Secretary.

3.12 The Member Secretary shall be responsible for the Execution of all policies adopted in different meetings.

3.13 Financial powers of the Member Secretary:-

a. To sanction expenditure or works approved by Ex. Committee .

b. The Member Secretary can incur any extra-ordinary expenditure subject to the ratification of the Executive Committee or the Governing body within 3 (three) months of such expenditure.

3.14. To do all such other lawful acts as may be necessary and be executed for the achievement of any or all the objectives of the Society.

3.15. The Member Secretary can sub-delegate his functions with the previous approval of the Executive Committee to any officer of the Society.

XIV. Funds of the Society:-

The funds of the Society will consist of the following:-

1. Grants in aid from the National AIDS Control Organisation and Government of Kerala other grant of money, securities, fees, negotiable instruments, other forms of assistance from other sources, World Bank, UNICEF and other local bodies.

2. Donations, Contributions and gifts in kind or cash.

XV. Accounts of the Society:-

1 The funds of the Society shall be deposited in one or more accounts opened with a nationalised bank. The bank account of the Society will be operated by the Member Secretary.

2 The Executive Committee may at its discretion sanction a cash balance of Rs. 10,000/- (Rupees Ten thousand only) which may be held by the Secretary to meet sundry expenses of the Society.

[Handwritten Signature]
Member Secretary

XVI. Financial Year;

The accounting year for the society will be from 1st April to 31st March. The annual income and expenditure accounts and balance sheet of the Society shall be presented at the annual general body meeting within 5(five) months of the close of the accounting year, duly audited. The auditor appointed by the Governing Body.

XVII. Keeping of Accounts:-

The Executive Committee shall arrange for the proper maintenance of accounts with respect to:

1. All sums of money received and expended by society and the matters in respect of which receipts and expenditure take place.
2. All sales and purchases of goods by the Society and
3. The assets and liabilities of the Society.

XVIII. Audit:-

An auditor shall be appointed as the auditor of the Society (at its annual Governing Body meeting and he/she shall audit the accounts of the Society for the ensuing year). The auditor of the Society shall have access to the books of the accounts and vouchers of the Society and shall be entitled to require such information and explanation as he/she may think necessary for the performance of his/her duties as auditor.

XIX. Annual List of Executive Committees:-

Once in every year, a list of the office bearer and members of the society shall be filed with the Registrar of the Society,

XX. Legal proceedings:-

The Society may sue or be sued in the name of the Member Secretary as per the provision laid down under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955.

XXI. Any amendment in the memorandum on rules will be carried out in accordance with procedure laid down under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955.

XXII. Discussion and adjustment of affairs

If the society needs to be dissolved, it shall be dissolved as per provision laid down under Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955 and the net amount remaining at the end shall be donated to a society or trust or institution with similar objectives of the Society or deposited with Government of Kerala as decided by the Governing Body.

[Handwritten signature]
Member Secretary

XXIII. Application of the Act:-

All the provisions of the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955 shall apply to this Society.

XXIV. Essential Certificate:-

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

XXV The income and funds of the society shall be solely utilised towards the objectives of the society and no portion of it shall be utilised for payment to the members of the Governing Body or Executive Committee by way of profit, interest, dividend etc., except remuneration if any allowed by the Government.

XXVI. The Society shall not carry on its activity with the intention of making profit.

XXVII. The activities of the Society shall be carried out only in India.

XXVIII. The investment of funds of the society shall be in accordance with the provisions of section 13(1) d read with section 11(5) of the Income Tax Act.

XXIX. The society is irrevocable by the promoters.

XXX. The benefits of the society are open to all irrespective of caste, religion, sex or other discriminatory factors.



CHAIRMAN
M. Mohankumar
Chief Secretary



VICE CHAIRMAN
VIJAYACHANDRAN
Secretary to Government,
Housing Department,
Sports and Recreation,
Thiruvananthapuram,
Kerala
Tele Offi - 67502. 468475



MEMBER SECRETARY