

# PONDICHERRY INSTITUTE OF MEDICAL SCIENCES



## SERVICE RULES & REGULATIONS FOR SENIOR ADMINISTRATORS, FACULTY (MEDICAL & NURSING) & RESIDENTS

## TABLE OF CONTENTS

1. Title and Commencement	-	Page No. 3
2. Interpretation of rules	-	Page No. 3
3. Rules and Regulations	-	Page No. 3
4. Definitions	-	Page No. 3
5. Classification of Employee	-	Page No. 4
6. General Policy Matters	-	Page No. 5
7. Appointments	-	Page No. 5
8. Confirmation	-	Page No. 5
9. Rights and Responsibilities of the employee	-	Page No. 6
10. Recording of attendance	-	Page No. 6
11. Leave Rules	-	Page No. 7 to 13
12. National and Festival Holidays	-	Page No. 13
13. Performance Appraisal Of Employees	-	Page No. 13
14. Redressal of Grievance of Employees	-	Page No. 13
15. Conduct Rules	-	Page No. 13 to 15
16. Disciplinary Rules	-	Page No. 16
17. Appeals	-	Page No. 17
18. Display of Service Rules	-	Page No. 17
19. Duties and Responsibilities of Medical / Nursing Professional / Staff	-	Page No. 17
20. Accommodation Rules	-	Page No. 17 to 18
21. Annual Health checkup	-	Page No. 18
22. Medical Benefits	-	Page No. 19

## 1. TITLE AND COMMENCEMENT

These rules shall be called the **SERVICE RULES & REGULATIONS OF PONDICHERRY INSTITUTE OF MEDICAL SCIENCES (PIMS)** and shall be applicable to all *Senior Administrators, Faculty and Residents* (Medical & Nursing) (hereinafter called Employee) of **PONDICHERRY INSTITUTE OF MEDICAL SCIENCES**. These rules have been approved by the Management Committee of PIMS and shall come into force with effect from April 1<sup>st</sup> 2019. This shall supersede all previous rules or practices which have been in operation on matters covered by these rules.

*Under Clause 11. Leave Rules, in page 10, sub title Maternity Leave (ML) No.11.3.4 h is amended as on 03-01-2020.*

## 2. INTERPRETATION OF RULES

The Management Committee shall be the sole judge on the interpretation of all or any of these rules and its decision thereon shall be final and binding on all persons concerned.

## 3. RULES AND REGULATIONS

These rules and regulations have been formulated for the smooth functioning of PIMS. The management may amend such regulations and place them on the notice board to supplement these rules as it may consider necessary from time-to-time, for the efficient running of PIMS. Such regulations may apply to the whole establishment or to any section or sections thereof and would take effect from the date notified.

## 4. DEFINITIONS

In these rules, unless there is anything repugnant to the meaning or context: -

**4.1 Pondicherry Institute of Medical Sciences** is a Unit of **Madras Medical Mission**.

**4.2 Employer:** means the Management Committee (MC) of

**PONDICHERRY INSTITUTE OF MEDICAL SCIENCES (PIMS).**

*"Village No. 20, Ganapathychettikulam, Kalapet, Puducherry -605 014"*

**4.3 Management Committee:** means the representative committee duly appointed by the Governing Board of Madras Medical Mission.

**4.4 Chairman:** means Chairman of **PONDICHERRY INSTITUTE OF MEDICAL SCIENCES**.

**4.5 Director-Principal:** means Director-Principal of **PONDICHERRY INSTITUTE OF MEDICAL SCIENCES**.

**4.6 Faculty and Residents:** mean any person engaged by **PONDICHERRY INSTITUTE OF MEDICAL SCIENCES** in any academic position, for whose service a monthly remuneration is paid by PIMS, in pursuance of any agreement for such payment.

**4.7 Superior:** means an employee's immediate superior official and/or Head of the Unit/Section/Department where the employee is placed or any member of the Management Committee.

- 4.8 **Notice:** means a notice in writing required to be given or passed for the purpose of these rules or for any purpose connected to the working of PIMS, including disciplinary action notices.
- 4.9 **Competent Authority:** means the designated employee of PIMS who may be authorized by MC of PIMS as a competent authority for and up to the laid down limits.
- 4.10 **Satisfactory or satisfactorily:** means up to the standard expected or to the satisfaction of the management.
- 4.11 **Appointing Authority:** means the *Director-Principal* of **PONDICHERY INSTITUTE OF MEDICAL SCIENCES**.
- 4.12 **Disciplinary Authority:** -
- a. *All penalties will be prescribed by the Appointing Authority under items 16.1.3 to 16.1.8.*
  - b. *For penalties prescribed under items 16.1.1 and 16.1.2, the Head of the Department / In-charge will be the prescribing authority.*
- 4.13 **Appellate Authority:-**
- a. *In respect of the penalties for staff prescribed under items 16.1.1 to 16.1.2 – Director – Principal*
  - b. *In respect of the penalties prescribed under items 16.1.3 to 16.1.8 – Chairman.*
- 4.14 **Reviewing Authority:** -
- In respect of all penalties – Management Committee of the Institute.*

## 5 CLASSIFICATION OF EMPLOYEE:

The employees shall be classified as follows: -

- 5.1 **Permanent employee:** means one who has been employed in a permanent vacancy and who has satisfactorily completed the prescribed probationary period.
- 5.2 **Probationer:** means an employee who is provisionally employed to fill a permanent vacancy. His / Her employment will be made regular at the end of one year unless there is extension of probation.
- 5.3 **Temporary employee:** is one who has been engaged for work which is essentially of a temporary nature or for a specified period, or for work of a permanent nature but for a specified duration. By merely working against a permanent post, a temporary employee cannot claim permanent status.
- 5.4 **Casual:** is one who is engaged for work which is essentially of an occasional or casual nature and who is paid wages on daily basis.
- 5.5 **Contract:** is one who is engaged on contract, for a prescribed period and whose service will automatically come to an end on expiry of the contractual period.
- 5.6 **Part time employee:** is one who is employed to do work for specified working hours (which is less than that of the regular employee) as required by PIMS and is not entitled to any leave / benefits of the regular employees and is employed according to the terms laid down by the management.

- 5.7 **Trainee:** is one who is a learner for a period as may be prescribed by the management. The training is liable to be terminated at any time without any notice and without assigning any reason whatsoever.

## 6 GENERAL POLICY MATTERS

- 6.1 **Public Statement:** Prior written approval of the Director-Principal should be obtained for making any public statement or press announcements or releasing publications to the media including social media which relate to the Institute's activities or interests.
- 6.2 **Confidentiality:** It is an essential condition that binds every employee that he/she shall not at any time during his/her employment with the Institute and thereafter, divulge any information/reports/documents about any matter related to the Institute that might come to his/her knowledge in the course of his/her employment or incidentally thereto, except as authorized by the **Director-Principal**. Removal of any such information or passing it on to any outsider or using it for personal gains should be construed as a most serious misconduct.
- 6.3 **Gifts & Favours:** No employee shall offer or accept donations, gifts, entertainment, sponsorship to programmes or conferences, personal discount or favour of value in his/her relationship with patients or their relatives, students/trainees, suppliers or others with whom the Institute has or may have in the foreseeable future any type of professional or business transactions.
- 6.4 **Identity Card:** - Every employee shall be provided with an identity card which should be worn while on duty. Every employee shall, on demand, show his/her card for inspection to any person authorized by the Management. In case of loss of identity card, it has to be reported immediately in writing and replacement of the card will be provided on payment. When an employee ceases to be in the employment of the PIMS, he/she shall surrender his/her identity card to the Personnel Department before his/her final settlement is effected.
- 6.5 **Superannuation:** - Every employee shall compulsorily retire when:
- a. He/she attains the age of **70**.
  - b. Declared medically unfit by the medical board

## 7 APPOINTMENTS

- 7.1 Every employee at the time of the appointments shall be given a written order specifying the terms of appointment signed by the concerned appointing authority. The employee shall sign a copy of the same as a token of his /her acceptance of the appointment and its terms. The employee is not permitted to engage in any other employment, consultation, trade or business including part time activity without prior written permission of the management.
- 7.2 All appointments are subject to medical fitness certified by a duly authorised medical person, approved by the management. The management may, whenever necessary require a staff to be examined for medical fitness by a duly approved authority.

## 8 CONFIRMATION

- 8.1 All appointees shall be considered as confirmed on completion of probation for a period of one year except where otherwise specified. This probation period may be extended by a period not exceeding six months at the absolute discretion of the management.

- 8.2 The appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation or before his/her confirmation in writing, with one month's notice or compensation in lieu of notice and without assigning any reason whatsoever.

## 9 RIGHTS AND RESPONSIBILITIES OF THE EMPLOYEE

- 9.1 Appointment letter / contract letter must be received by all employees with the terms and conditions of the employment before joining work. It lists the rights and obligations of both parties.
- 9.2 All employees are required to work five days a week, and for full days on alternate Saturdays, Sundays being weekly holidays, unless otherwise decided. Normally 8½ hours inclusive of ½ hour break for meals constitute a work-day. However, for staff in certain departments functioning on round the clock, the spread-over of working hours may exceed 8 ½ hours depending on the situational factors.

**The above Clause 9.2 is substituted as follows and amended:**

**All employees are required to work 5 ½ days from Monday to Friday and half a day on Saturday.**

- 9.3 All employees shall be required to attend emergency call duty as and when called for or on any day, including leave, weekly holiday and national and festival holidays.
- 9.4 **Internal complaints cell:** PIMS has a Women's Harassment Cell in existence since 2006. It has now been reconstituted as "Internal Complaints Committee" as per the University Grants Commission (UGC) notification dated 2<sup>nd</sup> May 2016. This committee will function with the objective of hearing, resolving and suggesting action in case of harassment of employees at the workplace, transport vehicles, campus and peripheral centers.
- 9.5 **Gratuity:** Gratuity is a statutory benefit paid to the employees who have rendered continuous services for at least five (5) years.

It is a lump-sum amount paid to an employee based on the duration of his total service. The benefit gratuity is payable to an employee on cessation of employment either by resignation, death, retirement, by taking the last drawn salary as the basis for the calculation.

## 10 RECORDING OF ATTENDANCE

- 10.1 All Employee will record their biometric attendance while reporting for duty and breaking off duty.
- 10.2 Non-recording of attendance in the above manner by an employee on any day will result in his/her being treated as absent on that day and also loss of pay.
- 10.3 Every employee should be punctual in his/her attendance. A delay in reporting to duty by more than 10 minutes but less than 30 minutes from commencement of duty hours will be considered as **late for duty**. Three such instances of late for duty in a calendar month shall result in deduction of **one casual leave**. If the staff has no casual leaves to his/her credit, **one Earned leave** shall be deducted. In case earned leave is also exhausted, **one day's salary** would be deducted. Recurrence of late attendance beyond the grace time shall attract **disciplinary action**
- 10.4 Late attendance beyond 30 minutes on any day will result in loss of half a day's casual leave or loss of pay thereof.

- 10.5 Employees should not leave their place of work during working hours without prior permission from superiors. Employee on shift duty shall leave their place of work only after a reliever reports for the next shift.
- 10.6 Every employee is eligible for 2 permissions of one hour each / one permission of 2 hours per month. This can be availed only on the permission of the Head of the Department / In-charge. The requisite form should be duly signed, recommended by the Head of the Department / In-charge and sent to the reporting authority.

## 11 LEAVE RULES

### 11.1 Leave Rules for Faculty / Lecturers / Tutors / Senior Residents / Junior Residents in Medical College and College of Nursing.

#### 11.1.1 Applicability & Explanation

These rules shall apply to all Faculty / Lecturers / Tutors / Senior Residents / Junior Residents who are employed in the Pondicherry Institute of Medical Sciences (PIMS).

Faculty means Assistant Professor and above.

Regular employment refers to those who have completed continuous employment for one year in PIMS.

These rules do not apply to those who are employed on contract basis.

#### 11.2 General Conditions

- a. All leave applications shall be submitted to the Director-Principal, recommended by the Head of the Department and forwarded for sanction to the Director- Principal or person authorized by him/her.
- b. Faculty/lecturer/tutor/SR/JR should confirm whether the EL has been sanctioned or not, before proceeding on leave
- c. Leave shall be recommended by the authorities judiciously, taking into consideration the working of the department concerned and shall NOT at any time **exceed 50%** of the faculty strength of the Department.
- d. When exigencies of service so demand, leave of any kind may be refused or revoked by the leave sanctioning authority and the personnel can be called back for duty.
- e. No leave shall be granted on days of anticipated inspection by the Medical / Nursing Council of India or Central or State Government authorities or University or any Academic or Autonomous bodies.
- f. Overstayed leave without proper sanction shall be treated as absent and shall be liable for disciplinary action.
- g. Any period of absence which exceeds **FOUR** working days without proper sanction of

leave/permission, any salary payable shall be withheld and shall become payable only after the leave is regularized.

- h. Post duty off can be availed with the permission of the Head of the Department within **one week**.  
**It cannot be combined with any other leave. Attendance for Post duty off day must be recorded by swiping in and out on that day.**
- i. College Biometry for attendance is mandatory for all twice a day, apart from signing the attendance register.
- j. NMC Biometry for attendance is mandatory for all faculty / tutors twice a day
- k. In the event of any faculty/lecturer/tutor/SRs/JRs leaving the service, during the course of the year, any leave shall be calculated at the rates specified in the leave rules and for any excess leave availed, the salary will be recovered from his/her last month salary payable.
- l. For the purpose of leave, the year would mean a calendar year.

### 11.3 Categories of Leave

- 1. Casual Leave (CL)
- 2. Earned Leave (EL)
- 3. Sick Leave (SL)
- 4. Maternity Leave (ML)
- 5. Paternity Leave (PL)
- 6. Business Leave (BL)
- 7. Terminal Leave (TL)
- 8. Leave on Loss Of pay (LOP)
- 9. Sabbatical leave
- 10. Study leave

#### 11.3.1 Casual Leave(CL)

- a. Casual leave is essentially meant for a short period of absence necessitated by sudden urgent work. CL needs to be applied before proceeding for leave or at least within one day of rejoining duty.
- b. CL with pay is eligible to all faculty/lecturers/tutors/SRs/JRs for 12 days per year. If a faculty joins duty after the 15th of any month, he/she shall not be eligible for CL with pay for that month; so also if any employee leaves before the 15th of any month, he/she shall not be eligible for CL for that month.
- c. CL shall be granted for not more than FOUR days at any one time.
- d. CL cannot be combined with any other kind of leave except leave on LOP, weekly offs, compensatory off, Sunday and public holidays. However the total leave of absence on this account should not exceed 6 days at a time including a weekend and public holiday.
- e. **CL cannot be taken on either side of a Sunday / Public holiday. If taken, it will be treated as 3 days of CL.**
- f. CL can be availed for half-a-day and shall be treated as such.



### 11.3.2 Earned Leave (EL)

- a. Maximum number of EL shall be 30 days per year of service.
- b. New appointee shall be eligible for EL only on completion of 3 months of service.
- c. EL should be applied atleast 5 days in advance. This is to ensure that there is no shortfall of staff in the department to carry out routine duty including emergency.
- d. Not more than 50% of the EL for that year can be carried forward.
- e. Accumulation of EL shall not exceed 120 days. Any leave beyond this will lapse at the end of the year.
- f. EL cannot be availed for half a day.
- g. EL can be either prefixed or suffixed to a weekend / public holiday. In case the EL is applied between two weekends/public holidays, then the shorter of the two (weekend/public holiday) will be included in the EL.
- h. EL cannot be combined with any other form of leave except ML & BL. Any extension of EL due to sickness will be considered as EL only; unless supported by a medical certificate from the SSHC.

### 11.3.3 Sick Leave (SL)

- a. Sick leave with pay shall be a maximum of 12 days per year.
- b. New appointee shall be eligible for SL only after completion of 3 months of service
- c. Any SL request for more than one day shall be supported by a Medical Certificate from the Staff Student Health Clinic (SSHC) countersigned by the physician assigned by Medical Superintendent. Any medical certificate from outside the institute which is for more than 3 days shall be referred to the medical board for ratification
- d. Sick leave can be accumulated to a maximum of 90 days. Any leave beyond this will lapse at the end of the year.

### 11.3.4 Maternity Leave (ML)

- a. ML is admissible for faculty/lecturers/Tutors/SRs/IRs who are on regular employment, for two or more surviving children.
- b. Maximum number permissible is **182 days** with full pay for two surviving children. ML can be availed up to 8 weeks before the expected date of delivery
- c. For women conceiving after having two children, the duration of paid ML shall be 12 weeks only. This leave can be availed upto 6 weeks before the expected date of delivery.
- d. ML for adoptive and commissioning mothers is 12 weeks from the date of adoption for children below 3

months.

- e. All ML should be supported by Medical Certificate from PIMS.
- f. M.L can be combined with only with EL. In case of any complication related to the pregnancy, SL can be **prefixed** to the ML only on certification from the institution's obstetrician.
- g. No CL, SL or EL will accrue for the period spent on ML
- h. In case of miscarriage or abortion after 6 weeks or before 28 weeks of pregnancy, the incumbent shall be eligible for 6 weeks of ML with full pay subject to approval of the Medical Board.*

### **11.3.5 Paternity Leave (PL)**

A male faculty on regular employment may be granted PL for a period of **6 continuous working** days with full-pay for reasons stated above to a maximum of two children. This leave may be combined with EL only.

### **11.3.6 Business Leave (BL)**

This kind of leave is for attending examinations **as examiner**, conferences, workshops, symposia, seminars, delivering lectures or any other assignments for and on behalf of PIMS. The leave must be sanctioned one week prior to attending the event.

- a. BL shall be a maximum of 15 days in a calendar year.
- b. Not more than 7 days of the BL can be carried forward but it shall not exceed 30 days. Any leave over and above 30 days shall lapse.
- c. Lecturers / tutors / SRs / JRs are eligible for a maximum of 10 days in a calendar year. The leave must be sanctioned at least 1 week prior to attending the conference.
- d. If EL is combined with BL, then the EL cannot be suffixed or prefixed with any holiday / weekend.

#### **11.3.6.1 Criteria for Claiming Reimbursement for Conference**

Reimbursement can be claimed only for National & International Conference.

##### **1. Eligibility**

- a. Faculty i.e. Assistant Professor and above are eligible.
- b. He /She can apply for support from PIMS only after the completion of **TWO** years of uninterrupted service for National Conference.
- c. He/She can apply for support from PIMS only after the completion of **FOUR** years of uninterrupted service for International Conference.
- d. It is mandatory that all applicants for conference reimbursement must have atleast 50% of

attendance in CME/ CNE/ Scientific Society/Mortality Audit in the preceding six months.

## 2. Procedure for Application

- a. He / She should have paper accepted for *oral/poster* presentation from the organizers. (or) He / She has been invited to give a talk / chair a session and is not being compensated by the organizers.
- b. He/She should obtain prior approval from the administration to apply for conference reimbursement with letter of invitation/evidence of registration.
- c. The following documents have to be submitted after attending the event within two weeks:
  - i. Certificate of attendance & presentation
  - ii. Receipt of Registration fee.
  - iii. Travel documents.

3. Assistant Professor will be eligible to claim for to and fro second class AC Train fare, to the National Conference venue. Any amount exceeding this will be borne by the concerned faculty.

Associate Professor and above will be eligible for shortest route economy airfare.

For International Conference, economy airfare for shortest route can be claimed

4. Every faculty is eligible to go for one National or International conference in **India** per year.

Not more than 50% of the faculty from the same department will be eligible to attend the same conference.

5. Every faculty is eligible to go for one international conference abroad **once in three years**.

6. Only **Travel and Registration charges** can be claimed for reimbursement for all events.

7. This facility cannot be accumulated or carried over.

### 11.3.7 Terminal Leave (TL)

- a. When an employee puts in his/her resignation giving, due notice of termination of service according to the terms of employment and has to his/her credit, EL at that time of resignation, it shall be called "Terminal Leave". During the period of no employee shall accept any paid employment elsewhere. TL will not be valid if such employment is undertaken.
- b. TL will end on the day preceding the last day of duty. The employee should report for duty on the last date and get relieved.
- c. No other kind of leave except terminal leave/compensatory off shall be availed during the notice period.

### 11.3.8 Leave on Loss Of Pay (LOP)

- a. Under extraordinary circumstances, Leave on LOP up to 15 continuous days in a calendar year may be granted on recommendations of the HOD. The nature of the exigency shall be clearly recorded.
- b. Leave on LOP for more than 15 days or extension of the leave already granted may be sanctioned by the

Director-Principal only to cover periods of sickness or other extraordinary personal situations.

- c. Leave on LOP for more than 15 days other than mentioned above will be considered as break in service.

**In addition to the existing service rule – the following is added and amended:**

- d. **No CL, SL or EL will accrue for the period spend on Loss of Pay Leave**

#### **11.3.9 Sabbatical Leave**

- a. Sabbatical leave is applicable to those who are on regular employment (service will be calculated from the date of becoming Assistant Professor) and have completed six years of continuous service in P.I.M.S. This can be used for pursuing higher education, to undergo special courses, specialized training in professional or technical fields or sharing their skill and knowledge with other institution approved by the management.
- b. Sabbatical leave can be availed for a maximum of 1 year for every 6 years of service and not more than 36 months at one stretch if accrued only.
- c. Sabbatical leave can be taken in one or more occasions.
- d. Grant of sabbatical leave shall be without pay.
- e. However the period of sabbatical leave will be counted for promotion. But the promotion will be given after joining the institute on completing the necessary documentation.
- f. The employee availing this benefit will have to work for equal number years in P.I.M.S on completion of studies or work.
- g. The candidate has to sign a service obligation with the institution before availing the sabbatical leave.
- h. The leave shall be counted for service period only if the individual fulfils the necessary service obligations, but shall not count for **any leave benefits**.

#### **11.3.10 Study Leave**

- a. **Study leave can be given to those who complete 2 years of continuous service. The person availing this leave has to submit all the necessary documents to substantiate his/her acceptance for the course of the study proposed in his/her field or any other related discipline which benefits the institution.**
- b. Study leave is of two categories. Short term study leave and long term study leave.
- c. Long term study leave will be according to the requirement of the study course, to a maximum of 3 years.
- d. Short term study leave will be for a maximum of 6 months.
- e. The leave shall be counted for service period but shall not count for any leave benefits, and increment.
- f. However the period will be counted for promotion. But the promotion will be given after joining the institute on completing the necessary documentation.
- g. Subsequent to the study leave, the employee must work in the department for a minimum period equal to

- that of the study leave, and utilize the acquired skills for the development of the Department.
- h. The candidate has to sign a service obligation with the institution before availing the study leave.
  - i. While on study leave, the employee will be on leave without pay. However, if the employee is sent by the institution on study leave, for the needs of the institution and who require financial help, may be considered for the same according to the discretion of the management.

#### **11.4 Compensatory Off**

Compensatory off is allowed for working on any declared holidays, Sundays and extra Saturdays (more than 2 Saturdays per month). Attending duties on those days, by faculty should be with prior approval of the concerned HODs. **The Faculty should swipe on both NMC and College biometry on the Holidays / Sunday on which day they worked.** Compensatory off should be availed within a period of 45 days. **In any case, compensatory off cannot be accumulated for more than 2 days. It can be combined only with CL.**

**The above Clause 11.4 is substituted as follows and amended:-**

Compensatory off is allowed for working on any declared holidays and Sundays.

#### **11.5 Leave for Lecturers/Tutors/SR's/JR's**

The lecturers / tutors/SRs/JRs are eligible for 12 days of CL, 30 days of EL, 12 days of SL and 10 days of BL per calendar year. The above mentioned general conditions will also apply to them. They are also eligible for ML, PL and study leave (lecturers and tutors only). They are not eligible for Sabbatical leave.

#### **11.6 Leave for Senior Administrators**

Senior Administrators are eligible for 12 days of CL, 24 days of EL, 12 days of SL. The above mentioned general conditions will also apply to them. They are eligible for ML, PL. They are not eligible for Sabbatical leave.

**All employees who are employed on a specific contract period after retirement are eligible only for 15 days of leave on full pay in a calendar year.**

### **12 NATIONAL AND FESTIVAL HOLIDAYS**

**12.1** The management may declare upto a maximum of 12 paid holidays in a Calendar Year.

**The above Clause 12.1 is substituted as follows and amended :**

**The Management may declare upto a maximum of 15 paid holidays in a Calendar year.**

**12.2** A circular specifying the days to be observed as holidays shall be notified. Those of the employees who are required to work on any of these holidays shall be entitled to a compensatory holiday.

### **13 PERFORMANCE APPRAISAL OF EMPLOYEES**

Performance of every employee will be appraised by the management before giving confirmation, annual increment, and promotions as and when required.

Performance Appraisal will be done in the format and manner solely decided by the management and the conclusion of such appraisal will be final and will be binding upon all concerned.

#### **14 REDRESSAL OF GRIEVANCE OF EMPLOYEES**

All complaints of grievance arising out of employment including those relating to unfair treatment and wrongful application of service rules shall be submitted to Grievance Cell in the first instance and if the concerned staff is not satisfied with the decision or action taken by the cell, he/she may refer the matter to the higher authority who shall thereafter in consultation with the concerned authority examine the matter expeditiously and intimate the decision taken to the concerned staff member. If the employee is still not satisfied with the decision, he/she is permitted to refer the matter to the highest authority for a decision.

#### **15 CONDUCT RULES**

Misconduct shall mean any act of commission or omission whether specified herein or otherwise, whether amounting to a substantive act, aiding and abetting, or connivance, committed within the premises of the establishment or any act or omission which in any manner or guise is detrimental to the interest of the Institute or reputation or prestige of the Institute and the establishment, whether committed within the premises or outside the precincts thereof. Without affecting the generality of the above, the following shall constitute misconduct:

- 15.1** Willful insubordination or disobedience, whether alone or in combination with others to any lawful or reasonable order of the superior.
- 15.2** Fraud or dishonesty, misappropriation or mischief in connection with treatment of patients or the establishment's business or property.
- 15.3** Causing willful breakage, loss or damage to the property of the Institute or of its patients and their relatives inside the Institute's premises.
- 15.4** Demonstrating within 15 meters of the Institute's premises and/or participation in or inciting others to participate in strike which is illegal or unjustified or against the provisions of any law, agreement or award or settlement or working in furtherance thereto or picketing, gheraoing or setting off effigies.
- 15.5** Slowing down in performance of work or inciting others to slow down or adopting, or inciting others to adopt, any tactics to that effect by whatever name called.
- 15.6** Drunkenness or fighting or riotous or disorderly or indecent behavior while on duty, or off duty within the Institute's premises, or outside during the employees' working hours.
- 15.7** Interfering, coercing, threatening, intimidating, quarrelling with, assaulting any person/s while on duty, or off duty within the Institute's premises, or outside during the employees' working hours.
- 15.8** Demanding, taking, offering or giving bribes or any illegal gratification whatsoever.
- 15.9** Absence without sanction of leave or attempt to abuse leave facilities.
- 15.10** Habitual late attendance. (more than 30 occasions per calendar year)

- 15.11** Soliciting or collecting or promoting of contributions or pledges for any purpose or function at any time in the Institute's premises without prior written permission of the Management.
- 15.12** Gross negligence at work or habitual negligence or neglect of work.
- 15.13** Organizing, holding or attending any meeting within the Institute's premises without prior permission in writing of the Management.
- 15.14** Sleeping during working hours.
- 15.15** Gambling or betting within the Institute's premises, selling or canvassing for sale, of tickets/coupons / tokens / any other items without the expressed permission of the management.
- 15.16** Possession of any lethal weapon, knife, arms or ammunition or explosive in the Institute's premises or precincts.
- 15.17** Giving false declarations regarding name, age, father's/ spouse's / Guardians' name, qualifications, emoluments or of previous service, or any such personal details at the time of employment or later.
- 15.18** Refusal to accept any communication from the management or to acknowledge thereof.
- 15.19** Distributing or exhibiting within the Institute's premises, any hand bills, pamphlets, or posters without the expressed permission of the management.
- 15.20** Refusal to comply with any order of transfer.
- 15.21** Engaging in any business such as money lending, or any other business or utilizing one's position as an employee of the Institute for personal gain, inside the Institute's premises or at any other place.
- 15.22** Unauthorized use of property of the Institute or forcible occupation of any part of portion or premises of the Institute.
- 15.23** Disclosing to any unauthorized person any information with regard to the processes, facts or figures, particulars, details of the work of the Institute, technical know-how, security arrangements, administrative or organizational matters of confidential or secret nature, which may come into the possession/knowledge of the employee during the course of his work, unless compelled to do so by judicial authority or with written permission from the management.
- 15.24** Refusal to work overtime, as permissible by law.
- 15.25** Incivility, rude or arrogant behavior towards the visitors, patients, guests, superiors or colleagues of the Institute.
- 15.26** Engaging in any other work for gain or any other purpose than that of the Institute or otherwise taking interest directly or indirectly in any other occupation except with written permission of the Management.
- 15.27** Willful breach of any expressly prohibited act, failure to observe safety instruction notified for the purpose or interference with any safety devices or equipment installed.

- 15.28 Delivering speeches intending to incite or instigate workmen to violence against the management of the Institute or raising slogans against the management or officers of the Institute.
- 15.29 Engaging in any civic, political or trade union activities in the premises of the Institute unless specially permitted in writing by the management on special grounds or permitted by law.
- 15.30 Acts of immorality whether within or outside the precincts of the Institute and the establishment affecting the reputation of the Institute.
- 15.31 Willful non- co-operation with fellow employees for proper discharge of duties.
- 15.32 Misuse of identity cards issued by the Management.
- 15.33 Smoking within the hospital precincts.
- 15.34 Theft of property belonging to the Institute, staff, patients, visitors, or guests inside the premises of the Institute.
- 15.35 Leaving work without permission or before being properly relieved at the end of the shift/ duty.
- 15.36 Presence in a patient's room without being summoned or not in the course of duty.
- 15.37 Not wearing the specified uniform and identity cards while on duty.
- 15.38 Loitering, idling or wasting time during working hours, or being within the institute out of the authorized hours of work without previous written permission of the head of the department.
- 15.39 Any other act or deed construed as misconduct by the Management.

## 16 DISCIPLINARY RULES

### 16.1 Punishment for Acts of Misconduct:

The following punishment shall be awarded in case any employee is found guilty by due process of natural justice of any of the aforesaid Acts of misconduct by the Disciplinary authority as per 4.12.

- 16.1.1 Warning in writing.  
Censure (example: removal of a privilege)  
**Example:** Removal of a privilege to be an authorized signatory.
- 16.1.2 Suspension as per norms. \*
- 16.1.3 Withholding of increment. \*
- 16.1.4 Reduction of pay in the time scale. \*
- 16.1.5 Withholding promotion \*
- 16.1.6 Demotion\*
- 16.1.7 Dismissal from service\*

\* Can be imposed only after conducting an enquiry.

### 16.2 Fines

Fines will be imposed to recover the actual cost or repair charges of any equipment/machinery damaged/lost due to negligence of any employee. Apart from recovering such pecuniary loss, no other



disciplinary action may be required, but the concerned employee has to be given an opportunity to explain as to why the amount of pecuniary loss to the Management on account of his negligence should not be recovered from his/her salary.

### **16.3 Imposition of Punishments:**

- 16.3.1** The penalties prescribed shall be imposed by the Appointing Authority. In the case of misconduct of grave nature warranting penalties under items **16.1.6**, **16.1.7** and **16.1.8**, the Management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice. The Management shall have a right to appoint an Enquiry Officer and a Presenting Officer from amongst the officers of the Management or from outside.
- 16.3.2** The Management shall be entitled to ask any employee to present himself/herself at any reasonable time of enquiry into misconduct that may be alleged against him/her or on another employee. If an employee charged with misconduct fails to appear at the enquiry without sufficient reason, the enquiry shall proceed without him/her exparte.
- 16.3.3** The employee subjected to enquiry shall be permitted to be assisted by a co-employee of the Institute. No outsider shall be permitted to assist or defend the delinquent in the domestic enquiry.
- 16.3.4** In awarding punishment under these rules, the Management shall take into account the gravity of the misconduct, the previous record, if any, of the employee or any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Management shall be furnished to staff concerned.

### **16.4 Suspension Pending Enquiry:**

- 16.4.1** Where disciplinary proceedings against an employee is contemplated or is pending or where any criminal proceedings against any employee in respect of any offence is initiated or in progress and the Management is satisfied that it is necessary or desirable to place the employee under suspension pending enquiry, the Appointing Authority may, by an order in writing, suspend him/her with effect from such date as may be specified in the order. This, however, is not a punishment.
- 16.4.2** An employee placed under suspension pending enquiry is to be granted subsistence allowance, as admissible.

## **17 APPEALS**

- 17.1** Appeal against any penalty imposed as above lies with the Appellate Authority as mentioned in **4.13**. Such appeals should be referred within ten days from the date of receipt of communication imposing any penalty.
- 17.2** Review petition, if any, against the decision of the Appellate Authority lies with the authority mentioned in **4.14**. Such review petition should be referred within fifteen days from the date of receipt of communication regarding disposal of an appeal.

## **18 DISPLAY OF SERVICE RULES**

Copies of these service rules shall be displayed on the notice board / made available as soft copy to every department and shall be maintained in legible conditions.

## **19 DUTIES AND RESPONSIBILITIES OF THE MEDICAL/NURSING PROFESSIONALS/ STAFF**

This is as per job descriptions given at the time of appointment. The conduct as defined by **Indian Medical Council (Professional Conduct, Etiquette & Ethics) Regulations, 2002/ Indian Nursing Council/ Model standing rules of State** and Central Government must be followed.

## **20 ACCOMMODATION RULES**

**20.1 Eligibility:** All Medical doctors, Chaplains and Administrative staff are eligible for accommodation.

**20.2 Types of Accommodation available:**

i) D & E Quarters	-	1 BHK
ii) C Quarters	-	2 BHK
iii) B Quarters	-	3 BHK
iv) A Quarters	-	Villa – 3 BHK with garden

**20.3** Allocation of the Accommodation will be done by the Director – Principal. A letter will be issued from the Office of the Director – Principal to the employee allotted.

**20.4** Allocation of Accommodation is done based on availability, requirement of the individual on the campus after working hours and based on the waiting list for accommodation. Priority will be given to doctors on the clinical side, who attend to call duties.

Inventory of the accommodation will be done before occupation by the employee and before the employee gets clearance / upgradation into another accommodation.

**A Quarters** will be allotted only to the Chairman, Director-Principal and to those in the rank of Additional Medical Superintendent or above, depending on availability.

**B Quarters** will be allotted to anybody equal to or above the rank of Associate Professor on Medical faculty side and Senior Administrators equivalent to the rank of General Manager, Nursing Superintendent and Dean, College of Nursing.

**C Quarters** will be allotted to anybody equal to or above rank of Assistant Professor in the Medical side, DNS and Vice Deans / Assistant Registrar on the Nursing side.

**D & E Quarters** will be allotted to all who are equal to or above rank of Junior Resident with Post Graduate Diploma.

**20.5** Once an accommodation is occupied by an employee, he / she will not be eligible for a shift to another accommodation of the same category for a period of 6 months.

**20.6** The accommodation cannot be occupied solely by the friends or relatives of the employee allotted. The employee allotted is responsible for the accommodation once he / she occupies the accommodation till he / she returns the keys of accommodation to the Administration.

**20.7** The charges for the accommodation will be deducted from the salary of the employee allotted. The charges can change from time to time which will be notified by the management.

**20.8** Any damages to the basic fixed assets will be recovered from the employee occupying the accommodation.

**20.9** Employees are advised to maintain the decorum of the campus and should in no way inconvenience the neighbours. They should maintain peace and harmony and respect their neighbours. Any quarrels or misdemeanor will lead to strict action.

- 20.10** The accommodation should be kept clean and hygienic at all times. The accommodation will get a welcome maintenance before occupation by the employee allotted. Welcome maintenance will not be done if there is a change in the occupant of the residence before completion of two years, unless there is a need. Preventive maintenance is the responsibility of the management.
- 20.11** A person can request upgradation of accommodation based on promotion and seniority. The accommodation will be allotted based on rank, seniority in the institution and waiting list.
- 20.12** Clearance from the Institute will only be given when the accommodation is handed over to the Administration.
- 20.13** The family of the employee on sabbatical leave can occupy the accommodation for a period of sabbatical leave on the same terms and conditions and thereafter the management has right to take the final decision.
- 20.14** A person can occupy his / her accommodation for a maximum period of fifteen days after the last working day, for which the normal charges will be recovered on a pro-rata basis. If a person continues to occupy the accommodation beyond the grace period, he / she has to pay double the charges on a pro-rata basis upto a maximum period of thirty days and pay the electricity bills as per meter reading. Beyond this period, the management has the right to take necessary action.

## 21 ANNUAL HEALTH CHECKUP

All employees should undergo an annual health checkup as per the schedule prescribed. If an employee does not complete his/her health checkup they will not be eligible for any subsidy on health care. This also includes mandatory vaccinations that are prescribed.

## 22. MEDICAL BENEFITS

**All employees have medical benefits as per Institutional medical policy.**

S.NO.	Category Covered	Benefits Extended
<b>STAFF CONCESSION</b>		
1	<b>Eligibility Staff and their dependents</b> Those who are drawing salary more than Rs. 50,001/-	Entitled to Private AC room Will pay for <ul style="list-style-type: none"> <li>• Drugs and disposable</li> <li>• Food,</li> <li>• Blood and Blood products</li> <li>• Cardiac &amp; Ortho implants and Orthotic appliances</li> <li>• 75% cost of the MRI and CT Scans</li> <li>• 75% on all other investigations not listed in the free list.</li> <li>• 75% on PMR Procedures</li> <li>• 75% of ICU charges and investigations which are not listed free</li> <li>• 75% on procedure charges in super specialty departments</li> <li>• OBG, Cardio and CTVS packages</li> <li>• Dental Procedures</li> <li>• Dialysis</li> </ul>
2	<b>Eligibility Staff and their dependents</b> Those who are drawing salary more than Rs.	Entitled to Private AC room Will pay for <ul style="list-style-type: none"> <li>• Drugs and disposable</li> </ul>

	21, 001/- to 50,000/-	<ul style="list-style-type: none"> <li>• Food,</li> <li>• Blood and Blood products</li> <li>• Cardiac &amp; Ortho implants and Orthotic appliances</li> <li>• 50% cost of the MRI and CT Scans</li> <li>• 50% on all other investigations not listed in the free list.</li> <li>• 50% on PMR Procedures</li> <li>• 50% of ICU charges and investigations which are not listed free</li> <li>• 50% on procedure charges in super specialty departments</li> <li>• OBG, Cardio and CTVS packages</li> <li>• Dental Procedures</li> <li>• Dialysis</li> </ul>
--	-----------------------	--