

GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT

No. Health.204/2019/66

Dated: Shillong, the 13th April, 2021.

NOTIFICATION FOR CONSTITUTION OF THE PROJECT EXECUTIVE
COMMITTEE FOR IMPLEMENTATION OF THE MEGHALAYA HEALTH
SYSTEMS STRENGTHENING PROJECT

The Government of Meghalaya aims to strengthen the Public Health Care System in the State with primary focus on improving institutional system and processes of health care delivery system through the Meghalaya Health Systems Strengthening Project with assistance from the World Bank. For monitoring of the Project, the Project Executive Committee is hereby constituted with the following composition:

1.	Principal Secretary, Health and Family Welfare Dept, Govt. of Meghalaya	Chairperson
2.	Commissioner & Secretary, Health and Family Welfare Dept, Govt. of Meghalaya,	Member Secretary
3.	Joint Secretary Health and Family Welfare Dept Govt. of Meghalaya (Project Director, MHSSP),	Convenor.
4.	Director of Health Service (MI)	Member
5.	Director of Health Service (MCH&FW)	Member
6.	Director of Health Service (Research)	Member
7.	Financial Adviser, Health & Family Welfare Department	Member

A. Terms of Reference:

The Project Executive committee will function under the direction of the guidance of Project Steering Committee (PSC) and shall facilitate and provide necessary authorizations on a routine basis for effective and efficient implementation of the Meghalaya Health System Strengthening Project (MHSSP).

B. Powers and Functions:

- (i) Guiding the Project Management Unit (PMU) in project planning keeping the evidence and implementation of State and Central supported health programs, with particular focus on complementary and supplementary support to the existing programs
- (ii) Approving Innovative Approaches
- (iii) Monitor the project on quarterly regular basis.
- (iv) Appoint working groups if needed for any technical discussions.
- (v) Drawing from existing human resource- Staff appointments as per delegation of power.
- (vi) Hiring of Consultants
- (vii) Providing financial approval as per the delegation of authority,

C. Proceedings:

The meetings of the Project Executive Committee shall be held at least once in every three months and at such time and place as the Chairperson shall decide. If the Chairperson receives a meeting request signed by one-third of the members of the Project Executive Committee, the Chairperson shall call such a meeting as soon as may be reasonably possible and at such place as she/he may deem fit.

At the annual meeting of the Project Executive Committee, the following business shall be considered and necessary action taken.

- (i) Income and expenditure account and the balance sheet for the past year;
- (ii) Annual report of the project including implementation of the previous annual workplan and budget, as well as results as measured by Project Indicators;
- (iii) Quarterly and Annual Budget;
- (iv) Work plan for the next year;
- (v) Appointments to any Sub-Committees;

D. Business rules

- (i) Half of the members of the Project Executive Committee shall form a quorum at every meeting of the Project Steering Committee.
- (ii) All disputed questions at the meeting of the Project Executive Committee shall be determined by votes. Each member of the Project Executive Committee shall have one vote and in case of any equality of votes, the Chairperson shall have a casting vote.
- (iii) Should any member be prevented for any reason from attending a meeting of the Project Executive Committee the Chairperson shall be at liberty to nominate a substitute to take the member's place at the meeting. Such substitute shall have all the rights and privileges of a member of the Project Executive Committee for that meeting only.
- (iv) Any member desirous of moving any resolution at a meeting of the Project Executive Committee shall give notice thereof in writing to the Convener of not less than ten clear days before the day of such meeting.
- (v) Any business which it may become necessary for the Project Executive Committee to perform except such as may be placed before its quarterly meeting may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Project Executive Committee provided that at least half of the members of the Project Executive Committee have recorded their consent of such resolution.
- (vi) A copy of the minutes of the proceedings of each meeting shall be furnished to the Project Executive Committee members within two weeks of completion of the meeting for their feedback. The members may consider sharing their feedback within two weeks to the Convener of the meeting, following which the final minutes are shared among all the members. The minutes of meetings and approval documents will be shared with the Project Steering Committee.

E. Membership:

- (i) The membership of an ex-officio member of the Project Executive Committee shall terminate when he/she ceases to hold the office by which he/she was a member and his/her successor to the office shall become such member.
- (ii) The Committee shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise the rights and privileges of a member unless he/she has signed the roll.
- (iii) All members of the Project Executive Committee shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence or are removed from the post by which s/he was holding the membership.
- (iv) Resignation of membership shall be tendered to the Project Executive Committee in-person to its Convener and shall not take effect until it has been accepted on behalf of the Chairperson.
- (v) If a member of the Committee changes his/her address he/she shall notify his/her new address to the Convener who shall thereupon enter his/her new address in the roll of members. But if a member fails to notify his/her new address the address in the roll of members shall be deemed to be his/her address.
- (vi) Any vacancy in the steering committee shall be filled by the authority entitled to make such an appointment.
- (vii) No act or proceedings of the committee shall be invalid merely because of the existence of any vacancy therein or any defect in the appointment of any of its members.
- (viii) No member of the Project Executive Committee shall be entitled to any remuneration.

(Sd/- M. N. Nampui, IAS)

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department

M.No.Health.204/2019/66-A

Dated Shillong, the 13th April, 2021.

Copy to: -

1. The P.S. to the Principal Secretary, Health & Family Welfare Department, Govt. of Meghalaya for kind information of the Principal Secretary.
2. The P.S. to the Commissioner & Secretary, Health & Family Welfare Department for kind information of the Commissioner & Secretary.
3. Joint Secretary, H&FW Department cum Project Director, MHSSP
4. Director of Health Services (MI)/(MCH&FW)/(Research), Meghalaya, Shillong.
5. Financial Adviser, Health & Family Welfare Department for information.

By Order, etc.,

(Handwritten signature)
Joint Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department

(Handwritten signature)
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