

**ANNUAL REPORT OF**  
**Sundari Mohan Memorial Trust for the Financial Year 2017-18**  
**is placed on this 21<sup>st</sup> Annual General Meeting of Sundari Mohan Memorial Trust**  
**held today the 16<sup>th</sup> December, 2018 (Sunday) at Prof. Jatindra Ranjan De Conference Hall.**

Respected President & Honourable Members,

I place before you the Annual Report of Sundari Mohan Memorial Trust for the Financial Year 2017-2018 for your kind perusal and action.

The Report is presented as follows:

1. To read and approve the Minutes of the Last Annual General Meeting held on 18-02-2018.
2. Annual Reports on Various Activities of SMSB from 01-04-2017 to 31-03-2018.
3. Audit Report and Statement of Income & Expenditure for the Financial Year ending on 31-03-2018 for discussion and approval.
4. Future Plan of Work for the Financial Year 2018-2019 ending on 31.3.2019.
5. Draft Budget for the Financial Year 2018-2019 ending on 31.3.2019.

1. **MINUTES OF THE PROCEEDINGS OF LAST AGM HELD ON 18.02.2018:**

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 1.4.2017 TO 31.03.2018.**

A) **MEDICAL ASPECT:**

Following are the Statement of achievements under different Dept. of SMSB From 01-04-2017 to 31-03-2018 & a comparison with previous 2 years.

YEAR	TOTAL. OPD	TOTAL ADMN	TOTAL OPERATION
2015-16	14387	1581	1101
2016-17	15376	1628	1355
2017-18	14218	1584	1485

**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
2015-16	4653	82	868	44	1212	1419
2016-17	5112	70	1224	47	1223	1023
2017-18	4972	03	976	96	1068	1108

Year	General Surgery				Orthopedic	Physiotherapy		Dental	
	Dr. K.K. Das	Dr. A. Bhattacharjee	Dr. A. Biswas	Dr. P.S. Kundu		Dr. S. Bhattacharjee	Dr. A.N. Bhattacharjee		Nabarun Saha
2015-16	3360	958	156	1203	-	337	-	-	95
2016-17	2888	1580	359	1404	-	363	9	7	67
2017-18	2712	1420	287	1249	120	153	20	5	29

### 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 2 previous years given below:

YEAR	FULL FREE OPD	FULL FREE IPD	PART FREE IPD	Total Free Cases
2015-16	421	168	346	935
2016-17	438	139	670	1247
2017-18	435	50	688	1173

### Cost of Free Medical Services:

The total financial cost of free medical services for the year with 2 previous years is presented below:

Year	Cash value	Book Value (free service) *	Total Relief
2015-16	Rs. 2,31,856/-	Rs. 8,72,525/-	Rs. 11,04,381/-
2016-17	Rs. 2,35,018/-	Rs. 11,56,335/-	Rs. 13,91,353/-
2017-18	Rs. 3,50,852/-	Rs. 10,75,500/-	Rs. 14,26,352/-

\* 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 31-03-2018:

#### 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

#### Visiting Doctors:

1. Dr. A. Biswas, M.S., FRCS => General Surgeon & Urologist
2. Dr. P.S. Kundu, MS. => General & Laparoscopic Surgeon & Urologist
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. Subhadip Bhattacharjee, MD => Pathologist
11. Dr D.S. Bhattacharjee, BDS => Dentist
12. Nabarun Saha, BPT. => Physiotherapist.
13. Sandeep Roy => Physiotherapist

14. Dr. A.Z. Ahmed => General Physician  
 15. A.N. Bhattacharjee, FRACS => Orthopedic Surgeon  
 16. Dr. S. Bhattacharjee, FRCS => General Surgeon

Administration:

- Mr. Devdas Acharjee (Ex.BM, SBI) => Hony. Administrative Officer

SMSB STAFF: Total Strength As on 31.3.2018.

Nurses	Office Staff	Xray Tech	Ambulance Driver	Generator. Operator	Night Guard	Waterman
32	05	02	01	01	02	01
W.Girl	Cleaning Staff	Electrician	Cook	Mali	Daily Wager	x
02	05	02	03	01	1	58

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 31.03.2018 is Rs. 28,100/-.
- (ii) Education aid provided to the children of Staff during the year & the cost involved as on 31-03-18 is Rs. 1,23,500/-.
- (iii) Bonus.

DONATION :

Total Donation received in cash/by cheque from 1.4.2017 to 31.3.2018 is Rs. 44,22,325/-. Details of donation are enclosed with this report.

2. ORGANISATIONAL :

(1) Employees Provident Fund Organisation :

Employees Provident Fund Organisation has given individual UAN to every employee. The individual employees can log in to their account through UAN and check their passbook balances and other details.

During the financial year 2017-18, total contribution from employer and employees made to Employees Provident Fund Organisation is Rs. 8,08,781.00.

(2) Construction & Installation

- (i) Construction of 3 (three) new RCC staff quarter and a Conference Hall within SMSB campus is undergoing and total expenses till date is Rs. 25.00 lakhs.

(ii) Installation of a New 40 KVA Silent DG Set at Sundari Mohan Seva Bhawan for new OT, the cost of which is Rs. 5.50 lakhs.

(ii) Construction and installation of an Effluent Treatment Plant at Sundari Mohan Seva Bhawan, the cost of which is Rs. 5.70 lakhs.

(3) Important Observances

Republic Day and Independence Day were observed at the premises of Sundari Mohan Seva Bhawan.

Annual Picnic is held on 1<sup>st</sup> January every year.

3. AUDIT REPORT:

i) A) INCOME

Actual Income as on 31.3.2018 on different heads shown below:

Admission fees	Doctors fees	OPD fees	OT Charges	Lab Charges	X-ray charges
Rs.3,96,500.00	Rs.57,46,550.00	Rs.24,76,100.00	Rs.34,71,183.00	Rs.45,81,380.00	Rs.12,36,550.00
Cardiac Monitor	Bed Charges	Instruments	Trainee fees	Misc. Income	Donation
Rs.500.00	Rs.25,47,250.00	Rs.2,330.00	Rs.15,000.00	Rs.2,84,937.00*	Rs.44,22,325.00
Int. from Bank					
Rs.1,76,689.08				TOTAL INCOME	Rs.2,53,57,294.08

\*D.J. Stent, CBG (Capillary Blood Glucose), Foley catheter, Surgical suture etc.

B) EXPENDITURE:

Actual Expenditure as on 31.3.2018 on different Major heads shown below:

Salary & Wages	PF Contribution	Doctors fees	BMW Disposal	OT Expenses
Rs. 58,28,088.00	Rs. 8,08,781.00	Rs.65,27,250.00	Rs. 79,539.00	Rs.13,43,519.00
Laboratory Expenses	POL	X-ray films	Depreciation	Charity, Donation & Subscription
Rs.18,53,508.00	Rs.1,32,114.50	Rs.3,96,064.00	Rs.13,70,852.00	Rs. 10,72,479.00
Audit fees	Bank Charges	Carrying charges	Celebration and Functions	Computer Expenses
Rs. 23,600.00	Rs. 4,976.85	Rs. 13,380.00	Rs. 20,944.00	Rs. 71,793.00
Duties & Taxes	Electric charges	Electrical items	Staff Uniforms	Generator running expenses
Rs. 31,435.00	Rs. 11,21,185.29	Rs. 3,64,289.00	Rs. 1,20,950.00	Rs. 3,11,962.50
Seminar, Signboard, attendant ch.	Insurance	Linen	Newspaper, Magazine and Advertisement	Pollution Control fees
Rs. 1,41,210.00	Rs. 35,701.00	Rs. 6,360.00	Rs. 8,000.00	Rs. 4,290.00

Postage & Telephone charges	Printing & Stationery	Repairs & Maintenance	Tea & Refreshment	Travelling & Conveyance
Rs. 31,907.00	Rs. 1,04,374.00	Rs. 94,174.00	Rs. 1,835.00	Rs. 23,203.00
Vehicle Expenses	Vehicle hiring charges	Water charges	Miscellaneous Expenses	Picnic Exps.
Rs.91,901.00	Rs.69,900.00	Rs. 64,796.00	Rs. 1,53,820.00	Rs. 45,166.00
Consultant Charges	Staff Bonus	Fire Extinguisher Refilling	Funeral Ceremony	Internet & Broadband Exps.
Rs. 91,880.00	Rs.4,74,000.00	Rs. 12,672.00	Rs. 3,680.00	Rs. 1,840.00
			TOTAL EXPENDITURE	Rs. 2,29,57,419.14

- Consultant Charges include Accounts, EPF and TDS consultant charge.
- Charity, Donation & subscription includes – Kalyani Bhawan Food Ch., Medical aid to staff, Poor student support, Relief to poor patients, Donation to Disha, Puja donation etc.
- Difference between doctors fee earned and doctors fee paid is due to Honorarium paid to Dr. A.K. Saha, Dr. Subhadip Bhattacharjee, Nabarun Saha, Sandeep Roy which is not reflected in doctors fee income and a portion of earnings of Dr. A.N. Bhattacharjee of last year, which is paid this year.
- POL includes – Petrol and Diesel for Ambulance and Water pump.
- Vehicle expenses include - Ambulance repairing expenses.

ii) Excess of Income over Expenditure for the Financial Year 2017-18 :

(A) – (B) = Rs. 23,99,874.94

iii) Comparison with last financial year :

A) Income

Income of SMMT as per audit report dated 12.07.2018	:	Rs. 2,53,57,294.08
Income for the previous financial year ending 31.3.2017	:	<u>Rs. 2,36,84,705.42</u>
Excess of income over the previous year is	:	<u>Rs. 16,72,588.66</u>

B) Expenditure

Total Expenditure for the financial Year ending 12-07-2018 is	:	Rs. 2,29,57,419.14
Expenditure for the previous year ending 31-3-2017 was	:	<u>Rs. 2,09,77,821.08</u>
Increase of expenditure over the previous year is	:	<u>Rs. 19,79,598.06</u>

PRESENTATION OF THE AUDIT REPORT FOR 2017-2018:

Now the Audited Report dated 12.07.2018 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: 2018-2019:

(i) Repairing and renovation of hospital staff canteen, the cost of which is approximately Rs. 3 lakhs.

(ii) Installation of new 100 KVA Transformer (Domestic) at Sundari Mohan Seva Bhawan, the cost of which is approximately Rs. 7.00 lakhs. As per quotation from Trinayanee Electrical Engineering, an amount of Rs. 2.77 lakhs as advance already paid to Trinayanee Electrical Engineering (ASEB's/APDCL's approved electrical contractor), Ashram Road, N.H. Way, Silchar-7 by cheque on 06-03-2018. An amount of Rs. 1,17,576.00 paid to ASEB for cost of HT Trivector Energy Meter and Supervision charge as per their bill no. 84/25 dt. 06-06-2018 by Demand Draft on 29-06-2018.

(iii) Construction of RCC drain next to main OPD Hall to protect erosion of soil, the cost of which is approximately Rs. 1.00 lakh.

5. BUDGET:

DRAFT BUDGET FOR THE FINANCIAL YEAR 2018 – 2019.

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 2018-19 by SMMT authority. Details are given below.

BUDGET INCOME : 2,56,60,000/- (1.5% increased on last year's income)

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

Deptt	Amount	Deptt	Amount
Admission fees	Rs. 4.16	X-ray Charges	Rs. 12.98
Bed Charges	Rs. 25.74	Donation	Rs. 40.00
Cardiac Monitor	Rs. 0.05	Misc. Income	Rs. 2.98
Doctors fees	Rs. 59.33	Bank Interest	Rs. 1.84
Laboratory	Rs. 47.64		
Instruments	Rs. 0.03		
OPD	Rs. 25.75		
O.T Charges	Rs. 36.10		
		TOTAL BUDGET INCOME	RS. 256.60

BUDGET EXPENDITURE: 2,40,35,000/- (4.5% increased on last year's expenditure)

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

Staff Salary(Regular & Casual)	Rs. 66.20
O T expenses	Rs. 14.10
Doctors Fees	Rs. 67.88
Advertisement	Rs. 0.09
Working Commission to Lab. Technicians	Rs. 7.20
Staff /Doctor Dress	Rs. 1.70
Audit Fees	Rs. 0.25
Relief to Poor Patients	Rs. 3.60

Medical Aid to Staff of SMSB	Rs. 0.42
Study Aid to Children of staff	Rs. 1.50
Subscription (Disha & others)	Rs. 0.75
Generator : (Fuel, Maintenance )	Rs. 4.10
Ambulance(Fuel, Maintenance )	Rs. 2.08
Electricity (Energy consumption )	Rs. 12.77
Electrical installation/repairs/Maintenance work	Rs. 3.82
Water Service charges to PHE, Treatment & plumber	Rs. 0.78
Telephone & Internet	Rs. 0.20
Building (Carpentry/Plumber/Mason/paint) Works	Rs. 18.22
Laboratory Materials (Equipments/ Chemicals etc)	Rs. 14.40
X-ray (Films, chemicals, cassettes etc)	Rs. 4.12
Office Computer	Rs. 0.74
Local Printing/Stationery	Rs. 1.10
Taxes/Insurances	Rs. 0.68
Depreciation on Fixed Assets	Rs. 13.65
<b>TOTAL BUDGET EXPENDITURE</b>	<b>Rs. 240.35</b>

Expected Income for the Financial Year 2018 -2019	Rs.2,56,60,000.00
Expected Expenditure for the Financial Year 2018-2019	Rs.2,40,35,000.00
<b>Surplus for the Financial Year 2018-2019 will be</b>	<b>Rs. 16,25,000.00</b>

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 2018-2019 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:  
Place: Kalyani, Banglaghat, Silchar- 26