



6.3.1 EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

The institution gives importance and has effective welfare measures. The Institution recognizes all its employees as the most valuable resource and provides a caring and supportive working environment to all staff which enables them to develop and optimize their full potential. However, members of staff are expected to contribute and participate effectively in achieving college mission and vision. This following table highlights on the benefits provided to the teaching and non- teaching staff of our Institution.

| | |
|-----------------------|---|
| Teaching Staff | 1. 12 days paid Medical Leave |
| | 2. 6 months maternity leave |
| | 3. Casual leaves in a year |
| | 4. Annual Leaves in a year |
| | 5. Study leave – for faculties preparing for PhD |
| | 6. Duty leave is provided to attend conferences / workshops / Faculty Development Programmes and training programmes every year |
| | 7. Effective strategies to mobilize funds to support the staff and encourages them to do Minor / Major research projects. |
| | 8. Privilege Card for medical treatments at subsidized rate |
| | 9. Pushpagiri Medical Society Staff Welfare Credit Co-operative Society Ltd |
| | 10. Pushpagiri Medical Society Loan Schemes & M.M.B.F & Deposits |
| | 11. Doctors consultation fee free |
| | 12. Celebrations of festivals in college campus |
| | 13. Honoring all doctors for dentist day |
| | 14. Wishing faculty on their birthdays |

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Principal

Pushpagiri College of Dental Sciences



| | |
|---------------------------|---|
| Non-Teaching Staff | 1. 12 days paid Medical Leave |
| | 2. 6 months maternity leave |
| | 3. Casual leaves in a year |
| | 4. Annual Leaves in a year |
| | 5. Privilege Card for medical treatments at subsidized rate |
| | 6. Employee's State Insurance |
| | 7. Provident Fund |
| | 8. Rs 50,000/- for construction of house |
| | 9. Developmental programmes for non-teaching staffs |
| | 10. Celebration of staff birthdays and tours organized |
| | 11. Pushpagiri Medical Society Staff Welfare Credit Co-operative Society Ltd |
| | 12. Pushpagiri Medical Society Loan Schemes & M.M.B.F & Deposits |

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PUSHPAGIRI

COLLEGE OF DENTAL SCIENCES

NAAC ACCREDITED



STAFF WELFARE POLICIES

1. Minimum wages

The wages of the employees shall not be less than the minimum wages fixed by the Government of Kerala or other competent authority, from time to time.

2. Gratuity

Permanent Employees (Group A(1)) who have completed five years of continuous service shall be entitled to gratuity at the time of retirement at the rate of 15 days last drawn salary for every completed year of qualifying service or part thereof in excess of six months subject to the provisions of Payment of Gratuity Act 1972.

3. Provident Fund

All permanent employees to whom the Employees Provident Funds Act 1952 are applicable shall be covered by the Employees Provident Fund Scheme.

4. Medical Benefits

- All the employees coming under Group A (i) and whose salary is below Rs.6000/- per month will be entitled for the following medical benefits.
Medical benefit upto Rs.6000/- per year from the hospital for the employee and his/her dependents. A dependent of an employee means his/her spouse who is not employed, own children below 18 years old and parents permanently residing with the employee. If the spouse is employed the employee will not be entitled for medical benefits to the dependents. The employee should be the sole 'bread winner of the family.
- All the employees coming under Group A will be covered by a medical insurance scheme. The cost of the medical insurance shall be completely borne by the management.
- All the employees coming under Group B will be covered by a medical insurance scheme. The cost of the medical insurance shall be borne by the management and employee concerned on 50: 50 ratio.

5. Residential Accommodation:

The institution has no liability or obligation to provide any employee with the housing accommodation nor any employee has right to demand housing accommodation. In case the institution provides for such accommodation to any employee, such accommodation shall always be subject to rules and the Quarters Allotment Rules

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formed by the manager execution of an agreement to this effect. Violation of any of the provisions of the service rules and the Quarters Allotment Rules shall disentitle concerned employee from further occupation of the said quarters and the allotment orders in his favor may be cancelled at any time. This is without prejudice to the rights of the Management to take appropriate disciplinary action for violation of the service rules and the Quarters Allotment Rules.

6. Maternity Leave

- Those women employees who have put in not less than one continuous service preceding the date of her expected delivery be eligible for maternity leave with salary.
- For those women employees who have put in less than one continuous service can avail maternity leave without pay.
- The maximum period for which any woman employee entitled to maternity benefit shall be twelve weeks (84 Days) of which not more than six weeks shall precede the date of her expected delivery.
- In the case of abortion upto 12 weeks of pregnancy, maternity shall be sanctioned for 4 weeks and for miscarriage after 26 w of pregnancy, it shall be 6 weeks on condition that the employee undergoing antenatal checkup at Pushpagiri hospital du pregnancy and the request for leave is accompanied by a med certificate from the treating doctor.
- Maternity leave can be combined with eligible annual leave.

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PUSHPAGIRI

MEDICAL COLLEGE HOSPITAL

PMCH/ADM/CIR/0036/2020

23/04/2020

CIRCULAR

Dear All,

This is to inform you all that we are initiating a special treatment package for all our staffs (Confirmed and Probationary) for OP and IP treatments within our hospital. The package will be availed to 1st level family members (staff, father, mother, spouse and children) of all our staff as well. Kindly refer the letter issued from the office of CEO regarding COVID arrangements for more details.

For any queries contact PRO / HR office.

Regards,

Fr. Thomas Pariyarath
Hospital Administrator

CC : CEO

All Directors

Nursing Superintendent

General Manager HR and PR

All HODs

All Department Incharges



Dr. Aby Mathew T. MDS
Principal

Pushpagiri College of Dental Sciences

**PUSHPAGIRI MEDICAL SOCIETY
TIRUVALLA – 689 101**

**MASTER PROTOCOL FOR THE
STAFF CONCESSION SCHEME FOR MEDICAL TREATMENT
(SCSMT)**

STAFF CONCESSION SCHEME

Pushpagiri Medical Society had decided to launch a Staff Concession Scheme for Medical Treatment to its Staff and their relatives by offering concessions in the treatment charges while they take medical treatment from the inpatient wing of Pushpagiri Medical College Hospital. The scheme is launched in the name and style **STAFF CONCESSION SCHEME FOR MEDICAL TREATMENT (SCSMT)**.

DEPARTMENTS COMING UNDER STAFF CONCESSION SCHEME FOR MEDICAL TREATMENT (SCSMT)

All Departments in Pushpagiri Medical College Hospital.

ELIGIBILITY, APPLICABILITY & FUNCTIONING OF THE SCHEME

The scheme functions under three main heads Viz

For Staff

This is applicable for the Staff. A staff in any capacity which includes Confirmation, Probation and Consultant, who had completed one month of service in any of the institutions under Pushpagiri Medical Society is eligible under the category Staff.

Concessions

| | | |
|--|---|------------------|
| General Ward Bed Charges | - | 100% concession |
| Semi Private Bed Charges | - | 75% concession |
| Private Room charges | - | 50% concession |
| Deluxe & Super Deluxe Room Charges | - | 25 % concession |
| Nursing Care Charges | - | 100% concession |
| Doctors Charges | - | 100% cor.cession |
| Lab tests, diagnostic charges | - | 30% concession |
| (Changed from 15% to 30%) | | |
| Other procedures excluding Consumables – GW | - | 30% concession |
| Other procedures excluding Consumables – SEM. PVT. | - | 30% concession |
| Other procedures excluding Consumables – PVT. | - | 30% concession |
| Other procedures excluding Consumables – D & SD | - | 30% concession |



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| | | |
|---|---|----------------|
| Medicines | - | 15% concession |
| Surgicals | - | 30% concession |
| Any Consumables (Non surgical & Non medicine) | - | 10% concession |
| Implants | - | At cost |
| All ICU Charges excluding consumables | - | 40% concession |

For Immediate Family

The immediate family of a staff consists of the following members Viz.,

Wife / Husband
 Father / Mother
 Son / Daughter
 Brother/Sister

Concessions

| | | |
|--|---|-----------------|
| General Ward Bed Charges | - | 100% concession |
| Semi Private Bed Charges | - | 75% concession |
| Private Room charges | - | 50% concession |
| Deluxe & Super Deluxe Room Charges | - | 25 % concession |
| Nursing Care Charges | - | 100% concession |
| Doctors Charges | - | 50% concession |
| Lab tests, diagnostic charges | - | 30% concession |
| (Changed from 10% to 30%) | | |
| Other procedures excluding Consumables – GW | - | 30% concession |
| Other procedures excluding Consumables – SEM. PVT. | - | 30% concession |
| Other procedures excluding Consumables – PVT. | - | 30% concession |
| Other procedures excluding Consumables – D & SD | - | 30% concession |
| Medicines | - | 10% concession |
| Surgicals | - | 30% concession |
| Any Consumables (Non surgical & Non medicine) | - | 10% concession |
| Implants | - | At cost |
| All ICU Charges excluding consumables | - | 30% concession |

For First Degree Relatives

The first degree relatives of a staff consists of the following members Viz

Grand Parents, Grand Children, Father in Law, Mother in Law, Brother in Law, Sister in Law, Son in Law, Daughter in Law, Siblings' Children

(Changed from Brother/Sister)

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 Pushpagiri College of Dental Sciences




Concessions

| | | |
|--|---|-----------------|
| General Ward Bed Charges | - | 100% concession |
| Semi Private Bed Charges | - | 50% concession |
| Private Room charges | - | 30% concession |
| Deluxe & Super Deluxe Room Charges | - | 20 % concession |
| Nursing Care Charges | - | 50% concession |
| Doctors Charges | - | 50% concession |
| Lab tests, diagnostic charges | - | 20% concession |
| (Changed from 10% to 20%) | | |
| Other procedures excluding Consumables – GW | - | 20% concession |
| Other procedures excluding Consumables – SEM. PVT. | - | 20% concession |
| Other procedures excluding Consumables – PVT. | - | 20% concession |
| Other procedures excluding Consumables – D & SD | - | 20% concession |
| Medicines | - | 10% concession |
| Surgicals | - | 20% concession |
| Any Consumables (Non surgical & Non medicine) | - | 10% concession |
| Implants | - | At cost |
| All ICU Charges excluding consumables | - | 20% concession |

CHANNEL OF SCSMT

SCSMT scheme will not be applicable to those staff and their relatives if they are drawing an Insurance facility on their own personal capacity or had decided to depend upon the facilities provided by ESIC. For example if an insurance does not provide for room rent, then the concession on the room rent will be provided as stated above and vice versa also.

Those staff who are getting admitted shall take their admission through the specified counter and the Public Relation Officer assigned for that purpose. The Hospital Administrator shall approve the admission through the scheme within 24 hrs. of such admissions.


PATIENT RECORDS

The usual OP and IP patient file will be used for the patients coming under SCSMT. SCSMT file will bear a sticker indicating the scheme.

SCSMT PATIENT STATISTICS

The Central Statistics departments will be responsible for the upkeep of the data of SCSMT patients and shall submit it to the Management once in a month and whenever otherwise required.

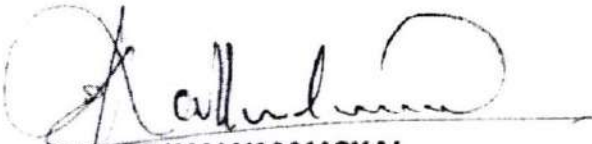




The billing department shall forward a summary of data to the Director (M&C) and the Administrator once in a month regarding the number of patients and amount of subsidy provided to SCSMT patients.

APPEAL TO THE PERSONS RESPONSIBLE

We would also like to urge all staff availing benefit of this scheme and those responsible to carry out this scheme for the smooth implementation of the **SCSMT** and that the freedom extended to each one of you should be carried out in a wise and judicious manner. The Management is taking up the challenge regarding the financial liability of the scheme. Similarly the guidelines which we are laying and the formulation of the framework are for the smooth and effective functioning and for the continuity of the scheme within the financial capacity of the Management.



FR. JOSE KALLUMALICKAL
SECRETARY & CEO
PUSHPAGIRI GROUP OF INSTITUTIONS



Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



PUSHPAGIRI

MEDICAL COLLEGE HOSPITAL

ADMISSION SLIP UNDER STAFF CONCESSION SCHEME

Name of Staff :
Address of Staff :

Staff ID No. :
Department where working :

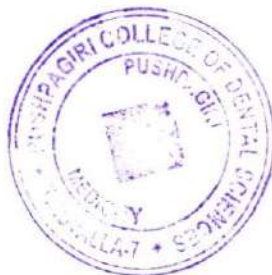
Type of Accommodation : General Ward Semi PVT PVT Room Deluxe Room
(Tick the requirement)

Name and Address of Patient :

Relationship with Staff :
(Specify the correct degree of relationship)
Date of Admission :
Department where admitted :
Signature of the Staff / Bystander:

To,
Hospital Administrator,
Pushpagiri Medical College Hospital.

Kindly process the hospital bill of Mr / Mrs. / Mast / Kum.....
under Staff Concession Scheme.



Hospital Administrator

Signature
HR Executive

*Copy of ID Card / Birth Certificate / Ration Card / Passport / Marriage Certificate / Driving License / Voter ID Card / SSLC Certificate / Aadhar card or Combination of two or more certificates may be attached
Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



PUSHPAGIRI MEDICAL COLLEGE HOSPITAL

പ്രിയപ്പെട്ട പുഷ്പഗിരി കുടുംബാംഗങ്ങളേ,

കഴിഞ്ഞ ആറു പതിറ്റാണ്ടുകളായി ആതുര സേവന രംഗത്തും മെഡിക്കൽ അനുബന്ധ പരിശീലന രംഗത്തും നമ്മുടെ ആശുപത്രി ജന ഹൃദയങ്ങളിൽ ഉന്നത സ്ഥാനം കയ്യടക്കിയിരിക്കുന്നു. മൂവായിരത്തിലധികം കുടുംബങ്ങൾ പ്രത്യക്ഷമായും ആറായിരത്തിലധികം കുടുംബങ്ങൾ പരോക്ഷമായും പുഷ്പഗിരിയുമായി ദൈനദിനം ബന്ധപ്പെടുന്നു. ഈ കോവിഡ് മഹാമാരിയുടെ പ്രതിസന്ധിയുടെ വിവിധ ഘട്ടങ്ങളിലും പുഷ്പഗിരിക്ക് പിടിച്ചു നിൽക്കുവാനും പ്രശ്നങ്ങളെ അതിജീവിച്ചു മുൻപോട്ടു പോകുവാനും പ്രിയ പുഷ്പഗിരി കുടുംബാംഗങ്ങൾ കാണിച്ച നിസ്തുലമായ സഹകരണം എടുത്തു പറയേണ്ട കാര്യമാണ്. ഇപ്പോഴത്തെ പ്രത്യേക സാഹചര്യങ്ങളിൽ നിങ്ങളും നിങ്ങളുടെ കുടുംബാംഗങ്ങളും ബന്ധുക്കളും രോഗ ചികിത്സയ്ക്ക് എറെ ബുദ്ധിമുട്ടുന്നുണ്ടെന്നു മനസ്സിലാക്കുന്നു. അങ്ങനെയുള്ള ബുദ്ധിമുട്ടുകളിൽ നിങ്ങൾ വളർത്തിയ ഈ സമാപനം നിങ്ങളുടെ കൂടെ ഉണ്ടാകുമെന്നു ഉറപ്പു നൽകുകയാണ്. അതിനാൽ പുഷ്പഗിരി കുടുംബാംഗങ്ങൾക്കും അവരുടെ ബന്ധുക്കൾക്കും വേണ്ടി നിലവിലുള്ളതിലും കൂടുതൽ ലളിതമായതും, ചെലവ് വളരെയേറെ കുറഞ്ഞതുമായ Pushpagiri Medical Society Medical Treatment Scheme (Staff & Dependents) എന്ന പദ്ധതി കൂടി ആരംഭിക്കുകയാണ്.

പുതിയ സ്കീമിന്റെ വിവരങ്ങൾ ചുവടെ ചേർക്കുന്നു.

- ഈ സ്കീമിലൂടെ ഒ.പി /ഐ.പി സേവനങ്ങളിൽ ചികിത്സ ഇളവുകൾ ലഭ്യമാകുന്നതാണ്.
- ഈ ആനുകൂല്യം സ്റ്റാഫിനും സ്റ്റാഫിന്റെ അടുത്ത ബന്ധുക്കൾക്കും (1st & 2nd degree relatives) ആണ് ലഭിക്കുക.
- ഈ സ്കീമിൽ അംഗമാകുന്നതിനു Department Head /Section Incharge ൽ നിന്ന് ലഭിക്കുന്ന ഫാറം വാങ്ങി സ്റ്റാഫിന്റെയും ഈ സ്കീമിൽ പേര് ചേർക്കാൻ അർഹതയുള്ള അടുത്ത ബന്ധുക്കളുടെയും വിവരങ്ങൾ പുരിപ്പിച്ചു നൽകേണ്ടതാണ്. അംഗങ്ങളുടെ തിരിച്ചറിയൽ രേഖയുടെ പകർപ്പുകൾ ഫാറത്തിനൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
- സ്കീമിൽ അർഹരായവർക്കുള്ള കാർഡുകൾ Department Head/Section Incharge ന്റെ പക്കൽ നിന്നും ലഭിക്കുന്നതാണ്.
- സ്റ്റാഫോ, ബന്ധുക്കളോ, (സ്കീമിന് അർഹരായവർ) ആശുപത്രിയിൽ അഡ്മിറ്റാകുമ്പോൾ നൽകിയിരിക്കുന്ന സ്കീം കാർഡ് അഡ്മിഷൻ കൗണ്ടറിൽ കാണിക്കേണ്ടതാണ്. അഡ്മിഷൻ സമയത്തു കാർഡ് കൈവരും ഇല്ലാത്തവർ സ്കീം കാർഡ് നമ്പർ വാട്സാപ്പ് മുഖേന PRO യെ അറിയിക്കേണ്ടതാണ്.

Rev. Fr. Jose Kallumalikkal
Chief Executive Officer



Dr. Aby Mathew T. MDS
Principal



LONG TERM MEDICATION DISCOUNT CARD

(To be used for purchase of minimum 30 days' need)

Name of Patient:UHID:.....

Name of Staff: Employee ID:.....

| Medicine name (to be filled up by doctor): | Discount % (to be filled up by Rev Fr. CEO) |
|--|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |

Name of Doctor : Department :.....
Signature:

| | |
|--|--|
| ORDERS of Rev. Frs. CEO/ Finance Director Seal & Signature Date of issue | |
|--|--|

A Discount percentage as above form MRP may be given by pharmacies for 1/3/6/12 months



Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



PUSHPAGIRI

MEDICAL COLLEGE HOSPITAL

PRIVILEGE CARD

1942 Date.....

To
Rev. Fr. CEO, Pushpagiri Medical Society, Tiruvalla

Dear Rev. Father,

As authorized by H.G. Thomas Mar Koorilos, the Archbishop of Tiruvalla, I am referring the following person to Pushpagiri Medical College Hospital for treatment. If admitted as Inpatient, he/she may be given concession specified overleaf as was informed by His Grace.

Sri/Smt.....
Address.....
.....
.....

Age.....Sex.....
PIN.....
Mob.No.....

Signature of Dignitary.....
Name of the recommending Dignitary

PUSHPAGIRI PRIVILEGE CARD (FROM 01.10.2019)

| Treatment | Bed Charges | Nursing Fee | Doctor's Fee | Tests | Medicines | Theatre Charges | Operation Fee | Anaesthesia | Surgical Consumables | Implants | ICU Charges | GW Non-Concessional Packages |
|--|--|-------------|--------------|----------|-----------|---|---------------|-------------|----------------------|----------|-------------|------------------------------|
| Medical (GW) | 100% free | | | 30% conc | | Not applicable: 30% concession on any other charges, if any | | | | | 50% conc | NA |
| Surgical (GW) | 100% free | | 80% conc | 50% conc | 20% conc | 40% conc | | | 40% conc | 10% conc | | 20% conc |
| Super Speciality (GW) including SS Surgery | 60% conc | | | | | 30% conc | | | | | 30% conc | |
| Note | Rs. 1000 worth tests, Rs. 1000 worth medicines and Rs.1000 worth surgical consumables will be free and concessions as above will be given in each head above that limit. In super specialities, the free limit shall be Rs. 2000/- each under tests, medicines and surgical consumables, separately. | | | | | | | | | | | |
| No Privilege Card Concessions in Plastic Surgery; Cosmetic Procedures; or in special charge portion for the use of very special equipment desired by patient in preference to traditional standard equipment option. | | | | | | | | | | | | |
| The level of concession in charges not specified above shall be decided by Fr. Administrator / Fr. CEO | | | | | | | | | | | | |



(Handwritten Signature)

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences


JUBILEE STAFF CONCESSION

| SERVICE | STAFF CONCESSION | IMMEDIATE FAMILY CONCESSION | FIRST DEGREE RELATIVE CONCESSION |
|--|------------------------------|---|--|
| | CONFIRMED EMPLOYEE OF PMS | SPOUSE, FATHER, MOTHER, CHILDREN , BROTHER & SISTER | GRAND PARENTS, GRAND CHILDREN, FATHER IN LAW, MOTHER IN LAW, BROTHER IN LAW, SISTER IN LAW, SON IN LAW, DAUGHTER IN LAW, SIBLINGS' CHILDREN |
| GW BED CHARGES | 100% | 100% | 100% |
| SEMI PVT. BED CHARGES | 75% | 75% | 50% |
| PVT. BED CHARGES | 50% | 50% | 30% |
| D & SD BED CHARGES | 25% | 25% | 20% |
| NURSING CARE CHARGES | 100% | 100% | 50% |
| DOCTOR'S CHARGES | 100% | 50% | 50% |
| LAB TESTS, DIAGNOSTIC CHARGES | 30% | 30% | 20% |
| OTHER PROCEDURES EXCLUDING CONSUMABLES GW | 30% | 30% | 20% |
| OTHER PROCEDURES EXCLUDING CONSUMABLES SEM. PVT. | 30% | 30% | 20% |
| OTHER PROCEDURES EXCLUDING CONSUMABLES PVT. | 30% | 30% | 20% |
| OTHER PROCEDURES EXCLUDING CONSUMABLES D & SD | 30% | 30% | 20% |
| MEDICINES | 15% | 10% | 10% |
| SURGICALS | 30% | 30% | 20% |
| ANY CONSUMABLE (NON SURGICAL & NON MEDICINE) | 10% | 10% | 10% |
| IMPLANTS | AT COST | AT COST | AT COST |
| ALL ICU CHARGES EXCLUDING CONSUMABLES | 40% | 30% | 20% |



Handwritten signature of Dr. Aby Mathew T.

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences

 **PUSHPAGIRI**
MEDICAL COLLEGE HOSPITAL

STAFF CONCESSION CARD



Name :

Employee ID :

Institution :

Mobile No. :



Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



PUSHPAGIRI MEDICAL COLLEGE HOSPITAL

പ്രിയപ്പെട്ട പുഷ്പഗിരി കുടുംബാംഗങ്ങളെ,

കോവിഡ് മഹാമാരിയുടെ പ്രതിസന്ധി ഘട്ടങ്ങളിൽ പുഷ്പഗിരി സ്ഥാപനങ്ങളിൽ ജോലി ചെയ്യുന്ന എല്ലാവരുടെയും ജോലി ഭദ്രതയും, സാമ്പത്തിക സുരക്ഷ ഉറപ്പാക്കുന്നതിനും വേണ്ടിയുള്ള മാനേജ്മെന്റിന്റെ പരിശ്രമങ്ങളോട് പ്രിയ പുഷ്പഗിരി കുടുംബാംഗങ്ങൾ കാണിച്ച നിസ്തുലമായ സഹകരണം നന്ദിയോടെ സ്മരിക്കുന്നതോടൊപ്പം അങ്ങനെയുള്ള ബുദ്ധിമുട്ടുകളിൽ നിങ്ങൾ വളർത്തിയ ഈ സ്ഥാപനം നിങ്ങളുടെ ആവശ്യങ്ങളിൽ കൂടെ ഉണ്ടാകുമെന്നു ഉറപ്പു നൽകുകയാണ്. മരുന്നുകളുടെ വില വർദ്ധിച്ചു വരുന്ന ഈ സാഹചര്യത്തിൽ തുടർച്ചയായി മരുന്നുകൾ കഴിക്കുന്ന പുഷ്പഗിരി കുടുംബാംഗങ്ങൾക്ക് മരുന്നുകൾക്ക് പ്രത്യേക ഇളവുകൾ നൽകുവാൻ പുതിയ പദ്ധതി ആരംഭിക്കുകയാണ്.

- പുഷ്പഗിരി ഫാർമസിയിൽ നിന്നും തുടർച്ചയായി മരുന്നുകൾ വാങ്ങുന്നവർക്ക് Long Term Medication Discount Card മുഖേന മരുന്നുകൾക്ക് പ്രത്യേക ഇളവുകൾ ലഭിക്കുന്നതായിരിക്കും. സ്റ്റീമിൽ അർഹരായവർക്കുള്ള കാർഡുകൾ Department Head/Section Incharge ന്റെ പക്കൽ നിന്നും ലഭിക്കുന്നതാണ്.

ഈ സ്കീമിൽ അംഗങ്ങളാകാൻ അർഹതയുള്ളവരുടെ ലിസ്റ്റ് ചുവടെ ചേർക്കുന്നു.

- Staff
- Father
- Mother
- Spouse
- Children
- Brother & Sister
- Father in Law
- Mother In law
- Grand children


Rev. Fr. Thomas Pariyarath
 Hospital Administrator




Dr. Aby Mathew T. MDS
 Principal

Pushpagiri College of Dental Sciences

🌐 www.pushpagiri.in ✉ care@pushpagiri.in ☎ +91 944 77647 22



PUSHPAGIRI MEDICAL COLLEGE HOSPITAL

പ്രിയപ്പെട്ട പുഷ്പഗിരി കുടുംബാംഗങ്ങളേ,

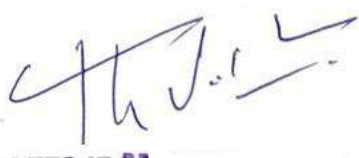
കഴിഞ്ഞ ആറു പതിറ്റാണ്ടുകളായി ആതുര സേവന രംഗത്തും മെഡിക്കൽ അനുബന്ധ പരിശീലന രംഗത്തും നമ്മുടെ ആശുപത്രി ജന ഹൃദയങ്ങളിൽ ഉന്നത സ്ഥാനം കയ്യടക്കിയിരിക്കുന്നു. മൂവായിരത്തിലധികം കുടുംബങ്ങൾ പ്രത്യക്ഷമായും ആറായിരത്തിലധികം കുടുംബങ്ങൾ പരോക്ഷമായും പുഷ്പഗിരിയുമായി ദൈനംദിന ബന്ധപ്പെടുന്നു. ഈ കോവിഡ് മഹാമാരിയുടെ പ്രതിസന്ധിയുടെ വിവിധ ഘട്ടങ്ങളിലും പുഷ്പഗിരിക്ക് പിടിച്ചു നിൽക്കുവാനും പ്രശ്നങ്ങളെ അതിജീവിച്ചു മുൻപോട്ടു പോകുവാനും പ്രിയ പുഷ്പഗിരി കുടുംബാംഗങ്ങൾ കാണിച്ച നിസ്തുലമായ സഹകരണം എടുത്തു പറയേണ്ട കാര്യമാണ്. ഇപ്പോഴത്തെ പ്രത്യേക സാഹചര്യങ്ങളിൽ നിങ്ങളും നിങ്ങളുടെ കുടുംബാംഗങ്ങളും ബന്ധുക്കളും രോഗ ചികിത്സയ്ക്ക് ഏറെ ബുദ്ധിമുട്ടുന്നുണ്ടെന്നു മനസ്സിലാക്കുന്നു. അങ്ങനെയുള്ള ബുദ്ധിമുട്ടുകളിൽ നിങ്ങൾ വളർത്തിയ ഈ സ്ഥാപനം നിങ്ങളുടെ കൂടെ ഉണ്ടാകുമെന്നു ഉറപ്പു നൽകുകയാണ്. അതിനാൽ പുഷ്പഗിരി കുടുംബാംഗങ്ങൾക്കും അവരുടെ ബന്ധുക്കൾക്കും വേണ്ടി നിലവിലുള്ളതിലും കൂടുതൽ ലളിതമായതും, ചെലവ് വളരെയേറെ കുറഞ്ഞതുമായ Pushpagiri Medical Society Medical Treatment Scheme (Staff & Dependents) എന്ന പദ്ധതി കൂടി ആരംഭിക്കുകയാണ്.

പുതിയ സ്കീമിന്റെ വിവരങ്ങൾ ചുവടെ ചേർക്കുന്നു.

- ഈ സ്കീമിലൂടെ ഒ.പി /ഐ.പി സേവനങ്ങളിൽ ചികിത്സ ഇളവുകൾ ലഭ്യമാകുന്നതാണ്.
- ഈ ആനുകൂല്യം സ്റ്റാഫിനും സ്റ്റാഫിന്റെ അടുത്ത ബന്ധുക്കൾക്കും (1st & 2nd degree relatives) ആണ് ലഭിക്കുക.
- ഈ സ്കീമിൽ അംഗമാകുന്നതിനു Department Head /Section Incharge ൽ നിന്ന് ലഭിക്കുന്ന ഫാറം വാങ്ങി സ്റ്റാഫിന്റെയും ഈ സ്കീമിൽ പേര് ചേർക്കാൻ അർഹതയുള്ള അടുത്ത ബന്ധുക്കളുടെയും വിവരങ്ങൾ പൂരിപ്പിച്ചു നൽകേണ്ടതാണ്. അംഗങ്ങളുടെ തിരിച്ചറിയൽ രേഖയുടെ പകർപ്പുകൾ ഹാജരാക്കാനും സമർപ്പിക്കേണ്ടതാണ്.
- സ്കീമിൽ അർഹരായവർക്കുള്ള കാർഡുകൾ Department Head/Section Incharge ന്റെ പക്കൽ നിന്നും ലഭിക്കുന്നതാണ്.
- സ്റ്റാഫോ, ബന്ധുക്കളോ, (സ്കീമിന് അർഹരായവർ) ആശുപത്രിയിൽ അഡ്മിറ്റാകുമ്പോൾ നൽകിയിരിക്കുന്ന സ്കീം കാർഡ് അഡ്മിഷൻ കൗണ്ടറിൽ കാണിക്കേണ്ടതാണ്. അഡ്മിഷൻ സമയത്തു കാർഡ് കൈവരും ഇല്ലാത്തവർ സ്കീം കാർഡ് നമ്പർ വാട്സാപ്പ് മുഖേന PRO യെ അറിയിക്കേണ്ടതാണ്.


Rev. Fr. Jose Kallumalikkal
Chief Executive Officer





www.pushpagiri.in care@pushpagiri.in +91 944 77647 22

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences

**PUSHPAGIRI MEDICAL SOCIETY
STAFF WELFARE CREDIT CO-OPERATIVE SOCIETY
(PMSSWCCS)**

REG. NO. PT – 323

INAUGURATION OF LOAN SCHEMES & M. M. B. F. & DEPOSITS

DATE, TIME & VENUE

20/03/2021 (20TH SATURDAY 2021) 10.00 A.M. SENATE HALL, PMCH CAMPUS

SILENT PRAYER

WELCOME :

**INTRODUCTORY REMARKS : SRI. JACOB PUNNOOSE I.P.S.
EXECUTIVE DIRECTOR,
PUSHPAGIRI GROUP OF INSTITUTIONS**

**PRESIDENTIAL ADDRESS : REV. FR. JOSE KALLUMALICKAL
PRESIDENT, PMSSWCS & CEO, PUSHPAGIRI
GROUP OF INSTITUTIONS**

**BENEDICTORY ADDRESS : H. G. DR. THOMAS MAR KOORILOS
PATRON, PUSHPAGIRI MEDICAL SOCIETY**

**INAUGURATION OF MMBF &
DISBURSAL OF LOANS : SRI. P.B NOOH I.A.S.
REGISTRAR OF CO-OPERATIVE SOCIETIES,
GOVERNMENT OF KERALA**

**ACCEPTANCE OF DEPOSIT : SRI. ASHOKAN S.
JOINT REGISTRAR (GENERAL), CO-OPERATIVE
SOCIETIES, PATHANAMTHITTA**

**FELICITATIONS : ADV. R. SANALKUMAR
PRESIDENT, CIRCLE CO-OPERATIVE UNION,
TIRUVALLA**

**: SMT. SUJATHA M. P.
ASST. REGISTRAR, CO-OPERATIVE SOCIETIES,
TIRUVALLA**

**: DR. TOMY PHILIP
PRINCIPAL, PUSHPAGIRI MEDICAL COLLEGE**

**: DR. SANTHOSH M. MATHEWS
PRINCIPAL, PUSHPAGIRI COLLEGE OF PHARMACY**

**: DR. MATHEW PULICKEN
ASSOCIATE PROFESSOR, DEPT. OF CRITICAL CARE**

**: MRS. SARIGA J. THERESA
NURSING SUPERINTENDENT, PMCH**

VOTE OF THANKS :



Handwritten signature

Dr. Aby Mathew T. MDS
Principal

Pushpagiri College of Dental Sciences

**INAUGURATION OF
PUSHPAGIRI MEDICAL SOCIETY
STAFF WELFARE CREDIT CO-OPERATIVE SOCIETY LTD
REG. NO. PT – 323**

PROGRAMME

SILENT PRAYER

WELCOME

**: FR. JOSE KALLUMALICKAL
CHIEF EXECUTIVE OFFICER, PUSHPAGIRI GROUP OF
INSTITUTIONS & PRESIDENT – PMSSWCCS**

INTRODUCTORY SPEECH

**: SRI. JACOB PUNNOOSE IPS
EXECUTIVE DIRECTOR,
PUSHPAGIRI GROUP OF INSTITUTIONS**

PRESIDENTIAL ADDRESS

**: H. G. DR. THOMAS MAR KOORILOS
PATRON, PUSHPAGIRI MEDICAL SOCIETY**

INAUGURATION

**: SRI. K. J. THOMAS
EX MEMBER KERALA LEGISLATIVE ASSEMBLY**

ACCEPTANCE OF 1ST DEPOSIT

**: SRI. R. JAYAKUMAR
MUNICIPAL CHAIRMAN, TIRUVALLA**

ACCEPTANCE OF MEMBERSHIP

**: SMT. PRAMEELA M. G.
JOINT REGISTRAR (GENERAL) CO-OPERATIVE
SOCIETIES, PATHANAMTHITTA**

FELICITATIONS

**: ADV. R. SANALKUMAR
PRESIDENT, CIRCLE CO-OPERATIVE UNION,
TIRUVALLA**

**: ADV. PRAKASH BABU
PRESIDENT, SCB, MUTHOOR**

**: SMT. SUJATHA M. P.
ASST. REGISTRAR, CO-OPERATIVE SOCIETIES,
TIRUVALLA**


**: DR. ABRAHAM VARGHESE
ADDL. MEDICAL DIRECTOR, PMCH**

VOTE OF THANKS

**: SRI. MURALEE DHARA KAIMAL K. K.
CHIEF MANAGER FINANCE & RESOURCES,
HON. SECRETARY, PMSSWCCS**



Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



**INAUGURATION OF
PUSHPAGIRI MEDICAL SOCIETY
STAFF WELFARE CREDIT CO-OPERATIVE SOCIETY LTD
REG. NO. PT – 323**

PROGRAMME

SILENT PRAYER

WELCOME

: FR. JOSE KALLUMALICKAL
CHIEF EXECUTIVE OFFICER, PUSHPAGIRI GROUP OF
INSTITUTIONS & PRESIDENT – PMSSWCCS

INTRODUCTORY SPEECH

: SRI. JACOB PUNNOOSE IPS
EXECUTIVE DIRECTOR,
PUSHPAGIRI GROUP OF INSTITUTIONS

PRESIDENTIAL ADDRESS

: H. G. DR. THOMAS MAR KOORILOS
PATRON, PUSHPAGIRI MEDICAL SOCIETY

INAUGURATION

: SRI. K. J. THOMAS
EX MEMBER KERALA LEGISLATIVE ASSEMBLY

ACCEPTANCE OF 1ST DEPOSIT : SRI. R. JAYAKUMAR
MUNICIPAL CHAIRMAN, TIRUVALLA

ACCEPTANCE OF MEMBERSHIP : SMT. PRAMEELA M. G.
JOINT REGISTRAR (GENERAL) CO-OPERATIVE
SOCIETIES, PATHANAMTHITTA

FELICITATIONS

: ADV. R. SANALKUMAR
PRESIDENT, CIRCLE CO-OPERATIVE UNION,
TIRUVALLA

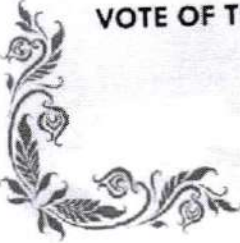
: ADV. PRAKASH BABU
PRESIDENT, SCB, MUTHOOR

: SMT. SUJATHA M. P.
ASST. REGISTRAR, CO-OPERATIVE SOCIETIES,
TIRUVALLA

: DR. ABRAHAM VARGHESE
ADDL. MEDICAL DIRECTOR, PMCH

VOTE OF THANKS

: SRI. MURALEE DHARA KAIMAL K. K.
CHIEF MANAGER FINANCE & RESOURCES,
HON. SECRETARY, PMSSWCCS





Invitation

Dear

Pushpagiri Hospital, established in 1959, celebrated its Diamond Jubilee last year. The trust of the people in the efficacy in the medical care provided by this institution has enabled it to grow from its humble beginnings to a vast network of institutions, staffed by 400 doctors, 1000 students, 800 nurses and about 1200 other service providers befitting the biggest private medical conglomerate in Central Travancore.

Pushpagiri Medical Society is now paving path to the formation of Pushpagiri Medical Society Staff Welfare Credit Co-operative Society Ltd. The Co-operative Society will set another arena for the staff of Pushpagiri Medical Society to cater to the welfare and earning of each staff and improvement of fraternity among the staff. The initiative to form a co-operative society was widely accepted by the members of Pushpagiri Medical Society and the founder members had registered the body with the Registrar of Co-operative Societies. The registration number is PT - 323.

We the President, Hon. Secretary and other founder Members of Pushpagiri Medical Society Staff Welfare Credit Co-operative Society Ltd along with the Directors, Principals, Doctors and Staff of Pushpagiri Group of Institutions have immense pleasure in inviting you to join them at 11.00 a. m. on 28th (Wednesday) October 2020 at the Senate Hall, Pushpagiri Medical College Hospital Campus for the inauguration of the Pushpagiri Medical Society Staff Welfare Credit Co-operative Society Ltd.

Sri. K. J. Thomas, Ex Member Kerala Legislative Assembly has kindly consented to inaugurate the new Co-operative Society. H. G. Most Rev. Dr. Thomas Mar Koorilos, Archbishop & Patron will deliver the Presidential Address and Sri. Jacob Punnoose IPS, Executive Director, Pushpagiri Group of Institutions will deliver the Introductory Speech. Sri. R. Jayakumar, Smt. Prameela M. G. and other dignitaries and well-wishers will also grace the occasion.

Your esteemed presence is earnestly solicited.

Warm Regards,

Fr. Jose Kallumalickal
Chief Executive Officer & Director - HR &
President - PMSSWCCS

Tiruvalla
October 23, 2020



Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences



AK 217927

കേരളം केरल KERALA

Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences

MEMORANDUM OF ASSOCIATION
of
PUSHPAGIRI STAFF WELFARE ASSOCIATION
Tiruvalla

- I. The name of the Society shall be "PUSHPAGIRI STAFF WELFARE ASSOCIATION".
- II. The Registered Office of the Society shall be at Pushpagiri Medical College Hospital Campus, Tiruvalla 689 101, Kerala or such other place as may be decided by the Governing Body of the organization from time to time.

IV. OBJECTIVES

The Objectives of the association are :-

- a. To take up activities to improve the welfare of the Staff of Pushpagiri Group of Institutions.
- b. To plan, formulate and conduct programmes for the general improvement of the welfare and well-being of the staff of Pushpagiri Group of Institutions.

Sd/-
President
President



Sd/-
Secretary
Secretary



M/12991
11-20-14

President,

- c. To conduct food fest, trade fairs, exhibitions, celebration, festival bazaars and programmes of any other type for raising fund for the welfare of the staff.
 - d. To raise fund including corpus fund for the smooth functioning of the association as well as for meeting expenses for staff welfare activities.
 - e. To conduct workshops, seminars, camps, education programmes, national and international conferences, debates and programmes of similar nature to improve the skill, knowledge, education and overall development of the staff of Pushpagiri Group of Institutions.
 - f. To associate with Service Organizations, NGO's and other similar movements to achieve the aims of the association.
 - g. Coordinate activities with Government, Local Bodies, charitable and non charitable organizations and other agencies for the improvement of the welfare of the staff.
 - h. To publish books, journals, magazines, circulars etc. for the communication among the staff.
 - i. To start communication media including websites, TV Channels, Radio Channels etc for the effective dissemination of information among the staff.
 - j. To conduct coaching classes and seminars to aspirants for higher education in any field of study including medical, dental, pharmacy, nursing, paramedical, engineering etc.
 - k. To do all such other lawful acts or deeds which are essential or conducive to the attainment of the objects of the association.
 - l. To receive donations, funds, loans from financial institutions including scheduled and commercial banks in India and abroad, individuals, organizations for the objects of the association.
- V. GOVERNING BODY. The name, address, Office and Signature of the members constituting the first Governing Body of the Association, in whom the management of the association is entrusted with, as per the Rules and Regulations of the Association are set forth here under.

Sd/-
President



Sd/-
Secretary

~~DISTRICT REGISTRAR (GENERAL)
PATHANAMTHITTA~~

[Handwritten Signature]
Dr. Aby Mathew T. MDS
Principal
Pushpagiri College of Dental Sciences

- i. To start communication media including websites, TV Channels, Radio Channels etc for the effective dissemination of information among the staff.
- j. To conduct coaching classes and seminars to aspirants for higher education in any field of study including medical, dental, pharmacy, nursing, paramedical, engineering etc.
- k. To do all such other lawful acts or deeds which are essential or conducive to the attainment of the objects of the association.

To receive donations, funds, loans from financial institutions including scheduled and commercial banks in India and abroad, individuals, organizations for the objects of the association.

IV. INTERPRETATIONS

In these *Rules and Regulations*, unless there be anything in the context repugnant or inconsistent therewith.

- a. The 'Association' shall mean 'PUSHPAGIRI STAFF WELFARE ASSOCIATION', TIRUVALLA'.
- b. The 'Governing Body' shall mean the 'Governing Body of the 'PUSHPAGIRI STAFF WELFARE ASSOCIATION', Tiruvalla'.
- c. 'General Body' shall mean the members of the 'PUSHPAGIRI STAFF WELFARE ASSOCIATION', Tiruvalla'.

VI. MEMBERSHIP

- a. The membership shall be limited to staff members of Pushpagiri Group of Institutions. The Governing Body shall have the power to accept the membership or to suspend or terminate the membership of any person, who, in its opinion, is engaged in activities detrimental to the interests of the Association, provided that such acceptance, suspension or termination of membership shall be intimated to the person concerned within SEVEN days of such acceptance or suspension or termination.
- b. The membership fee will be Rupees Hundred (Rs.100/-) or any amount fixed by the Governing Body from time to time.

VII. THE GOVERNING BODY

- a. The Governing Body shall consist of not less than five and not more than seven members including the President, the Vice president, the Secretary, the Joint Secretary and the Treasurer.
- b. The term of office of the Governing Body shall be two years.

Sd/-
President



Sd/-
Secretary

[Handwritten Signature]

Dr. Aby Mathew T. MDS

Principal

Pushpagiri College of Dental Sciences

Sd/-
Treasurer

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REGISTRAR GENERAL,
PATTANAMITTA

Rules & Regulations of the
Pushpagiri Staff Welfare Association
Tiruvalla

I. NAME

The name of the association shall be "PUSHPAGIRI STAFF WELFARE ASSOCIATION, TIRUVALLA".

II. OFFICE

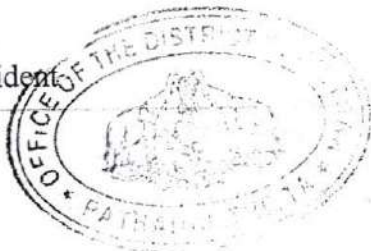
The Registered Office of the organization shall be at Pushpagiri Medical College Hospital Campus, Tiruvalla 689 101, Kerala or such other place as may be decided by the Governing Body of the organization from time to time.

II. OBJECTIVES

The Objectives of the association are :-

- a. To take up activities to improve the welfare of the Staff of Pushpagiri Group of Institutions.
- b. To plan, formulate and conduct programmes for the general improvement of the welfare and well being of the staff of Pushpagiri Group of Institutions.
- c. To conduct food fest, trade fairs, exhibitions, celebration, festival bazaars and programmes of any other type for raising fund for the welfare of the staff.
- d. To raise fund including corpus fund for the smooth functioning of the association as well as for meeting expenses for staff welfare activities.
- e. To conduct workshops, seminars, camps, education programmes, national and international conferences, debates and programmes of similar nature to improve the skill, knowledge, education and overall development of the staff of Pushpagiri Group of Institutions.
- f. To associate with Service Organizations, NGO's and other similar movements to achieve the aims of the association.
- g. Coordinate activities with Government, Local Bodies, charitable and non charitable organizations and other agencies for the improvement of the welfare of the staff.
- h. To publish books, journals, magazines, circulars etc. for the communication among the staff.

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- k. To open bank accounts including savings account, fixed deposits etc and to raise loans for the smooth functioning of the association
- l. To acquire movable and immovable properties by purchase, mortgage, lease, exchange, donations or otherwise and to hold and administer such properties and to dispose of them as and when required, in the best interest of the association.
- m. To prepare and submit or file returns, reports, accounts and other records as per statutory requirements before the Government, Registrar or other agencies or quasi-government institutions or authorities.
- n. To propose additions, deletions, amendments or alterations to these Rules and regulations and to place them before the General Body meeting for approval.
- o. To summon General Body meetings as per the Rules, to prepare the agenda of business of such meetings and the smooth and proper conduct of the meetings.

IX. THE PRESIDENT

The President shall be elected by the Governing Body from amongst the members of the Governing Body. The President shall nominate the Vice President and the Secretary in consultation with the members of the Governing Body. The term and tenure of the Vice President and the Secretary shall terminate along with the termination of the term of the President who made their nominations. The President shall preside over the meetings of the Governing Body and the General Body. The President shall represent the Association in all relations and transactions with outside agencies, individuals, Government or other institutions. The President may nominate in writing any member of the Governing Body to represent the Association in his behalf. He shall closely supervise the works of the Secretary and Treasurer and give appropriate directions, advice or guidance in accordance with the best interests of the Association and in conformity with the Rules and Regulations.

X. THE VICE PRESIDENT

All functions of the President, in his absence, shall be performed by the Vice President. In the event of death or resignation or removal of the President, the Vice President shall assume the office of the President till the election of a new President as per these Rules and Regulations and the provision in the preceding rule regarding the termination of the tenure of the Vice Presidentship shall become operative only on election of the new President and the Vice President shall summon and preside over the meeting of the Governing Body summoned for the election of the President.

XI. THE SECRETARY

The Secretary shall, subject to the directions of the President, execute the decisions of the Governing Body. He shall be in charge of all correspondence and maintenance of the registers of the Society. He shall keep accurate minutes of the meetings of the Governing

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RATHANAMTHITTA

- c. The management and control of the Association is vested with the Governing Body.
- d. The quorum of the Governing Body shall be three inclusive of the Secretary and the President.(in the absence of the President, the Vice President acting on behalf of the President)
- e. The Governing Body shall meet once in three months or as often as necessary for the proper conduct of the affairs of the Association.

VIII. POWERS OF THE GOVERNING BODY

The Governing Body shall have the entire control and management of the Association and shall have all such powers enabling it to carry out the objects of the Association.

Apart from the general powers conferred upon as per the foregoing provision, the specific powers that may be exercised by the Governing Body are:-

- a. Determine the policies of the Association in accordance with the aims and objects of the Association.
- b. Co-ordinate professional interests of the Association and those working there in with the administrative and financial interests of the Association.
- c. Provide facilities for the efficient and smooth functioning of the Association.
- d. See that high professional and ethical standards are maintained by the Association, those working in the Association and all the members of the association.
- f. Frame rules for the efficient day-to-day administration of the Association and for governing the conduct, discipline, wages and well-being of the staff employed by the Association.
- g. Provide adequate finance for the Association by securing necessary income and by enforcing necessary control over expenditure.
- h. See that proper and correct accounts regarding income and expenditure and all required registers and other records are maintained by the Association.
- i. Sell, exchange, mortgage or otherwise alienate in any manner the properties of the Association and invest or reinvest the proceeds there from in any manner or such purposes of the Association as may be proper.
- j. Approve the annual budget; give special sanction to the expenditure not covered by the items of the budget, if necessary, and to receive quarterly and annual reports and accounts from the Treasurer.

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Body and the General Body and place them before the succeeding meetings of the respective bodies. The Secretary shall be responsible for the upkeep of the files, records and registers of the Association and the prompt submission of the periodical returns to the statutory authorities concerned as per the Rules and regulations and as directed by the Governing Body from time to time.

XII. THE JOINT SECRETARY

All functions of the Secretary, in his absence, shall be performed by the Joint Secretary. In the event of death or resignation or removal of the Secretary, the Joint Secretary shall assume the office of the Secretary till the election of a new Secretary as per these Rules and Regulations and the provision in the preceding rule regarding the termination of the tenure of the Joint Secretary shall become operative only on election of the new Secretary.

XIII. THE TREASURER

The Treasurer shall subject to the direction of the President maintain all accounts and registers of income and expenditure of the Society. The Treasurer shall be responsible for the collection of income from the various activities of the association and to deposit it in banks according to the decision taken by the Governing Body and directions of the President. He shall submit before the Governing Body / General Body all statement of accounts related to the functioning of the association. The Treasurer shall get the accounts audited by a statutory auditor which is appointed by the Governing Body. Such audited statements and accounts shall be presented before the Governing Body for approval.

XII. BANK ACCOUNTS

Accounts are to be opened in the name of the Association and shall be jointly operated by the President and Treasurer.

XIV. GENERAL BODY

- a. The Governing Body shall convene the first meeting of the General Body of the Association within 18 months of the formation of the Association and thereafter once in every year and not more than 15 months after the holding of the last preceding meeting.
- b. At the annual General Body meeting so held, election of members to fill the vacancies in the Governing Body shall be made as necessitated as per these Rules and Regulations.
- c. The quorum for the General Body meeting shall be twenty five members out of the total valid membership on the roll on the date of notice of the meeting.
- d. Notice of the annual General Body meeting shall be published on the notice board of the Association atleast 14 days prior to the date of meeting.
- e. The Governing Body shall once in every year, lay before the General Body a balance sheet and the income and expenditure account. The balance sheet and the income and

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- expenditure account for the period since the formation of the Association shall be laid in the first meeting of the General Body and the balance sheet and accounts for the period since the preceding accounts shall be laid in the subsequent annual meetings.
- f. The balance sheet and the income and expenditure account shall be audited. The first balance sheet and account shall be audited by an Auditor appointed by the Governing Body.
 - g. The primary and main functions of the General Body are:-
 1. Discuss the annual report, balance sheet, income and expenditure account and the Auditor's report.
 2. Election of members of the Governing Body as per rules.

XV. AMENDMENT

Resolutions for additions, deletions, alterations or amendments to these Rules and Regulations shall be proposed by the Governing Body, passed by simple majority by the General Body and approved by the Patron of the Society. A notice period of a minimum of 10 days shall be given for convening of the General Body of the Society to place the amendments. Certified copies of such amendments along with signature of minimum three Governing Body Members affixed on it shall be communicated to the 'Registrar' within 14 days of such approval.

XVI. MISCELLANEOUS

- a. The accounting year of the Association shall be the fiscal year, of the Government beginning on 1st April and ending on 31st March.
- b. All suits, complaints, and application by or against the Association in any court or office what so ever shall be instituted or filed in the name of the Association under the signature of the President. Whenever it is found necessary and expedient, the Governing Body may authorize any member of the Governing Body other than the President to represent and sign for and on behalf of the Association.
- c. An upto-date Register of members of the Association shall be maintained by the Secretary
- d. Whenever the votes for and against a motion, resolution or other matters in the meetings of the Governing Body or the General Body are equally divided, the President shall have the right to exercise a casting vote.
- e. Resolutions for additions, deletions, alterations or amendments to these Rules and Regulations shall be proposed by the Governing Body and passed by simple majority by the General Body.

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DISTRICT REGISTRAR
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PATHANASHAH

- f. No provision in the Memorandum of Association or the Rules and Regulations of the Association shall be deleted, altered or amended without the prior consent and approval of the General Body of the Association.

XVI. DISSOLUTION

In the case of dissolution of the Association in accordance with provision of the law of the land after meeting all liabilities or otherwise, all the assets and properties of the Association shall vest with a similar society or with the Government.

We undersigned members of the Governing Body of the Pushpagiri Staff Welfare Association, Tiruvalla do hereby certify that the above is a true copy of the Rules and Regulations of the Pushpagiri Staff Welfare Association, Tiruvalla

| S.NO. | NAME & ADDRESS | DESIGNATION | SIGNATURE |
|-------|--|-------------|-----------|
| 1. | Rev. Dr. Shaji Mathews Vazhayil Secretary Pushpagiri Medical Society Tiruvalla – 689 101 | President | Sd/- |
| 2. | Johnson Paulose * Manager - HR Pushpagiri Group of Institutions Tiruvalla – 689 101. | Secretary | Sd/- |
| 2. | Vijayakumar V. Manager (Administration) Pushpagiri Medical College Hospital Tiruvalla – 689 101 | Treasurer | Sd/- |

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President



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