

ANNUAL REPORT OF
Sundari Mohan Seva Bhawan for the Financial Year 2015-16
is placed on this 19th Annual General Meeting of Sundari Mohan Memorial Trust
held today the 8th January, 2017 (Sunday) at Kalyani Bhawan.

Respected President & Honourable Members,

I place before you the Annual Report of Sundari Mohan Seva Bhawan for the Financial Year 2015-2016 ending on 31-03-2016, for your kind perusal, discussion, consideration and necessary approval.

The Report is presented as follows:

1. To read and approve the Minutes of the proceedings of the Last Annual General Meeting held on 13-12-2015.
2. Annual Reports on Various Activities of SMSB from 01-04-2015 to 31-03-2016.
3. Audit Report and Statement of Income & Expenditure for the Financial Year ending on 31-03-2016 for discussion and approval.
4. Future Plan of Work for the Financial Year 2016-2017 ending on 31.3.2017.
5. Draft Budget for the Financial Year 2016-2017 ending on 31.3.2017.

1. **MINUTES OF THE PROCEEDINGS OF LAST AGM HELD ON 13.12.2015:**

The Minutes of the said proceedings are to be read from the Proceeding Register and action taken accordingly.

2. **REPORTS ON VARIOUS ACTIVITIES OF SMSB FROM 1.4.2015 TO 31.03.2016.**

A) **MEDICAL ASPECT:**

Following are the Statement of achievements under different Dept. of SMSB From 01-04-2015 to 31-03-2016 & a comparison with previous 4 years.

YEAR	TOTAL. OPD	TOTAL ADMN	TOTAL OPERATION
2011- 12	13989	3543	1923
2012- 13	13119	1932	1791
2013- 14	11799	1702	1822
2014- 15	14090	1738	1612
2015-16	14387	1581	1101

OutPatient Department : Medicine, ENT, Pediatrics, Surgery, Dental, Orthopedic and Physiotherapy

Year	Medicine				ENT	Pediatrics
	Dr. D.J. Paul	Dr. D.Paul	Dr. J.Kar	Dr. AK Saha	Dr. SC Paul	Dr. A. Paul
2011-12	5355				1239	1162
2012-13	5070				1181	1317
2013-14	4398	173	310	48	978	892
2014-15	4686	133	554	62	1040	1366
2015-16	4653	82	868	44	1212	1419

Year	General Surgery				Orthopedic	Physiotherapy	Dental
	Dr. K.K. Das	Dr. A. Bhattacharjee	Dr. A. Biswas	Dr. P.S. Kundu	Dr. A.N. Bhattacharjee	Nabarun Saha	Dr. D.S. Bhattacharjee
2011-12							
2012-13							
2013-14	2169	1075	164	1297	251	12	15
2014-15	3104	1040	320	1484	236	21	44
2015-16	3360	958	156	1203	337	-	95

Surgery : E.N.T., Orthopedic & Obstetrics

YEAR	ENT.	ORTHO	DENTAL	OBST.
2011-12	09	08		79
2012-13	08	06		NIL
2013-14	07	07		Nil
2014-15	03	02	02	Nil
2015-16	07	06	01	Nil

Free Medical Services to Patients:

Free Medical services to the poor & needy patients were provided on requests. These include free admission, bed, medicine & operation charges. In certain cases food & other support were also given free of costs. Year wise data with that of 4 previous years given below:

YEAR	FULL FREE OPD	FULL FREE IPD	PART FREE IPD	Total Free Cases
2011-12	364	288	453	1105
2012-13	349	258	308	915
2013-14	325	249	405	979
2014-15	366	199	364	929
2015-16	421	168	346	935

Cost of Free Medical Services:

The total financial cost of free medical services for the year with 4 previous years is presented below:

Year	Cash value	Book Value (free service) *	Total Relief
2011-12	Rs. 5,68,358/-	Rs.10,65,963/-	Rs.16,34,321/-
2012-13	Rs. 3,70,257/-	Rs.10,00,444/-	Rs.13,70,701/-
2013-14	Rs. 3,43,373/-	Rs.11,42,471/-	Rs.14,85,844/-
2014-15	Rs. 2,54,124/-	Rs.10,73,730/-	Rs.13,27,854/-
2015-16	Rs. 2,31,856/-	Rs. 8,72,525/-	Rs. 11,04,381/-

* Book value of Part & Full free discharges as per manual register maintained from 1.4.2010.

Details of Personnel at Service at SMSB as on 31-03-2016:

Resident Doctors:

1. Dr. K.K. Das, FACS, FRCS => Chief Surgeon, SMSB
2. Dr. A.K. Saha, MBBS => Chief Medical Officer, SMSB
3. Dr. A. Bhattacharjee, M.S => General Surgeon
4. Dr. Debojyoti Paul, MBBS => Medical Officer

Attending Doctors:

1. Dr. A. Biswas, M.S., FRCS => General Surgeon & Urologist
2. Dr. P.S. Kundu, MS. => General & Laparoscopic Surgeon
3. Dr. Anjan Paul, DCH. => Pediatrician.
4. Dr. S.C. Paul, DLO. => ENT. Specialist
6. Dr. P.K. Dey, D.A. => Anesthesiologist.
7. Dr. D.J. Paul, MD. => Medicine Specialist.
8. Dr. P. Chakraborty, MD => Radiologist
9. Dr. J. Kar, MBBS, PGDC => Medicine
10. Dr D.S. Bhattacharjee, BDS => Dentist
11. Nabarun Saha, BPT. => Physiotherapist.
12. Sandeep Roy => Physiotherapist

Visiting Doctors:

12. A.N. Bhattacharjee, FRACS => Orthopedic Surgeon.

Office:

13. Mr. Devdas Acharjee (Ex.BM, SBI) => Hony. Administrative Officer
14. Sri Joy Bhattacharjee => Accountant

SMSB STAFF: Total Strength As on 31.3.2016.

Nurses	Office Staff	Xray Tech	Ambulance Driver	Generator. Operator	Night Guard	Waterman
32	05	01	01	01	02	01
W.Girl	Sweeper	Electrician	Cook	Mali		x
02	06	01	03	01	TOTAL	56

SPECIAL BENEFITS TO STAFF:

Some of the special benefits provided to the staff are stated below:

- (i) Free medical aid to all the members of staff & their legal dependants provided during the year & the total cost involved as on 31.03.2016 is Rs. 18,800/-.
- (ii) Education aid provided to the children of Staff during the year & the cost involved as on 31-03-16 is Rs. 1,19,700/-.

DONATION :

Total Donation received in cash/by cheque from 1.4.2015 to 31.3.2016 is Rs. 18,93,978/-.

Donation received from members of SMMT & SMSB during 2015-16.

- Dr. K.K.Das, has donated his entire OPD fees of Rs. 2,42,250/- to the hospital.
- Dr. A.N.Bhattacharjee has donated Rs. 47,000/- in cash to the hospital.
- Dr. A. Biswas has donated his entire OPD fees of Rs. 11,475/- to the hospital.
- Shri Priyabrata Dhar, President, SMMT, has donated Rs. 25,000/- by cheque to hospital.
- Dr. Dhruvajyoti Paul has donated Rs. 20,000/- by cheque to the hospital.
- Dr. Debojyoti Paul has donated Rs. 10,000/- by cheque to the hospital.
- Dr. Pradip Kumar Dey has donated Rs. 15,000/- by cheque to the hospital.

Donation received from Overseas Guests during 2015-16

- Michelle Svoboda and Alia Manetta of Laguna Beach, California, USA has donated Rs. 57,810/- in cash to this hospital.

2. ORGANISATIONAL :

(1) Employees State Insurance Corporation (ESIC) :

The Branch Manager, ESIC, Silchar Branch office by his inspection report dated 07-04-2014, fixed an arrear amount of Rs. 8,59,113.00 on Sundari Mohan Seva Bhawan as penalty being the arrear amount of contribution by the employer and the employees for health insurance coverage of the employees of SMSB for the period from 01-01-2009 to 31-03-2014. The matter was taken up initially with ESIC, Silchar and Guwahati offices for exemption/waiver of the arrear as assessed for the retrospective period but the authorities declined to give any relief as sought for.

In consequence, the SMSB authority was left with no other alternative but to file a writ petition to Gauhati High Court through senior advocate Shri Golap Chandra Phukan against the demand notice issued to SMSB by ESIC, Guwahati. Gauhati High Court finally disposed of the writ petition no. W.P.(C) No. 3949 of 2014 by relegating SMSB to the Forum of ESIC Court at Guwahati for adjudication of the matter in dispute. Accordingly, SMSB authority through its advocate Shri Bimal Kumar Bhattacharjee duly approached ESIC court, Guwahati for adjudication of the dispute. As days rolled in, it was realized from phonic communication and conversation with the engaged advocate that it was uncertain as to when the case would reach its finality. Sending of staff with money to Guwahati on every date fixed very frequently became inconvenient, expensive and difficult as well even what would be the result of the case appeared to be doubtful. Considering all these aspects and other circumstance, the SMSB authority decided to discontinue the case and it was so done. Nothing further has yet been known from ESIC authority.

To be noted here that the total expenditure relating to ESIC case during the financial year 2014-15 was Rs. 58,000.00 and during the financial years 2015-16 is Rs. 28,000.00. An

amount of Rs. 1,28,867.00 had to be deposited in the ESIC court as security at the time of admission of the case.

(2) Employees Provident Fund Organisation :

Employees Provident Fund position and balance from 2007 till date has been updated by EPF Authority, Guwahati. The individual employees have been provided with UAN and using this UAN employee can log in to their account and check their passbook balances and other details.

During the financial year 2015-16, total contribution from employer and employees made to Employees Provident Fund Organisation is Rs. 6,43,944.00.

During the financial year 2015-16, the following employees have received superannuation benefit from EPFO, Guwahati in connection with their voluntarily retirement from service.

- a) Sunil Deb b) Satiprova Dasgupta c) Piu Dasgupta

3. AUDIT REPORT:

i) A) INCOME

Actual Income as on 31.3.2016 on different heads appended below:

Admission fees	Doctors fees	OPD fees	OT Charges	Lab Charges	X-ray charges
Rs.395750.00	Rs.5017320.00	Rs.1572700.00	Rs.3051002.00	Rs.2952420.00	Rs.1223330.00
Cardiac Monitor	Bed Charges	Instruments	Trainee fees	Ambulance	Donation
Rs.109980.00	Rs.2036160.00	Rs.45800.00	Rs.15000.00	Rs.500.00	Rs.1893978.00
Int. from Bank	Misc. Income				
Rs.109386.57	Rs.120595.00*			TOTAL	Rs.18543921.57

*D.J. Stent, BGS, CBG, R.R.Charge, Dilator, Foley catheter, Glucometer, sale of plastic goods etc.

B) EXPENDITURE:

Actual Expenditure as on 31.3.2016 on different Major heads appended below:

Salary	PF Contribution	Doctors fees	Consultation fees	OT Expenses
Rs. 4914095.00	Rs. 643944.00	Rs.5048113.00	Rs.22660.00	Rs.1053981.00
Laboratory Expenses	Honorarium	X-ray films	Depreciation	Charity & Donation
Rs.1759729.00	Rs. 537100.00	Rs.423800.00	Rs.1005694.41	Rs.923325.50
Audit fees	Bank Charges	Carrying charges	Celebration and Functions	Computer Expenses
Rs. 22800.00	Rs. 4051.00	Rs. 6090.00	Rs. 52298.00	Rs. 33399.00

Duties & Taxes	Electric charges	Electrical items	Garden Expenses	Generator running expenses
Rs. 10100.00	Rs. 815576.09	Rs. 78233.00	Rs. 1330.00	Rs. 368959.40
Legal Expenses	Insurance	Linen	Newspaper, Magazine and Advertisement	Pollution Control fees
Rs. 33000.00	Rs. 37034.00	Rs. 135460.00	Rs. 2200.00	Rs. 27540.00
Postage & Telephone charges	Printing & Stationery	Repairs & Maintenance	Tea & Refreshment	Travelling & Conveyance
Rs. 20003.00	Rs. 109598.00	Rs. 104038.00	Rs. 2050.00	Rs. 144920.20
Vehicle Expenses	Vehicle hiring charges	Water charges	Miscellaneous Expenses	ESIC Fees
Rs.31957.00	Rs.38450.00	Rs. 104278.00	Rs. 110063.00	Rs.128867.00
			TOTAL EXPENDITURE	Rs. 18754736.60

- Consultation fees include EPF and TDS consultant charge.
- Charity & Donation includes – Kalyani bhawan food ch., medical aid to staff, poor student support, relief to poor patients, donation to Disha etc.
- Difference between doctors fee earned and doctors fee paid is due to Radiology Consultation fee of Dr. Prabir Chakraborty which is not reflected in doctors fee income.

ii) Deficit of Income over Expenditure for the Financial Year 2015-16 :

(B) – (A) = Rs. 2,10,815.03

iii) Comparison with last financial year :

A) Income

Income of SMMT as per audit report dated 21.09.2016	:	Rs. 1,85,43,921.57
Income for the previous financial year ending 31.3.2015	:	<u>Rs. 1,98,24,527.94</u>
Decrease of income over the previous year is	:	<u>(-) Rs. 12,80,606.37</u>

B) Expenditure

Total Expenditure for the financial Year ending 31-3-2016 is	:	Rs. 1,87,54,736.60
Expenditure for the previous year ending 31-3-2015 was	:	<u>Rs. 1,78,77,830.98</u>
Increase of expenditure over the previous year is	:	<u>Rs. 8,76,905.62</u>

PRESENTATION OF THE AUDIT REPORT FOR 2015-16:

Now the Audited Report dated 21.09.2016 including the Balance Sheet showing Assets and Liabilities, Income & Expenditure of SMSB is placed before the house for kind perusal, discussion and necessary approval. (Enclosed)

4. Future Plan of Works for the Financial Year: 2015-2016:

(i) Construction of boundary wall on the eastern and southern part of SMMT, the cost of which is approximately Rs. 10.00 lakhs.

5. BUDGET:

DRAFT BUDGET FOR THE FINANCIAL YEAR 2016 – 2017.

It is essential for a charitable institution like Sundari Mohan Memorial Trust to set a Budget Target with more thrust on income generation to meet the necessary expenses during the Financial Year 2016-17 by SMMT authority. Details are given below.

BUDGET INCOME : 2,00,27,000/- (8% increase over last year's income is proposed)

Head wise details of Budget Income given below. (Figures in lakhs & thousands).

Deptt	Amount	Deptt	Amount
Ambulance	Rs. 0.05	X-ray Charges	Rs. 13.20
Admission fees	Rs. 4.30	Donation	Rs. 19.00
Bed Charges	Rs. 21.00	Misc. Income	Rs. 1.30
Cardiac Monitor	Rs. 1.20	Bank Interest	Rs. 1.11
Doctors fees	Rs. 58.30		
Laboratory	Rs. 31.38		
Instruments	Rs. 0.50		
OPD	Rs. 16.98		
O.T Charges	Rs. 31.95	TOTAL BUDGET INCOME	RS. 200.27

BUDGET EXPENDITURE: 1,98,42,000/- (7% increase is proposed on last year's Expenditure)

Head wise details of Budget Expenditure appended below: (Read Figures in lakhs & thousands)

Honorarium to Doctors & Others	Rs. 5.85
Staff Salary(Regular & Casual)	Rs. 57.95
O T expenses	Rs. 10.29
Doctors Fees	Rs. 58.30
Advertisement	Rs. 0.11
Kalyani Bhawan Food	Rs. 5.29
Working Commission to Lab. Technicians	Rs. 7.20
Staff /Doctor Dress	Rs. 1.50
Audit Fees	Rs. 0.25
Relief to Poor Patients	Rs. 2.48
Medical Aid to Staff of SMSB	Rs. 0.28
Study Aid to Children of staff	Rs. 1.30
Subscription (Disha & others)	Rs. 0.75
Pollution control board	Rs. 0.32
Generator : (Fuel, Maintenance)	Rs. 3.00
Ambulance(Fuel, Maintenance)	Rs. 1.40
Electricity (Energy consumption)	Rs. 8.70
Electrical repairs/Maintenance work	Rs. 1.75
Water Service charges to PHE & plumber	Rs. 0.60
Water treatment materials at SMSB	Rs. 0.70
Telephone	Rs. 0.40

Building (Carpentry/Plumber/Mason/paint) Works	Rs. 2.40
Legal Expenses	Rs. 0.20
Laboratory Materials (Equipments/ Chemicals etc)	Rs. 10.52
X-ray (Films, chemicals, cassettes etc)	Rs. 4.62
Office Computer	Rs. 0.50
Local Printing/Stationery	Rs. 0.45
Taxes/Insurances	Rs. 0.25
Conveyance	Rs. 0.30
Depreciation on Fixed Assets	Rs. 10.76
TOTAL BUDGET EXPENDITURE	Rs. 198.42

Budget Income for the Financial Year 2016 -2017	Rs.2,00,27,000.00
<u>Budget Expenditure for the Financial Year 2016-2017</u>	<u>Rs.1,98,42,000.00</u>
Surplus for the Financial Year 2016-2017 will be	Rs. 1,85,000.00

The Honourable Members of Sundari Mohan Memorial Trust, Sundari Mohan Hospital Management Committee and Special Invitees are here by requested to suggest suitable measures to raise the income for the financial year 2016-2017 so as to enable the SMMT & SMSB authority to continue to render improved & quality Medical & Surgical services to the poor patients and carry on with the future development work of the hospital as well.

Thank You,

Yours faithfully,

Secretary,
Sundari Mohan Memorial Trust

Date: The 8th January, 2017.
Place: Kalyani, Banglaghat, Silchar- 26