

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ



സംഗ്രഹം

ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ് - ചികിത്സയുമായി ബന്ധപ്പെട്ടുള്ള അവയവങ്ങളുടേയും ടിഷ്യൂകളുടേയും നീക്കംചെയ്യൽ, സംരക്ഷണം, മാറ്റിവെയ്ക്കൽ എന്നിവ നിയന്ത്രിക്കുന്നതിനും ഇവയിലെ വാണിജ്യ ഇടപാടുകൾ തടയുന്നതിനുമായി കേരള സ്റ്റേറ്റ് ഓർഗൻ ആന്റ് ടിഷ്യൂ ട്രാൻസ്‌പ്ലാന്റ് ഓർഗനൈസേഷൻ (കെ-സോട്ടോ) സ്ഥാപിച്ചും അതിനെ 1955-ലെ തിരുവിതാംകൂർ-കൊച്ചി ലിറ്റററി, സയന്റിഫിക് & ചാരിറ്റബിൾ സൊസൈറ്റീസ് രജിസ്ട്രേഷൻ ആക്ട് പ്രകാരം സൊസൈറ്റിയായി രജിസ്റ്റർ ചെയ്യുന്നതിന് അനുമതി നൽകിയും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ആരോഗ്യ കുടുംബക്ഷേമ (ബി) വകുപ്പ്

സ.ഉ.(കൈ) നം.146/2021/ആ.ക.വ തീയതി, തിരുവനന്തപുരം, 06/08/2021

- പരാമർശം:-
1. 06.08.2015-ലെ സ.ഉ(സാധാ)നം.2557/2015/ആ.ക.വ
 2. കേന്ദ്ര ആരോഗ്യ കുടുംബക്ഷേമ മന്ത്രാലയം ജോയിന്റ് സെക്രട്ടറിയുടെ 02.05.2018 ലെ എസ്.12011/01/2018-എം.എസ് നമ്പർ അർദ്ധ ഔദ്യോഗിക കത്ത്
 3. കേരള നെറ്റ്‌വർക്ക് ഫോർ ഓർഗൻ ഷെയറിങ് നോഡൽ ഓഫീസറുടെ 06.05.2020, 25.11.2020, 31.12.2020 തീയതികളിലെ കത്തുകൾ.
 4. 04.11.2020, 23.12.2020 എന്നീ തീയതികളിൽ ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ അദ്ധ്യക്ഷതയിൽ ചേർന്ന യോഗ നടപടിക്കുറിപ്പുകൾ.

ഉത്തരവ്

ന്യൂ ശതമാനം കേന്ദ്ര സഹായത്തോടെ കേന്ദ്ര സർക്കാർ രൂപീകരിച്ചിട്ടുള്ള ഒരു പദ്ധതിയാണ് നാഷണൽ ഓർഗൻ ട്രാൻസ്‌പ്ലാന്റേഷൻ പ്രോഗ്രാം. എല്ലാ സംസ്ഥാനങ്ങളിലും/കേന്ദ്രഭരണ പ്രദേശങ്ങളിലും സ്റ്റേറ്റ് ഓർഗൻ ആന്റ് ടിഷ്യൂ ട്രാൻസ്‌പ്ലാന്റ് ഓർഗനൈസേഷൻ (സോട്ടോ) രൂപീകരിക്കുന്നതിന് ഈ പദ്ധതിയിൽ വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. സോട്ടോ സ്ഥാപിക്കുന്നതിനായി കേന്ദ്ര സർക്കാരുമായി സംസ്ഥാന സർക്കാർ ധാരണാപത്രം ഒപ്പുവെച്ചിട്ടുണ്ട്. ഇതിനായി 59.60 ലക്ഷം രൂപ കേന്ദ്ര സർക്കാർ അനുവദിച്ചു നൽകിയിട്ടുണ്ട്.

2. സംസ്ഥാനത്ത് അവയവദാനവും അവയവം മാറ്റിവെയ്ക്കലും സുഗമമാക്കുന്നതിന്, സംസ്ഥാനതലത്തിൽ ഒരു നെറ്റ്‌വർക്കിംഗ് ഓർഗനൈസേഷനായി പ്രവർത്തിക്കുന്നതിന് പരാമർശം (1) ലെ സർക്കാർ ഉത്തരവ് പ്രകാരം പ്രകാരം കേരള നെറ്റ്‌വർക്ക് ഫോർ ഓർഗൻ ഷെയറിംഗ് (KNOS) നെ ചുമതലപ്പെടുത്തിയിട്ടുണ്ട്. തിരുവനന്തപുരം സർക്കാർ മെഡിക്കൽ കോളേജിലെ നെഹ്രോളജി വിഭാഗം അസിസ്റ്റന്റ് പ്രൊഫസറായ ഡോ.നോബിൾ ഗ്രേഷ്യസ് നിലവിൽ ഇതിന്റെ നോഡൽ ഓഫീസറായി പ്രവർത്തിച്ചുവരുന്നു.

3. അവയവദാനവും അവയവം മാറ്റിവെയ്ക്കൽ ശസ്ത്രക്രിയകളും നിരവധി ധാർമ്മിക പ്രശ്നങ്ങൾ ഉയർത്തുന്നതിനാൽ ഇതിനെ നിയന്ത്രിക്കുന്നതിനായി പ്രത്യേക നിയമവും റെഗുലേറ്ററി ബോഡിയും നിലവിലുണ്ട്. എന്നാൽ ഇവയിലെ ചില പോരാത്തുകൾ സംസ്ഥാനത്ത് അവയവമാറ്റ പ്രക്രിയ കൂടുതൽ കാര്യക്ഷമമാക്കുന്നതിന് തടസ്സം സൃഷ്ടിക്കുന്നുണ്ട്. അവയവങ്ങളുടെ ലഭ്യത ആവശ്യകതയേക്കാൾ കുറഞ്ഞിരിക്കുന്ന സാഹചര്യത്തിൽ നിയമത്തിൽ പരാമർശിച്ചിട്ടുള്ള മാനദണ്ഡങ്ങൾ കർശനമായി പാലിച്ചും സാമൂഹിക മൂല്യങ്ങളെ പൂർണ്ണമായി ഉൾക്കൊണ്ടുകൊണ്ടും അവയവമാറ്റത്തിന് സംസ്ഥാനത്ത് നിലവിലുള്ള വ്യവസ്ഥയ്ക്ക് മാറ്റം വരുത്തേണ്ടത് അനിവാര്യമാണ്. അവയവദാനവും അവയവമാറ്റ ശസ്ത്രക്രിയകളും ഒരു സൊസൈറ്റിയുടെ കീഴിൽ കൊണ്ടുവരുന്നത് വഴി ഈ ലക്ഷ്യം നിറവേറ്റാനാകും. അതിന്റെ അടിസ്ഥാനത്തിൽ, സംസ്ഥാനത്ത് സ്റ്റേറ്റ് ഓർഗൻ ആന്റ് ടിഷ്യൂ ട്രാൻസ്‌പ്ലാന്റ്

ഓർഗനൈസേഷൻ (സോട്ടോ) സ്ഥാപിക്കുന്നതിനും ആയത് 1955-ലെ തിരുവിതാംകൂർ-കൊച്ചി ലിറ്റററി, സയന്റിഫിക് & ചാരിറ്റബിൾ സൊസൈറ്റീസ് രജിസ്ട്രേഷൻ ആക്ട്, പ്രകാരം സൊസൈറ്റിയായി രജിസ്റ്റർ ചെയ്യുന്നതിനുള്ള വിശദമായ ശിപാർശ, കരട് മെമ്മോറാണ്ടം ഓഫ് അസോസിയേഷൻ സഹിതം കേരള നെറ്റ്‌വർക്ക് ഫോർ ഓർഗൻ ഷെയറിങ് നോഡൽ ഓഫീസർ പരാമർശം (3) പ്രകാരം സമർപ്പിച്ചിരുന്നു.

4. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ചികിത്സയുമായി ബന്ധപ്പെട്ടുള്ള മനുഷ്യ അവയവങ്ങളുടെയും ടിഷ്യൂകളുടെയും നീക്കംചെയ്യൽ, സംഭരണം, മാറ്റിവയ്ക്കൽ എന്നിവ നിയന്ത്രിക്കുന്നതിനും ഇവയിലെ വാണിജ്യ ഇടപാടുകൾ തടയുന്നതിനുമായി 2014-ലെ ട്രാൻസ്പ്ലാന്റേഷൻ ഓഫ് ഹ്യൂമൻ ഓർഗൻസ് ആന്റ് ടിഷ്യൂസ് റൂൾസിലെ ചട്ടം 31 പ്രകാരം 1994 ലെ ട്രാൻസ്പ്ലാന്റേഷൻ ഓഫ് ഹ്യൂമൻ ഓർഗൻസ് ആക്ടിനു കീഴിൽ, കേരള സ്റ്റേറ്റ് ഓർഗൻ ആന്റ് ടിഷ്യൂ ട്രാൻസ്പ്ലാന്റ് ഓർഗനൈസേഷൻ (കെ-സോട്ടോ) സ്ഥാപിച്ചു. ഇതിനെ 1955 ലെ തിരുവിതാംകൂർ-കൊച്ചി ലിറ്റററി, സയന്റിഫിക് & ചാരിറ്റബിൾ സൊസൈറ്റീസ് രജിസ്ട്രേഷൻ ആക്ട് പ്രകാരം ഒരു സൊസൈറ്റിയായി രജിസ്റ്റർ ചെയ്യുന്നതിന് അനുമതി നൽകിയും ട്രാൻസ്പ്ലാന്റേഷൻ ഓഫ് ഹ്യൂമൻ ഓർഗൻസ് ആക്ടിലെ വ്യവസ്ഥകളും നാഷണൽ ഓർഗൻ ട്രാൻസ്പ്ലാന്റേഷൻ പ്രോഗ്രാമിലെ മാർഗ്ഗനിർദ്ദേശങ്ങളും പാലിച്ച് കേരള നെറ്റ് വർക്ക് ഫോർ ഓർഗൻ ഷെയറിങ് നെ കേരള സ്റ്റേറ്റ് ഓർഗൻ ആന്റ് ടിഷ്യൂ ട്രാൻസ്പ്ലാന്റ് ഓർഗനൈസേഷനിൽ ലയിപ്പിച്ചും, അനുബന്ധമായി ചേർത്തിട്ടുള്ള നിർദ്ദിഷ്ട സൊസൈറ്റിയുടെ മെമ്മോറാണ്ടം ഓഫ് അസോസിയേഷൻ, റൂൾസ് ആന്റ് റെഗുലേഷൻസ് എന്നിവ അംഗീകരിച്ചും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

5. ഇതു സംബന്ധിച്ച തുടർ നടപടികൾ മെഡിക്കൽ വിദ്യാഭ്യാസ ഡയറക്ടർ, കേരള നെറ്റ്‌വർക്ക് ഫോർ ഓർഗൻ ഷെയറിങ് നോഡൽ ഓഫീസർ എന്നിവർ സ്വീകരിക്കേണ്ടതാണ്.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

രാജൻ നാംദേവ് ചൊവ്വപ്പള്ളി
പ്രിൻസിപ്പൽ സെക്രട്ടറി

മെഡിക്കൽ വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം.
ആരോഗ്യ വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം
പ്രിൻസിപ്പൽ & ചെയർമാൻ, ജില്ലാതല ആതറൈസേഷൻ കമ്മിറ്റി, സർക്കാർ മെഡിക്കൽ കോളേജ്,
തിരുവനന്തപുരം/ആലപ്പുഴ/കോട്ടയം/എറണാകുളം/തൃശ്ശൂർ/ കോഴിക്കോട്
ഡോ. നോബിൾ ഗ്രേഷ്യസ്, നോഡൽ ഓഫീസർ, കേരള നെറ്റ്‌വർക്ക് ഫോർ ഓർഗൻ ഷെയറിങ്,
സർക്കാർ മെഡിക്കൽ കോളേജ്, തിരുവനന്തപുരം
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്/എ&ഇ), കേരള, തിരുവനന്തപുരം
പൊതുഭരണ (എസ്.സി) വകുപ്പ് (ഇനം.നമ്പർ.173 തീയതി, 04.08.2021)
ധനകാര്യ വകുപ്പ് (14.01.2021 ലെ എച്ച്.എൽ.റ്റി/എ2/24/2020/ധന പ്രകാരം)
നിയമ വകുപ്പ് (09.02.2021 ലെ 175/കൺവെ.2/2021/നിയമം പ്രകാരം)
വിവര പൊതുജനസമ്പർക്ക വകുപ്പ് (വെബ് & ന്യൂ മീഡിയ)
കരുതൽ ഫയൽ/ഓഫീസ് പകർപ്പ്
പകർപ്പ് മുഖ്യമന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
ആരോഗ്യവും വനിതാ-ശിശുവികസനവും വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പി.എ യ്ക്ക്

ഉത്തരവിൻ പ്രകാരം

Signed by Anil Kumar.d
Date: 06-08-2021 15:29:03
Reason: Approved
സെക്ഷൻ ഓഫീസർ

MEMORANDUM OF ASSOCIATION

1. Name of the Society

The name of the society shall be the Kerala State Organ and Tissue Transplant Organization (K-SOTTO)

2. Status of the Society

The Society shall be a juristic person, which shall have perpetual succession and can sue or be sued in its name through its Member Secretary/Executive Director.

3. Area of Operation

The area of operation of the Society shall be the State of Kerala.

4. Registered Office

The Registered Office of the Society shall be at House Surgeons Quarters Building, Near Super Specialty Block, Medical College Campus, Thiruvananthapuram, Thiruvananthapuram, Kerala – 695 011, India.

5. The mission & vision of the Society

5.1 The mission is to advance organ availability and transplantation by uniting and supporting our communities, including transplant and organ donation professionals, patients, and donor and recipient families and to further benefit patients through education, technology, and policy development.

5.2 The vision is to promote long, healthy and productive lives for persons with organ failure by promoting maximized organ supply, equitable organ allocation and accountability in transplantation through monitoring, evaluating and overseeing all transplant-related activities. The Society shall work collaboratively and respectfully, guided by consensus-building, sharing responsibility and demonstrating integrity and reliability through consistency and openness and to attain self-sufficiency in organ donation and transplantation, meeting our people's transplant needs with optimal care of organ donors and recipients consistent with international standards.

6. The business of the Society

- 6.1 . The Society shall be responsible for managing the organ and tissue donation, sharing and transplantation activity in the State of Kerala and any other business entrusted to it by the Government of Kerala.
- 6.2 . The Society shall have a common seal, letterhead and identity card for employees of such make and design as determined by the Executive Committee.
- 6.3 . The Society shall have a new logo and tag line as determined by the Executive Committee.
- 6.4 . The Society shall run a central office which is operational twenty four hours a day and seven days of the week.

7. Objectives of the Society:

The objectives of the Society are

- 7.1.** To serve as office of the Appropriate Authority (A.A.) under the Transplantation of Human Organ and Tissues Act-1994, with one or more members of the Executive committee of the Society nominated and appointed by notification as Appropriate Authority under the provisions of the Act.
- 7.2.** To oversee and guide District Level and Hospital-Based Authorization Committees set up under the Transplantation of Human Organ and Tissues Act, 1994.
- 7.3.** To manage state-specific waiting lists for organs and if applicable, to tissues based on agreed and transparent criteria and ensure that all donated organs are allocated to the most appropriate recipient in compliance with the Transplantation of Human Organ and Tissues Act, 1994, its amendments and rules made there under.
- 7.4.** To develop and implement ethically and clinically sound transplant programs for the treatment of end-stage organ failure, consistent with meeting our State's overall healthcare needs and audit transplant procedures and outcomes to enable constant improvements in the safety and quality of organ transplants

- 7.5.** To ensure the maintenance of a transplant database of all donors and recipients, including follow up data on living donors and recipients, and to ensure traceability and audit of the outcome of transplant programs.
- 7.6.** To prevent exploitative practices in organ transplantation that harms poor and vulnerable sections of the Society.
- 7.7.** To set standards for the screening and selection of potential living donors.
- 7.8.** To work towards networking all stakeholders in organ and tissue transplantation, including hospitals, medical personnel, organ and tissue donors, families of deceased donors, persons needing transplantation, persons having been transplanted, non-governmental organizations and individuals involved and State and Central Governments to collectively promote long, healthy and productive lives for persons with organ and tissue failure and those with health conditions leading to it.
- 7.9.** To work towards equitable access for all residents of state of Kerala to donation and transplant services and to organs procured from deceased donors
- 7.10.** To maximise the effectiveness of organ and tissue transplant surgeries by setting standards for donor management, organ recovery procedures and organizing and coordinating organ donation and procurement process and setting standards for organ and tissue packaging, labelling and transportation and by ensuring that arrangements are in place for safe and rapid transport of organs from donor hospital to the recipient hospital.
- 7.11.** To assist the Government of Kerala, Government of India and others in formulation of policies, procedures and establishment of regulatory frameworks for all kinds of organ and tissue transplantation as per various Acts, Rules and Government Orders, and any other matter referred to it.
- 7.12.** To ensure standardization, traceability, transparency, quality and safety as well as fairness and public trust in organ donation and transplantation services by providing accurate information to professionals on organ and tissue donation and transplantation outcomes.
- 7.13.** To initiate, implement, support and fund, both independently and in collaboration with others, to make transplant surgery affordable and accessible to economically weaker sections of Society.
- 7.14.** To provide consultancy services on all THOTA (Transplantation of Human Organs and Tissues Act, 1994) and NOTP (National Organ

Transplant Program) related matters and any other related issues pertaining to centres, institutions and hospitals located in the State.

- 7.15.** To ensure that all stakeholders involved in organ donation and transplantation in the State of Kerala are fully represented in the guidance and the proper functioning of the program.
- 7.16.** To facilitate multi-organ and tissue retrieval from a Brain stem / Cardiac death donor and including coordination of all steps involved in the procurement of organs and tissues from a donor until transplantation occurs into a recipient.
- 7.17.** To carry out Information, Education and Communication (IEC) activities including development of Information, Education and Communication material specific to the needs of the State for promotion of organ and tissue donation.
- 7.18.** Organizing and managing public relations and communication strategies on state-specific transplant issues
- 7.19.** To work in partnership with other medical institutions, health service departments, other concerned departments, universities, aid agencies, Non-governmental organizations (NGO) and institutions of repute in India and abroad to bring in best practices in organ donation and transplantation.
- 7.20.** To conduct seminars, workshops and conferences, publish papers, theses, books periodicals and other literature, Institute fellowships, award scholarships and research grants etc. on organ donation and transplantation issues.
- 7.21.** To develop projects linked to scientific and technological advancement in processes related to organ/tissue donation and transplantation.
- 7.22.** To formulate organ allocation policies within the regulatory framework and update them regularly in consultation with all the stakeholders.
- 7.23.** To accredit transplant teams and or institutions allowed to perform organ transplants.
- 7.24.** To use the latest technologies such as Data Analytics and Artificial Intelligence for reviewing and analyzing waiting lists, analysis of allocation and waiting time for various organs and tissues to the extent possible to make all functions more effective and less costly.
- 7.25.** To do such things as may be incidental or conducive to attaining the objective of saving lives through organ transplantation in an ethical and

socially acceptable manner and in compliance with the laws in force from time to time.

8. Administration of the Society

The management and administration of the Society shall vest with a Governing Body and as delegated by the Governing Body, with the Executive Committee of the Society. The Governing Body shall consist of the following members:

8.1. Governing Body

| Sl. No | Name and Designation | Status in the Society |
|--------|---|----------------------------|
| 1 | Hon'ble Minister for Health and Family Welfare Department, Government of Kerala | Chairperson |
| 2 | Additional Chief Secretary/Principal Secretary/ Secretary, Health and Family Welfare Department, Government of Kerala. | Vice Chairperson/ Convenor |
| 3 | Additional Chief Secretary/Principal Secretary/ Secretary, Finance Department (Expenditure), Government of Kerala. | Member |
| 4 | Additional Chief Secretary/Principal Secretary/ Secretary, Social Justice Department, Government of Kerala | Member |
| 5 | Secretary, Law Department, Government of Kerala | Member |
| 6 | Director of Medical Education, Government of Kerala. | Member |
| 7 | Director of Health Service, Government of Kerala | Member |
| 8 | State Mission Director, National Health Mission, Government of Kerala | Member |
| 9 | Executive Director, State Health Agency | Member |
| 10 | Director, Kerala State IT Mission | Member |
| 11 | Executive Director cum Member Secretary of the Society | Member |
| 12 | Head of an NGO working in the field of organ donation and transplantation with National or State level functioning, to be nominated by Government for a tenure of 3 years | Member |

As per the 4.1.5 of the rules and regulations of the Society

8.2. Executive Committee: There shall be an executive Committee as constituted by the Governing Body consisting of the following members,-

| Sl. No | Name and Occupation | Status in the Society |
|---------------|--|-------------------------------|
| 1 | Additional Chief Secretary/Principal Secretary/Secretary, Health and Family Welfare Department, Government of Kerala. | Chairperson |
| 2 | Director of Medical Education, Government of Kerala | Member |
| 3 | Director of Health Service, Government of Kerala | Member |
| 4 | Finance Officer of the Society | Member |
| 5 | Executive Director cum Member Secretary of the Society | Member Secretary/ Convenor |
| 6 | Chairman of Human Ethics Committee of one of the Government Medical Colleges of Kerala nominated by Governing Body for a tenure of 3 years | Member |
| 7 | Administrative Officer of the Society | Member |

The Rules and regulations of the Society, certified to be the true copy by eleven members of the first Governing Body shall be filed with the District Registrar, Thiruvananthapuram, along with the Memorandum of Association.

We, the several members whose names and addresses are given hereunder having associated ourselves for the purposes described in the Memorandum of Association do hereby subscribe our terms in the Memorandum of Association and set our several hands hereunto and form ourselves into a Society under the Travancore Cochin Literary and Charitable Societies Act, 1955 on this the day of 2021 at Thiruvananthapuram

| Sl. No | Name, address and occupation of members | Signature |
|---------------|---|------------------|
| 1 | Hon'ble Minister for Health and Family Welfare Department, Government of Kerala | |

| | | |
|----|--|--|
| 2 | Additional Chief Secretary/Principal Secretary/ Secretary, Health and Family Welfare Department, Government of Kerala. | |
| 3 | Additional Chief Secretary/Principal Secretary/ Secretary, Finance Department (Expenditure), Government of Kerala. | |
| 4 | Additional Chief Secretary/Principal Secretary/ Secretary, Social Justice Department, Government of Kerala | |
| 5 | Secretary, Law Department, Government of Kerala | |
| 6 | Director of Medical Education, Government of Kerala. | |
| 7 | Director of Health Service, Government of Kerala | |
| 8 | State Mission Director, National Health Mission, Government of Kerala | |
| 9 | Executive Director, State Health Agency | |
| 10 | Director, Kerala State IT Mission | |
| 11 | Nodal Officer, Kerala Network for Organ Sharing (KNOS) | |

Rules and Regulations of the State Organ and Tissue Transplant Organization, Kerala

1. In these rules unless the content otherwise requires:

- (a) “Accounts/Finance Officer” means the Finance officer of the Society
- (b) “Act” means Transplantation of Human Organ and Tissue Act
- (c) “Administrative Officer” means Administrative Officer of the Society.
- (d) “Chairperson” means the Chairperson of the Governing Body or of the Executive Committee as the case may be.
- (e) “Convenor” means Convenor of the Governing body or of the Executive Committee as the case may be.
- (f) “Executive Committee” means the Executive Committee of the Society as constituted by the Governing Body as per rule 2.6
- (g) “Executive Director” means the Executive Director cum Member Secretary of the Society appointed by the Government.
- (h) “Governing Body” means the Governing Body of the Society.
- (i) “Society” means Kerala State Organ and Tissue Transplant Organization (**K-SOTTO**).
- (j) “Member” means any member of the Governing body or of the Executive Committee as the case may be.
- (k) “NOTP” means National Organ Transplant Program.
- (l) “Government” means the Government of Kerala.
- (m) “Union Government” means the Government of India.
- (n) “Vice-Chairperson” means the Vice-Chairperson of the Governing Body

2. Duties and Powers of the Governing Body

- 2.1. The Governing Body shall have authority to exercise all the powers and perform all the acts and deeds needed for the functioning of the Society, consistent with its aims and objectives.
- 2.2. Without prejudice to the generality of the foregoing provisions, the power of the Governing Body is to consider the amendments to the Memorandum of Association and Rules and Regulations and bye laws as proposed by the Executive Committee and amended with the approval of the Government.
- 2.3. To make, enforce, adopt, amend, vary or rescind from time to time the Rules and Regulations and bye laws of the Society for the furtherance of its objects with the approval of the Government.

- 2.4. To consider and sanction the budget estimate and the annual action plan for the ensuing year, and to consider and approve subsequent amendments that the Governing Body may think fit.
- 2.5. To consider and approve the Audited Accounts of the Society, together with the Auditor's Report thereon along with the observations of the Executive Committee.
- 2.6. To constitute the Executive Committee for the Society and nominate members to hold Office in the Executive Committee.
- 2.7. To delegate such powers to the Executive Committee, Chairperson, Vice-Chairperson or Member-Secretary of the Society, except power to frame and amend the rules, regulations and bye-laws of the Society.

3. Power and Duties of the Executive Committee.

3.1 The Executive Committee shall be responsible for all acts and deeds done on behalf of the Governing Body and for taking all decisions and exercising all such powers, except those which the Governing Body may specify to be excluded from the jurisdiction of the Executive Committee. The general supervision, management and control of the affairs of the Society as delegated by the Governing Body shall be vested in the Executive Committee which shall have the following powers:

- 3.1.1 To take decisions and exercise powers to the extent of powers vested/ delegated upon it by the Governing Body;
- 3.1.2 To take appropriate steps to carry out the objectives of the Society;
- 3.1.3 To approve procurement as per powers delegated by the Governing Body as per the existing Government rules.
- 3.1.4 To control the finances of the Society and to deal with the funds of the Society as may be beneficial to the Society;
- 3.1.5 To enforce the Rules and Regulations of the Society;
- 3.1.6 To raise funds for the Society for implementation of the objects of the Society with the approval of Government depend on nature of funds.
- 3.1.7 To receive, consider and recommend to the Governing Body adoption of the annual report of the Society for the previous year;
- 3.1.8 To recommend amendments to the Memorandum of Association and Rules, Regulations and bye laws of the Society as it may deem necessary;

- 3.1.9 To recommend budget estimates and the annual action plans for ensuing years, and to consider and recommend subsequent amendments.
- 3.1.10 To consider the audited accounts of the Society together with the Auditor's Report and give its observations;
- 3.1.11 To appoint committees and sub-committees for such purposes and on such terms as it may deem fit to achieve the objects of the Society as per the rules and regulations laid down by the Government from time to time.
- 3.1.12 To recommend rules and regulations to the Government for recruitment and appointments and for procurement of goods and services;
- 3.1.13 To appoint persons to posts duly sanctioned by the Government on scale of pay or on a consolidated pay through transparent recruitment process, using procedures laid down by the Government.
- 3.1.14 To function as the disciplinary authority for the Society and its functionaries, and employees;
- 3.1.15 To give advertisements for selection by tender procedures or for giving publicity of schemes implemented through the Society.
- 3.1.16 To authorize the Executive Director to execute contracts on behalf of the Society as it may deem fit in the conduct of its business
- 3.1.17 To nominate two or more members to advise the Executive Director in discharge of his duties in order to fulfil the objectives of the Society.
- 3.1.18 To generally perform all such acts as may be necessary or incidental to carry out the objectives of the Society
- 3.1.19 To recommend appointment of a firm or individuals approved by the Comptroller and Auditor General of India (CAG) or the Accountant General of Kerala for auditing the accounts of the Society;
- 3.1.20 To receive and consider activity / work-reports of the Society and monitor in detail the performance and progress in executing the annual plans;
- 3.1.21 To delegate any or all of its powers to the Executive Director for furtherance of the objectives of the Society, subject to restrictions as may be imposed;
- 3.1.22 To authorize the Executive Director and another member of the Executive Committee to open and operate bank accounts on behalf of the Society with the permission of the Government.

- 3.1.23 To enforce such standards as may be prescribed by the Society for hospitals engaged in the removal, storage or transplantation of any human organ or tissue.
- 3.1.24 To inspect hospitals periodically for examination of the quality of transplantation
- 3.1.25 To receive grants and other funds for the Society, to accept donations and endowments and to have custody of the funds or give grants upon such terms as it thinks fit with permission of Government if existing Government rules stipulated so.
- 3.1.26 To sanction incentives, honoraria or allowance to those persons including co-opted members and invitees other than its own employees whose services are utilised for carrying out the objectives of the society with the approval of Government if government fund is involved.
- 3.1.27 To form various Standing Committees relating to the functions of the Society such as for each organ transplant, transplant coordination, patient needs, ethics etc., for maintaining quality and conformity with rules relating to organ transplantation. The Executive Committee may delegate to the Executive Director nominations of members to the respective committees, frequency of their meetings severally and jointly as may be needed. The terms of reference and the conditions of working of the standing committees shall be decided by the Executive Committee and shall be binding on the members of such committee.
- 3.1.28 The Committees, Sub Committees and Standing Committees are advisory to the Executive Committee of the Society, which shall make final decisions. The Standing Committees will provide initial and continuing review and analysis of proposed policies and initiatives based on their collective expertise and unique perspectives, and present their recommendations to the Executive Committee through the Executive Director.

3.3 Committees, Sub Committees and Standing Committees may have additional responsibilities as assigned by the Governing body or Executive Committee as the case may be for developing policies and standards to achieve the objectives of the Society.

4 Procedure for meeting:

4.1. Meetings of the Governing Body;

Every meeting of the Governing Body shall be presided over by the Chairperson or Vice Chairperson. The Convener of the Governing Body shall issue notice of the meeting in writing or email at least 15 days prior to the meeting or in shorter period of time if the situation demands. Period of notice may be reduced by the Chairperson for reasons to be recorded in writing.

- 4.1.1.** All meetings of the Governing Body shall ordinarily be held at Thiruvananthapuram or through web based online virtual means.
- 4.1.2.** Meeting of the Governing Body shall be convened by the Convener on a requisition signed by not less than 5 of its total members.
- 4.1.3.** There shall be annual meetings of the Governing Body and such other meetings as may be decided upon by the Chairperson of the Governing Body.
- 4.1.4.** The Executive Committee can request the Chairperson to convene a meeting of the Governing Body as and when necessary.

5. Meetings of the Executive Committee;

- 5.1** Meetings of the Executive Committee shall be convened by its Member-Secretary by giving seven days' notice in writing or through email along with the agenda specifying the business to be transacted, the date, time and venue of such meeting.
- 5.2** The Executive Committee may co-opt additional members from the Governing Body and/or invite subject experts (Eg: Transplant surgeons, Neurologist, Neurosurgeons etc.) to its meetings from time to time.
- 5.3** Meetings of the Executive Committee shall be held at least once every quarter of the financial year, or more frequently if necessary.
- 5.4** The minutes of the Executive Committee meetings shall be caused to be placed before the Governing Body at its next meeting.
- 5.5** The various Committees, sub committees and standing committees constituted by the Executive Committee shall submit their reports to the Executive Committee to take decisions on their recommendations

6. Quorum:

Quorum for every meeting of the Governing Body and Executive Committee shall be half of its total strength of its members. No business shall be transacted if the quorum is not present. If half an hour after the business is called to order and required the quorum is not present, then, the meeting shall be adjourned to another date not less than 15 days from such date. Notice of the adjourned meeting shall be given to all members who were absent in the initial meeting. If in any such adjourned meeting also quorum is not present, the members present shall constitute be deemed to the quorum.

7. Decisions by circulation

Any decision or decisions of the Governing body and the Committees constituted under these rules regulations and bye laws , if the Chairperson so directs, by circulation, preferably by electronic means (email) or by papers via registered post or personal delivery duly acknowledged. The decision is taken if half the total members record their consent in writing and shall have the same effect as though the decision was taken in the Committee's meeting. Any decision taken by circulation shall be placed before the next meeting of such Committee whose members had taken such decision.

8. Voting:

All the matters submitted for consideration of the Governing body any of the committees shall be decided by majority of its members present and voting. In case of equality of the votes, the Chairperson of such Committees shall have the power to exercise the casting vote in addition to his/her vote as a member. The co-opted members who are attending as special invitees to such meeting shall not have the voting rights.

9. Record of business:

- 9.1.** Each Committee shall maintain a record of all the business transacted by them and the respective Chairperson of such Committee shall attest them.

- 9.2. An entry in such records, attested by the respective Chairperson, shall be sufficient proof that a decision as entered in the records, was taken.
- 9.3. The proceedings of every meeting shall be circulated to all members of the Committee and shall be confirmed in the next meeting of the Committee

10. Rights, Duties and Powers of the office Bearers of the Governing Body:

- 10.1. **The Chairperson of the Governing Body shall.-**
 - 10.1.1. Preside over meetings of the Governing Body.
 - 10.1.2. Exercise such of rights and powers as may be provided in the Society's Rules, Regulations and Bye-laws.
- 10.2. **Vice- Chairperson of the Governing Body**
 - 10.2.1 In the absence of Chairperson, the Vice- Chairperson shall preside over the meetings and exercise such powers as are conferred upon the Chairperson as provided under the Rules and Regulations.
- 10.3. **Vice Chairperson and Convenor of the Governing Body shall.-**
 - 10.3.1. Bear the responsibility for convening meetings of the Governing Body on direction from its Chairperson.
 - 10.3.2. Grant approvals for agenda and meetings of the Executive Committee as needed and preside over those meetings.
 - 10.3.3. Grant needed approvals for tenders and awards of contracts and incur expenditures for civil works and consultancies in line with the objects of the Society as per the existing Government rules.
 - 10.3.4. **In the event of emergencies and/or urgent situations,** Take decisive actions on behalf of the Executive Committee for any matter pertaining to the operations of the Society or delegate that power to the Executive Director of the Society.

11. Executive Director/Member Secretary of the Society shall be appointed by nomination by the Government, preferably from a faculty from Medical Education Department who had completed at least ten years of continuous service in Government and possesses qualification of Doctor of Medicine D.M./Master of Chirurgiae (MCh) in a speciality where transplantation is a treatment option and has sufficient (5 years minimum) experience in transplant-related administration. The Government shall fix the term of office. The Executive Director shall

- 11.1 Bear the responsibility for all technical, academic, clinical and research activities related to organ donation and transplantation.
- 11.2 Exercise all powers delegated by the Governing Body/Executive Committee or conferred on him/her under the Society's Rules and Regulations
- 11.3 Prepare an agenda and convene Executive Committee meetings after approval by the Chairperson.
- 11.4 Execute the directions and decisions of the Governing Body and the Executive Committee and to do all things required to attain the objects of the Society
- 11.5 Coordinate and convene meetings of various standing committees for maintaining quality in the donation and transplantation process.
- 11.6 Monitor the scientific registry of transplant recipients and manage the waitlist through appropriate committees designated for the purpose.
- 11.7 Coordinate development of guidelines, best practices and policies by engaging with professional societies, universities and individuals.
- 11.8 Control the offices of the Society consisting of technical, financial, management and ministerial personnel to serve as the implementation arm of the Society.

12. Administrative Officer

- 12.1 The Government shall appoint an Administrative Officer, preferably someone who has retired from Government Service as an officer not below the rank of Additional Secretary to Government. The terms and conditions of appointment shall be fixed by the Executive Committee in consultation with the Government. The administrative officer shall:
 - 12.2 Be responsible for all administrative matters in accordance with the general terms of duties and powers delegated to him subject to the control of the Governing Body and the Executive Committee
 - 12.3 Maintain the Minutes Book of the Governing Body and Executive Committee and keep in safe custody all documents and records of the Society.
 - 12.4 Be in charge of all administrative matters of the Society.

12.5 Function as the controlling officer of the employees of the Society

13. Finance Officer:

- 13.1 Finance Officer of Director of Medical Education shall hold part-time responsibility as Finance Officer of the Society and shall have the following duties and responsibilities.-
 - 13.1.1 Possess all the financial powers conferred on him and delegated to him from time to time by the Government.
 - 13.1.2 Consider and recommend for approval new financial proposals that may arise during the year and may not already have been provided for under the budget.
 - 13.1.3 Recommend re-appropriations between previously approved significant heads.
 - 13.1.4 Maintain accounts and verify monthly transactions, monthly receipts and expenditure statement, which shall be submitted quarterly to the Executive Committee for approval
 - 13.1.5 Examine from time to time, the adequacy of resources of funds and the general financial position of the Society and to make appropriate recommendations to the Executive Committee and Governing Body.
 - 13.1.6 Examine and make recommendations on all proposals for the creation of new posts
 - 13.1.7 Examine matters relating to the procurement of goods and services and invitation and acceptance of tenders.
 - 13.1.8 Plan the budgetary requirements of the financial year and submit the audited expenditure and income statement of the Society to the Governing Body through the Executive Committee.
 - 13.1.9 Sign or cause to be signed all documents and proceedings requiring financial authentication of the Society and handle necessary documents including bank cheques and other negotiable instruments on behalf of the Society as authorized by the Chairperson of the Executive Committee.

14. Administrative staff of the Society:

14.1 The administrative staff shall conduct day to day affairs of the Society under the supervision and guidance and control of the Administrative Officer. Existing staff of Kerala Network for Organ Sharing (KNOS), State Office shall be taken over by the Society and be responsible for the day to day activities assigned by Executive Director and Administrative Officer. Any additional staff may be appointed with the Government's approval. Specialized persons required for executing the functions of the Society may be drawn from Government Departments or undertakings on deputation or outsourced from the open market or supporting non-governmental organization (NGOs) on contract basis or if required and with approval of *the Governing Body and with a prior approval from the Government of Kerala and the Executive Committee open recruitments can be made.*

15. Funds of the Society:

15.1 The funds of the Society shall consist of the following,-

- 15.1.1 Recurring and non-recurring grants from the Government and the Union Government (Plan schemes of Government of Kerala and Central Sponsored Scheme of National Organ Transplant Program (NOTP.)
- 15.1.2 Grants and contribution from other corporate bodies, agencies, institutions and persons.
- 15.1.3 All funds received by the Society by way of grants, gifts, donations, or transfers from trade, industry, institutions and individuals.
- 15.1.4 Contributions in kind including Technical Assistance from Development Partners.
- 15.1.5 All fees and other charges such as consultancy fees and payments for services rendered to clients, fees levied on clinical establishments for becoming the part of the network, sale of tickets, advertisement rights, sale of publications, brochures, medals, souvenirs and such other.
- 15.1.6 Loans from the Government and other Financial Institutions or donations.
- 15.1.7 All funds received by the Society in any other manner or from any other source found appropriate by the Governing Body

16 Delegation of Financial Powers:

- 16.1 Authorization for incurring expenditure for the regular items such as payment of monthly remuneration to experts/staff, payment of statutory deductions/contributions (such as tax deduction at source), payment of rent, monthly payment for out-sourced services (such as auditors and inspection committees) shall vest with the Finance Officer and another officer duly authorized by the Executive Committee of the Society with the prior approval from the Government
- 16.2 Authorization for incurring expenditure on other recurring/non-recurring items, where needed, shall be delegated by the Executive Director provided that the sum involved does not exceed Rs.300,000/- in each case.
- 16.3 Authorization for incurring expenditure on other recurring/non-recurring items above Rs.3,00,000/- (Rupees Three lakh only) and up to Rs.10,00,000/- (Rupees Ten lakh only) in each case shall be delegated to the Executive Director with the Executive Committee's approval with the prior approval of the Government.
- 16.4 Authorization for incurring expenditure above Rs.10,00,000/- in each case shall rest with the Executive Committee of the Society.

17 Bank Account:

- 17.1 The Society shall maintain its Bank Accounts with a nationalized bank.
- 17.2 All funds shall be paid into the bank account with the appointed bank and shall not be withdrawn except through a cheque or electronic banking (e-banking) procedures and operated by authorized authorities as may be determined by the Executive Committee.
- 17.3 The account shall be jointly operated by the Executive Director and any other member of Executive Committee duly authorized by the Executive Committee.
- 17.4 The Bank Account shall be reconciled every month.
- 17.5 Bank interest accrued shall be utilized only for the purposes approved by the Governing Body.

18 Audit:

- 18.1 Proper accounting and auditing norms shall be followed, and the audited statement of accounts shall be forwarded to Government every year.

Separate accounts shall be maintained for the money paid by Government and cash received from other sources and such funds shall be subject to concurrent or ex-post facto audit. The balance sheet and income and expenditure account shall be audited by an auditor appointed by the Government.

- 18.2 The auditors of the Society shall be appointed by the Government from a panel of at least five qualified chartered accountants furnished by the Executive Committee of the Society and any expenditure incurred in connection with audit shall be paid by the Society to the auditor.
- 18.3 At least once in every financial year, the accounts including balance sheet and income and expenditure account of the Society shall be examined and the correctness of the income and expenditure account and of the balance sheet shall be ascertained by the auditors appointed by the Governing Body in case of first balance sheet and in case of subsequent balance sheet and account by an auditor appointed by the general meeting. The balance sheet and income and expenditure account shall be signed by at least three members of the Governing body. A copy of the balance sheet certified by at least two members of the Governing body shall be filed with the Registrar within twenty one days from the date of Governing body meeting.
- 18.4 The Accountant General, Kerala, shall have powers to conduct a supplementary or test audit of the Society accounts through such person or persons he may authorize in this behalf.
- 18.5 The financial year of the Society shall be from 1st April to the 31st of March. The Society shall finalize the compilation of the annual accounts and complete the audit for a financial year before 30th day of June and shall submit a copy of the annual accounts together with a copy of the audit report to the Finance Secretary to Government for perusal.
- 18.6 The annual accounts together with the audit report and comments if any of the Finance Secretary to Government shall be placed before the Governing Body before the 30th day September of every financial year. After the annual accounts and audit report are accepted by the Governing Body, three copies of the same shall be sent to the Government within 30 days accompanied by an annual report embodying the main features of the working of the Society and comments if any from the Finance Secretary.

19 **Annual Report:**

- 19.1 The Executive Director shall prepare an annual report jointly with the Administrative Officer and Finance Officer detailing each financial year's activities and achievements within 60 days of closure of a financial year.
- 19.2 The annual report shall be placed for consideration of the Executive Committee and before the Governing Body's immediate subsequent meeting for its review and adoption.
- 19.3 A copy of the annual report as finally approved by the Governing Body shall be forwarded to the Government and to all Development Partners. One copy shall be submitted to the Registrar of Societies.

20 **Contracts:**

All contracts and other instruments for and on behalf of the Society shall be executed by persons authorized by the Governing Body. No contracts for sale, purchase or supply of any goods and material shall be made for and on behalf of the Society with any member of the Society or his relative or firm in which such member or his relative is a partner or shareholder, or a firm or a private company in which the said member is a partner or director.

21 **Amendments to the Memorandum of Association and Regulations and Rules shall verify and scrutinize of the Society.**

- 21.1 The Society may alter or extend the purpose for which it is established and the Society's rules with the prior approval of the Government.
- 21.2 The proposition for any alteration or extension to the Society's Memorandum of Association and the Rules and regulations must be circulated to all members of the Governing Body under acknowledgement at least seven days before the Governing Body meeting convened for such purpose. It must be included in the written agenda of the next meeting of the Governing Body or a special meeting of the Governing Body.
- 21.3 No amendment shall be effective unless the proposal in this regard has been endorsed by two thirds of the members of the Governing Body and confirmed by two thirds of the members present and voting at the meeting convened by the Governing Body.
- 21.4 The Governing Body may with the consent of not less than two thirds of its members by a resolution passed at an extraordinary general meeting convened for the purpose following the Rules and Regulations of the

Society, change its name and notice in writing of every such change shall be sent under the signatures of the Chairperson and not less than two-third members of the Governing Body to the Registrar of Societies, within 15 days after passing of such a resolution

22 **Government Regulation of the Society:**

- 22.1 Notwithstanding anything herein contained, if the Government is satisfied at any time that Governing Body or the Executive Committee persistently makes default or is negligent in the performance of duties ordained to it or commits any act which is prejudicial to the interests of the Society or wilfully disobeys or willfully fails to comply with any orders or direction issued under the Rules and Regulations and the Government may, after giving the Governing Body or the Executive Committee as the case may be, an opportunity to state its objection if any and after considering the same, by order in writing, remove the Governing Body or the Executive Committee or the Office Bearers as the case may be and appoint a new Governing Body or Executive Committee or Management Committee consisting of such members as the Government may decide, or appoint one or more administrators and entrust all powers to perform all or any of the Governing Body, Executive Committee or Management Committee's functions and to conduct and manage the affairs of the Society for such period as may be specified by the Government from time to time.
- 22.2 Notwithstanding anything contained in the above sub-rule, it shall not be necessary to give an opportunity to the Governing Body or the Executive Committee as the case may be, to state its objections, in case the Government believes it is not reasonably practicable to do so.
- 22.3 Notwithstanding anything contained herein, the Government may from time to time, issue such direction or instruction as it may consider necessary regarding the conduct of the affairs of the Society or regarding any other matter about the management or administration of the Society. The Government, in like manner, may vary or annul any such direction or instruction and the Society, the Governing Body or the Executive committee or other Committees shall comply with all such orders or instructions.
- 22.4 The **Society's membership** is restricted to the Governing Body members and to any other persons as may be decided by the Government from time to time. The Society shall maintain a roll of members of the Governing

body and the Executive Committee. The updated lists shall be furnished by the Executive Director to the Government as provided under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955.

23. Suits and legal Proceedings:

- 23.1. The Society may sue or be used in its name through its Chairperson of the Executive Committee.
- 23.2. No suit or proceedings shall abate by reasons of any vacancy or change in the holder of the Office of the Chairperson/Vice-Chairperson or Executive Director cum Member-Secretary or any office bearer authorized in this behalf.
- 23.3. Every decree or order against the Society in any suit or proceedings shall be executable against the property of the Society and not against the person or the property of the Chairperson/Vice-chairperson, Executive Director cum Member Secretary or any office-bearer of the Society.
- 23.4. Nothing in sub-rule as above shall exempt the Chairperson/Vice-Chairperson, Member-Secretary or office-bearer of the Society from any criminal liability or entitle him to claim any contribution from the property of the Society in respect of any fine to be paid by him on conviction by a criminal court.

24. Compliance of Statutory Requirements

The Society shall function following the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (xii of 1955). The Society shall also comply with the statutory requirements of The Transplantation of Human Organs and Tissues Act, 1994, its amendments and Rules made thereunder. The Society shall also register itself with relevant government agencies to comply with statutory requirements including regulations governing deductions of tax at source related to the staff, consultants and experts employed by it and consultancies/contracts awarded by it in the course of performing its tasks.

25. Records of the Society:

The Society shall keep in its registered office proper books of accounts and the following registers and records,-

- i. Membership register;
- ii. Proceedings register of the Governing Body;
- iii. Proceedings register of the Executive Committee;
- iv. Cashbook, bank book, and General Ledger;
- v. Records of the Employees of the Society;
- vi. Records of the Accounts and claims;
- vii. Stock register;
- viii. Asset and Liability Register
- ix. All records required for the proper and systematic running of the Society as may be specified by the Governing Body or the Executive Committee.

26. Properties of the Society

- 26.1. All properties of the Society shall belong to the Society itself. The Society may purchase, acquire or otherwise own, take on lease or hire movable properties and sell, mortgage, transfer or otherwise dispose of any such movable or immovable properties in furtherance of the Society's objectives.
- 26.2. The income and the property of the Society shall be utilized only towards the promotion of the objectives as outlined in the Memorandum of Association.
- 26.3. No member of the Society shall have any personal claim over any movable or immovable property of the Society or make any profit whatsoever under his membership.
- 26.4. Provided that nothing in the foregoing provisions shall prevent payments made in good faith or remuneration, allowances or honorarium given in return for any services rendered by them for the Society.

27. Dissolution of the Society :

- 27.1. The Governing Body may resolve to dissolve the Society by bringing a proposal to that effect in a special meeting to be convened for the purpose.

- 27.2. The Society shall not be dissolved without consent Government and unless three-fourth of the members of the Governing Body of the Society have expressed their willingness for such dissolution by their votes recorded in person at an extraordinary general meeting convened for the said purpose.
- 27.3. Upon the dissolution of the Society, the assets of the Society after settlement of all debts and liabilities, shall not be paid to or distributed among the Members of the Society or to any of them. It shall be given to any other such Society fulfilling the same objectives of the Society or shall vest in the State Government.

DECLARATION

In all circumstances, this Society will be functioning following provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act,1955. (Act xii of 1955) and all provisions of the said act will apply to the Kerala State Organ and Tissue Transplant Organization, Kerala (**K-SOTTO**).

We, the undersigned eleven members of the Governing Body of the Kerala State Organ and Tissue Transplant Organization certify that the above is a correct copy of the Rules and Regulations of the said Kerala State Organ and Tissue Transplant Organization

| Sl. No | Name, address and occupation of members | Signature |
|---------------|--|------------------|
| 1 | Hon'ble Minister for Health and Family Welfare Department, Government of Kerala | |
| 2 | Additional Chief Secretary/Principal Secretary, Health and Family Welfare Department, Government of Kerala. | |
| 3 | Additional Chief Secretary/Principal Secretary/ Secretary, Finance Department (Expenditure), Government of Kerala. | |
| 4 | Additional Chief Secretary/Principal Secretary/ Secretary, Social Justice Department, Government of Kerala | |
| 5 | Secretary, Law Department, Government of Kerala | |

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| 6 | Director of Medical Education, Government of Kerala. | |
| 7 | Director of Health Service, Government of Kerala | |
| 8 | State Mission Director, National Health Mission, Government of Kerala | |
| 9 | Executive Director, State Health Agency | |
| 10 | Director, Kerala State IT Mission | |
| 11 | Nodal Officer, Kerala Network for Organ Sharing (KNOS) | |