

CHRISTIAN MEDICAL COLLEGE
VELLORE



STAFF SERVICE RULES

FOR COUNCIL APPOINTEES

FOREWORD

This handbook has been revised thoroughly in order to document employment standards and relationships, benefits, policies and procedures related to services in Christian Medical College, Vellore.

Christian Medical College, Vellore has evolved, over the past one hundred and eight years, various policies and benefits for staff members to enable them to function effectively. The institution expects from its staff a commitment to serve in the spirit of Christ, patients who come in search of healing and students who come in search of knowledge and training. Some of the provisions herein are unique to our institution and I believe that these will foster fellowship and friendship amongst its staff members to develop a team spirit which is essential for the successful provision of caring services and inspiring education.

I would like all the staff of this institution to be familiar with the contents of this book so that they can understand the various terms and conditions of employment and various benefits provided by the institution as it strives to become a "Healing Community".

I would like to specially thank the Legal unit of the Directorate, the Personnel Department under the General Superintendent and the Council Office for putting together this booklet in this final form. I am also grateful to Dr. John C. Muthusami, Dr. George John and Dr. George Korula for their assistance.

With best wishes,

Suranjan Bhattacharji
Director.

Date : March 31, 2009.
Place: Vellore - 632 004.

AUNT IDA'S PRAYER

Father, whose life is within me and whose love is ever about me, grant that Thy life may be maintained in my life today and everyday; that with gladness of heart, without haste or confusion of thought, I may go about my daily tasks, conscious of ability, to meet every rightful demand, seeing the larger meaning of little things, and finding beauty and love everywhere and in the sense of Thy presence may I walk through the hours breathing the atmosphere of love rather than anxious striving.

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VISION STATEMENT

The Christian Medical College, Vellore seeks to be a witness to the healing ministry of Christ, through excellence in education, service and research.

THE OBJECTIVE

The objective of the Christian Medical College, Vellore is the establishment, maintenance and development of a Christian Medical College and Hospitals in India, where men and women shall receive an education of the highest grade in the art and science of medicine, nursing, or one or other of the related professions, to equip them in the spirit of Christ, for service in the relief of suffering and in the promotion of health.

MISSION STATEMENT

The primary concern of the Christian Medical College, Vellore is to develop through education and training, compassionate, professional excellent, ethically sound individuals who will go out as servant-leaders of health teams and healing communities. Their service may be in promotive, preventive, curative, rehabilitative or palliative aspects of health care, in education or in research.

In the delivery of health care, CMC provides a culture of caring while pursuing its commitment to professional excellence. CMC is committed to innovation and the adoption of new, appropriate, cost-effective, caring technology.

In the area of research, Christian Medical College strives to understand God's purposes and designs, fostering a spirit of enquiry, commitment to truth and high ethical standards. Research may be aimed at gaining knowledge of the fundamental bases of health and disease, at improving interventions or in optimising the use of resources.

CMC reaffirms its commitment to the promotion of health and wholeness in individuals and communities and its special concern for the disabled, disadvantaged, marginalized and vulnerable.

CMC looks for support and participation in its programmes in education, service, outreach and research, from the friends and like minded agencies in India and abroad, in a true spirit of partnership.

In its role as a living witness in the healing ministry of Christ, CMC seeks to work in partnership both with the church in India and the universal church, and their institutions.

CHRISTIAN MEDICAL COLLEGE, VELLORE

STAFF SERVICE RULES

1. TITLE & COVERAGE:

These rules shall be called the Christian Medical College Staff Service Rules (referred to herein as "rules"), and are applicable to all employees of this institution as indicated.

2. EFFECTIVE DATE:

These rules are effective from 1.01.1976 and has been updated as of 1.02.2009 and shall supersede all or any previous rules or practices on matters covered by these rules.

3. INTERPRETATION & AMENDMENT:

These rules shall be interpreted to be consistent with the Memorandum of Association, Constitution and Bye-Laws of Christian Medical College, Vellore as they may be amended from time to time (referred to jointly as "the Constitution"). To the extent, there is any ambiguity or conflict between these rules and the Constitution, the interpretation given by the Executive Committee and ratified by the Council shall prevail.

3.1 The Council reserves the right to amend, modify, delete, or supercede any of these rules and to issue such orders or instructions as may be considered expedient and appropriate. Such amendments, as and when approved by Council, will become effective from the date specified thereon.

3.2 No employee, supervisor, manager, Appointing Authority, or Administrative Officer has authority to amend these rules or to make promises, either verbally or in writing that conflict with these rules or create employment rights in addition to these rules. Any such promises are not binding upon the Council or College.

4. DEFINITIONS:

In these rules, unless there is anything repugnant in the subject or context:

4.1 "College" means the Medical College, including outreach clinics, Rehabilitation campus, Schell Campus, Town campus, any other campuses acquired and all the departments, Nambikkai Nilayam, CHAD & RUHSA Department, the College of Nursing and such other departments as are provided for in the Constitution under the management of the Council. College may also be referred to herein as "Institution" / "Establishment".

4.2 "Council" refers to the members of the Council of the College as defined in the Constitution and is the governing body of the College.

4.3 "Officer" refers to an officer of the Council as defined in the Constitution.

4.4 "Administrative Officers" means an administrative officer of the College, as defined in the Bye-Laws and includes:

- The Director;
- The Associate Directors (5 Nos.);
- The Treasurer;
- The Principal;
- The Dean, College of Nursing;
- The Medical Superintendent;
- The Nursing Superintendent;
- The General Superintendent.

4.5 "Council Appointee" refers to the staff members appointed by the Council through the Director acting on behalf of the Council (or employees promoted after being evaluated and approved through the screening committee constituted by the Administrative Officers as set forth in the Bye-Laws).

4.6 "Director" means the Director of the College who is appointed by the Council and is the appointing authority for the Council Appointees acting on behalf of the Council.

4.7 "Appointing Authority" refers to the Administrative Officer with responsibility as defined in the bye laws for the appointment of staff under his/her supervision and includes any one of the following:

- | | |
|--|--|
| The Director | (Appointing authority, acting on behalf of the Council) for all Council Appointees |
| The Principal | Appointing authority for all teaching and research staff in the Medical College |
| The Dean
College of Nursing | Appointing authority for all teaching and research staff in the College of Nursing |
| The Medical
Superintendent | Appointing authority for all junior medical staff of the College (who are not on the teaching faculty of the Medical College) and the teaching staff of the Hospital including the Medical Record Library and non faculty Allied Health Science staff other than Council appointees. |
| The Nursing
Superintendent | Appointing authority for all Nursing staff of the Nursing service, other than Council appointees. |

The General Superintendent

Appointing authority for all Engineering and Maintenance, Accounts, Service staff (and other employees who do not come under the jurisdiction of other appointing authorities).

- 4.8 **"Management"** refers to staff members with the authority and responsibility for managing the day-to-day affairs of the College. Management includes any one or more of the following:
- 4.8.1 The Director;
 - 4.8.2 The Associate Directors (5 Nos.)
 - 4.8.3 The Treasurer;
 - 4.8.4 The General Superintendent;
 - 4.8.5 The Principal;
 - 4.8.6 The Dean, College of Nursing;
 - 4.8.7 The Medical Superintendent;
 - 4.8.8 The Nursing Superintendent;
 - 4.8.9 The Personnel Manager (or) Head of Personnel Department
- 4.9 **"Non-Council Appointees"** means all staff of the College appointed by the appropriate appointing authority other than Council Appointees.
- 4.10 **"College premises"** means all land, buildings and other facilities owned, leased or operated by the College as defined in 4.1 and includes but is not limited to the hospitals, quarters, hostels, workshops, chapels, canteen, stores, shops, co-operative societies, recreation club and such other establishments and precincts attached to or utilized by the College.
- 4.11 **"Disciplinary authority"** means the Appointing Authorities and also includes the Personnel Manager/Head of Personnel Department.
- 4.12 **"Administrative Committee"** refers to the Administrative Committee as defined in the Bye-Laws.
- 4.13 **"Employee"** also referred to as **"Staff"** means any person in the employment of the College whether Council Appointee or Non-council Appointee. No person shall be deemed to be an employee unless and until he/she has received a letter of appointment from the Appointing Authority.
- 4.14 **"Part-time employee"** is an employee who is employed to do work for less than the normal period of working hours. Part-time employees are not entitled to the full benefits provided to other confirmed employees.

- 4.15 **"Volunteer"** means a person who is voluntarily providing services out of his own volition to the College without compensation. A Volunteer is not an employee of the College and has no rights of employment. An honorarium may or may not be given to a Volunteer, at the discretion of the Management, and if given shall not constitute compensation.
- 4.16 **"Trainee"** means a person to whom the facilities of the College are extended for training or learning work in a relevant field with or without an allowance of stipend. A Trainee may be charged a fee for the training by the Management. A Trainee is not an employee of the College and has no rights of employment.
- 4.17 **"Habitual"** means the repetition of an act of omission or commission repeated for a minimum of three times during the period of employment.
- 4.18 **"Recess time"** refers to the periods allowed for any meal or coffee break during the work hours.
5. **CLASSIFICATION OF EMPLOYEES:**
All employees shall be classified as falling within one of the classifications listed below. No change from one classification to another is effective until appropriate order is issued and signed by the employee and the Appointing Authority.
- 5.1 **"Permanent employee"** is one who is appointed against a permanent post and has completed the period of probation satisfactorily and has been confirmed in writing by the Appointing Authority.
- 5.2 **"Probationer"** is one who is provisionally employed to fill a permanent post but has not yet completed the prescribed period of probation thereof and has not been confirmed in writing by the Appointing Authority in the post in which he/she has provisionally been appointed.
- 5.3 **"Temporary employee"** is one who is appointed for a fixed or specified period of time (a) is essentially of a temporary nature, or (b) to fill a temporary vacancy in a permanent post or (c) to cope with a temporary increase in work.
- 5.4 **"Term Appointee"** is one who has been appointed for a specified period under a special fund, either external or internal, for a specified project.
- 5.5 **"On-Contract employee"** is one who is employed on a contract for a stipulated period of time. On-Contract employees shall be entitled only to the benefits specified in the contract of employment in writing.

5.6 "Casual employee" is one who is employed on a day-to-day basis for work of a casual nature of some unexpected or unforeseen work of short duration or to meet the requirement of an emergency. Casual employees have no rights of employment other than to receive wages for the time actually worked. They have no right to employment beyond the current day of work.

6. EMPLOYMENT: APPOINTMENT, PROBATION AND CONFIRMATION:

6.1 No person shall be deemed to be an employee or in the employment of the College unless and until he/she has received a letter of appointment signed by the employee and the Appointing Authority. Any appointment is subject to medical fitness for employment as certified by SSHA or a duly authorized medical person approved by the Management.

6.2 No employee is entitled to be confirmed or treated as a Permanent employee by reason alone of having completed the probationary period. Permanent status is not effective until the employee has satisfactorily completed the probationary period and until permanent status is confirmed, in writing, by the Appointing Authority.

6.3 In case a permanent employee in a particular post is elevated (not promoted) to a new post in a different stream or higher post other than by regular promotion he has to relinquish his existing post before joining the new post.

6.4 The services of a Probationer are liable to be terminated at any time during the period of probation or may be extended for a further period for the reasons to be given in writing to the probationer till his or her period of probation is declared as satisfactorily completed.

7. RECORD OF AGE:

7.1 The Management shall verify and record the age of every employee. Any one of the following documents shall be deemed to be satisfactory proof of the age of the employee:

7.1.1 School leaving certificate;

7.1.2 Birth certificate from Corporation, Municipality, Panchayat Registrar of Births and Deaths, or the School / Education Board / College where an employee last studied

7.1.3 Current passport issued by the Government of India.

7.1.4 Provided if an employee represents for correcting his date of birth with proper proof acceptable to the management, he shall do so within 3 years of his appointment. If there is no representation from the employee regarding change of date of birth within 3 years as stipulated above, his/her date of birth as given during the appointment shall be final and binding on the employee.

7.1.5 The Management may correct the employee's official record of age at any time to rectify a mistake.

7.1.6 The Management may correct the employee's official record of age at any time in case of fraud committed by the employee by submitting false or forged documents as proof of age. The correction will be done with due notice to the employee concerned.

7.2 The age of the staff verified as above and accepted and recorded by the Management shall be the sole and conclusive evidence of the age of the staff for all purposes concerning his/her employment.

8. IDENTITY CARD:

8.1 Every employee shall be provided with an identity card and the employee shall wear this at all times in the course of employment and, on demand, shall show the card for inspection by Management or any person authorized by the Management. (A special identity card will be issued to retired staff).

8.1.1 Employees shall always wear their identity card while they are in the college campus including during the time while they receive payment of salary, expense reimbursement, any advance, loan or gift from the College, medical treatment in the Staff Clinic or College's hospitals, to fill prescriptions at the College's pharmacy or to utilize any facility of the college or at the time of voting during any election in the College.

8.1.2 Employees shall not enter into the College premises or any department, section or ward of the College without wearing their identification card.

8.2 When an employee ceases to be in the employment of the College, he/she shall surrender his/her identity card to the Appointing Authority before his/her accounts are settled. If the employee loses or damages his/her identity card he/she shall be provided with a new card on payment of the prescribed fee. The employee shall also submit at his/her expense a colour photograph, for securing a new identity card.

9. **PROHIBITED GROUNDS:**

9.1 No staff shall be involved in connection with the distribution or usage of handbills, tools, weapons, hazardous goods, intoxicating beverages, illegal drugs, contraband, or other articles generally prohibited by the Management (referred to jointly as "prohibited goods") within the premises of the College.

10. **LIABILITY FOR SEARCH:**

Employees are liable to be detained and searched by the Management or any other person/persons authorized by the Management at any time while on the College premises or while in the act of entering or leaving the College premises, provided that the Management or authorized person/persons is acting without malice, and that the search is conducted in accordance with the rules.

10.1 Articles that employees are in possession of or maintain upon the College premises are subject to proper and thorough search. Consent to search is presumed by the act of possessing the article on the College premises.

10.2 Any abandoned articles on the College premises are subject to search without consent of the owner.

10.3 Any facilities provided by the College to an employee as quarters or accommodations, or for storage such as lockers and desks, are subject to search at any time in the presence of the employee. If the employee is absent or refuses to be present at the search, the search may be made without the employee if conducted in the presence of three witnesses including one person from the security service. Likewise any employee can be subjected to personal search at the discretion of the management at any time on specific issues in the presence of witnesses. Women employees will only be searched by women.

10.4 Employees who refuse to allow a search that is required in accordance with this rule shall be subjected to disciplinary action and it would be deemed as if they have, unauthorized possession of goods.

11. **UNAUTHORIZED POSSESSION OF GOODS:**

11.1 Any employee found in unauthorized possession of any goods, equipment, implements, articles, materials, etc. (referred to jointly as "goods"), which are used or stocked by the College and are not normally possessed by or carried on the employee in the course of the employment, will be deemed to have come into their possession by improper means.

11.2 Management may confiscate any goods that have come into the employee's possession by improper means and such unauthorized possession may result in disciplinary as well as any other action deemed appropriate by Management. This rule shall also apply to any employee found in personal possession of prohibited goods (see section, Entry and Exit)

12. **LOSS OF PERSONAL PROPERTY:**

The College takes measures to maintain security for all employees. However, the College, its Council and the Management shall not in any way be responsible for any loss or damage to any personal property of the staff brought into the College premises or in their possession in any accommodation provided by the College.

13. **ATTENDANCE, LATE COMING AND ABSENTEEISM:**

13.1 All staff are expected to be present at the place of work at the appointed time and start their work immediately. Every employee shall accurately record the time of attendance and departure each day from work in the manner prescribed by the Management from time to time. Any employee failing to accurately record the time as required is liable to be marked absent and may be subject to loss of salary and liable for disciplinary action.

13.2 Staff attending late either at the commencement of their shift or workday or at the end of recess shall be liable to be treated as absent and deduction may be made from their salary as provided in this section. A 10 minute grace period may be allowed only three times per calendar month and only for good reason acceptable to the Management. Under all other conditions, lateness shall make the employee liable for salary deductions and disciplinary action.

13.3 Any staff who after reporting for duty leaves his/her proper place or place of work during any period of working hours without the permission of the Head of the Department/Unit shall be liable to be treated as absent without leave for the whole day. Any employee who is absent without permission beginning after the first coffee break/lunch break recess time will be treated as absent without leave for the period of absence(s) or for half-a-day, whichever is greater. No staff shall leave their place of work without obtaining permission from the Head of the Department.

13.4 Any staff who leaves the place of work or reports for duty late (except for who grace periods as allowed above) either at the commencement of working hours or after recess, without proper

permission three times during any calendar month, (on the recommendation of the HOD) shall forfeit one day's leave or salary in lieu thereof. If any staff reports late by an hour or more on any one day, he/she shall forfeit a minimum of half a day's leave or half a day's salary in lieu thereof.

- 13.5 Any staff (acting individually or in concert) who absent themselves from work without reasonable cause or, in spite of being at work, refuse to work, shall be liable for disciplinary action as per the rules.
- 13.6 Notwithstanding the forfeiture of salary or leave, as provided for herein, the Management has the right to take other disciplinary action against the employee for violation of these attendance requirements.
14. **NO WORK NO PAY:**
In all cases of absence from duty or place of work without leave or permission, the principle of "no work no pay" will apply without prejudice to the other provisions of these rules.
15. **WORKING HOURS / RECESS / SHIFT WORK:**
- 15.1 Notwithstanding anything contained in clauses 15.1 to 15.6 below where patient care and priority require departure there from, the timings mentioned below may be altered in any or all respects by general or special order as may be issued from time to time to all staff or some of them.
- 15.2 All staff are expected to work a minimum of 5 ½ workdays per week, as scheduled by Management. A "workday" is 8 hours minimum.
- 15.3 All employees are permitted for a coffee break of 20 minutes during the morning session at the convenience of the lab / unit / department without the disruption of their regular work. This recess cannot be suffixed or affixed with the lunch break of 30 minutes permitted for every single working day.
- 15.4 Eight hours work specified may vary in different departments and areas and for different positions throughout the College. Because the College provides in-patient and emergency medical services through its hospitals, which must operate on a twenty four hour day and seven-day week basis, employees may be required to work extra hours, days and/or work periods. Employees may also be required to work outside or beyond their scheduled working hours, including Sundays and holidays, if the exigencies of work so demand.

15.5 The Management can change an employee hours of work or shift to enable it to meet the exigency of any situation. Staff on shift duty shall continue to be on duty until relieved by the staff of the next shift.

15.6 Scheduled work hours are determined by the Management and are subject to change from time to time. Notices showing periods and hours of work, shift timing and weekly off per every class of employee shall be fixed by concerned department heads and exhibited on appropriate notice boards.

16. **TRANSFER AND DEPUTATION:**

16.1 All staff are liable to be transferred from one position, department, section or branch of the College to another as required by the Management from time to time, provided that such transfer does not adversely affect the salary or terms of employment of the employee. If an employee refuses to accept a transfer under these conditions, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary or benefits for that period. Such refusal shall also result in disciplinary action including discharge.

16.2 The services of any staff may be deputed for a specific time to a special assignment with the consent of the employee within the College or to another institution, at the discretion of the Management, provided that such deputation does not adversely affect the salary and terms of employment of the staff concerned. In the case of lending to another institution a special contract will be made between the College and the other institution.

17. **EXCLUSIVE SERVICE:**

17.1 No staff member shall engage himself/herself in the same professional area outside the institution without written permission from the Appointing Authority. This includes work that may be considered charitable.

18. **PROMOTION:**

18.1 Promotions are not automatic. They are based on what the Management determines is in the best interests of the College and may include such considerations as experience, education, degrees, skills, test scores, suitability and availability of the vacancies, satisfactory service and seniority, as per the promotion policies of the Institution.

18.2 Management is under no obligation to promote anyone from one post to another even when the employee has reached the qualifications prescribed for the new or higher post.

18.3 If a new post is created or a higher post falls vacant, Management is free to consider all available candidates, including existing staff and persons not currently employed by the College to fill the post. An employee may be placed in the new or vacant post on a temporary basis. Such temporary placement shall by no means be considered as a promotion, nor will it entitle the employee to an increase in salary or benefits or confer any right or claim for promotion to that post.

18.4 Every promotion shall be provisional for a minimum period of six months, which requires to be confirmed in the higher post by a specific order in writing by the Appointing Authority. Unless such confirmation is made, no one can claim lien to the promoted post.

19. **PAYMENT OF SALARIES, ALLOWANCES AND EXPENSE REIMBURSEMENTS:**

19.1 The pay periods and paydays are determined by Council and are posted on the notice boards. Employees are paid on payday for services performed during the preceding pay period. If payday falls on a Sunday or a College holiday (as posted on the notice boards) when the administration offices are closed, payment will be on the preceding workday. Salary that falls due during a period of paid leave will be paid after returning from leave, unless special arrangements are requested by the employee and approved by Management before leave commences.

19.2 Payment of salary will be made by cash or by crediting the same to the employee's bank account under his authorization. Employees are responsible for informing Management in writing of any change in their banking information for the purpose of automatic deposits.

19.3 The College will reimburse employees for certain travel and other work related expenses if such expenses are (a) approved in advance by Management, (b) supported by reports and documentation as required by Management and (c) such reports and documentation is properly submitted within 15 days after he/she resumes duty. The College has no obligation to reimburse employees for expenses except under these conditions.

19.4 No advances on salary will be made except for Book Advances or Festival (Christmas, Pongal, Deepavali, Ramzan) Advances upon proper written request of the employee. Festival Advances are permitted in the month of the Festival for festival expenses and Book Advances are permitted in the month of June to assist employees in the purchase of books for their children's

education. Any such advance will be recovered from the employee through payroll deductions in ten monthly instalments during employment.

20. **TEMPORARY CLOSURE OF DEPARTMENTS AND LAY-OFF OF STAFF FOR CAUSES BEYOND THE CONTROL OF THE MANAGEMENT:**

20.1 The Management may at any time in the event of fire, catastrophe, breakdown of machinery, equipment or vehicles, or epidemic, civil commotion, failure of power supply or water supply, or non-availability of machinery, equipment, vehicles or medicines, or other causes beyond the Management's control, stop work in any department or departments wholly or partially for any period or periods.

20.2 In the event of any such stoppage the staff affected shall be notified through notice boards as soon as practicable about resumption of work and whether they are to remain or leave the premises and all staff affected by such stoppage shall adhere to any instructions issued by the Management in this regard. Such staff shall be entitled to receive compensation for a period as per the existing rules.

20.3 Any staff that has no work on account of the above said lay off shall not be considered as discharged from service, but as temporarily unemployed. Whenever practicable, reasonable notice shall be given for resumption of normal work to the staff and all staff laid off who present themselves for work when the normal working is resumed shall be allowed to resume work. Any staff who for any bonafide reason is unable to resume work on the day of resumption of normal work, may be permitted to resume the work subsequently, if he presents himself within a reasonable time to the satisfaction of the Management.

21. **DUTIES AND OBLIGATIONS OF STAFF:**

21.1 **COURTEOUS BEHAVIOUR:**

Every staff shall at all times be courteous and considerate to other employees, patients, visitors, volunteers, trainees, the public and every person in authority.

21.2 **CONSCIENTIOUS PERFORMANCE:**

Every staff shall carry out the work assigned to him/her by his/her supervisors and the Management (referred to jointly as "superiors") conscientiously, faithfully and diligently in accordance with his/her superiors' specific or general instructions and shall maintain discipline at all times in the

department or workplace or College premises. Staff shall also cooperate with all superiors and co-staff.

21.3 LOYALTY:

Staff shall be loyal to the College and shall not disparage/defame the College/its Management or misuse the College property or name for self gain. Loyalty includes the obligation to act in the best interests of the College at all times during employment. Staff shall not disclose or use confidential information or trade secrets of the College during and after employment, except when necessary to the performance of duties on behalf of and in the best interests of the College.

21.4 CLEANLINESS AND DRESS:

Staff shall always be neatly dressed in clean clothes that are appropriate for the duties assigned while on duty and shall keep themselves and their workplace clean at all times. Staff who have been provided with uniforms shall wear them while on duty. Those not wearing uniforms when required by order are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniforms provided by the College are the property of the College and shall not be worn during off-duty time except in transit between home and work and vice versa.

21.5 CARE OF PROPERTY:

Staff shall take proper and sufficient care of all College property including, but not limited to, the vehicles, materials, equipment, cash, house, furniture, machines, tools, stock of medicines, supplies and other properties of the College and shall take all reasonable precautions to safeguard them against accident, damage or loss. Where damage or loss is attributed to the negligence, mishandling or misuse on the part of the staff, such staff shall be liable for disciplinary action and the Management shall be entitled to recover the value of such breakage, damage or loss from the staff.

21.6 REPORT INJURIES:

Staff shall immediately report injuries sustained by them during the course of their employment including needle stick injuries or exposure to biohazards to the Staff Student Health Clinic or Casualty Medical Officer for their attention.

21.7 REPORT HAZARDS:

Staff shall promptly report to their supervisor any occurrence or defect that might endanger lives of persons on the College

premises or might result in any damage to the property of the College or to the property of others located on the College premises.

21.8 BE SAFE:

Every staff is expected to take all precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.

22. USE OF E-MAIL, COMPUTERS, TELEPHONES AND OTHER ELECTRONIC DEVICES.

22.1 Employees, in the course and scope of their employment with the College, may have access to the College computers, Internet services, e-mail and other electronic devices by virtue of employment. Employees shall not use these services for personal purposes without the permission of Management.

22.2 Telephones may not be used for STD or ISD calls for personal purposes, except by those residing on the College campus who may make such calls from the residence by using a separate ID number issued by the Management for this purpose. Residents similarly may have access to the College Internet and email services from their residence by paying a fee as prescribed by Management. All charges and fees are deducted from the resident employee's salary. Any such dues accrued at the time of retirement / discharge / voluntary retirement / termination of service shall be deducted from their retiral benefits.

22.3 Any personal telephone calls by employees during the workday must be limited to recess time, unless there is an unexpected emergency. The number and length of personal calls made or received at any time must be minimized.

22.4 Any information placed on the College computers or electronic devices is the property of the College and not the employee's. This includes, but is not limited to any email, correspondence or messages. This information may be accessed, published or otherwise distributed by the College, and employees can have no reasonable expectation of privacy regarding any information or communications placed by them on the College computers or other electronic devices.

23. IT POLICY:

23.1 The College computers contain its official records and are essential to its operations. Any misuse of or tampering with the computers is strictly prohibited and any employee who engages in such activity shall be liable for disciplinary action.

23.2 Computer misuse includes any unauthorized use of the computers. Examples are listed below, but this list is not exhaustive:

23.2.1 Hacking into a computer for any reason.

23.2.2 Using another person's password to gain access to computer files, the Internet, email or other computer services.

23.2.3 Entering, altering, deleting data in the computer for reasons other than official.

23.2.4 Entering unnecessary or meaningless data into the computers.

23.2.5 Causing any virus to be introduced onto the computer.

23.2.6 Entering or downloading onto the computer any defamatory, offensive or Pornographic material.

23.2.7 Using the computer to play games, participate in chat rooms, browse the Internet, send or receive email when such use is not related to the performance of duties or otherwise approved by the Management.

23.2.8 Printing or copying computer data other than as required for performing duties.

23.2.9 Placing computer programs, files or data on home or other computers located outside the College premises except as authorized by Management.

24. PROHIBITION OF SEXUAL HARASSMENT:

24.1 It is prohibited for any employee to subject another employee to harassment based on the employee's gender. Sexual harassment is unwelcome conduct based on gender that is severe or pervasive. Prohibited conduct may be either physical or verbal conduct which is sexually offensive. It includes but is not limited to conduct such as sexual advances, offensive jokes, eve-teasing, offensive gestures, official favour in return for sexual favours.

24.2 Any employee who is subjected to sexual harassment shall file a complaint to the Committee especially constituted for this purpose.

PROCEDURE:

- a. Any aggrieved employee can lodge a verbal complaint followed by written complaint to any one of the members of the Committee. Any employee who is aware of sexual harassment of another employee can also lodge a complaint.
- b. The complaint shall be registered by the Secretary of the committee in the register prescribed and, as soon as possible, a meeting of the Committee will be convened by the Secretary.
- c. On the advice of the member who received the complaint and the Secretary, the Committee, with a quorum not less than three

members at a time excluding the Chairperson, shall investigate the issue and their sittings will be in the Board room of the Directorate.

d. No relative of the aggrieved staff member or the 'perpetrator' should be on the Committee at the time of hearing and in such situations an extra member may be co-opted by the Chairperson as a substitute.

e. The Committee shall have the power to summon delinquent employees to appear before it and give their statements. Only the Head of the Department of the delinquent employee will be informed before summoning the employee for the purpose.

f. Every effort shall be made to meet and come to a conclusion about the grievance within 30 days of receiving a request. Minutes of the discussions shall be maintained.

g. The conclusions of the Committee together with the recommended action, if any, shall be submitted in writing with the signature of the Chairperson and not less than three other members of the Committee, to the Director.

h. Relevant orders issued by the Appointing Authority of the Delinquent employee in respect of Para 24.2(e) above shall be communicated to the Chairman of the Committee as well.

25. POLITICAL ACTIVITIES PROHIBITED:

No employee shall file nomination or stand for election for any public office such as Panchayats, municipalities, corporations, legislature assembly or parliament or to participate in any political activities sponsored by political parties of the country.

26. PROCEDURE FOR THE GRANT OF LEAVE:

26.1 Leave is granted in accordance with the College leave rules, attached to these rules. Ordinarily, the staff shall avail leave only after the leave is sanctioned by the superior who is competent to grant. The concerned superior may refuse or revoke leave of any description depending upon the necessities and exigencies of work. Staff who desires to obtain leave of absence shall apply to the superior who is competent to grant leave on the prescribed form through his/her immediate superior.

26.2 If a staff after proceeding on leave desires an extension thereof he/she shall, before the expiry of the leave originally granted to him/her, make an application in writing and submit it to the concerned superior who shall submit the request to the appropriate Appointing Authority. Management shall send a communication either granting or refusing the extension of leave to his/her designated leave address/last known address.

- 26.3 All applications for sick leave shall be supported by a recommendation issued by the Medical Officer of the Staff Student Health Services or other officers nominated by them or, if the staff is out of station, by a Registered Medical Practitioner of Modern Scientific Medicine. Sick leave will normally be granted only on the recommendation of the designated medical officer of the College. It is the sole discretion of the management to sanction or reject a sick leave application submitted by a staff member, who is out of station even if the same is supported by a recommendation/certificate by a Registered Medical Practitioner of Modern Scientific Medicine of that place.
27. **REDRESSAL OF GRIEVANCES:**
- 27.1 All complaints or grievance arising out of employment shall be submitted to the immediate superior in the first instance and if the concerned staff is not satisfied with the decision or action taken by the immediate superior he/she may refer the matter in writing to the Department Head who shall there afterwards, in consultation with the Appointing Authority or Personnel Manager, examine the matter expeditiously and intimate the decision taken to the concerned staff.
- 27.2 In all the above stages of grievance procedure, except the initial grievance to the immediate superior (if the immediate superior is below Department Head), the grievance must be in writing and must state the nature of the grievance, the relief desired by the employee, the steps already taken by the employee under this grievance procedure and the response(s) received from the immediate superior(s). Copy of responses if any received from the immediate superiors and other documents the employee considers relevant to the grievance should be attached to the grievance.
- 27.3 Except in the case of appeal to the Council, the decision of the concerned authority shall be given within 15 days from the date of the submission of the grievance for Redressal. If no response is received within this period, the staff may refer his/her grievance to the next Management level of the grievance procedure specified herein.
- 27.4 No staff member is permitted to refer any grievance to any outside authority for Redressal under any circumstances except as provided under the existing law on the subject.
- 27.5 If the staff is still not satisfied with the decision of the Department Head, he/she is permitted to refer the matter in

writing to the Director for a decision. The staff shall have a right to appeal individually in writing to the Council through the Director any involuntary termination of employment, suspension or demotion with loss of salary or benefits and the decision of the Council is final.

GRIEVANCE REDRESSAL PROCEDURE:

Grievance Redressal Cells should address problems of individual employees and not "group problems". The three Grievance Redressal Cells will serve the following classes of employees,

GRIEVANCE REDRESSAL CELL FOR CLASS IV EMPLOYEES

GRIEVANCE REDRESSAL CELL FOR CLASS III & II EMPLOYEES

GRIEVANCE REDRESSAL CELL FOR CLASS I EMPLOYEES

If the employee has a grievance it should normally be taken up to their supervisor, then to their Unit Head, then Department Head and then to their appointing authority. If the employee is still dissatisfied, they may submit their grievance in writing to the Grievance Redressal Cell. This will be examined carefully by the Cell and if the Cell feels the necessity, a hearing will be called for. The recommendations of the Grievance Redressal Cells will be submitted to the respective appointing authorities and can be vetoed only by the Director and in that event, the decision will be shared with the Council Chairman within six months.

Should the employee feel that her/his position makes her/him vulnerable to the Head of the Unit/Department, they can take their grievance directly to the appropriate Grievance Redressal Cell.

In order to conduct meetings and for deliberations, the Grievance Redressal Cell should have a two-third quorum as minimum and should include at least one lady member. No relatives of the aggrieved staff member or the 'perpetrator' should be in the Grievance Redressal Cell at the time of hearing and in such situations an extra member may be co-opted from one of the other cells. Every effort should be made to meet and come to a conclusion about the grievance within 30 days of receiving a request. Minutes of the discussions should be maintained. Every Grievance Redressal Cell will have a named person who will convey conclusions of deliberations to the aggrieved party and 'perpetrator' in writing.

COMPOSITION OF THE GRIEVANCE REDRESSAL CELLS:

(Both the genders should be represented in all the three Grievance Redressal cells.)

CLASS IV EMPLOYEES

Convener/Secretary: Senior Faculty Member
Members: Three senior personnel from Medical /
Members: Nursing area
Three senior members from the peer Group

CLASS II & III EMPLOYEES:

Convener/Secretary: Senior Faculty Member
Members: Three senior personnel from the Medical
/Nursing/Engineering/ Administration
areas.
Members: Three senior members from the peer Group

CLASS I EMPLOYEES:

Convener/Secretary: Senior Faculty Member
Members: Four senior personnel from Medical /
Nursing/Engineering/ Allied Health/
Finance / Administration areas
Members: Two senior members from the peer Group

FUNCTIONS OF GRIEVANCE REDRESSAL CELLS:

The function of the Grievance Redressal Cells is to evaluate /
investigate grievances and give recommendations to the
administration (respective appointing authority) as follows:

- Class IV - General Superintendent
- Class II & III - Principal/Medical Supdt./General Supdt./
Nursing Supdt./Dean, College of Nursing
- Class I - Director

If employees in category 1 & 2 above are not satisfied with the
decisions of their appointing authority, they may appeal to the
Director.

JURISDICTION OF THE GRIEVANCE REDRESSAL CELLS:

The Grievance Redressal Cells shall have jurisdiction only in the
following areas:

- a) The functional relationship between the employee and
her/his supervisor/HOD.
- b) Related to discriminative treatment given to a particular
employee by her/his Supervisors/Unit Head/HOD.
- c) Subjective decisions taken by her/his supervisor/Unit
Head / HOD in service matters against the facts.

Please note the representation shall only confine to the above
three categories and no matters regarding the past disciplinary
proceedings or related matters can be raised before the Grievance
Redressal Cells.

28. TERMINATION OF EMPLOYMENT:

28.1 TERMINATION OF PERMANENT EMPLOYEE:

The Appointing Authority may terminate the services of any
Permanent employee:

- A. On proved misconducts of an employee after following due
disciplinary procedures as per law.
- B. By operation of law prevailing in the state.
- C. On medical grounds as specified infra.

28.2 TERMINATION OF TERM APPOINTEE:

The appointing authority can terminate the services of any term
appointee with notice or salary in lieu of notice as per the term
appointment.

28.3 RESIGNATION:

Similarly a permanent employee may resign his/her
employment with notice (as applicable) to the appointing
authority or by paying salary in lieu of notice. However they
would be relieved off their duties after handing over their
charges to another employee specified by their appointing
authority.

28.4 RETRENCHMENT:

The management may retrench any category of employee by
following the provisions in the Industrial Disputes Act 1947 and
rules framed therein.

28.5 DISCHARGE ON MEDICAL GROUNDS:

The Management may call upon any employee at any time to
appear before a medical board constituted by the Administrative
Committee of the College. If in the opinion of the medical board
the employee is found incapacitated rendering him/her
physically or mentally unfit for that specific work he/she had
been discharging so far and in the opinion of the medical board
the chances of his/her becoming fit again for the same work is
considered remote, (to the satisfaction of the Executive
Committee of the management) he/she may be discharged by
the Management on the ground of continued ill health, with
appropriate compensation to be decided from time to time.

28.6 RETIREMENT:

28.6.1 Every staff member shall retire on attaining the age of 60 years,
which shall be the age of superannuation.

28.6.2 Council Appointees who have been appointed between the age
of 55 - 60 years after retirement from other organizations on a
contractual basis can be reappointed upto the age of 65 years on
annual contractual basis subject to medical fitness.

28.7 **VOLUNTARY RETIREMENT:**

In rare cases, the management at its sole discretion may permit an employee to retire with full benefits (other than benefits envisaged under the rules of the college's special superannuation scheme for Long-Term Service) after 25 years of continuous service in the institution and at the completion of 50 years of age.

28.8 **VOLUNTARY RETIREMENT SCHEME:**

Employees may be allowed to retire voluntarily under any voluntary retirement scheme which may be introduced by Management whenever it deems necessary.

29. **MISCONDUCT:**

DEFINITION:

The term "*misconduct*" shall denote any offence or act of commission or omission on the part of an employee which falls within the general notation of the word misconduct as understood generally and shall be deemed also to include offences or acts of commission or omission under or against these rules or any other regulations and practices of the College. Without prejudice to the foregoing and without being exhaustive, examples of minor and major acts of misconduct are listed below.

30. **MINOR MISCONDUCT:**

"Minor Misconduct" includes, but is not limited to:

- 30.1 Entering or leaving the College premises or departments of the College except by the entrances/exits provided for the purpose.
- 30.2 Late attendance or absence from duty without notice or permission or leave.
- 30.3 Leaving the place of work during working hours without permission or absence without permission from the place of work.
- 30.4 Failure to wear or produce identification cards when required.
- 30.5 Failing to record the attendance properly as required by the Management.
- 30.6 Smoking or eating in prohibited areas and patient care areas.
- 30.7 Failure to dress appropriately or to wear uniforms when required, or wearing unclean clothing/uniforms or lack of personal cleanliness while on duty.
- 30.8 Expecting or spitting except in spittoons provided for that purpose, or committing other such unhygienic acts on the College premises.
- 30.9 Littering, or committing a nuisance on the College premises.
- 30.10 Laziness, inefficiency, neglect of or careless work.

- 30.11 Refusal to accept, receive or take delivery of notice, letters or any communication from the Management.
- 30.12 Loitering and wasting time during working hours or malingering.
- 30.13 Interfering with other employees work, disturbing or annoying them at work.
- 30.14 Unprofessional or discourteous behaviour towards patients, other employees or member of the public during the course of employment or while on the College premises.
- 30.15 Shouting, loud talking or making other disruptive noise on the College premises.
- 30.16 Failure to report any disease an employee may have which may endanger any other person.

Note: Notwithstanding being listed under the classification of minor misconduct, any act of commission or omission will be deemed as major misconduct if the consequence of such an act is damage to property or injury to person or otherwise of a serious nature.

Where it is proposed to impose any of the minor penalties the procedure prescribed in rule No. (32) hereunder shall be followed.

- 30.17 Not Wearing ID card while on duty

31. **MAJOR MISCONDUCT:**

"Major Misconduct" includes but is not limited to:

- 31.1 Habitual acts of minor misconduct.
- 31.2 Any act, including acts of minor misconduct, when the consequences of such act is damage to property or injury to person or otherwise of a serious nature.
- 31.3 Refusal to show identification upon request of authorized persons.
- 31.4 Improper behaviour
- 31.5 Unauthorized prescription or administration of treatment or medicine.
- 31.6 Unauthorized use of the College's name, address, telephone, letter pad or other description for misrepresentation or fraudulent purposes.
- 31.7 Obtaining leave or attempting to obtain leave on false pretenses.
- 31.8 Failure to report for duty when leave has been refused or cancelled and the staff has been called back on duty.
- 31.9 Defacing the buildings or other facilities of the College, writing on the walls or other surfaces of the College's buildings.

- 31.10 Removing College property or properties from one place to another or outside the College premises without authorization from Management.
- 31.11 Communicating directly or indirectly any official document or information to any employee or any other person to whom he/she is not authorized to communicate such document or information except in accordance with any general or special order of Management in the performance of the duties assigned to him/her.
- 31.12 Entering or staying in the College premises outside the duty hours except for bonafide reasons.
- 31.13 Copying during examinations or carrying notes/books into the examination halls during any examinations conducted by the College.
- 31.14 Filing nomination for any election such as local bodies / Legislative Assembly/Parliament without written permission.
- 31.15 Canvassing for any political parties either for any elections or for any political conference/meeting etc.
- 31.16 Engaging in computer misuse as defined in (23) under Computer Misuse.
- 31.17 Interfering with machines or equipment or process not connected with work allocated, assigned or directed.
- 31.18 Accepting service or accepting any kind of employment or doing any business which involves the receipt of fee, salary, wages or honorarium, emoluments or profits without obtaining the previous sanction of the Management.
- 31.19 Entering any section or department other than his/her department except for purposes of performing assigned duties.
- 31.20 Failure to observe safety instructions or make use of safety devices provided by the Management, or failure to take preventive measures against diseases as provided by the Management.
- 31.21 Unauthorized handling, misusing or mishandling of any machine, apparatus or equipment.
- 31.22 Failure to report the loss of any tools or materials entrusted to the employee in the performance of his/her duties or failure to account for the same.
- 31.23 Furnishing false or misleading information or withholding any relevant or pertinent information or submission of false or forged certificates/documents on the basis of which appointment has been made and subsequently revealed.
- 31.24 Failure to report at once to superiors any accident, misconduct or hazard noticed inside the College premises or to report promptly any occurrence or defect or mistake which might endanger lives of patients or persons in the College or that of other persons or might result in any damage to the property of the College or that of any others.
- 31.25 Using the College facilities without authorization for personal purposes.
- 31.26 Gambling on the College premises.
- 31.27 Sleeping while on duty.
- 31.28 Refusal to accept or obey an order of transfer from one department, centre or branch of the College to another.
- 31.29 Insubordination or disobedience whether alone or in combination with others of any lawful and reasonable order of a superior or instigating others to insubordination or disobedience.
- 31.30 Delaying in the performance of work or go-slow in work or instigation thereof.
- 31.31 Habitual late coming or habitual absence or willful absence without leave continuously.
- 31.32 Gross negligence or habitual neglect of work.
- 31.33 Deliberately or recklessly making false, vicious, malicious or defamatory statements against the College or any Officer, superior, or co-staff of the College.
- 31.34 Giving to the press, radio or any general news media any comment, talk, news or articles regarding the College without the prior written permission of the Management.
- 31.35 Bringing liquor or other intoxicants onto the College premises; consuming any intoxicants on the College premises; reporting for work smelling of liquor or other intoxicants; or reporting to work in an unfit condition because of previous indulgence or under the influence of any intoxicants.
- 31.36 Riotous or disorderly behaviour or conduct on the College premises including but not limited to fighting, assaulting, abusing, threatening, intimidating or coercing superiors, co-staff, patients, patient's relatives, visitors or others.
- 31.37 Using indecent language or engaging in offensive, improper conduct against superiors, co-staff, patients, patient's relatives, visitors or others.
- 31.38 Sexual harassment of another employee as defined in (24)

- 31.39 Any act subversive of discipline or good behaviour in the College premises or outside the College premises, if it affects the discipline or administration of the College or has a bearing on the smooth and efficient working of the College, or the reputation of the College.
- 31.40 Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or distributing any handbills, notices, leaflets, booklets, pamphlets or posters in the College premises without prior written permission of the Management.
- 31.41 Holding a meeting without permission, staging or participating in demonstration, shouting, coercing others to join in group action within the College premises.
- 31.42 Participating in any illegal strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- 31.43 Squatting or remaining within the premises of the College other than the appointed place with a view to intimidate or coerce or threaten the Management or its officials or staff.
- 31.44 Engaging in any act or conduct within the College premises which is likely to endanger the life or safety of any Management, superior, co-staff, patients, patient's relatives, visitors or others.
- 31.45 Possessing firearms, other weapons or any other article in the College premises detrimental to the security of the College or persons on the College premises.
- 31.46 Possessing any prohibited goods on the College premises.
- 31.47 Gheraoing or surrounding or forcibly detaining superiors or other employees of the College or resorting to satyagraha, hunger strike or similar action in or outside the College premises.
- 31.48 Trespassing or forcible occupation of any portion of the College premises, unauthorized use of occupation of the College accommodation or refusal to vacate the same when called upon to do so by the Management.
- 31.49 Willfully or negligently causing damage to work-in-process or to any other property of the College.
- 31.50 Theft, attempt to theft, fraud, or dishonesty in dealing with transactions connected with College property. Theft, misappropriation of funds, disappearance of records causing monetary loss to an organization where an employee has been deputed for specific assignment or duty.
- 31.51 Tampering with records of the College, falsification, defacement, or destruction or stealing of any records of the College including but not limited to those pertaining to employees and patients.
- 31.52 Soliciting, demanding, offering or accepting bribe or any illegal gratification from others while discharging official duty.
- 31.53 Soliciting, demanding, collecting, or canvassing the collection of any money from any person or sale of any commodities or tickets or changes in lotteries or raffles or ticket coupons or other tokens within the premises of the College for any purpose or reason without prior written permission of the Management.
- 31.54 Disclosing any information affecting the interest of the College with regard to procedures, practices and functioning of the College or divulging information pertaining to medical diagnosis and treatment of patients of the College to any unauthorized person.
- 31.55 Engaging in private work or trade within the College premises, engaging in other employment while in the service of the College or engaging in the same or similar profession outside the College without the written permission of the Management.
- 31.56 Indulging or inducing others to donate blood with ulterior motive of collecting money from patients/relatives.
- 31.57 Commission of any offence punishable under the Indian Penal Code whether committed inside or outside the College and conviction by a court of law for any criminal offence.
- 31.58 Any conduct prejudicial to the interest or reputation of the College or any act or conduct involving moral turpitude whether such act or conduct is committed inside or outside the College premises.
- 31.59 Canvassing or carrying out political activity in the College premises.
- 31.60 Standing for election for local bodies such as corporations, municipalities, panchayat, etc., for an employee is prohibited. An employee should not participate in any political activities.
- 31.61 Unauthorized removal from or affixing of notices on the notice boards or any other place in the College premises.
- 31.62 Engaging in money lending both within the premises and outside more particularly on "dailyvatti, kandhuvatti, metrevatti and thandal" at exorbitant rate of interest which is prohibited by law.
- 31.63 Unauthorised borrowing or lending money as business within the College premises.
- 31.64 An employee's failure to submit for the medical examination as required by the Management will render the employee liable to be deemed as permanently medically unfit and he/she will be discharged from service without compensation.

- 31.65 Any staff found prescribing and/or taking medications for non staff/non dependants on the Staff / Staff dependant's prescription form will be dismissed / discharged from service without compensation.
- 31.66 Breach of any law applicable to the College or of these rules or any other rules or regulations in force in the College or rules that will be framed and enforced from time to time.
32. **PUNISHMENT FOR MISCONDUCT:**
The following kinds of punishment shall be awarded in case of any staff member that is found guilty of any of the aforesaid misconduct.
- 32.1 **PUNISHMENTS FOR MINOR MISCONDUCT:**
Punishments for minor misconduct may include any of the following types of discipline, which may be enforced in any order and not necessarily in the order listed:
- 32.1.1 Caution or censure.
- 32.1.2 Warning.
- 32.1.3 Fines.
- 32.1.4 Suspension without pay or allowance for period not exceeding six work days.
- 32.2 **PUNISHMENTS FOR MAJOR MISCONDUCT:**
Punishments for major misconduct may include any of the following types of discipline, which may be enforced in any order and not necessarily in the order listed:
- 32.2.1 Suspension without pay or allowances.
- 32.2.2 Stoppage of one or more increments.
a) With cumulative effect
b) Without cumulative effect
- 32.2.3 Demotion to a lower grade in the same category.
- 32.2.4 Compulsory retirement.
- 32.2.5 a. Discharge from employment.
b. Dismissal from employment.
- 32.3 In the case of *major* misconduct, management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice. Management shall also have a right to appoint a Presenting Officer from amongst the officers of CMC and an Enquiry Officer from among the officers of the College or any third person from public with any professional standing.
- 32.4 In the event of any allegation/report against an employee the management shall be entitled to summon any members of the staff to present him/her at any reasonable time for enquiry into

- misconduct that may be alleged against him/hèr or on another staff member. If a member of the staff charged with misconduct fails to appear at the enquiry without sufficient reason the enquiry shall be proceeded with ex-parte.
- 32.5 The staff subjected to enquiry shall be permitted to be assisted by a co- employee of the College and no outsider or legal practitioner shall be permitted to assist or defend the delinquent in the domestic enquiry. A copy of the proceedings of the domestic enquiry shall also be furnished to the delinquent employee after getting proper acknowledgement.
- 32.6 In awarding punishment under these rules, the Management shall take into account the gravity of the misconduct, the previous record if any, of the staff member and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Management shall be furnished to the staff concerned.
- 32.7 Where disciplinary proceedings against a staff is contemplated or is pending or where criminal proceedings against that staff in respect for any offence are in progress and the management is satisfied that it is necessary or desirable to place the staff concerned under suspension pending enquiry, the appointing authority, may by order in writing suspend him/her with effect from such date as may be specified in the order.
- 32.8 A staff member placed under suspension is to be granted subsistence allowance as per the provisions of The Tamil Nadu Payment subsistence Allowance Act 1981 year and rules framed therein.
- 32.9 No payment of subsistence allowance shall be made unless the staff member under suspension furnishes certificate of non - employment and the authority which ordered the suspension is satisfied that the staff member is not engaged in any other employment, business, profession or vocation.
- 32.10 If on the conclusion of the enquiry, the staff has been found to be not guilty of any of charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he/she would have received if he/she had not been placed under suspension after deducting the subsistence allowance paid to him/her for such period.
- 32.11 An employee shall not be entitled to receive subsistence allowance of 100% if the enquiry or criminal proceedings is prolonged beyond the period of 90 days for reasons directly

attributable to the employee when the subsistence allowance shall be reduced to 50% of the wages which the employee was drawing immediately before the suspension.

33. ISSUE OF SERVICE CERTIFICATE:

Every permanent employee shall be entitled to "Service Certificate" at the time of leaving the service by the Appointing Authority.

34. SETTLEMENT OF ACCOUNTS & VACATING RESIDENCE:

34.1 SETTLEMENT OF ACCOUNTS:

An employee whose resignation is accepted/services are terminated/superannuation/discharged from service on medical grounds shall settle all outstanding accounts and loans due to the College/Credit Society, and other such organization. He/she shall hand over all documents, files, records, equipments and other properties of the college which he/she is currently having in his/her custody and shall obtain a clearance certificate to that effect.

34.2 VACATING RESIDENCE:

An employee, together with the employee's family and dependents, residing on the College premises or in quarters provided by the College shall vacate the residence and remove all personal property there from within 15 days of termination of employment / discharge from service / after attaining superannuation. The employee shall be liable for any damage to the residence and the same be deducted from any amount due to the employee by way of salary, allowance and final settlement dues or in any other legal manner as deemed expedient.

An employee who is occupying the institutional accommodation shall be governed by the rules framed by the Housing Committee (from time to time).

35. SERVICE OF NOTICE:

35.1 Any matter required to be notified under these rules and any notice by the Management to the staff shall be displayed on notice boards maintained for the purpose at conspicuous places in the College premises. When they are so displayed such matter of notice shall be deemed to have been communicated to the staff.

35.2 Any notice or communication intended for any staff may personally be delivered to him/her inside or outside the College premises.

35.3 The notice may be mailed by post, regular or registered, certificate of posting to the last known address of the staff as specified in the records maintained by the College. The staff shall inform the Management, in writing of any changes in his/her residence address and the Management is entitled to rely on the employee's address of record as being the correct address for delivery of notice.

35.4 Notice shall be deemed to have been served / received on the date of personal delivery to the staff, or upon actual receipt, or three postal workdays after the notice is mailed to the last known address of the staff with postage paid, whichever date is earlier. Staff is bound to accept delivery and acknowledge the notice.

35.5 In the case of staff who are absent, communications dispatched by registered post with acknowledgement due, to the last known address of the staff shall be deemed to have been served. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of the communication or letter or notice on the employee.

35.6 Any matter required to be notified under these rules and any notice or communication by the Management to the staff shall be sufficient with regards to the language of communication if given in English.

POSTING OF RULES:

Copies of these rules in English and Tamil shall be posted on the notice boards maintained for the purpose and in such other places in the College premises as the Management may decide for the general information and compliance by all staff. In the case of any discrepancy between the English and Tamil versions of these rules, the English version shall be taken as correct and binding on any party.

LEAVE RULES

1. These Leave Rules are approved and adopted by the Executive Committee of the Christian Medical College Vellore Association and Council vide its Minute No. 3377/10/75 and ratified by the Christian Medical College Vellore Association and Council vide Minute No. 4631/10/75 and 4644/10/75 and amended from time to time and is applicable for all Council and Non Council appointees.
2. These leave Rules incorporate existing Annual Leave, Casual Leave, Compensatory Holiday, Sick Leave, Maternity Leave, Leave for Abortion and Sterilization, Sabbatical Leave, Study Leave, Leave of Loss of pay, Deputation Leave, Official Leave Accommodation during Leave, and these leave rules shall supersede all other previous rules, resolutions, official directives etc. These Leave Rules shall come into force with effect from 1.02.2009 as amended and ratified by the council.

1. GENERAL RULES:

- 1.1 Leave shall be granted in accordance with the "Leave Rules"
- 1.2 Leave cannot be claimed by any employee as a right
- 1.3 The Administrative Officer concerned shall be the competent authority to sanction leave except for Casual Leave as provided for in Rule (3.2).
- 1.4 Leave applied for or sanctioned under these Leave Rules may be revised or revoked by the Administrative Officer concerned depending upon the necessities and/or exigencies of work.
- 1.5 Ordinarily no employee shall absent himself or herself from work unless leave is sanctioned. Employees remaining absent without authorization shall be subject to disciplinary action.
- 1.6 For the purpose of leave, the Leave Year shall be reckoned from July to 30 June.
- 1.7 For the purpose of leave, Saturday shall be reckoned as a full day
- 1.8 Sundays and/or holidays falling within the period of leave shall be counted as part of the leave.
- 1.9 Leave application shall be made in prescribed forms.
- 1.10 All leave applications forwarded to the Administrative Officer concerned for sanctioning shall contain the recommendation of the Head of the Department/Unit/Office except in the case of casual leave where the provision of Rule (3.2) shall apply.
- 1.11 A record of all sanctioned leave shall be maintained in a proper register in the Department/Unit/Office.

12 The Administrative Officer concerned shall arrange to intimate the unavailed leave to the credit of the employees of each Department/Unit/Office and the opening balance of the leave within a reasonable time after the close of the year for the information of the Head of the Department/Unit/Office.

13 Term Appointees & Probationers: Accumulation of any form of leave, excluding Annual Leave, is not permitted for staff on term appointments or on probation.

14 Leave granting authority should ensure that sanctioning of leave does not interrupt the work in the institution.

15 Leave encashment may be availed for annual and sick leave as per rules.

16 The existing staff who are selected as trainees in the various posts and for training schemes (other than those conducted by the Medical College and the Nursing College) may be sanctioned special leave for these training programmes. The leave period will however not count towards accumulation of any leave, and will count as a period of qualifying service towards the superannuation benefit, only to make up the minimum required service. During this period, contribution to Gratuity and Provident Fund will continue. Further, during this training programme the staff will be eligible for the stipend (if any) or for only half the salary + allowance on that salary whichever is higher. Selection in any new position on completion of training is not automatic. They will continue in their original position till they are appointed under a new position as and when vacancies arise.

ANNUAL LEAVE:

The quantum of annual leave shall be on the following scale:

- a) Council Appointees - 35 (Thirty five days)
- b) Non-Council Appointees-25 (Twenty-five days).

Annual Leave for unconfirmed employees shall be calculated on a pro-rata basis on the number of days spent on duty by an employee in the leave year. For arriving at the number of days spent on duty, days of annual leave, casual leave, sick leave, maternity leave, and sterilization leave availed will be taken into account.

If a staff member goes on Study Leave or Sabbatical Leave, Annual Leave will be given proportionate to the number of days in the leave year before he/she starts the study/sabbatical leave and after he/she returns and rejoins regular duty.

- 2.4 Annual Leave cannot follow casual leave. However, casual leave up to a maximum of five days can be added on to the annual leave by prior permission of the Administrative Officer concerned provided that all the annual leave is availed during the year or no annual leave is carried forward to next year.
- 2.5 Annual Leave may be either prefixed or suffixed to Sundays or holidays.
- 2.6 Annual Leave shall not be granted in more than five installments in a leave year.
- 2.7 If an employee wants to avail himself of annual leave due to him/her to cover a period of illness he/she may be granted such leave provided he/she does not have any sick leave to his/her credit and such grant of annual leave shall not count as an installment.
- 2.8 Unavailed annual leave shall be carried forward to succeeding leave year. However, the total number of days of annual leave the credit of an employee as at the end of any leave year shall not be more than:

- a) 60 days in case of Council Appointees
- b) 50 days in case of Non Council Appointees.

Accumulated leave up to these maxima will be carried over to the next year and the annual leave for which a staff member becomes eligible in that year will be added to the amount carried forward.

- 2.9 If an employee was on loss of pay or absent for more than 15 days during the previous year, his annual leave to be credited in the current year shall be proportionately reduced.
- 2.10 An employee may at any time apply for annual leave in the prescribed form to his/her Head of the Department/Unit/Office giving at least 7 days notice prior to the date on which he/she wishes his/her leave to begin. The Head of the Department/Unit/Office will thereupon forward the leave application with his/her recommendation to the Administrative Officer concerned for grant of leave.
- 2.11 **ENCASHMENT OF ACCUMULATED UNAVAILED ANNUAL LEAVE:**

- 2.11.1 A confirmed employee may be permitted to accumulate upto 30 days of unavailed annual leave for encashment through the end of period of service of the individual. The encashment can be availed at superannuation/voluntary retirement after completion of 25 years of continuous service in the institution/discharge on medical grounds / death while in service.

2.11.2 Confirmed employees who have put in 5 years of service after confirmation, shall have the additional option to encash unused annual leave up to 8 days at the end of each leave year (June 30th). This will be from accumulated leave for encashment. Such annual leave surrendered and encashed will be deducted from the total maximum of 300 days that is permitted to be accumulated for encashment on superannuation or voluntary retirement etc. as per (2.11.1) (e.g. If an employee encashes 8 days of annual leave the total encashable on retirement etc. will be reduced to 292 days and so forth for subsequent year).

2.11.3 Confirmed employees who have completed at least 15 years of service have the additional option to encash up to 100-days of annual leave they have accumulated for encashment, on a one time basis, during the course of their service. Such Annual Leave encashed on a one-time basis will be deducted from the total of 300 days encashable at retirement as per (2.11.1) (e.g. If an employee encashes 100 days he will be eligible to encash only a further maximum of 200 days on retirement etc. subject to further deduction for any encashment as per (2.11.2).

2.11.4 In the case of staff retiring in the middle of a leave year, unavailed annual leave is allowed to be encashed with the existing Annual leave within the existing overall upper permissible limit of 300 days.

2.11.5 The overall maximum of 300 days of annual leave encashed on retirement or superannuation will be reduced by any leave that is encashed as per (2.11.2 & 2.11.3) and if all the 300 days are encashed in this manner there will be no further annual leave encashment privileges.

CASUAL LEAVE:

Casual Leave may be granted to all employees for a total of 10 days in each Leave Year subject to the necessities and exigencies of work. Notwithstanding anything contained in Rule (1.3) casual leave may be granted by the Head of the Department/Unit at his/her discretion. Only sanctioned application shall be forwarded to the Administrative Officer concerned.

Casual Leave may be either prefixed or suffixed to Sundays or holidays.

Unavailed casual leave shall lapse on the close of the leave year. Unused casual leave up to 2 days may be carried over to the following leave year to be used within the first six months. This leave cannot be added to any other leave and the casual leave will be forfeited if not used.

- 3.5 Casual Leave may be availed for half a day.
- 3.6 Casual Leave cannot be combined with any other leave except under Rule (2.4) of Annual Leave/Rule (4.9) of Compensatory and Institutional Holidays Leave Rules and Rule (10.4 - C. (v)) Deputation Leave
4. **COMPENSATORY AND INSTITUTIONAL HOLIDAYS:**
- 4.1 If any member of staff is on any leave other than official leave or declared holiday of the institution, no compensatory leave shall be given to him/her; however, if the day off given to a staff member falls on a declared holiday, he/she will be entitled to compensatory leave.
- 4.2 If Christmas, New Year's Day, Republic Day, Good Friday and Independence Day which are National and Institutional holidays fall on a week day, that day will be declared a holiday for the whole institution and Sunday schedule of work will be followed but if any of the above holidays falls on a Sunday, compensatory leave will be given which may be taken within 6 months or may be added onto the annual leave.
- 4.3 If Pongal, May Day, Deepavali and Gandhi Jayanthi which are compensatory holidays fall on a week day, normal schedule of work will be carried out in the hospital but the staff will be entitled to compensatory leave; preference being given to Hindu staff for Pongal and Deepavali; but if any of the above holidays fall on a Sunday, compensatory holiday will be given the previous Saturday. Those who do not want to take leave on that day will be allowed to take compensatory leave within six months or to add it to their annual leave.
- 4.4 Leave equivalent to the number of days of compensatory holidays not availed on the days concerned by an employee will be available as casual leave or added to annual leave. Compensatory leave will be added to annual leave only in cases where compensatory leave has not been availed of within six months from the date of the holiday to which it relates.
- 4.5 Compensatory leave should be taken as a full day.
- 4.6 If Compensatory leave is taken within six months of the holiday to which it relates, that leave can only be affixed or suffixed to Sunday or National holidays.
- 4.7 In all cases of absence on Institutional holidays for which Compensatory leave is permitted, leave applications must be submitted to the Head of the Department for permission to avail such leave.

Medical College Teaching Departments will not be eligible for Compensatory holidays on days declared as holidays by the college. In the case of the College of Nursing and the Medical College, when the College are closed on a compensatory holiday, then the staff in these Colleges may either prefix or suffix casual leave to such a holiday.

Staff can either prefix or suffix Casual leave to Deepavali & Pongal compensatory holidays only if the holidays are taken on Deepavali or Pongal days. This will be subject to exigencies of work in the department.

Note:

- a) Those who are scheduled for only a half-day work on a day which happens to be an institutional holiday shall be compensated with a full day holiday at another time.
- b) If Compensatory holidays fall within the annual/casual/sick or any other leave taken by an employee the individual is not eligible for the compensatory leave.

SICK LEAVE:

Those employees who are sick shall inform their Head of the Department/Unit/Office before proceeding to SSSHS for treatment & to get sick leave recommendation.

Sick Leave with full pay for a total of 15 days may be granted in a leave year for all employees.

In addition to 15 days sick leave with full pay as above, sick leave with half pay for a further period of up to 18 days may be granted in a leave year. However, this cannot be converted to 9 days sick leave with full pay.

Where an employee joins service during the leave year, he/she may be granted sick leave with full pay and half-pay on a pro-rata basis, i.e., in proportion to the number of days spent on duty during the leave year.

Sick leave will normally be granted only on production of a sick leave recommendation slip issued by the Medical officer, Staff Student Health Service. The concerned appointing authority may, accept the recommendation of the number of days of sick leave by staff student health service and may reject the same if he is not fully satisfied about the circumstances under which the employee has produced the recommendation slip. Production of recommendation slip for sick from Staff Student Health Service is not a conclusive proof that sick leave was already granted unless it is sanctioned by the appointing authority.

5.6 Grant of sick leave to employees who are out of station even if the applications are supported by certificates issued by an outside Registered Medical Officer is only at the discretion of the Administrative Officer concerned. Applicants may be required to produce a certificate from a Medical Practitioner nominated by the Medical superintendent.

5.7 In the case of Rule (5.6) above, no employees shall leave the station during the period of any sick leave without the prior permission in writing of the Administrative Officer concerned.

5.8 Confirmed employees may accumulate sick leave at the end of a leave year as follows:

- a) With full pay up to a maximum of 120 days and
- b) With half pay up to a maximum of 90 days. Accumulated leave up to these maximums will be carried over to the next year and the sick leave for which a staff member becomes eligible in the year will be added to the amount carried forward.

5.9 a) While the staff member is (away from Vellore) on study leave, sabbatical leave, sick leave will be given proportionate to the number of days in the leave year before he/she starts the study/sabbatical leave and after he/she returns and rejoins regular duty.

- b) The sick leave recommended by the Student Staff Health Service or any department or unit for the employees should be duly sanctioned by the concerned Appointing Authority. In case a sick leave is obtained by fraud or misrepresentation of facts to frustrate the specific orders of the HOD or any other officer authorized by him, the appointing authority can, after discussion with the Medical Superintendent, at his discretion, reject the application for sick leave or cancel the sick leave so obtained.

Note:

Where an employee has been recommended sick leave preceding the casual leave already sanctioned, the Administrative Officer concerned can decide whether any exemption from Rule 3.6 should be made.

5.10 ENCASHMENT OF SICK LEAVE BENEFITS:

5.10.1 The encashment of sick leave up to a maximum of 5 days will be permitted each year for the leave year completed in June for confirmed employees with a minimum of 10 years of service provided the following conditions are fulfilled:

a) The maximum amount of accumulated full pay (120 days) and half pay (90 days) sick leave should be available in the account of the individual.

b) When the above condition is fulfilled, any unutilized full pay sick leave available to the credit of the individual for the leave year just completed may be encashed for a maximum of 5 days. Any balance remaining (beyond 120 days full pay) will lapse. Half pay sick leave cannot be encashed.

c) If an individual's accumulated sick leave becomes less than 120 days during any leave year due to sickness, that individual will not be eligible to encash sick leave till accumulation again occurs to 120 days.

d) For those staff who retire from services, encashment of sick leave will be calculated on pro-rata basis.

MATERNITY LEAVE / BENEFITS:

Women employees in the Institution shall be granted Maternity Leave for 90 days with full pay. Part of the maternity leave may be availed just prior to delivery.

Maternity leave shall not be granted on more than two occasions during a person's service in this institution.

Sick Leave may be combined with maternity leave provided such leave is related to complications of pregnancy or delivery.

An adoptee mother who is a member of the staff is eligible for adoption leave equivalent to and in lieu of maternity leave, at the time of adoption of a child below the age of 3 years, on production of a registered deed of adoption or a certificate from the agency. The guidelines applicable for grant of maternity leave will be applicable in this case also. (A total of 2 occasions only inclusive of maternity leave).

LEAVE FOR ABORTION / STERILIZATION:

Women employees who have put in one year of continuous service in the institution and who are more than twelve weeks pregnant shall be granted special leave for 4 weeks with full pay in cases of abortion provided that such leave shall not be given more frequently than twice in 36 months.

When employees happen to be out of station at the time of abortion, a certificate from a hospital or Registered Medical Practitioner nominated by the Medical Superintendent will be accepted.

7.3 Employees undergoing non-puerperal salpingectomy operation shall be granted 20 days special leave with full pay. However, they will be ineligible for this leave if sterilization is done immediately following delivery when maternity leave is available.

7.4 Employees undergoing vasectomy operation shall be granted 20 days special leave with full pay.

7.5 Special leave up to 7 days may be granted to an employee whose wife undergoes sterilization operation irrespective of whether it is puerperal or non-puerperal provided that the sterilization operation is done in our hospital. The above leave will not be applicable to staff who have already undergone a vasectomy operation.

8. LEAVE ON LOSS OF PAY:

8.1 Under extraordinary circumstances leave on loss of pay up to 30 days in a leave year may be granted at the discretion of the Administrative Officer concerned. The nature of the exigency shall be clearly recorded.

8.2 Leave for more than 10 days or extension of leave already granted may be permitted by the Director only to cover periods of sickness or other extraordinary personal situations.

8.3 The maximum leave on loss of pay granted shall not be more than 60 days in a leave year. Leave on loss of pay will not be counted as service for any purpose.

8.4 All leave on loss of pay shall be promptly intimated by the Administrative Officer concerned to the Treasurer for necessary salary adjustments.

9. OFFICIAL LEAVE:

The purpose of Official leave is to carry out official work outside Vellore in India and abroad. Members of the staff will be considered to be on duty and given official leave to be away from Vellore under the following circumstances:

9.1 Carrying out official work in places within India at the direction of the concerned Administrative Officer. This will ordinarily be for periods varying from one day to two weeks. This leave will be approved by the Director.

9.2 Short-term specialized technical training to fulfill specific service needs at Vellore. This would involve training at the factory or training courses recommended by the manufacturers for the maintenance of sophisticated equipment; special training for operating new equipment and other programmes (mainly service oriented), outside India.

a) Members of the staff who require to obtain such specific training skills may be deputed on official duty away from Vellore for a period ordinarily not exceeding 3 months for specialized training.

) Requests regarding this type of training will ordinarily be initiated only by Heads of Department or Administrative Officers. This would be approved by the Study Leave Committee.

) In all instances where such training involves the provision of funds by or through the institution, a legally valid obligation to serve for one year for every 3 months or parts thereof after completion of training should be executed by the staff. If this service obligation is not fulfilled all the expenses incurred in the training will have to be paid back by the individual staff members. If study leave or sabbatical leave is sanctioned during the obligation period, the unfulfilled part of this has to be completed at the end of the obligation service period following such category of leave.

) Employees who are sponsored for M.Phil. in Hospital & Health system management course are also eligible for official leave.

DEPUTATION LEAVE:

The purpose of Deputation leave is to permit staff and faculty to carry out academic activities outside of CMC Vellore and is granted by the Director/Associate Director on the recommendation of the HOD and the leave granting authority.

Each Faculty member is entitled to 45 days of Deputation leave in a leave year.

The travel and boarding allowances that a member of staff are entitled to are decided by the Council from time to time.

A. DEFINITION:

Deputation Leave is defined as the permission for leave granted to CMC's staff member to be away from the place of regular work for special assignments especially based on official request for their services from individuals or institutions which are working for objectives similar to that of CMC Association/Institutions of State or instrumentalities of State including statutory organizations or statutorily - run organizations/National or State Professional Associations.

B. OBJECT:

The main object of granting deputation Leave to the staff members and teaching faculty of CMC is to benefit the Host-Institution with

the specialized knowledge of CMC staff whereby the community as a whole would benefit.

C. DURATION:

- i) The total amount of Deputation Leave permitted during a leave year (July to June) is 45 days. Of these 45 days, 5 days are to be allocated for University Examinations (E-i) only and the other 40 days for all other activities.
- ii) Deputation leave cannot be accumulated. However, 2 years of Deputation Leave can be combined in June / July and a total of 80 days may be taken at a stretch only once during the individual's service in the institution.
- iii) Deputation Leave if taken in excess of 45 days per year will be adjusted with the Annual Leave for that year.
- iv) Deputation leave cannot be added to either Sabbatical or Study Leave.
- v) Casual / Compensatory Leave can be added to Deputation Leave

D. PROCEDURE OF APPLICATION:

1. Request for Deputation Leave should be in the prescribed application format along with a copy of the request from the Host - Institution/Association. It should be sent to the Associate Director (Medical) through the Head of the Department at least 24 hours prior to departure.
2. The Associate Director (Medical) may, at his sole discretion, consult any other officer for proper examination and scrutinization of the application for deputation Leave.

E. ACTIVITIES FOR WHICH DEPUTATION LEAVE MAY BE GRANTED:

Deputation Leave may be granted for the following activities.

- i. Engagement in Universities or other educational bodies including Medical and Dental Council of India, Indian Nursing Council and National Board of Examinations.
- ii. Engagements related to Indian Council of Medical Research, Department of Biotechnology, Department of Science and Technology and other National/International/State Research Organizations or any other similar organizations which are related thereto.
- iii. To attend a conference/seminar/workshop or to participate in training opportunities within or outside India organized by an institution or International / National / State Associations of professional bodies.

- iv. Outreach program in Mission Hospitals of supporting bodies of CMC Vellore Association.

Any other responsibilities which the administration considers essential to depute a staff member outside CMC, Vellore.

F. EXPENSES AND REIMBURSEMENTS:

1. If attending a Conference, Workshop or Seminar, deputation leave and expenses will be sanctioned as per Conference Rules vide Ac. Min. No. 117-(d) dated 22.11.2007 website: <http://172.16.11.221/Link> - 'Conference Rules'
- 2(a). All expenses for travel, stay and incidental expenses are usually to be met by the sponsoring Host-Institution to which a staff member is invited.
- 2(b). Any fees, honorarium receivable by the staff member from the Host-Institution for their services should be remitted back to the CMC account after deduction of all eligible expenses.
3. When a staff member is invited by another institution and travelling on a project, the reimbursement will be done according to the project sanction rules.

GUIDELINES FOR AVAILING SENIOR TRAINING FELLOWSHIP

Objectives:

The purpose of the Senior Training Fellowship is to provide opportunities for members of staff who have a long-term commitment to our institution to go abroad and work for a short period in centers of their choice as Visitor Observers (if possible even hands on experience) to gain new skill and expertise. The skill and expertise should have direct application in improving the quality of work (Patient care, Teaching, Research or Administration) in the respective departments.

Eligibility:

-) Staff who have served at Christian Medical College for a minimum period of 5 years after confirmation or confirmed medical faculty at the level of Reader/Associate Professor Grade - II or above.
-) Only staff who have at least 5 years of service remaining with the institution.
-) Staff who have an existing service obligation which will be completed by 1st March of the relevant year are eligible to apply.

Details of Fellowship:

- d) Duration - 6 weeks (42 days) or 12 weeks (84 days)
- d) Type of leave granted - Official Leave
- d) Fellowship money - US\$ 2000 per month
(6 weeks - US\$ 3000 & 12 weeks - US\$ 6000)
- d) Travel Expenses - Department / Unit special fund

Service Obligation:

The period of service obligation is one year. During the service obligation period, if the awardee gets an opportunity to proceed on Study Leave, permission will be given to go on Study Leave. On returning, the remaining obligation period for Senior Training Fellowship will have to be completed in addition to the Study Leave obligation.

12. GUIDELINES FOR AVAILING JUNIOR MEDICAL FACULTY TRAINING FELLOWSHIP

Objectives:

The purpose of the Junior Training Fellowship is to provide opportunities for medical faculty who have a long-term commitment to our institution to go abroad and work for a short period in centers of their choice as Visitor Observers (if possible even hands on experience) to gain new skill and expertise. The skill and expertise should have direct application in improving the quality of work (Patient care, Teaching, Research or Administration) in the respective departments.

Eligibility:

Confirmed Medical Faculty / Sponsored Medical Faculty below the level of Reader / Associate Professor Gr. II.

Details of Fellowship:

- d) Duration - 6 weeks (42 days) or 8 weeks (56 days)
- d) Type of leave granted - Official Leave
- d) Fellowship money - US\$ 3000 for 6 weeks/US\$ 4000 for 8 weeks
- d) Travel expenses - Department/Unit special fund

Service Obligation:

The period of service obligation is one year. Obligation for sponsored medical faculty will run concurrently with their service obligation. During the service obligation period, if the awardee gets an opportunity to proceed on Study Leave, permission will be given to go on Study Leave. On returning, the remaining obligation period will have to be completed in addition to the Study Leave obligation.

SABBATICAL LEAVE:

OBJECT OF THE LEAVE:

The purpose of granting sabbatical leave is to allow Senior Staff (13.1.a) an opportunity to carry out special projects of a professional nature for the benefit of their departments or for the improvements of their own professional status and which, in the long run, will be of benefit both to the institution and to the patients.

DEFINITION:

In these rules, unless there is anything repugnant in the subject or context.

- (a) *Senior Staff* means and includes all confirmed Council appointees and any other confirmed teaching staff of the Medical College and College of Nursing.
- (b) *Continuous service* in this context means
 - having made up any period of leave on loss of pay
 - adjusted any deputation leave in excess of 45 days/year with annual leave
 - does not include either sabbatical or study leave taken.
- (c) *Management* means staff members with the authority and responsibility for managing the day-to-day affairs of the College.

PROGRAM MODEL:

- (a) Leave from routine duties in order to study, carry out a research project, or to work up and write a series of articles or a book.
- (b) Leave from the Institution to visit other institutions, either to take a temporary appointment elsewhere, or to visit a number of institutions to observe teaching, research, investigation or treatment methods.
- (c) Overseas visits for international conferences and visits to special clinics would not be discouraged, provided financial assistance is not asked from the institution.

CONDITIONS FOR SANCTIONING SABBATICAL LEAVE:

- (a) Only Senior Staff (13.1.a) as defined in these rules are eligible for availing sabbatical leave.
- (b) Availing of sabbatical leave is not a matter of right but is left to the entire discretion of the management taking into consideration:
 - () The availability of staff in the Department at the time of application;
 - () The nature and status of Institution where the staff is going to work during the period of sabbatical leave;
 - () The importance of the program given by the staff in their application for their sabbatical leave period.

13.5 PROCEDURE FOR CALCULATING HALF PAY SABBATICAL LEAVE:

(a) Permissible sabbatical leave will be calculated as...

Half pay Sabbatical Leave =

Total Eligible Service to Superannuation	Minus	Period of Study Leave + Half pay Sabbatical taken + Loss of Pay
5		

- (b) No other category of leave shall be allowed to be availed with sabbatical leave except annual leave specifically granted.
- (c) The total sabbatical leave shall not exceed 3 years at a stretch inclusive of all categories of leave permissible as per leave rules.
- (d) Sabbatical leave exceeding two years can be availed only once in the whole service period.
- (e) A sabbatical leave of less than one year on half pay or 6 months or less on full pay can be taken only once during the period of service. No deputation leave will be permitted to be prefixed or suffixed to sabbatical leave.
- (f) If an individual has taken a three-year period of study leave/sabbatical leave outside the country he/she will not be eligible for a continuous period of sabbatical leave longer than 2 years.

13.6 PROCEDURE FOR APPLICATION AND AVAILING OF SABBATICAL LEAVE.

- (i) Staff members who desire to avail sabbatical leave shall apply in the prescribed form with appropriate documents from the Organizations/Institutions/Hospitals where they intend to serve during the sabbatical leave period.
- (ii) The sabbatical leave applications together with all the supporting documents should be routed through
- (1) Head of the Department
 - (2) Administrative Officers concerned
 - (3) Associate Director
 - (4) Director

The sabbatical leave shall be finally sanctioned by the council on the recommendation of the Director.

- (iii) A staff member who applies for sabbatical leave shall execute a service bond that he/she shall serve the institution as stipulated in these rules.

- (iv) It is mandatory for staff members who are on Sabbatical Leave to send a report once in six months to the Director, CMC explaining their experience and study details in the Institution where they are undergoing sabbatical leave.
- (v) The Management, at their sole discretion, may directly write to the Head of the Institution/Hospital where the staff member is on sabbatical leave, requesting a report about their performance.
- (vi) In case it is found that he/she had not served the hospital or the institution where he/she has promised to work in his/her application for sabbatical leave, he/she shall be liable for:
- (a) Appropriate disciplinary proceedings for misrepresentation and suppression of facts to the management resulting in major punishment including demotion/termination of service.
 - (b) Recovery of all the money paid to him/her during the sabbatical leave with ten percent simple interest thereon.
 - (c) In addition any medical benefits obtained from the institution for dependents during the leave period must be paid for.

13.7 EXTENSION OF SABBATICAL LEAVE:

A Staff who is under sabbatical leave can extend his/her sabbatical leave subject to:-

- (i) Availability of sabbatical leave to his/her credit.
- (ii) The submission of filled-in prescribed application form for extension with justification report.
- (iii) Execution of additional service bond for the period of extension provided. The extension application should reach the Director two months before the expiry of sabbatical leave already sanctioned.

14. STUDY LEAVE:

14.1 GENERAL:

- 14.1.1 A Study Leave shall be granted in the interest of this institution and at the discretion of the Council. Study Leave cannot be claimed as a right by any member of staff, either on the basis of length of service or because others of similar or junior status have been granted such leave. It will be granted if the Institution feels the need for people with a special type of training. It will be granted to those who are considered to be most likely to profit from that type of training, and use it in the interests of the institution. Study leave will be sanctioned only after ensuring that work is not compromised in the department. This will be done by the appropriate leave committee after studying staffing pattern in the department.

14.1.2 Study leave is granted by the Council on the recommendation of the Director and a Study Leave committee which is composed of:

Director
Principal
Medical Superintendent
Associate Director (Medical)
Associate Director (Human Resource Development)
- Convenor and Secretary

Whenever applications from the staff of College of Nursing or Nursing Service are being considered, both the Dean, College of Nursing, and the Nursing Superintendent are included in the Committee.

Whenever applications from the staff in General Administration, Engineering Services, Accounts etc, are being considered, the General Superintendent/Treasurer is included in the Committee.

Whenever applications from the staff in Clinical Service or Pre-Clinical Units/Departments are being considered, the Head of the Unit/Department is invited to attend the meeting of the Committee.

14.1.3 Request for study leave should be initiated by the individual through the Head of the Unit/Department or by the Unit / Department with the consent of the individual selected for such study leave.

14.1.4 The study leave application must be forwarded to the Director by the appropriate educational/administrative authority. In the case of all medical and non-medical teaching and research staff of the Medical College, the Principal will be the competent authority.

14.1.5 Study Leave will normally be given only for the purpose of a specific study programme/training in any University/teaching hospital or institution, the details of which must be given in the application.

14.1.6 A person will be eligible for study leave only after confirmation and completion of sponsorship obligation if any.

14.1.7 It is mandatory for staff members who are on Study Leave to send a report once in six months to the Director, CMC explaining their experience and study details in the Institution where they are undergoing study leave.

14.2 DURATION OF STUDY LEAVE:

14.2.1 The maximum period of study leave permissible outside India during a person's entire tenure of service in CMC will be three years.

14.2.2 These three years of study leave may be taken either in a single installment or in two installments.

14.2.3 The two installments should be in multiples of six months.

14.2.4 Notwithstanding the study leave allowed in 14.2.1 an employee can avail study leave to undergo a specific course leading to a degree/diploma in a recognized University within India including the courses in CMC itself in order to meet a predominant need of the institution.

14.2.5 The total period of time an individual can be away from CMC out of India on study leave, sabbatical leave and leave on loss of pay shall be 1/5 of the total period of service from eligible appointment for such leave to superannuation (see 13.5.a).

14.2.6 Staff can be away out of the country for 3 years in one installment (Study leave, Sabbatical leave with addition of any other category of leave including leave of loss of pay) *only once* during their service. (An employee who has availed study leave/sabbatical leave out of the country for 3 years in 1 installment shall not be entitled to any further *continuous long* study leave/sabbatical leave/leave on loss of pay of more than 2 years period till his/her superannuation).

14.3 COMBINATION OF OTHER LEAVE WITH STUDY LEAVE UNDER RULE 14.2.2:

14.3.1 Accumulated annual leave of up to 35 days may be attached to one of the two installments of the study leave, if the study leave is split.

14.3.2 No other category of leave may be combined with study leave, either before it or after it, except as mentioned in points (14.3.1), (11) and (12)

14.3.3 Since the maximum period of continuous absence from the Institution allowed at a stretch is three years, (inclusive of all categories of leave), no other leave can be attached when a person takes the full three years of study leave in one installment.

14.3.4 On return from study leave an individual is not normally permitted to take annual leave to go back and spend time in the same institution for the next one year except to appear for viva / exam to obtain a degree. Maximum period of leave allowed will be deputation leave available to the individual applied and obtained through study leave committee. There will be no financial support from the institution.

14.4 SERVICE OBLIGATION AFTER STUDY LEAVE:

14.4.1 Employees taking Study Leave shall serve the Institution on his / her return for one year for every six months of study leave. Such Individuals are not eligible for further study leave or sabbatical

- leave until their service obligations are completed. Exception will be in the case of an individual wishing to avail a Senior Training Fellowship when this may be permitted if an individual have completed atleast half the period of obligation for Study Leave.
- 14.4.2 For computing service obligation, an installment of study leave for a period of less than six months shall be counted as six months.
- 14.4.3 For those employees who took Study Leave to acquire specific degree, diplomas in India (including CMC itself) as mentioned in Section (14.2.4) the service obligations mentioned in Section (14.4.1) will also apply and must be completed before they could take up further study leave under Rule (14.2.1).
- 14.4.4 If the study leave is taken in installments, the service obligation for the first installment of study leave must be completed before an individual proceeds on to the second instalment.
- 14.4.5 If an employee fails to return to CMC after his/her study leave is over the employee must return to the institution the salary and allowances received during those period together with all the expenses paid by the institution in connection with his/her study leave along with interest at the prevailing rate.
- 14.4.6 If an employee who has taken study leave rejoins duty but wishes to leave the institution before completing the full period of service obligation, he/she must repay 50% of the total amount of money paid to him/her by the Institution during the study leave along with interest at the prevailing rate (the proportion being calculated on the basis of six monthly fractions of the period to be served).
- 14.4.7 In case any scholarship or similar funds are obtained through the good offices of CMC for the study leave period for an employee, in case he/she fails to return to CMC to fulfill his/her service obligations the amount of scholarship/similar funds should be repaid to the donor by him/her.
- 14.4.8 The service obligation agreements with CMC and any other donors shall be signed before the individual starts the study leave and/or leaves Vellore.
- 14.5 **RELATION TO SABBATICAL LEAVE:**
- 14.5.1 Service after an individual returns from study leave, even if part of a service obligation, will count towards service required for grant of sabbatical leave.
- 14.5.2 If study leave is taken for a period of three years at a stretch, any ensuing sabbatical leave may be availed only after six years (after completion of the service obligation period).

- 14.5.3 If an individual has taken sabbatical leave prior to study leave, he/she can only take study leave after completion of the service obligation period following his/her return from the sabbatical leave.
- 14.5.4 A continuous 3 year period of absence from the Institution will be allowed only once during an individual's career. Therefore, if he/she has availed study leave of more than 2 years at a stretch, he/she will not be allowed to take sabbatical leave for more than 2 years at a stretch. Conversely, if an individual has availed sabbatical leave for more than 2 years at one stretch, he/she will not be allowed to take study leave for more than 2 years at a stretch.
- 14.6 **FINANCIAL PRIVILEGES/SUPPORT FOR STUDY LEAVE:**
- 14.6.1 (a) The entire study programme and its implications regarding both duration and cost should normally be decided before the candidate begins the study leave. If during the course of the study leave, suggestions/requests are made which will involve an extension of the duration of the leave and/or increased financial commitment, these suggestions/requests should all be communicated to the Study Leave Committee as formal applications and be approved before any final plans or commitments are undertaken. Sufficient notice of such suggestions must be given so that the appropriate committee and/or the Council may meet and consider the application / recommendation.
- (b) For the purpose of study leave rule "salary" denotes basic pay and dearness allowance.
- 14.6.2 Financial support for variations from the original plans will be considered by the Study Leave Committee and granted only if the circumstances warrant the change.
- 14.6.3 (a) The institution will make both management and employee contributions to the Provident Fund for all staff on study leave who do not draw their full salary from the institution (except for 14.6.4 (b)).
- (b) The institution will make both management and employee contributions to the Contributory Staff Superannuation Benefit Scheme for all Staff on Study Leave.
- 14.6.4 (a) When a staff member is on study leave within India but outside Vellore, the following provisions shall apply.
- i) If he/she is not getting any salary or stipend at the place of study, he/she may be given his/her normal salary and allowances.

ii) If he/she is getting a salary/stipend but it is not equivalent to the salary he/she would be getting at CMC he/she may be given the difference between the salary or stipend received and what he/she would get as salary at CMC.

iii) Whichever of the above applies, if two establishments have to be maintained, he/she may be given 50% of his/her salary as Family Maintenance Allowance.

iv) The tuition fees and examination fees involved for the approved course of study may be reimbursed on submission of vouchers.

v) Travel assistance may be given to include the cost of appropriate class train travel to the place of study at the beginning of the study leave and return to Vellore at the end of the study period (the amount is to be met from the Study Leave Account).

(b) When a confirmed staff member applies for study leave in Vellore, to undergo a course in CMC, he/she may or may not be given normal salary. In addition, payment of the tuition fees and examination fees of the university/educational body of the concerned subject is left to the discretion of the study leave committee. The staff member who accepts study leave in Vellore without salary shall execute a formal agreement as appended in Appendix II and shall understand that the Institution will make *no contribution* to Provident Fund nor give any conveyance allowances etc., during the period of study leave without salary. After the completion of training the staff member will continue in the original post until a suitable vacancy becomes available in the higher post, when he/she will be considered for the higher post along with other applicants.

(c) Members of staff may be allowed to purchase books on study leave, provided such books are recommended by the professors under whom the student pursues his work, and the expenditure is made with the approval of the Head of his/her Unit/Department in CMC, the funds for this must come from the Unit/Department Special Fund, and the books on the return of the individual to Vellore, shall become the property of the College or Department Library.

14.6.5 When a staff member is on study leave outside India:

a) If the individual's spouse/children are also going abroad and no dependents are in India, no salary will be paid except as mentioned in Section (14.6.3).

b) If the individual must maintain an establishment in India for dependents, he/she may be given 50% of salary as Family Maintenance Allowance provided his spouse/dependant is not employed. If the spouse/dependant is employed with a salary less than the eligible family maintenance allowance, the difference between the two may be paid.

a) Foreign subsistence will not be paid by the Institution, and must be paid by some foreign source found by the individual or the Institution, whether as scholarship, fellowship, stipend or salary.

b) Where funds for foreign travel expenses can be obtained from an outside agency, or some agency within India, these should be solicited or met from emoluments to be received abroad if they are sufficient to cover that expense, but where such support is not available, the expenses of foreign travel as well as costs of obtaining visa, etc may be met from the Study Leave Fund on the recommendation of the Study Leave Committee.

c) If travel expense is being met by the individual from funds to be received later, a refundable advance to help the individual and meet the travel expenses may be provided initially.

d) If the institution is providing the return travel as well as outward travel, the individual must notify the Study Leave Committee in sufficient time so that the ticket can be purchased with appropriate rupee payment in India. The institution cannot reimburse the individual in rupees after he/she returns to Vellore, for expenditure in foreign exchange abroad.

e) Outfit allowance of up to Rs. 1000/- may be paid for individuals who are going on study leave to centers in North India, or to countries with a cold winter climate where cold weather requires purchase of warm clothing. This will be paid only once in an individual's career.

14.7

A spouse who does not have an acceptable employment (a letter of honorary attachment with full time work is sufficient) will be granted leave on loss of pay to accompany the faculty on study leave. This period will not count for Provident Fund, Gratuity and Superannuation Benefits nor will it be considered as service for promotional purpose. However, it will **not** be a break of service. In cases where a spouse has earned some sabbatical leave it may be used for this purpose (instead of leave on loss of pay) once during the period of service. If acceptable employment is organized, study leave can be activated from the date of such employment.

However the spouse who is originally granted study leave will not be granted extra leave on loss of pay or any other category to stay on with the family when the maximum permissible period of 3 years are over.

14.8 MISCELLANEOUS RULES:

14.8.1 Staff members on study leave will not earn any annual/casual/sick leave from CMC during the period. They will be governed by the leave rules of the course they are undergoing. However, the accumulated annual leave will remain as such.

14.8.2 While a staff member is on study leave outside Vellore, whether within India or abroad, he/she will be free to take whatever leave or vacation is available in the course/position/appointment concerned but will not be entitled to accumulation of annual leave or credit of casual leave for the period he/she is away. He/she will be credited only for that amount of such leave proportionate to the number of days in the leave year on regular duty before and/or after the Study Leave.

14.8.3 The decision of the Study Leave Committee which is approved by the Executive Committee/Council shall be binding on all members.

15. ACCOMMODATION DURING LEAVE (FOR STAFF MEMBERS OCCUPYING ACCOMMODATION PROVIDED BY THE COLLEGE)

15.1 SABBATICAL LEAVE:

When a staff member is on sabbatical leave on full salary and allowance he/she may be allowed to retain the house during the leave period if the dependent(s) ordinarily staying with the staff member occupy the house.

15.2 When a staff member is on sabbatical leave on half salary and proportionate allowances he/she may be allowed to retain the house during the period of leave on payment of half the rent provided the dependents ordinarily staying with the staff member occupy the house.

15.3 However, if the period of leave exceeds sixty days and if the house is not occupied during the leave period by the dependent(s) ordinarily staying with the staff member, the house should be vacated at the beginning of the leave period.

15.4 When a staff member on sabbatical leave is required to vacate the institutional accommodation and does not do so, he/she shall pay a penalty to the institution at the following rates from the date he/she is required to vacate the accommodation:

Rs. 7,500/- per month	Type 'A' houses
Rs. 5,000/- per month	Type 'B' houses
Rs. 3,000/- per month	Type 'C' houses
Rs. 2,000/- per month	Type 'D' houses
Rs. 1,000/- per month	For single accommodation

For a period of less than 1 month calculation for penalty will be made on pro rata basis.

15.5 When a staff member on sabbatical leave does not fulfill his/her obligations as stipulated in the Sabbatical Leave Agreement he/she shall pay penalty to the Institution for the period of his/her occupation of the Institutional accommodation during that leave at such rate as decided by the Administrative Committee in proportion to the unfulfilled period of his/her obligation.

Note:

When a staff member goes on sabbatical leave leaving the family on the campus, the telephone may be retained if required by them provided they pay the necessary rental charges.

15.6 The house should be vacated if dependents ordinarily living with the staff member and who are permitted to stay in the accommodation are away from Vellore for more than 60 days.

15.7 Household goods may be stored in the hospital or college storage space at the risk of the owner on rental basis.

15.8 STUDY LEAVE:

An individual on study leave in Vellore who has been occupying institutional accommodation, may continue to occupy the same accommodation or changed accommodation according to his/her eligibility for housing as a staff of the institution.

15.9 An individual on study leave outside Vellore or outside India who has been occupying institutional accommodation is required to vacate the accommodation if the study leave exceeds six months. However, his/her dependents who have been staying with him/her may continue to occupy the same accommodation.

15.10 When a member of staff on Study leave who is required to vacate the institutional accommodation does not do so, he/she shall pay penalty to the institution at the following rates from the date he/she is required to vacate the accommodation:

Rs. 7,500/- per month	Type 'A' houses
Rs. 5,000/- per month	Type 'B' houses
Rs. 3,000/- per month	Type 'C' houses
Rs. 2,000/- per month	Type 'D' houses
Rs. 1,000/- per month	For single Accommodation

For a period of less than 1 month calculation for penalty will be made on prorated basis.

- 15.11 When a staff member on study leave does not fulfill his/her obligations as stipulated in the study leave agreement, he/she shall pay penalty to the Institution for the period of his/her occupation of the institutional accommodation during that leave, at such rate as may be decided by the Administrative Committee in proportion to the unfulfilled period of his/her obligation.

Note:

When a staff member goes on study leave leaving the family on the campus, the telephone may be retained if required by them provided they pay the necessary rental charges.

- 15.12 Household goods may be stored in the hospital or college storage space at the risk of the owner on rental basis.

15.13 **LEAVE ON LOSS OF PAY:**

Accommodation should be vacated at the beginning of the leave if this period exceeds two months unless the leave on loss of pay is for sickness.

- 15.14 Household goods may be stored in the hospital or college storage space at the risk of the owner on rental basis.

UPDATED RULES REGARDING ELIGIBILITY, LEAVE AND FINANCIAL ASSISTANCE
FOR ATTENDANCE AT PROFESSIONAL CONFERENCES/OFFICIAL TRIPS
- NATIONAL AND SAARC COUNTRIES

(With effect from 1/12/07) AC Minute No. 117-D dated 22/11/07

A. CONFIRMED STAFF:

1. **Eligibility:**

- a. A conference when he/she is presenting a paper/poster, leading a seminar, acting as a member of a panel or as Chairperson/Co-chairperson of a scientific session and when he/she is member of the Executive Committee as an Office Bearer, subject to 4.h. below.
- b. Workshop / CME as participant or resource person
 - i. Should be related to area of specialty/work
 - ii. Usefulness to department work / institution should be mentioned, endorsed by the Head of Dept./Unit
- c. A staff member can attend a total of THREE Conferences in any ONE leave year with deputation leave and full reimbursement from institution/special fund. These three may include TWO Conferences and one CME or one Workshop or one Seminar or one Symposium. For more than this, if papers are presented, only deputation leave (no reimbursement) will be given at the recommendation of Heads of the departments / units by Director.

2. **Procedure to be followed before and after the trip:**

- a. Applications for attendance at conference are to be presented along with two copies of the full paper or at least copies of the summary of the paper/poster to be presented at the conference and relevant invitations and documents through the Head of the Dept. / Unit to the Administrative Officer who shall forward them to reach the Director for approval and sanction at least 1 week before departure.
- b. An itemised request listing expected expenses shall be presented along with the application in advance.
- c. An application for reimbursement should be submitted within one week after the return of the applicant from the conference.
- d. All advances taken must be settled within two weeks after return to rejoin duty, failing which salary may be withheld, (after one reminder).

3. *Leave for attendance at conference:*
- The period of absence will be treated as deputation leave for the duration of the conference and the time for travelling to and from the institution. Any extra days taken along with this should be treated as annual leave/casual leave. When a staff member does not have deputation leave to his/her credit, the total period will be debited to annual leave.
 - Conference attendance without paper (along with CME / Workshop): deputation leave will be given; reimbursement will be given for CME/Workshop, but no financial assistance will be given for the conference.
 - Leave will be granted by Heads of the departments/units and leave granting authority only after taking into consideration the available staff in the department and ensuring that teaching and service are not interfered with. (normally 50% of staff should be present in the Department/Unit at any time)

4. *Attendance at Conference held within India & SAARC Countries (Bangladesh, Bhutan, Maldives, Nepal, Pakistan, & Sri Lanka):*

- Class I & II - Not more than two staff may be permitted from each unit/equivalent every year with full payment utilising Staff Travel Funds.
- Additional members may be permitted to attend conferences utilising departmental special funds at the discretion of the Head of the Dept. /Unit and the Director.
- Rule (4.b) may be appropriately worked out for large non-unitary departments.
- Normally travel may be undertaken by train. Heads of Dept. and Professors (and Professors equivalent) are eligible for air travel. Ticket vouchers should be submitted with this claim. Whenever possible, please avail of apex fares. Taxi charges from residence at Vellore to nearest airport at institution rates may also be claimed. It is recommended that faculty attempt to pool taxi trips wherever possible.
- Rules related to allowances for travel, food, hotel and incidentals for staff proceeding on duty (exams etc.) shall apply to attendance at a Conference, Seminar, Workshop, CME.
- The actual amount of registration fee will be sanctioned from the department/unit special fund. Late registrants will bear the penalty amount on their own.

- Travel and per diem allowance may be paid from staff travel conference budget/special fund as per existing rates. (see table)
- For all purposes the staff member should receive prior invitation/intimation from organisers and obtain approval from the Administrative Officer for utilisation of institution funds mentioned above.
- Where CMC staff participation in conferences is only through Chairing/Co-chairing of a scientific session, the utilisation of staff travel fund or special fund may be sanctioned. However, the conferences should be at a national/international level or the State Chapter of a National Organisation, and the staff member should receive prior invitation and obtain approval from the Administration for utilisation of funds mentioned above.
- If a staff member obtains in ADVANCE a grant (from any government, professional/research agency) or donation/s to cover the entire expenses of a conference (registration, travel, subsistence), the following procedure shall be followed: Grants/donations are to be accepted & credited to an account specially set aside for this and NOT in the dept. /unit special fund. This credit will be in that person's name, to be used only for that person or with his/her authorisation, for a conference.

5. **TA & DA FOR STAFF PROCEEDING ON OFFICIAL / DEPUTATION LEAVE** *(AC. Min. 117-D dated 22/11/07):*

B. UNCONFIRMED STAFF:

1. POST-GRADUATES STUDENTS (MEDICAL DIPLOMA / MD, MS / MCH, DM / MPHIL, PHD / DIP NB / FELLOWSHIP):

Eligibility:

One CME/Workshop per Course, Conferences: If presenting Papers, one per year, per course.

MSc - Conference: One per course if presenting paper.

They are eligible for funding as per institution rates and only Departmental Special funds are to be used.

2. UNCONFIRMED FACULTY:

Eligibility:

i) Conference: one per year on Presenting a Paper / Poster.

ii) CME / Workshop: From second year onwards one per year.

3. PG NURSING STUDENTS:

Eligibility:

One CME / Workshop per course.

UPDATED RULES REGARDING ELIGIBILITY, LEAVE AND FINANCIAL ASSISTANCE
FOR ATTENDANCE AT PROFESSIONAL CONFERENCES/OFFICIAL TRIPS
- INTERNATIONAL (OUTSIDE INDIA OTHER THAN SAARC)
(With effect from 1/12/07) AC Minute No. 117-D dated 22/11/07

ATTENDANCE AT CONFERENCES ABROAD

(Cl. Min.: 6338 & 6339:10-87, 6542:10-88)

A Confirmed staff member may attend a conference abroad not more than once in 4 years (4yrs after the last conference) when partial or full subsidy is required from the institution subject to the following privileges and conditions:

- i. Permissible expenses may be met from the department as special fund depending on the availability of money and the presence of a balance amount after such expenditure to cover the ordinary and routine needs of the department / unit for the next one year. In computing the latter the possible income for the next year may also be taken into consideration.
- ii. Permissible expenses:
 1. Registration fee
 2. Per diem rate for the duration of the conference plus 2 days.
 - a. For South East Asia and Middle East - 80 Sterling Pounds per day, ALL INCLUSIVE
 - b. For all other countries, 100 Sterling Pounds per day, ALL INCLUSIVE
 - c. 100 Sterling Pounds will be reimbursed for travel from airport to place of stay and back.
 3. International airfare by economy class will be provided, on production of ticket coupons. The individual should try to get half of this from agencies like UGC, CSIR, INSA or other government/professional research agencies subject to regulations of the Government of India.
 4. Airport tax, visa charges, Medical Insurance fees. Expenses incurred for getting the visa will be reimbursed as actuals.
 5. Transports as per existing rules.
 - a. Total expenses from Vellore to port of embarkation and back at institutional rates.
 - b. When an outside agency provides for foreign travel and subsistence and only the registration fee and/or travel costs within India is required from the institution, this may be sanctioned once per year up to USD \$ 300 or equivalent as per institutional rules from special fund, subject to the general rules.

- c. A staff member may attend a conference abroad once a year provided he/she has been able to obtain in advance, a grant to cover the entire expenses (registration, travel inside and outside India, subsistence). This may be from any government professional/research agency and donation other than from patients. Such grants/donations are to be accepted on behalf of the institution and credited to a fund set aside for this and not the dept./unit special fund. This credit will be in that person's name, to be used only for that person or with his/her authorisation, for a conference.
- d. International travel and expenses abroad should conform to the Govt. of India regulations.
- e. When the cost of attending a conference in a neighbouring country is less than or only equal to that of attending a conference in India, such a conference, for the purpose of financial assistance may be treated as under SAARC countries.
- f. When a faculty member uses institutional funds to attend an overseas conference, he/she needs to submit the paper/poster for publication in an indexed journal before institutional funds can be utilised for attending another overseas conference. Heads of depts./units are requested to ensure this.

CMC MEDICAL BENEFIT RULES

1. MEDICAL BENEFITS TO STAFF:

- 1.1 These medical benefits shall be applicable to all students / employees of the institution from the time of admission / appointment.
- 1.2 The employees shall subject themselves to medical examination, immunizations or precautionary measures as advised by the Staff Student Health Service of the institution, failing which they may be liable for forfeiture of their eligibility for these concessions.
- 1.3 Continuous service for CMC Medical benefits includes the period of time in Study and Sabbatical Leave in contrast to its meaning in 13.1 (b).

2. ELIGIBILITY FOR BENEFIT:

	Category	Medical Benefits
A.	<p>Students</p> <ul style="list-style-type: none"> • Staff children as students will be considered as having dual status • Will contribute as shown below • No dependents 	<p>A. Free: Investigations, Bed & Nursing (as Eligible), X-ray, Professional services, Theatre, Anaesthesia, OR supply, OT, PT, Radiation Therapy, Drugs, Oxygen, Blood Transfusion, HIV Prophylaxis (post exposure).</p> <p>B. To Pay:</p> <ul style="list-style-type: none"> • Dialysis, Kidney transplant, BMT, CT Scan, MRI, Pacemaker, Angioplasty, Valve, Stent, Lithotripsy, Disposables, BMV / BAV, IABP, By-pass, Patch, Reservoir, Special suture (Thoracic), Implant, knee replacement, Treatment for infertility, Diet. • Cost of materials used to be paid in full for Dental services. • Prosthetics & Orthotics items to be paid with 25% concession on 'C' Rate. • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.

		<p>C. Contributions:</p> <ul style="list-style-type: none"> • All Students shall contribute towards their medical care as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">MBBS, All MSc</td> <td style="width: 20%;">Rs.1000/year</td> </tr> <tr> <td>BSc (N), PC BSc (N), AHS Degree</td> <td>Rs. 750/year</td> </tr> <tr> <td>Diploma (N), AHS (Diploma)</td> <td>Rs. 200/year</td> </tr> </table>	MBBS, All MSc	Rs.1000/year	BSc (N), PC BSc (N), AHS Degree	Rs. 750/year	Diploma (N), AHS (Diploma)	Rs. 200/year
MBBS, All MSc	Rs.1000/year							
BSc (N), PC BSc (N), AHS Degree	Rs. 750/year							
Diploma (N), AHS (Diploma)	Rs. 200/year							
B.	<p><i>Trainees/Staff whose appointment is for a period of less than twelve months</i></p> <ul style="list-style-type: none"> • No dependents 	No Medical Benefits						
C.	<p><i>Interns, SHO, Non PG (Demonstrator & Registrar), all Trainees with appointments only for 12 months</i></p> <ul style="list-style-type: none"> • No dependents 	<p>A. Free: Investigations, Bed & Nursing (as Eligible), X-ray, Professional Services, Theatre, Anaesthesia, OR Supply, OT, PT, Radiation therapy, Drugs, Oxygen, HIV Prophylaxis (post exposure).</p> <p>B. To Pay:</p> <ul style="list-style-type: none"> • Dialysis, Kidney transplant, BMT, CT scan, MRI, Pacemaker, Angioplasty, Valve, Stent, Lithotripsy, Disposables, BMV/BAV, IABP, By-pass, Patch, Reservoir, special suture (Thoracic), Implant, knee replacement, Treatment for infertility, Diet. • Cost of materials used to be paid in full for Dental services. • Prosthetics & Orthotics items to be paid with 25% concession on 'C' Rate. • Blood products fully free if an equivalent amount of blood is donated to the blood bank (if NOT donated, to be paid at 'C' Rate with 25% concession). • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate. 						

D.	PG Registrar (appointments for more than 12 months) • Can have only three dependents (Spouse and 2 Children, who should be less than 25 years of age, unmarried & unemployed)	A. Free: Similar to UNCONFIRMED STAFF B. To Pay Similar to UNCONFIRMED STAFF
E.	Project Staff on CMC Salary Scale (till confirmation) • No dependents	A. Free Similar to UNCONFIRMED STAFF B. To Pay Similar to UNCONFIRMED STAFF
F.	Project Staff on external Salary scale • No dependents	No Medical Benefits
G.	Volunteers and people on honorarium at CMC • No dependents	A. Free: Similar to UNCONFIRMED STAFF B. To Pay Similar to UNCONFIRMED STAFF
H.	Volunteers and people on honorarium who render their service through outside agency • No dependents	No Medical Benefits
I.	Casual Labour • No dependents	A. Free Similar to UNCONFIRMED STAFF B. To Pay Similar to UNCONFIRMED STAFF
J.	Unconfirmed Staff • Can have only three dependents (Spouse and 2 children, who should be less than 25 years of age, unmarried & unemployed)	A. Free: • Free up to Rs. 60,000 per year for self & dependents together • If it exceeds Rs. 60,000 per year, the excess amount to be collected by salary deduction. • HIV Prophylaxis & for medical treatment other than listed under (B) below: B. To Pay • Stent (in full) • Cost of materials used to be paid in full for Dental Services

		<ul style="list-style-type: none"> • Prosthetics & Orthotics items to be paid with 25% concession on 'C' rate • Blood products fully free if an equivalent amount of blood is donated to the Blood Bank (if not donated, to be paid at 'C' rate with 25% concession) • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.
K.	Confirmed Staff • Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried & unemployed)	A. Free: For medical treatment other than listed under (B) below: B. To Pay • Stents above Rs. 50,000 • Cost of materials used to be paid in full for Dental services • Prosthetics & Orthotics items to be paid with 25% concession on 'C' Rate • Blood products fully free if an equivalent amount of blood is donated to the blood bank (if NOT donated, to be paid at 'C' rate with 25% concession) • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate C. Contributions: Rs. 15 per Rs. 1000 on basic pay (Maximum of Rs. 300 per month)
L.	Staff Nurses (CMC/ College of Nursing Sponsored) after 2 years of Service. • Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried & unemployed)	A. Free: Similar to CONFIRMED STAFF B. To Pay Similar to CONFIRMED STAFF C. Contributions: Similar to CONFIRMED STAFF

<p>M. Staff in Stem Cell Project</p> <ul style="list-style-type: none"> • Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried & unemployed) 	<p>A. Free: Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions:</p> <ol style="list-style-type: none"> a) Rs.15 per 1000/- on basic pay (Max. of Rs.300/- per month) and b) 1% of the Basic + DA and c) One time payment of Rs.2,00,000/- (From DBT interest account)
<p>N. Staff on Contract after the age of 55</p> <ul style="list-style-type: none"> • (Dependents : Spouse till in service) 	<p>A. Free: Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions: Rs.15 per 1000/- on consolidated pay (Max.Rs.1000/- per month)</p>
<p>O. 1. Superannuation at the age of 60 years with minimum 15 years of continuous service</p> <ul style="list-style-type: none"> • Eligible for self and one dependent nominated at the time of superannuation who can be any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. This nomination cannot be changed thereafter and will be available even after death of the staff. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>

<p>P. 2. Retirement on Medical Grounds</p> <ul style="list-style-type: none"> • Confirmed staff who have joined service before the age of 45 years and who retired on medical grounds with minimum 15 years of continuous service and to reach the age of 50 years. • Eligible for self and one dependent nominated at the time of retirement on medical grounds who can be any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. This nomination cannot be changed thereafter and will be available even after death of the staff. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>
<p>Q. 3. Voluntary Retirement after 25 years.</p> <ul style="list-style-type: none"> • Eligible only with a minimum Service of 25 years of continuous service and after the age of 50 years. • Eligible for self and one dependent nominated at the time of voluntary retirement who can be any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. This nomination cannot be changed thereafter and will be available even after death of the staff. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions <u>Voluntary Retirement Scheme</u></p> <ul style="list-style-type: none"> • Rs. 10 per Rs. 1000 on superannuation benefit (maximum of Rs.300) per month. <p><u>General Voluntary Retirement</u></p> <ul style="list-style-type: none"> • Staff retiring voluntarily (after 25 years of service) needs to contribute Rs. 10,000 at the time of retirement instead of the monthly contribution as they are not eligible for pension.

R.	Death during Service <ul style="list-style-type: none"> Eligible for one dependent of those who die in service, provided the member of staff had put in a minimum of 15 years of continuous service. Eligibility can be for any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. 	A. Free Similar to CONFIRMED STAFF B. To Pay Similar to CONFIRMED STAFF C. Contributions Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)
S.	Staff Dependents <ul style="list-style-type: none"> Changes in the list of dependents will be permitted ONLY on written authorization from appointing authority 	A. Free Same as the staff category to which they belong. B. To Pay Same as the staff category to which they belong and to pay for 75% of drugs

Note: Except Class IV Staff & their Dependents, all others to pay for Diet at 'C' rate.

3. GUIDELINES FOR PROVISION OF TREATMENT OF STAFF MEMBERS UNDER REPRODUCTIVE MEDICINE UNIT

Confirmed Staff

Husband and wife requiring infertility treatment will be considered as one unit.

- 1) 100% concession
 - a. Investigation and Procedures (Blood tests, biopsies, radiologic procedures etc)
 - b. All surgical procedures.
(Laparoscopy, diagnostic, operative, myomectomy, tubal surgery, transvaginal oocyte retrieval, GIFT etc.)
 - c. Infertility related procedures : Intrauterine insemination
- 2) 50% concession - (50% to be paid by patient and 50% to be credited to RMU laboratory fund by SSHS):
 - IVF Laboratory charges

- 3) Confirmed staff will have to pay for the followed infertility drugs.
 - a. Gonadotrophins
 - b. GnRH analogues when used for IVF (agonists and antagonists)

These charges are to be met by the Staff member by direct payment and salary deduction is **not** accepted.

They will get 100% concession on common drugs which may be prescribed to them by other departments especially OBGYN. This will include long acting GnRH agonists when used for endometriosis.

Unconfirmed Staff

- 1) 100 % concession
 - Investigation and Procedures (Blood tests, biopsies, radiologic procedures etc.)
 - All surgical procedures.
(Laparoscopy, diagnostic, operative, myomectomy, tubal surgery, transvaginal oocyte retrieval, GIFT etc.)
- 2) Infertility related procedures: Full Payment
 - a. Intrauterine insemination
 - b. IVF laboratory charges
- 3) Unconfirmed staff will have to pay for the following infertility drugs:
 - a. Gonadotrophins
 - b. GnRH analogues when used for IVF (agonists and antagonists)

These charges are to be met by the Staff member by direct payment and salary deduction is **not** accepted.

They will get 100% concession on common drugs which may be prescribed to them by other department especially OBGYN.

Common drugs used in RMU which both confirmed and unconfirmed staff will get free include

- Oral contraceptive pills
- Progesterone supplements / Depo Provera
- Clomiphene
- Analgesics
- Antibiotics
- Long acting GnRH
- Vitamins

(AC. Min. No.91-d:10/06 dated 11th October 2006)

4. BED ELIGIBILITY:

CATEGORY	OTHER WARDS	A BLOCK
1. Class IV Staff	General Bed	Not eligible
2. All Students, Interns, Class III & II Staff	Double Bed	Not eligible
3. Doctors - Sr. House Surgeon & above, PG Registrars and all Council Appointees (Class I)	Single Room A/C	Double Room A/C
4. Professors & Equivalent	Corner Room A/C	Single Room A/C
5. Dependents	Same as the staff on whom they are dependent.	

Deluxe rooms in A Block will only be allotted to fully paying patients who are ineligible for any concession.

In case of non-availability of the eligible category of room, staff can be admitted in a higher category room until a room to which they are eligible becomes available, when the staff member will be shifted to that room.

5. NOTE:

- 5.1 Every employee shall, on appointment, declare in the prescribed form his or her dependents.
- 5.2 Those who make false declarations about the number, names and ages of dependents will forfeit the benefit under these rules.
- 5.3 No employee can claim concession for more than 5 dependents.
- 5.4 The appointing authority concerned shall scrutinize and ensure that the dependents as declared are eligible in conformity with the rules.
- 5.5 If any staff dies during the period of service, the appointing authority shall discuss the relevant rules with members of the family and select one person from the eligible dependent list who will then continue to receive dependent medical benefits, as long as they remain eligible, for life.
- 5.6 The appointing authority concerned shall thereafter endorse the declaration and forward copies of the same to CHIPS.
- 5.7 Every employee shall notify to the appointing authority within a reasonable time any addition / deletion or change in the status of the dependents declared earlier.
- 5.8 The appointing authority concerned shall after scrutiny, notify any addition/ deletion or change in the status of the dependents to CHIPS.

- 5.9 The institution shall undertake free immunization of all dependents of employees for polio, tuberculosis, typhoid, pertussis, diphtheria, tetanus, and cholera.
- 5.10 If an employee contracts any STD, he/she and his/her married partner will be treated at the hospital's expense only for the first episode. If he/she contracts it subsequently, the employee will have to pay for the expenses of the treatment.
- 5.11 The employees shall not be entitled to the dependent concessions if the dependents contract any of the above diseases due to their negligence in not availing the immunization facilities.
- 5.12 Hepatitis B Vaccination
 - i) Hepatitis B immunoglobulin will be provided at 100% concession for staff members.
 - ii) Trainees shall pay for Hepatitis B vaccine unless they have already been vaccinated or they have required levels of antibody levels. If they desire to test for antibody level they can do so by paying the cost of test.
- 5.13 Sponsored candidates in higher specialities (DM, M.Ch or equivalent) will be given medical benefits on par with their peers in the broad specialities.

STAFF SPECIAL SUPERANNUATION BENEFIT SCHEME FOR LONG-TERM SERVICE

A Scheme to encourage the employees to serve upto 60 years and to provide for an additional retirement benefit by way of superannuation benefit to such employees who serve the institution till the full age of retirement without contributing to the fund. This Scheme is eligible for those who hold the status of a confirmed employee as of 30-09-2006.

I. The Christian Medical College Vellore Staff Special Superannuation Benefit Scheme for Long-Term Service came into effect on and from 27th October 1983.

II. DEFINITIONS:

Unless expressly excluded or repugnant to the context, the following expressions shall have the following meanings:

(a) "A *Confirmed Employee*" shall mean an employee who has been appointed in a permanent budget vacancy or on a Special Fund which contributes to the superannuation benefit scheme and has received an appointment order from an appointing authority of the institution and whose appointment has been confirmed in writing by the appointing authority concerned and ratified by the Administrative Committee or by the Council, but does not include any person who may render service to the institution through any agency or otherwise, and who has not received an appointment order from any of the appointing authorities of the institution.

(b) "*Qualifying service*" shall mean all uninterrupted and unbroken service rendered in the institution by an employee, upto but not after attaining the normal age of superannuation of sixty years, and shall include such service prior to the introduction of this Scheme, and duly authorized leave of absence not exceeding 8 consecutive days, but does not include leave on loss of pay availed by an employee during his service in the institution.

Provided further that in the case of employees who were previously on daily wages before being absorbed on monthly scales of pay, the period they were on daily wages may be included as Qualifying Service for superannuation benefits provided their services were continuous. Continuous service for this purpose will be that period deemed as continuous service for calculating gratuity, i.e. at least 240 working days in a year.

If authentic records are not available for record of service then a certificate of service, attested by the appointing authority to vouch for the length of such service under daily wages may be accepted for the purpose of superannuation benefit. (9292:1-03)

Provided further that any period of involuntary unemployment not exceeding six months, arising from any termination by the institution of the services of an employee appointed prior to 1985 on the expiry of his postgraduate course in the institution, from the date of such termination until his reappointment in the institution in any staff position shall not be deemed as break of service. In respect of those appointed after 1985, the same will apply provided that they join duty within one month of the official announcement of the result. This provision will not apply for purposes other than superannuation benefit.

"Provided further that any break of service consequent to the cessation of projects, not exceeding a total of six months shall not be deemed as break in service. The provision will not supply for purposes other than qualifying service Special Superannuation Benefits. (7748:6-94)

All faculty level staff who superannuate from our institution, all periods of service in this institution after the completion of internship, including periods of service during the postgraduate training, will be included as eligible service for calculating the quantum of superannuation benefit. Any unavoidable break in the service by one appointment coming to an end and there being a gap before the next appointment starts, shall be condoned. If, however, an individual after joining the faculty resigns and rejoins the institution at a later period, this privilege will not be available on superannuation. The same privilege will be accorded for calculating gratuity payable at the point of superannuation only using the same formula as for calculating services for superannuation benefits. (8202:6-97)

(c) "*Disqualified*" shall mean ineligible for the benefits of the Scheme.

(d) "*An employee*" shall mean any confirmed employee who is in service on the date when the Scheme is brought into force or has joined the service of the institution after the commencement of the Scheme

(e) The Institution; shall mean the Christian Medical College, Vellore.

- (f) *"The Management"* shall mean the Christian Medical College Vellore Association or its successors or its assigns or such other body which may acquire or take over in whole or in part the full direction and management of the Institution.
- (g) *"Salary eligible for Superannuation Benefit"* shall mean the last drawn monthly Basic plus Dearness Allowance of an employee immediately preceding his date of eligibility for the superannuation benefit as mentioned hereinafter but does not include House Rent Allowance or any other allowances.
- (h) *"The Rules"* shall mean the rules of the Scheme as set out herein and amended from time to time by the Management.
- (i) *"The Scheme"* shall mean the Christian Medical College and Hospital Vellore Staff Superannuation Benefit for Long-Term Service.
- (j) *"Spouse"* means and shall include legally married widow/widower of an employee who has not been divorced or legally separated.

III. ELIGIBILITY:

The following shall be eligible for the superannuation benefits under the scheme.

- (1) a) An employee who has served the institution until the normal age of superannuation of sixty years and has completed not less than 15 years of qualifying service with the institution until his date of superannuation, but does not include an employee who is permitted to retire voluntarily after completion of 25 years of service or resign before attaining the normal age of superannuation of sixty years even if he has put in 15 years of qualifying service. (9141:6-2002).
- b) An employee whose service in the institution ceases due to physical, medical or mental incapacity, having been so certified by a duly appointed medical board of not less than three members constituted by the Administrative Committee of the institution and certified by the Medical Board, to be permanently incapacitated of rendering further service to the institution due to continued ill health the chances of recovery being remote to the satisfaction of the Executive Committee of the management. Provided that such employee has completed 50 years of age and has rendered not less than 15 years of qualifying service prior to such cessation of service.

Provided further that the employee be given the options either to receive an ex-gratia payment as per Council Minute No. 8384:6-98 or later of March 1980 or superannuation benefit under the Scheme in substitution, but shall not be eligible to receive both.

The minimum qualifying years of service of service for those being discharged on medical grounds be also reduced to 15 years and the age ceiling of eligibility of 55 years be reduced to 50 years. (9177:6-2002).

- c) A spouse of an employee who dies while in service provided that the employee has put in not less than 15 years of qualifying service. (9289:1-03).
- (2) Notwithstanding the provision of clauses (a), (b) and (c) of rule III (1) above the Council reserves the right to disqualify an employee at any time for eligibility to superannuation benefit either in full or in part thereof at its sole discretion, if, in the opinion of the Council such employee's service of conduct has been unsatisfactory or if such employee indulges in acts constituting fraud, dishonesty, disorderly behavior, moral turpitude, or causes damage or loss to or destruction of property belonging to the institution etc. or has acted or acts prejudicially to the interests of the institution either while in service or after, and the decision of the Council in this regard shall be final and binding.

Provided that the Council, before disqualifying an employee for eligibility to superannuation benefit, shall give an opportunity to the employee to explain why such action should not be taken and such explanation as is offered shall be taken into consideration for arriving at a decision.

IV SUPERANNUATION BENEFITS:

- 1) a) A sum of rupees equivalent to fifty percent (50%) of last drawn salary (Basic + DA) is being paid as superannuation benefit payment if the staff has rendered service for more than 30 years. If the staff has rendered service less than 30 years, his superannuation benefit payment is determined as follows:

$$= \frac{\left\{ \begin{array}{c} \text{Last drawn salary} \\ \text{(Basic + DA)} \end{array} \right\} \times \left\{ \begin{array}{c} \text{Number of years} \\ \text{service} \end{array} \right\}}{60}$$

MINIMUM BENEFIT:

The minimum Superannuation Benefit payable under the Staff Special Superannuation Benefit Scheme and Retired Staff Superannuation Benefit Scheme, shall be not less than:

$$(X + Y) \times Z / 60$$

Where, 'X' is the basic pay at the start of the lowest scale of pay, 'Y' is the DA at the start of the lowest scale of pay at the time of salary revision and 'Z' is the number of years of eligible service as per the scheme:

Where a **STAFF** member had put in at least 20 years of qualifying service, 1/3rd of the (Basic + D.A) at the lowest scale of pay and

Where the staff **MEMBER** had put in less than 20 years but greater than 15 years of qualifying service, 1/4th of the (Basic + DA) at the lowest scale of pay shall be paid as minimum Staff Superannuation Benefit. These minimum payments will apply to payments made to the spouse of a deceased member also. (9517:1-04)

- (b) The superannuation benefit calculated as per clause (a) above shall be payable during the life-time of the employee commencing from the first calendar month immediately following the date of his eligibility.
- (c) In the event of death of an employee after the date of his eligibility, the benefit equivalent to 50% of the superannuation benefit payable to the employee will continue to be paid to the spouse from the date of death of the employee until the date of death or remarriage of the spouse, whichever is earlier.
- (d) In the event of death of an employee while in service, provided that he has put in not less than 15 years of qualifying service, 50% of the superannuation benefit as calculated in Clause (1) (a) of Rule (V) shall be payable to the spouse of the employee from the first calendar month immediately following the death of the employee until the date of remarriage or death of the spouse, whichever is earlier. (7918:1-96)

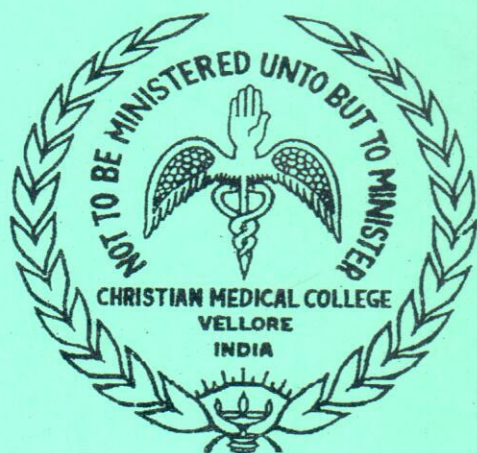
- 2) Any superannuation benefit payable as per Clause (a), (b), (c) and (d) of (1) above shall not be paid unless and until the Executive Committee of the management sanctions payment of the superannuation benefit payable in accordance with the rules of the Scheme. No employee or spouse is entitled to claim superannuation benefit as a matter of right.
- V. No superannuation benefit payable under the Scheme shall be liable to attachment towards recovery of any money owed by the employees or spouse, except any sums which the out-going employee is liable to reimburse the institution.
- VI. The Management reserves the rights to modify, delete, amend, alter or add to these Rules of the Scheme as may be deemed necessary from time to time.

CONTRIBUTORY STAFF SUPERANNUATION BENEFIT SCHEME

With effect from 1.10.2006 (Ac. 80-C: 9/06)

- All newly recruited and confirmed staff will join the new contributory scheme from the date of their confirmation.
1. A trust will be formed to manage/operate the fund.
 2. Employee will contribute 5% of the salary (Basic + D.A) to the fund and an equal contribution will be made by the employer.
 3. Management contribution and employee contribution along with interest for both contributions will be available to the employee on superannuation / death.
 4. In case the employee leaves before superannuation the employee's contribution and the interest on the employee's contribution alone shall be payable to the employee.
 5. An employee can commute 1/3 of the amount available on superannuation which is exempted from tax currently.
 6. Annuities can be bought on the amount available on superannuation or on the balance amount after commutation.
 7. On death of the employee the corpus amount will be handed over to the spouse/nominee(s).
 8. Changes in the interest rate will be decided by the trustees from time to time depending upon the prevailing interest rates.
 9. Contribution to this scheme will commence from the date of confirmation of the employee.
 10. No withdrawal is allowed during the period of service.
 11. Eligibility for this scheme will be only for those staff who have minimum of 15 year of service and superannuate at the age of 60.

CHRISTIAN MEDICAL COLLEGE VELLORE



STAFF SERVICE RULES

FOR NON - COUNCIL APPOINTEES

FOREWORD

This handbook has been revised thoroughly in order to document employment standards and relationships, benefits, policies and procedures related to services in Christian Medical College, Vellore.

Christian Medical College, Vellore has evolved, over the past one hundred and eight years, various policies and benefits for staff members to enable them to function effectively. The institution expects from its staff a commitment to serve in the spirit of Christ, patients who come in search of healing and students who come in search of knowledge and training. Some of the provisions herein are unique to our institution and I believe that these will foster fellowship and friendship amongst its staff members to develop a team spirit which is essential for the successful provision of caring services and inspiring education.

I would like all the staff of this institution to be familiar with the contents of this book so that they can understand the various terms and conditions of employment and various benefits provided by the institution as it strives to become a "Healing Community".

I would like to specially thank the Legal unit of the Directorate, the Personnel Department under the General Superintendent and the Council Office for putting together this booklet in this final form. I am also grateful to Dr. John C. Muthusami, Dr. George John and Dr. George Korula for their assistance.

With best wishes,

Suranjan Bhattacharji
Director.

Date : March 31, 2009.
Place: Vellore - 632 004.

AUNT IDA'S PRAYER

Father, whose life is within me and whose love is ever about me, grant that Thy life may be maintained in my life today and everyday; that with gladness of heart, without haste or confusion of thought, I may go about my daily tasks, conscious of ability, to meet every rightful demand, seeing the larger meaning of little things, and finding beauty and love everywhere and in the sense of Thy presence may I walk through the hours breathing the atmosphere of love rather than anxious striving.

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VISION STATEMENT

The Christian Medical College, Vellore seeks to be a witness to the healing ministry of Christ, through excellence in education, service and research.

THE OBJECTIVE

The objective of the Christian Medical College, Vellore is the establishment, maintenance and development of a Christian Medical College and Hospitals in India, where men and women shall receive an education of the highest grade in the art and science of medicine, nursing, or one or other of the related professions, to equip them in the spirit of Christ, for service in the relief of suffering and in the promotion of health.

MISSION STATEMENT

The primary concern of the Christian Medical College, Vellore is to develop through education and training, compassionate, professional excellent, ethically sound individuals who will go out as servant-leaders of health teams and healing communities. Their service may be in promotive, preventive, curative, rehabilitative or palliative aspects of health care, in education or in research.

In the delivery of health care, CMC provides a culture of caring while pursuing its commitment to professional excellence. CMC is committed to innovation and the adoption of new, appropriate, cost-effective, caring technology.

In the area of research, Christian Medical College strives to understand God's purposes and designs, fostering a spirit of enquiry, commitment to truth and high ethical standards. Research may be aimed at gaining knowledge of the fundamental bases of health and disease, at improving interventions or in optimising the use of resources.

CMC reaffirms its commitment to the promotion of health and wholeness in individuals and communities and its special concern for the disabled, disadvantaged, marginalized and vulnerable.

CMC looks for support and participation in its programmes in education, service, outreach and research, from the friends and like minded agencies in India and abroad, in a true spirit of partnership.

In its role as a living witness in the healing ministry of Christ, CMC seeks to work in partnership both with the church in India and the universal church, and their institutions.

CHRISTIAN MEDICAL COLLEGE, VELLORE

STAFF SERVICE RULES

1. TITLE & COVERAGE:

These rules shall be called the Christian Medical College Staff Service Rules (referred to herein as "rules"), and are applicable to all employees of this institution as indicated.

2. EFFECTIVE DATE:

These rules are effective from 1.01.1976 and has been updated as of 1.02.2009 and shall supersede all or any previous rules or practices on matters covered by these rules.

3. INTERPRETATION & AMENDMENT:

These rules shall be interpreted to be consistent with the Memorandum of Association, Constitution and Bye-Laws of Christian Medical College, Vellore as they may be amended from time to time (referred to jointly as "the Constitution"). To the extent, there is any ambiguity or conflict between these rules and the Constitution, the interpretation given by the Executive Committee and ratified by the Council shall prevail.

3.1 The Council reserves the right to amend, modify, delete, or supercede any of these rules and to issue such orders or instructions as may be considered expedient and appropriate. Such amendments, as and when approved by Council, will become effective from the date specified thereon.

3.2 No employee, supervisor, manager, Appointing Authority, or Administrative Officer has authority to amend these rules or to make promises, either verbally or in writing that conflict with these rules or create employment rights in addition to these rules. Any such promises are not binding upon the Council or College.

4. DEFINITIONS:

In these rules, unless there is anything repugnant in the subject or context:

4.1 "*College*" means the Medical College, including outreach clinics, Rehabilitation campus, Schell Campus, Town campus, any other campuses acquired and all the departments, Nambikkai Nilayam, CHAD & RUHSA Department, the College of Nursing and such other departments as are provided for in the Constitution under the management of the Council. College may also be referred to herein as "Institution" / "Establishment".

4.2 "*Council*" refers to the members of the Council of the College as defined in the Constitution and is the governing body of the College.

4.3 "*Officer*" refers to an officer of the Council as defined in the Constitution.

4.4 "*Administrative Officers*" means an administrative officer of the College, as defined in the Bye-Laws and includes:

- The Director;
- The Associate Directors (5 Nos.);
- The Treasurer;
- The Principal;
- The Dean, College of Nursing;
- The Medical Superintendent;
- The Nursing Superintendent;
- The General Superintendent.

4.5 "*Council Appointee*" refers to the staff members appointed by the Council through the Director acting on behalf of the Council (or employees promoted after being evaluated and approved through the screening committee constituted by the Administrative Officers as set forth in the Bye-Laws).

4.6 "*Director*" means the Director of the College who is appointed by the Council and is the appointing authority for the Council Appointees acting on behalf of the Council.

4.7 "*Appointing Authority*" refers to the Administrative Officer with responsibility as defined in the bye laws for the appointment of staff under his/her supervision and includes any one of the following:

The Director (Appointing authority, acting on behalf of the Council) for all Council Appointees

The Principal Appointing authority for all teaching and research staff in the Medical College

**The Dean
College of Nursing** Appointing authority for all teaching and research staff in the College of Nursing

**The Medical
Superintendent** Appointing authority for all junior medical staff of the College (who are not on the teaching faculty of the Medical College) and the teaching staff of the Hospital including the Medical Record Library and non faculty Allied Health Science staff other than Council appointees.

**The Nursing
Superintendent** Appointing authority for all Nursing staff of the Nursing service, other than Council appointees.

The General Superintendent

Appointing authority for all Engineering and Maintenance, Accounts, Service staff (and other employees who do not come under the jurisdiction of other appointing authorities).

- 4.8 *"Management"* refers to staff members with the authority and responsibility for managing the day-to-day affairs of the College. Management includes any one or more of the following:
- 4.8.1 The Director;
 - 4.8.2 The Associate Directors (5 Nos.)
 - 4.8.3 The Treasurer;
 - 4.8.4 The General Superintendent;
 - 4.8.5 The Principal;
 - 4.8.6 The Dean, College of Nursing;
 - 4.8.7 The Medical Superintendent;
 - 4.8.8 The Nursing Superintendent;
 - 4.8.9 The Personnel Manager (or) Head of Personnel Department
- 4.9 *"Non-Council Appointees"* means all staff of the College appointed by the appropriate appointing authority other than Council Appointees.
- 4.10 *"College premises"* means all land, buildings and other facilities owned, leased or operated by the College as defined in 4.1 and includes but is not limited to the hospitals, quarters, hostels, workshops, chapels, canteen, stores, shops, co-operative societies, recreation club and such other establishments and precincts attached to or utilized by the College.
- 4.11 *"Disciplinary authority"* means the Appointing Authorities and also includes the Personnel Manager/Head of Personnel Department.
- 4.12 *"Administrative Committee"* refers to the Administrative Committee as defined in the Bye-Laws.
- 4.13 *"Employee"* also referred to as *"Staff"* means any person in the employment of the College whether Council Appointee or Non-council Appointee. No person shall be deemed to be an employee unless and until he/she has received a letter of appointment from the Appointing Authority.
- 4.14 *"Part-time employee"* is an employee who is employed to do work for less than the normal period of working hours. Part-time employees are not entitled to the full benefits provided to other confirmed employees.

- 4.15 *"Volunteer"* means a person who is voluntarily providing services out of his own volition to the College without compensation. A Volunteer is not an employee of the College and has no rights of employment. An honorarium may or may not be given to a Volunteer, at the discretion of the Management, and if given shall not constitute compensation.
- 4.16 *"Trainee"* means a person to whom the facilities of the College are extended for training or learning work in a relevant field with or without an allowance of stipend. A Trainee may be charged a fee for the training by the Management. A Trainee is not an employee of the College and has no rights of employment.
- 4.17 *"Habitual"* means the repetition of an act of omission or commission repeated for a minimum of three times during the period of employment.
- 4.18 *"Recess time"* refers to the periods allowed for any meal or coffee break during the work hours.
5. **CLASSIFICATION OF EMPLOYEES:**
All employees shall be classified as falling within one of the classifications listed below. No change from one classification to another is effective until appropriate order is issued and signed by the employee and the Appointing Authority.
- 5.1 *"Permanent employee"* is one who is appointed against a permanent post and has completed the period of probation satisfactorily and has been confirmed in writing by the Appointing Authority.
- 5.2 *"Probationer"* is one who is provisionally employed to fill a permanent post but has not yet completed the prescribed period of probation thereof and has not been confirmed in writing by the Appointing Authority in the post in which he/she has provisionally been appointed.
- 5.3 *"Temporary employee"* is one who is appointed for a fixed or specified period of time (a) is essentially of a temporary nature, or (b) to fill a temporary vacancy in a permanent post or (c) to cope with a temporary increase in work.
- 5.4 *"Term Appointee"* is one who has been appointed for a specified period under a special fund, either external or internal, for a specified project.
- 5.5 *"On-Contract employee"* is one who is employed on a contract for a stipulated period of time. On-Contract employees shall be entitled only to the benefits specified in the contract of employment in writing.

- 5.6 "Casual employee" is one who is employed on a day-to-day basis for work of a casual nature of some unexpected or unforeseen work of short duration or to meet the requirement of an emergency. Casual employees have no rights of employment other than to receive wages for the time actually worked. They have no right to employment beyond the current day of work.
6. **EMPLOYMENT: APPOINTMENT, PROBATION AND CONFIRMATION:**
- 6.1 No person shall be deemed to be an employee or in the employment of the College unless and until he/she has received a letter of appointment signed by the employee and the Appointing Authority. Any appointment is subject to medical fitness for employment as certified by SSHA or a duly authorized medical person approved by the Management.
- 6.2 No employee is entitled to be confirmed or treated as a Permanent employee by reason alone of having completed the probationary period. Permanent status is not effective until the employee has satisfactorily completed the probationary period and until permanent status is confirmed, in writing, by the Appointing Authority.
- 6.3 In case a permanent employee in a particular post is elevated (not promoted) to a new post in a different stream or higher post other than by regular promotion he has to relinquish his existing post before joining the new post.
- 6.4 The services of a Probationer are liable to be terminated at any time during the period of probation or may be extended for a further period for the reasons to be given in writing to the probationer till his or her period of probation is declared as satisfactorily completed.
7. **RECORD OF AGE:**
- 7.1 The Management shall verify and record the age of every employee. Any one of the following documents shall be deemed to be satisfactory proof of the age of the employee:
- 7.1.1 School leaving certificate;
- 7.1.2 Birth certificate from Corporation, Municipality, Panchayat Registrar of Births and Deaths, or the School / Education Board / College where an employee last studied
- 7.1.3 Current passport issued by the Government of India.

- 7.1.4 Provided if an employee represents for correcting his date of birth with proper proof acceptable to the management, he shall do so within 3 years of his appointment. If there is no representation from the employee regarding change of date of birth within 3 years as stipulated above, his/her date of birth as given during the appointment shall be final and binding on the employee.
- 7.1.5 The Management may correct the employee's official record of age at any time to rectify a mistake.
- 7.1.6 The Management may correct the employee's official record of age at any time in case of fraud committed by the employee by submitting false or forged documents as proof of age. The correction will be done with due notice to the employee concerned.
- 7.2 The age of the staff verified as above and accepted and recorded by the Management shall be the sole and conclusive evidence of the age of the staff for all purposes concerning his/her employment.
8. **IDENTITY CARD:**
- 8.1 Every employee shall be provided with an identity card and the employee shall wear this at all times in the course of employment and, on demand, shall show the card for inspection by Management or any person authorized by the Management. (A special identity card will be issued to retired staff).
- 8.1.1 Employees shall always wear their identity card while they are in the college campus including during the time while they receive payment of salary, expense reimbursement, any advance, loan or gift from the College, medical treatment in the Staff Clinic or College's hospitals, to fill prescriptions at the College's pharmacy or to utilize any facility of the college or at the time of voting during any election in the College.
- 8.1.2 Employees shall not enter into the College premises or any department, section or ward of the College without wearing their identification card.
- 8.2 When an employee ceases to be in the employment of the College, he/she shall surrender his/her identity card to the Appointing Authority before his/her accounts are settled. If the employee loses or damages his/her identity card he/she shall be provided with a new card on payment of the prescribed fee. The employee shall also submit at his/her expense a colour photograph, for securing a new identity card.

9. PROHIBITED GROUNDS:

9.1 No staff shall be involved in connection with the distribution or usage of handbills, tools, weapons, hazardous goods, intoxicating beverages, illegal drugs, contraband, or other articles generally prohibited by the Management (referred to jointly as "prohibited goods") within the premises of the College.

10. LIABILITY FOR SEARCH:

Employees are liable to be detained and searched by the Management or any other person/persons authorized by the Management at any time while on the College premises or while in the act of entering or leaving the College premises, provided that the Management or authorized person/persons is acting without malice, and that the search is conducted in accordance with the rules.

10.1 Articles that employees are in possession of or maintain upon the College premises are subject to proper and thorough search. Consent to search is presumed by the act of possessing the article on the College premises.

10.2 Any abandoned articles on the College premises are subject to search without consent of the owner.

10.3 Any facilities provided by the College to an employee as quarters or accommodations, or for storage such as lockers and desks, are subject to search at any time in the presence of the employee. If the employee is absent or refuses to be present at the search, the search may be made without the employee if conducted in the presence of three witnesses including one person from the security service. Likewise any employee can be subjected to personal search at the discretion of the management at any time on specific issues in the presence of witnesses. Women employees will only be searched by women.

10.4 Employees who refuse to allow a search that is required in accordance with this rule shall be subjected to disciplinary action and it would be deemed as if they have, unauthorized possession of goods.

11. UNAUTHORIZED POSSESSION OF GOODS:

11.1 Any employee found in unauthorized possession of any goods, equipment, implements, articles, materials, etc. (referred to jointly as "goods"), which are used or stocked by the College and are not normally possessed by or carried on the employee in the course of the employment, will be deemed to have come into their possession by improper means.

11.2 Management may confiscate any goods that have come into the employee's possession by improper means and such unauthorized possession may result in disciplinary as well as any other action deemed appropriate by Management. This rule shall also apply to any employee found in personal possession of prohibited goods (see section, Entry and Exit)

12. LOSS OF PERSONAL PROPERTY:

The College takes measures to maintain security for all employees. However, the College, its Council and the Management shall not in any way be responsible for any loss or damage to any personal property of the staff brought into the College premises or in their possession in any accommodation provided by the College.

13. ATTENDANCE, LATE COMING AND ABSENTEEISM:

13.1 All staff are expected to be present at the place of work at the appointed time and start their work immediately. Every employee shall accurately record the time of attendance and departure each day from work in the manner prescribed by the Management from time to time. Any employee failing to accurately record the time as required is liable to be marked absent and may be subject to loss of salary and liable for disciplinary action.

13.2 Staff attending late either at the commencement of their shift or workday or at the end of recess shall be liable to be treated as absent and deduction may be made from their salary as provided in this section. A 10 minute grace period may be allowed only three times per calendar month and only for good reason acceptable to the Management. Under all other conditions, lateness shall make the employee liable for salary deductions and disciplinary action.

13.3 Any staff who after reporting for duty leaves his/her proper place or place of work during any period of working hours without the permission of the Head of the Department/Unit shall be liable to be treated as absent without leave for the whole day. Any employee who is absent without permission beginning after the first coffee break/lunch break recess time will be treated as absent without leave for the period of absence(s) or for half-a-day, whichever is greater. No staff shall leave their place of work without obtaining permission from the Head of the Department.

13.4 Any staff who leaves the place of work or reports for duty late (except for who grace periods as allowed above) either at the commencement of working hours or after recess, without proper

- permission three times during any calendar month, (on the recommendation of the HOD) shall forfeit one day's leave or salary in lieu thereof. If any staff reports late by an hour or more on any one day, he/she shall forfeit a minimum of half a day's leave or half a day's salary in lieu thereof.
- 13.5 Any staff (acting individually or in concert) who absent themselves from work without reasonable cause or, in spite of being at work, refuse to work, shall be liable for disciplinary action as per the rules.
- 13.6 Notwithstanding the forfeiture of salary or leave, as provided for herein, the Management has the right to take other disciplinary action against the employee for violation of these attendance requirements.
14. **NO WORK NO PAY:**
In all cases of absence from duty or place of work without leave or permission, the principle of "no work no pay" will apply without prejudice to the other provisions of these rules.
15. **WORKING HOURS / RECESS / SHIFT WORK:**
- 15.1 Notwithstanding anything contained in clauses 15.1 to 15.6 below where patient care and priority require departure there from, the timings mentioned below may be altered in any or all respects by general or special order as may be issued from time to time to all staff or some of them.
- 15.2 All staff are expected to work a minimum of 5 ½ workdays per week, as scheduled by Management. A "workday" is 8 hours minimum.
- 15.3 All employees are permitted for a coffee break of 20 minutes during the morning session at the convenience of the lab / unit / department without the disruption of their regular work. This recess cannot be suffixed or affixed with the lunch break of 30 minutes permitted for every single working day.
- 15.4 Eight hours work specified may vary in different departments and areas and for different positions throughout the College. Because the College provides in-patient and emergency medical services through its hospitals, which must operate on a twenty four hour day and seven-day week basis, employees may be required to work extra hours, days and/or work periods. Employees may also be required to work outside or beyond their scheduled working hours, including Sundays and holidays, if the exigencies of work so demand.
- 15.5 The Management can change an employee hours of work or shift to enable it to meet the exigency of any situation..Staff on shift duty shall continue to be on duty until relieved by the staff of the next shift.
- 15.6 Scheduled work hours are determined by the Management and are subject to change from time to time. Notices showing periods and hours of work, shift timing and weekly off per every class of employee shall be fixed by concerned department heads and exhibited on appropriate notice boards.
16. **TRANSFER AND DEPUTATION:**
- 16.1 All staff are liable to be transferred from one position, department, section or branch of the College to another as required by the Management from time to time, provided that such transfer does not adversely affect the salary or terms of employment of the employee. If an employee refuses to accept a transfer under these conditions, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary or benefits for that period. Such refusal shall also result in disciplinary action including discharge.
- 16.2 The services of any staff may be deputed for a specific time to a special assignment with the consent of the employee within the College or to another institution, at the discretion of the Management, provided that such deputation does not adversely affect the salary and terms of employment of the staff concerned. In the case of lending to another institution a special contract will be made between the College and the other institution.
17. **EXCLUSIVE SERVICE:**
- 17.1 No staff member shall engage himself/herself in the same professional area outside the institution without written permission from the Appointing Authority. This includes work that may be considered charitable.
18. **PROMOTION:**
- 18.1 Promotions are not automatic. They are based on what the Management determines is in the best interests of the College and may include such considerations as experience, education, degrees, skills, test scores, suitability and availability of the vacancies, satisfactory service and seniority, as per the promotion policies of the Institution.
- 18.2 Management is under no obligation to promote anyone from one post to another even when the employee has reached the qualifications prescribed for the new or higher post.

- 18.3 If a new post is created or a higher post falls vacant, Management is free to consider all available candidates, including existing staff and persons not currently employed by the College to fill the post. An employee may be placed in the new or vacant post on a temporary basis. Such temporary placement shall by no means be considered as a promotion, nor will it entitle the employee to an increase in salary or benefits or confer any right or claim for promotion to that post.
- 18.4 Every promotion shall be provisional for a minimum period of six months, which requires to be confirmed in the higher post by a specific order in writing by the Appointing Authority. Unless such confirmation is made, no one can claim lien to the promoted post.
19. **PAYMENT OF SALARIES, ALLOWANCES AND EXPENSE REIMBURSEMENTS:**
- 19.1 The pay periods and paydays are determined by Council and are posted on the notice boards. Employees are paid on payday for services performed during the preceding pay period. If payday falls on a Sunday or a College holiday (as posted on the notice boards) when the administration offices are closed, payment will be on the preceding workday. Salary that falls due during a period of paid leave will be paid after returning from leave, unless special arrangements are requested by the employee and approved by Management before leave commences.
- 19.2 Payment of salary will be made by cash or by crediting the same to the employee's bank account under his authorization. Employees are responsible for informing Management in writing of any change in their banking information for the purpose of automatic deposits.
- 19.3 The College will reimburse employees for certain travel and other work related expenses if such expenses are (a) approved in advance by Management, (b) supported by reports and documentation as required by Management and (c) such reports and documentation is properly submitted within 15 days after he/she resumes duty. The College has no obligation to reimburse employees for expenses except under these conditions.
- 19.4 No advances on salary will be made except for Book Advances or Festival (Christmas, Pongal, Deepavali, Ramzan) Advances, upon proper written request of the employee. Festival Advances are permitted in the month of the Festival for festival expenses and Book Advances are permitted in the month of June to assist employees in the purchase of books for their children's

education. Any such advance will be recovered from the employee through payroll deductions in ten monthly instalments during employment.

20. **TEMPORARY CLOSURE OF DEPARTMENTS AND LAY-OFF OF STAFF FOR CAUSES BEYOND THE CONTROL OF THE MANAGEMENT:**

20.1 The Management may at any time in the event of fire, catastrophe, breakdown of machinery, equipment or vehicles, or epidemic, civil commotion, failure of power supply or water supply, or non-availability of machinery, equipment, vehicles or medicines, or other causes beyond the Management's control, stop work in any department or departments wholly or partially for any period or periods.

20.2 In the event of any such stoppage the staff affected shall be notified through notice boards as soon as practicable about resumption of work and whether they are to remain or leave the premises and all staff affected by such stoppage shall adhere to any instructions issued by the Management in this regard. Such staff shall be entitled to receive compensation for a period as per the existing rules.

20.3 Any staff that has no work on account of the above said lay off shall not be considered as discharged from service, but as temporarily unemployed. Whenever practicable, reasonable notice shall be given for resumption of normal work to the staff and all staff laid off who present themselves for work when the normal working is resumed shall be allowed to resume work. Any staff who for any bonafide reason is unable to resume work on the day of resumption of normal work, may be permitted to resume the work subsequently, if he presents himself within a reasonable time to the satisfaction of the Management.

21. **DUTIES AND OBLIGATIONS OF STAFF:**

21.1 **COURTEOUS BEHAVIOUR:**

Every staff shall at all times be courteous and considerate to other employees, patients, visitors, volunteers, trainees, the public and every person in authority.

21.2 **CONSCIENTIOUS PERFORMANCE:**

Every staff shall carry out the work assigned to him/her by his/her supervisors and the Management (referred to jointly as "superiors") conscientiously, faithfully and diligently in accordance with his/her superiors' specific or general instructions and shall maintain discipline at all times in the

department or workplace or College premises. Staff shall also cooperate with all superiors and co-staff.

21.3 LOYALTY:

Staff shall be loyal to the College and shall not disparage/defame the College/its Management or misuse the College property or name for self gain. Loyalty includes the obligation to act in the best interests of the College at all times during employment. Staff shall not disclose or use confidential information or trade secrets of the College during and after employment, except when necessary to the performance of duties on behalf of and in the best interests of the College.

21.4 CLEANLINESS AND DRESS:

Staff shall always be neatly dressed in clean clothes that are appropriate for the duties assigned while on duty and shall keep themselves and their workplace clean at all times. Staff who have been provided with uniforms shall wear them while on duty. Those not wearing uniforms when required by order are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniforms provided by the College are the property of the College and shall not be worn during off-duty time except in transit between home and work and vice versa.

21.5 CARE OF PROPERTY:

Staff shall take proper and sufficient care of all College property including, but not limited to, the vehicles, materials, equipment, cash, house, furniture, machines, tools, stock of medicines, supplies and other properties of the College and shall take all reasonable precautions to safeguard them against accident, damage or loss. Where damage or loss is attributed to the negligence, mishandling or misuse on the part of the staff, such staff shall be liable for disciplinary action and the Management shall be entitled to recover the value of such breakage, damage or loss from the staff.

21.6 REPORT INJURIES:

Staff shall immediately report injuries sustained by them during the course of their employment including needle stick injuries or exposure to biohazards to the Staff Student Health Clinic or Casualty Medical Officer for their attention.

21.7 REPORT HAZARDS:

Staff shall promptly report to their supervisor any occurrence or defect that might endanger lives of persons on the College

premises or might result in any damage to the property of the College or to the property of others located on the College premises.

21.8 BE SAFE:

Every staff is expected to take all precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.

22. USE OF E-MAIL, COMPUTERS, TELEPHONES AND OTHER ELECTRONIC DEVICES.

22.1 Employees, in the course and scope of their employment with the College, may have access to the College computers, Internet services, e-mail and other electronic devices by virtue of employment. Employees shall not use these services for personal purposes without the permission of Management.

22.2 Telephones may not be used for STD or ISD calls for personal purposes, except by those residing on the College campus who may make such calls from the residence by using a separate ID number issued by the Management for this purpose. Residents similarly may have access to the College Internet and email services from their residence by paying a fee as prescribed by Management. All charges and fees are deducted from the resident employee's salary. Any such dues accrued at the time of retirement / discharge / voluntary retirement / termination of service shall be deducted from their retiral benefits.

22.3 Any personal telephone calls by employees during the workday must be limited to recess time, unless there is an unexpected emergency. The number and length of personal calls made or received at any time must be minimized.

22.4 Any information placed on the College computers or electronic devices is the property of the College and not the employee's. This includes, but is not limited to any email, correspondence or messages. This information may be accessed, published or otherwise distributed by the College, and employees can have no reasonable expectation of privacy regarding any information or communications placed by them on the College computers or other electronic devices.

23. IT POLICY:

23.1 The College computers contain its official records and are essential to its operations. Any misuse of or tampering with the computers is strictly prohibited and any employee who engages in such activity shall be liable for disciplinary action.

23.2 Computer misuse includes any unauthorized use of the computers. Examples are listed below, but this list is not exhaustive:

23.2.1 Hacking into a computer for any reason.

23.2.2 Using another person's password to gain access to computer files, the Internet, email or other computer services.

23.2.3 Entering, altering, deleting data in the computer for reasons other than official.

23.2.4 Entering unnecessary or meaningless data into the computers.

23.2.5 Causing any virus to be introduced onto the computer.

23.2.6 Entering or downloading onto the computer any defamatory, offensive or Pornographic material.

23.2.7 Using the computer to play games, participate in chat rooms, browse the Internet, send or receive email when such use is not related to the performance of duties or otherwise approved by the Management.

23.2.8 Printing or copying computer data other than as required for performing duties.

23.2.9 Placing computer programs, files or data on home or other computers located outside the College premises except as authorized by Management.

24. PROHIBITION OF SEXUAL HARASSMENT:

24.1 It is prohibited for any employee to subject another employee to harassment based on the employee's gender. Sexual harassment is unwelcome conduct based on gender that is severe or pervasive. Prohibited conduct may be either physical or verbal conduct which is sexually offensive. It includes but is not limited to conduct such as sexual advances, offensive jokes, eve-teasing, offensive gestures, official favour in return for sexual favours.

24.2 Any employee who is subjected to sexual harassment shall file a complaint to the Committee especially constituted for this purpose.

PROCEDURE:

- a. Any aggrieved employee can lodge a verbal complaint followed by written complaint to any one of the members of the Committee. Any employee who is aware of sexual harassment of another employee can also lodge a complaint.
- b. The complaint shall be registered by the Secretary of the committee in the register prescribed and, as soon as possible, a meeting of the Committee will be convened by the Secretary.
- c. On the advice of the member who received the complaint and the Secretary, the Committee, with a quorum not less than three

members at a time excluding the Chairperson, shall investigate the issue and their sittings will be in the Board room of the Directorate.

d. No relative of the aggrieved staff member or the 'perpetrator' should be on the Committee at the time of hearing and in such situations an extra member may be co-opted by the Chairperson as a substitute.

e. The Committee shall have the power to summon delinquent employees to appear before it and give their statements. Only the Head of the Department of the delinquent employee will be informed before summoning the employee for the purpose.

f. Every effort shall be made to meet and come to a conclusion about the grievance within 30 days of receiving a request. Minutes of the discussions shall be maintained.

g. The conclusions of the Committee together with the recommended action, if any, shall be submitted in writing with the signature of the Chairperson and not less than three other members of the Committee, to the Director.

h. Relevant orders issued by the Appointing Authority of the Delinquent employee in respect of Para 24.2(e) above shall be communicated to the Chairman of the Committee as well.

25. POLITICAL ACTIVITIES PROHIBITED:

No employee shall file nomination or stand for election for any public office such as Panchayats, municipalities, corporations, legislature assembly or parliament or to participate in any political activities sponsored by political parties of the country.

26. PROCEDURE FOR THE GRANT OF LEAVE:

26.1 Leave is granted in accordance with the College leave rules, attached to these rules. Ordinarily, the staff shall avail leave only after the leave is sanctioned by the superior who is competent to grant. The concerned superior may refuse or revoke leave of any description depending upon the necessities and exigencies of work. Staff who desires to obtain leave of absence shall apply to the superior who is competent to grant leave on the prescribed form through his/her immediate superior.

26.2 If a staff after proceeding on leave desires an extension thereof he/she shall, before the expiry of the leave originally granted to him/her, make an application in writing and submit it to the concerned superior who shall submit the request to the appropriate Appointing Authority. Management shall send a communication either granting or refusing the extension of leave to his/her designated leave address/last known address.

- 26.3 All applications for sick leave shall be supported by recommendation issued by the Medical Officer of the Student Health Services or other officers nominated by them if the staff is out of station, by a Registered Medical Practitioner of Modern Scientific Medicine. Sick leave will normally be granted only on the recommendation of the designated medical officer of the College. It is the sole discretion of the management to sanction or reject a sick leave application submitted by a staff member, who is out of station even if the same is supported by recommendation/certificate by a Registered Medical Practitioner of Modern Scientific Medicine of that place.
27. **REDRESSAL OF GRIEVANCES:**
- 27.1 All complaints or grievance arising out of employment shall be submitted to the immediate superior in the first instance and if the concerned staff is not satisfied with the decision or action taken by the immediate superior he/she may refer the matter in writing to the Department Head who shall there afterwards, in consultation with the Appointing Authority or Personnel Manager, examine the matter expeditiously and intimate the decision taken to the concerned staff.
- 27.2 In all the above stages of grievance procedure, except the initial grievance to the immediate superior (if the immediate superior is below Department Head), the grievance must be in writing and must state the nature of the grievance, the relief desired by the employee, the steps already taken by the employee under this grievance procedure and the response(s) received from the immediate superior(s). Copy of responses if any received from the immediate superiors and other documents the employee considers relevant to the grievance should be attached to the grievance.
- 27.3 Except in the case of appeal to the Council, the decision of the concerned authority shall be given within 15 days from the date of the submission of the grievance for Redressal. If no response is received within this period, the staff may refer his/her grievance to the next Management level of the grievance procedure specified herein.
- 27.4 No staff member is permitted to refer any grievance to any outside authority for Redressal under any circumstances except as provided under the existing law on the subject.
- 27.5 If the staff is still not satisfied with the decision of the Department Head, he/she is permitted to refer the matter in

writing to the Director for a decision. The staff shall have a right to appeal individually in writing to the Council through the Director any involuntary termination of employment, suspension or demotion with loss of salary or benefits and the decision of the Council is final.

GRIEVANCE REDRESSAL PROCEDURE:

Grievance Redressal Cells should address problems of individual employees and not "group problems". The three Grievance Redressal Cells will serve the following classes of employees.

GRIEVANCE REDRESSAL CELL FOR CLASS IV EMPLOYEES

GRIEVANCE REDRESSAL CELL FOR CLASS III & II EMPLOYEES

GRIEVANCE REDRESSAL CELL FOR CLASS I EMPLOYEES

If the employee has a grievance it should normally be taken up to their supervisor, then to their Unit Head, then Department Head and then to their appointing authority. If the employee is still dissatisfied, they may submit their grievance in writing to the Grievance Redressal Cell. This will be examined carefully by the Cell and if the Cell feels the necessity, a hearing will be called for. The recommendations of the Grievance Redressal Cells will be submitted to the respective appointing authorities and can be vetoed only by the Director and in that event, the decision will be shared with the Council Chairman within six months.

Should the employee feel that her/his position makes her/him vulnerable to the Head of the Unit/Department, they can take their grievance directly to the appropriate Grievance Redressal Cell.

In order to conduct meetings and for deliberations, the Grievance Redressal Cell should have a two-third quorum as minimum and should include at least one lady member. No relatives of the aggrieved staff member or the 'perpetrator' should be in the Grievance Redressal Cell at the time of hearing and in such situations an extra member may be co-opted from one of the other cells. Every effort should be made to meet and come to a conclusion about the grievance within 30 days of receiving a request. Minutes of the discussions should be maintained. Every Grievance Redressal Cell will have a named person who will convey conclusions of deliberations to the aggrieved party and 'perpetrator' in writing.

COMPOSITION OF THE GRIEVANCE REDRESSAL CELLS:

(Both the genders should be represented in all the three Grievance Redressal cells.)

CLASS IV EMPLOYEES

Convener/Secretary: Senior Faculty Member
Members: Three senior personnel from Medical /
Members: Nursing area
Three senior members from the peer Group

CLASS II & III EMPLOYEES:

Convener/Secretary: Senior Faculty Member
Members: Three senior personnel from the Medical
/Nursing/Engineering/Administration
areas.
Members: Three senior members from the peer Group

CLASS I EMPLOYEES:

Convener/Secretary: Senior Faculty Member
Members: Four senior personnel from Medical /
Nursing/Engineering/Allied Health/
Finance /Administration areas
Members: Two senior members from the peer Group

FUNCTIONS OF GRIEVANCE REDRESSAL CELLS:

The function of the Grievance Redressal Cells is to evaluate /
investigate grievances and give recommendations to the
administration (respective appointing authority) as follows:

- Class IV - General Superintendent
- Class II & III - Principal/Medical Supdt./General Supdt./
Nursing Supdt./Dean, College of Nursing
- Class I - Director

If employees in category 1 & 2 above are not satisfied with the
decisions of their appointing authority, they may appeal to the
Director.

JURISDICTION OF THE GRIEVANCE REDRESSAL CELLS:

The Grievance Redressal Cells shall have jurisdiction only in the
following areas:

- a) The functional relationship between the employee and
her/his supervisor/HOD.
- b) Related to discriminative treatment given to a particular
employee by her/his Supervisors/Unit Head/HOD.
- c) Subjective decisions taken by her/his supervisor/Unit
Head / HOD in service matters against the facts.

Please note the representation shall only confine to the above
three categories and no matters regarding the past disciplinary
proceedings or related matters can be raised before the Grievance
Redressal Cells.

20. TERMINATION OF EMPLOYMENT:

20.1 TERMINATION OF PERMANENT EMPLOYEE:

The Appointing Authority may terminate the services of any
Permanent employee:

- A. On proved misconducts of an employee after following due
disciplinary procedures as per law.
- B. By operation of law prevailing in the state.
- C. On medical grounds as specified infra.

20.2 TERMINATION OF TERM APPOINTEE:

The appointing authority can terminate the services of any term
appointee with notice or salary in lieu of notice as per the term
appointment.

20.3 RESIGNATION:

Similarly a permanent employee may resign his/her
employment with notice (as applicable) to the appointing
authority or by paying salary in lieu of notice. However they
would be relieved off their duties after handing over their
charges to another employee specified by their appointing
authority.

20.4 RETRENCHMENT:

The management may retrench any category of employee by
following the provisions in the Industrial Disputes Act 1947 and
rules framed therein.

20.5 DISCHARGE ON MEDICAL GROUNDS:

The Management may call upon any employee at any time to
appear before a medical board constituted by the Administrative
Committee of the College. If in the opinion of the medical board
the employee is found incapacitated rendering him/her
physically or mentally unfit for that specific work he/she had
been discharging so far and in the opinion of the medical board
the chances of his/her becoming fit again for the same work is
considered remote, (to the satisfaction of the Executive
Committee of the management) he/she may be discharged by
the Management on the ground of continued ill health, with
appropriate compensation to be decided from time to time.

20.6 RETIREMENT:

20.6.1 Every staff member shall retire on attaining the age of 60 years,
which shall be the age of superannuation.

20.6.2 Council Appointees who have been appointed between the age
of 55 - 60 years after retirement from other organizations on a
contractual basis can be reappointed upto the age of 65 years on
annual contractual basis subject to medical fitness.

28.7 **VOLUNTARY RETIREMENT:**

In rare cases, the management at its sole discretion may permit an employee to retire with full benefits (other than benefits envisaged under the rules of the college's special superannuation scheme for Long-Term Service) after 25 years of continuous service in the institution and at the completion of 50 years of age.

28.8 **VOLUNTARY RETIREMENT SCHEME:**

Employees may be allowed to retire voluntarily under any voluntary retirement scheme which may be introduced by Management whenever it deems necessary.

29. **MISCONDUCT:**

DEFINITION:

The term "*misconduct*" shall denote any offence or act of commission or omission on the part of an employee which falls within the general notation of the word misconduct as understood generally and shall be deemed also to include offences or acts of commission or omission under or against these rules or any other regulations and practices of the College. Without prejudice to the foregoing and without being exhaustive, examples of minor and major acts of misconduct are listed below.

30. **MINOR MISCONDUCT:**

"Minor Misconduct" includes, but is not limited to:

- 30.1 Entering or leaving the College premises or departments of the College except by the entrances/exits provided for the purpose.
- 30.2 Late attendance or absence from duty without notice or permission or leave.
- 30.3 Leaving the place of work during working hours without permission or absence without permission from the place of work.
- 30.4 Failure to wear or produce identification cards when required.
- 30.5 Failing to record the attendance properly as required by the Management.
- 30.6 Smoking or eating in prohibited areas and patient care areas.
- 30.7 Failure to dress appropriately or to wear uniforms when required, or wearing unclean clothing/uniforms or lack of personal cleanliness while on duty.
- 30.8 Expectorating or spitting except in spittoons provided for that purpose, or committing other such unhygienic acts on the College premises.
- 30.9 Littering, or committing a nuisance on the College premises.
- 30.10 Laziness, inefficiency, neglect of or careless work.

- 30.11 Refusal to accept, receive or take delivery of notice, letters or any communication from the Management.
- 30.12 Loitering and wasting time during working hours or malingering.
- 30.13 Interfering with other employees work, disturbing or annoying them at work.
- 30.14 Unprofessional or discourteous behaviour towards patients, other employees or member of the public during the course of employment or while on the College premises.
- 30.15 Shouting, loud talking or making other disruptive noise on the College premises.
- 30.16 Failure to report any disease an employee may have which may endanger any other person.

Note: Notwithstanding being listed under the classification of minor misconduct, any act of commission or omission will be deemed as major misconduct if the consequence of such an act is damage to property or injury to person or otherwise of a serious nature.

Where it is proposed to impose any of the minor penalties the procedure prescribed in rule No. (32) hereunder shall be followed.

- 30.17 Not Wearing ID card while on duty

31. **MAJOR MISCONDUCT:**

"Major Misconduct" includes but is not limited to:

- 31.1 Habitual acts of minor misconduct.
- 31.2 Any act, including acts of minor misconduct, when the consequences of such act is damage to property or injury to person or otherwise of a serious nature.
- 31.3 Refusal to show identification upon request of authorized persons.
- 31.4 Improper behaviour
- 31.5 Unauthorized prescription or administration of treatment or medicine.
- 31.6 Unauthorized use of the College's name, address, telephone, letter pad or other description for misrepresentation or fraudulent purposes.
- 31.7 Obtaining leave or attempting to obtain leave on false pretenses.
- 31.8 Failure to report for duty when leave has been refused or cancelled and the staff has been called back on duty.
- 31.9 Defacing the buildings or other facilities of the College, writing on the walls or other surfaces of the College's buildings.

- 31.10 Removing College property or properties from one place to another or outside the College premises without authorization from Management.
- 31.11 Communicating directly or indirectly any official document or information to any employee or any other person to whom he/she is not authorized to communicate such document or information except in accordance with any general or special order of Management in the performance of the duties assigned to him/her.
- 31.12 Entering or staying in the College premises outside the duty hours except for bonafide reasons.
- 31.13 Copying during examinations or carrying notes/books into the examination halls during any examinations conducted by the College.
- 31.14 Filing nomination for any election such as local bodies / Legislative Assembly/Parliament without written permission.
- 31.15 Canvassing for any political parties either for any elections or for any political conference/meeting etc.
- 31.16 Engaging in computer misuse as defined in (23) under Computer Misuse.
- 31.17 Interfering with machines or equipment or process not connected with work allocated, assigned or directed.
- 31.18 Accepting service or accepting any kind of employment or doing any business which involves the receipt of fee, salary, wages or honorarium, emoluments or profits without obtaining the previous sanction of the Management.
- 31.19 Entering any section or department other than his/her department except for purposes of performing assigned duties.
- 31.20 Failure to observe safety instructions or make use of safety devices provided by the Management, or failure to take preventive measures against diseases as provided by the Management.
- 31.21 Unauthorized handling, misusing or mishandling of any machine, apparatus or equipment.
- 31.22 Failure to report the loss of any tools or materials entrusted to the employee in the performance of his/her duties or failure to account for the same.
- 31.23 Furnishing false or misleading information or withholding any relevant or pertinent information or submission of false or forged certificates/documents on the basis of which appointment has been made and subsequently revealed.
- 31.24 Failure to report at once to superiors any accident, misconduct or hazard noticed inside the College premises or to report promptly any occurrence or defect or mistake which might endanger lives of patients or persons in the College or that of other persons or might result in any damage to the property of the College or that of any others.
- 31.25 Using the College facilities without authorization for personal purposes.
- 31.26 Gambling on the College premises.
- 31.27 Sleeping while on duty.
- 31.28 Refusal to accept or obey an order of transfer from one department, centre or branch of the College to another.
- 31.29 Insubordination or disobedience whether alone or in combination with others of any lawful and reasonable order of a superior or instigating others to insubordination or disobedience.
- 31.30 Delaying in the performance of work or go-slow in work or instigation thereof.
- 31.31 Habitual late coming or habitual absence or willful absence without leave continuously.
- 31.32 Gross negligence or habitual neglect of work.
- 31.33 Deliberately or recklessly making false, vicious, malicious or defamatory statements against the College or any Officer, superior, or co-staff of the College.
- 31.34 Giving to the press, radio or any general news media any comment, talk, news or articles regarding the College without the prior written permission of the Management.
- 31.35 Bringing liquor or other intoxicants onto the College premises; consuming any intoxicants on the College premises; reporting for work smelling of liquor or other intoxicants; or reporting to work in an unfit condition because of previous indulgence or under the influence of any intoxicants.
- 31.36 Riotous or disorderly behaviour or conduct on the College premises including but not limited to fighting, assaulting, abusing, threatening, intimidating or coercing superiors, co-staff, patients, patient's relatives, visitors or others.
- 31.37 Using indecent language or engaging in offensive, improper conduct against superiors, co-staff, patients, patient's relatives, visitors or others.
- 31.38 Sexual harassment of another employee as defined in (24)

- 31.39 Any act subversive of discipline or good behaviour in the College premises or outside the College premises, if it affects the discipline or administration of the College or has a bearing on the smooth and efficient working of the College, or the reputation of the College.
- 31.40 Organizing, holding, attending or taking part in any meeting, exhibiting, sticking or distributing any handbills, notices, leaflets, booklets, pamphlets or posters in the College premises without prior written permission of the Management.
- 31.41 Holding a meeting without permission, staging or participating in demonstration, shouting, coercing others to join in group action within the College premises.
- 31.42 Participating in any illegal strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- 31.43 Squatting or remaining within the premises of the College other than the appointed place with a view to intimidate or coerce or threaten the Management or its officials or staff.
- 31.44 Engaging in any act or conduct within the College premises which is likely to endanger the life or safety of any Management, superior, co-staff, patients, patient's relatives, visitors or others.
- 31.45 Possessing firearms, other weapons or any other article in the College premises detrimental to the security of the College or persons on the College premises.
- 31.46 Possessing any prohibited goods on the College premises.
- 31.47 Gheraoing or surrounding or forcibly detaining superiors or other employees of the College or resorting to satyagraha, hunger strike or similar action in or outside the College premises.
- 31.48 Trespassing or forcible occupation of any portion of the College premises, unauthorized use of occupation of the College accommodation or refusal to vacate the same when called upon to do so by the Management.
- 31.49 Willfully or negligently causing damage to work-in-process or to any other property of the College.
- 31.50 Theft, attempt to theft, fraud, or dishonesty in dealing with transactions connected with College property. Theft, misappropriation of funds, disappearance of records causing monetary loss to an organization where an employee has been deputed for specific assignment or duty.
- 31.51 Tampering with records of the College, falsification, defacement, or destruction or stealing of any records of the College including but not limited to those pertaining to employees and patients.

- 31.52 Soliciting, demanding, offering or accepting bribe or any illegal gratification from others while discharging official duty.
- 31.53 Soliciting, demanding, collecting, or canvassing the collection of any money from any person or sale of any commodities or tickets or changes in lotteries or raffles or ticket coupons or other tokens within the premises of the College for any purpose or reason without prior written permission of the Management.
- 31.54 Disclosing any information affecting the interest of the College with regard to procedures, practices and functioning of the College or divulging information pertaining to medical diagnosis and treatment of patients of the College to any unauthorized person.
- 31.55 Engaging in private work or trade within the College premises, engaging in other employment while in the service of the College or engaging in the same or similar profession outside the College without the written permission of the Management.
- 31.56 Indulging or inducing others to donate blood with ulterior motive of collecting money from patients/relatives.
- 31.57 Commission of any offence punishable under the Indian Penal Code whether committed inside or outside the College and conviction by a court of law for any criminal offence.
- 31.58 Any conduct prejudicial to the interest or reputation of the College or any act or conduct involving moral turpitude whether such act or conduct is committed inside or outside the College premises.
- 31.59 Canvassing or carrying out political activity in the College premises.
- 31.60 Standing for election for local bodies such as corporations, municipalities, panchayat, etc., for an employee is prohibited. An employee should not participate in any political activities.
- 31.61 Unauthorized removal from or affixing of notices on the notice boards or any other place in the College premises.
- 31.62 Engaging in money lending both within the premises and outside more particularly on "dailyvatti, kandhuvatti, metrevatti and thandal" at exorbitant rate of interest which is prohibited by law.
- 31.63 Unauthorised borrowing or lending money as business within the College premises.
- 31.64 An employee's failure to submit for the medical examination as required by the Management will render the employee liable to be deemed as permanently medically unfit and he/she will be discharged from service without compensation.

- 31.65 Any staff found prescribing and/or taking medications for non staff/non dependants on the Staff / Staff dependant's prescription form will be dismissed / discharged from service without compensation.
- 31.66 Breach of any law applicable to the College or of these rules or any other rules or regulations in force in the College or rules that will be framed and enforced from time to time.
32. **PUNISHMENT FOR MISCONDUCT:**
The following kinds of punishment shall be awarded in case of any staff member that is found guilty of any of the aforesaid misconduct.
- 32.1 **PUNISHMENTS FOR MINOR MISCONDUCT:**
Punishments for minor misconduct may include any of the following types of discipline, which may be enforced in any order and not necessarily in the order listed:
- 32.1.1 Caution or censure.
- 32.1.2 Warning.
- 32.1.3 Fines.
- 32.1.4 Suspension without pay or allowance for period not exceeding six work days.
- 32.2 **PUNISHMENTS FOR MAJOR MISCONDUCT:**
Punishments for major misconduct may include any of the following types of discipline, which may be enforced in any order and not necessarily in the order listed:
- 32.2.1 Suspension without pay or allowances.
- 32.2.2 Stoppage of one or more increments.
a) With cumulative effect
b) Without cumulative effect
- 32.2.3 Demotion to a lower grade in the same category.
- 32.2.4 Compulsory retirement.
- 32.2.5 a. Discharge from employment.
b. Dismissal from employment.
- 32.3 In the case of *major* misconduct, management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice. Management shall also have a right to appoint a Presenting Officer from amongst the officers of CMC and an Enquiry Officer from among the officers of the College or any third person from public with any professional standing.
- 32.4 In the event of any allegation/report against an employee the management shall be entitled to summon any members of the staff to present him/her at any reasonable time for enquiry into

misconduct that may be alleged against him/her or on another staff member. If a member of the staff charged with misconduct fails to appear at the enquiry without sufficient reason the enquiry shall be proceeded with ex-parte.

- 32.5 The staff subjected to enquiry shall be permitted to be assisted by a co-employee of the College and no outsider or legal practitioner shall be permitted to assist or defend the delinquent in the domestic enquiry. A copy of the proceedings of the domestic enquiry shall also be furnished to the delinquent employee after getting proper acknowledgement.
- 32.6 In awarding punishment under these rules, the Management shall take into account the gravity of the misconduct, the previous record if any, of the staff member and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Management shall be furnished to the staff concerned.
- 32.7 Where disciplinary proceedings against a staff is contemplated or is pending or where criminal proceedings against that staff in respect for any offence are in progress and the management is satisfied that it is necessary or desirable to place the staff concerned under suspension pending enquiry, the appointing authority, may by order in writing suspend him/her with effect from such date as may be specified in the order.
- 32.8 A staff member placed under suspension is to be granted subsistence allowance as per the provisions of The Tamil Nadu Payment subsistence Allowance Act 1981 year and rules framed therein.
- 32.9 No payment of subsistence allowance shall be made unless the staff member under suspension furnishes certificate of non - employment and the authority which ordered the suspension is satisfied that the staff member is not engaged in any other employment, business, profession or vocation.
- 32.10 If on the conclusion of the enquiry, the staff has been found to be not guilty of any of charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he/she would have received if he/she had not been placed under suspension after deducting the subsistence allowance paid to him/her for such period.
- 32.11 An employee shall not be entitled to receive subsistence allowance of 100% if the enquiry or criminal proceedings is prolonged beyond the period of 90 days for reasons directly

attributable to the employee when the subsistence allowance shall be reduced to 50% of the wages which the employee was drawing immediately before the suspension.

33. ISSUE OF SERVICE CERTIFICATE:

Every permanent employee shall be entitled to "Service Certificate" at the time of leaving the service by the Appointing Authority.

34. SETTLEMENT OF ACCOUNTS & VACATING RESIDENCE:

34.1 SETTLEMENT OF ACCOUNTS:

An employee whose resignation is accepted/services are terminated/superannuation/discharged from service on medical grounds shall settle all outstanding accounts and loans due to the College/Credit Society, and other such organization. He/she shall hand over all documents, files, records, equipments and other properties of the college which he/she is currently having in his/her custody and shall obtain a clearance certificate to that effect.

34.2 VACATING RESIDENCE:

An employee, together with the employee's family and dependents, residing on the College premises or in quarters provided by the College shall vacate the residence and remove all personal property there from within 15 days of termination of employment / discharge from service / after attaining superannuation. The employee shall be liable for any damage to the residence and the same be deducted from any amount due to the employee by way of salary, allowance and final settlement dues or in any other legal manner as deemed expedient.

An employee who is occupying the institutional accommodation shall be governed by the rules framed by the Housing Committee from time to time).

35. SERVICE OF NOTICE:

35.1 Any matter required to be notified under these rules and any notice by the Management to the staff shall be displayed on notice boards maintained for the purpose at conspicuous places in the College premises. When they are so displayed such matter of notice shall be deemed to have been communicated to the staff.

35.2 Any notice or communication intended for any staff may personally be delivered to him/her inside or outside the College premises.

35.3 The notice may be mailed by post, regular or registered, certificate of posting to the last known address of the staff as specified in the records maintained by the College. The staff shall inform the Management, in writing of any changes in his/her residence address and the Management is entitled to rely on the employee's address of record as being the correct address for delivery of notice.

35.4 Notice shall be deemed to have been served / received on the date of personal delivery to the staff, or upon actual receipt, or three postal workdays after the notice is mailed to the last known address of the staff with postage paid, whichever date is earlier. Staff is bound to accept delivery and acknowledge the notice.

35.5 In the case of staff who are absent, communications dispatched by registered post with acknowledgement due, to the last known address of the staff shall be deemed to have been served. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of the communication or letter or notice on the employee.

35.6 Any matter required to be notified under these rules and any notice or communication by the Management to the staff shall be sufficient with regards to the language of communication if given in English.

36. POSTING OF RULES:

Copies of these rules in English and Tamil shall be posted on the notice boards maintained for the purpose and in such other places in the College premises as the Management may decide for the general information and compliance by all staff. In the case of any discrepancy between the English and Tamil versions of these rules, the English version shall be taken as correct and binding on any party.

LEAVE RULES

1. These Leave Rules are approved and adopted by the Executive Committee of the Christian Medical College Vellore Association and Council vide its Minute No. 3377/10/75 and ratified by the Christian Medical College Vellore Association and Council vide Minute No. 4631/10/75 and 4644/10/75 and amended from time to time and is applicable for all Council and Non Council appointees.
2. These leave Rules incorporate existing Annual Leave, Casual Leave, Compensatory Holiday, Sick Leave, Maternity Leave, Leave for Abortion and Sterilization, Sabbatical Leave, Study Leave, Leave on Loss of pay, Deputation Leave, Official Leave Accommodation during Leave, and these leave rules shall supersede all other previous rules, resolutions, official directives etc. These Leave Rules shall come into force with effect from 1.02.2009 as amended and ratified by the council.
 1. **GENERAL RULES:**
 - 1.1 Leave shall be granted in accordance with the "Leave Rules"
 - 1.2 Leave cannot be claimed by any employee as a right
 - 1.3 The Administrative Officer concerned shall be the competent authority to sanction leave except for Casual Leave as provided for in Rule (3.2).
 - 1.4 Leave applied for or sanctioned under these Leave Rules may be revised or revoked by the Administrative Officer concerned depending upon the necessities and/or exigencies of work.
 - 1.5 Ordinarily no employee shall absent himself or herself from work unless leave is sanctioned. Employees remaining absent without authorization shall be subject to disciplinary action.
 - 1.6 For the purpose of leave, the Leave Year shall be reckoned from July to 30 June.
 - 1.7 For the purpose of leave, Saturday shall be reckoned as a full day.
 - 1.8 Sundays and/or holidays falling within the period of leave shall be counted as part of the leave.
 - 1.9 Leave application shall be made in prescribed forms.
 - 1.10 All leave applications forwarded to the Administrative Officer concerned for sanctioning shall contain the recommendation of the Head of the Department/Unit/Office except in the case of casual leave where the provision of Rule (3.2) shall apply.
 - 1.11 A record of all sanctioned leave shall be maintained in a proper register in the Department/Unit/Office.

12. The Administrative Officer concerned shall arrange to intimate the unavailed leave to the credit of the employees of each Department/Unit/Office and the opening balance of the leave within a reasonable time after the close of the year for the information of the Head of the Department/Unit/Office.
 13. Term Appointees & Probationers: Accumulation of any form of leave, excluding Annual Leave, is not permitted for staff on term appointments or on probation.
 14. Leave granting authority should ensure that sanctioning of leave does not interrupt the work in the institution.
 15. Leave encashment may be availed for annual and sick leave as per rules.
 16. The existing staff who are selected as trainees in the various posts and for training schemes (other than those conducted by the Medical College and the Nursing College) may be sanctioned special leave for these training programmes. The leave period will however not count towards accumulation of any leave, and will count as a period of qualifying service towards the superannuation benefit, only to make up the minimum required service. During this period, contribution to Gratuity and Provident Fund will continue. Further, during this training programme the staff will be eligible for the stipend (if any) or for only half the salary + allowance on that salary whichever is higher. Selection in any new position on completion of training is not automatic. They will continue in their original position till they are appointed under a new position as and when vacancies arise.
- ANNUAL LEAVE:**
The quantum of annual leave shall be on the following scale:
- a) Council Appointees - 35 (Thirty five days)
 - b) Non-Council Appointees-25 (Twenty-five days).
- Annual Leave for unconfirmed employees shall be calculated on a pro-rata basis on the number of days spent on duty by an employee in the leave year. For arriving at the number of days spent on duty, days of annual leave, casual leave, sick leave, maternity leave, and sterilization leave availed will be taken into account.
- If a staff member goes on Study Leave or Sabbatical Leave, Annual Leave will be given proportionate to the number of days in the leave year before he/she starts the study/sabbatical leave and after he/she returns and rejoins regular duty.

2.4 Annual Leave cannot follow casual leave. However, casual leave up to a maximum of five days can be added on to the annual leave by prior permission of the Administrative Officer concerned provided that all the annual leave is availed during the year or no annual leave is carried forward to next year.

2.5 Annual Leave may be either prefixed or suffixed to Sundays or holidays.

2.6 Annual Leave shall not be granted in more than five installments in a leave year.

2.7 If an employee wants to avail himself of annual leave due to him/her to cover a period of illness he/she may be granted such leave provided he/she does not have any sick leave to his/her credit and such grant of annual leave shall not count as an installment.

2.8 Unavailed annual leave shall be carried forward to succeeding leave year. However, the total number of days of annual leave to the credit of an employee as at the end of any leave year shall not be more than:

- a) 60 days in case of Council Appointees
- b) 50 days in case of Non Council Appointees.

Accumulated leave up to these maxima will be carried over to the next year and the annual leave for which a staff member becomes eligible in that year will be added to the amount carried forward.

2.9 If an employee was on loss of pay or absent for more than 15 days during the previous year, his annual leave to be credited in the current year shall be proportionately reduced.

2.10 An employee may at any time apply for annual leave in the prescribed form to his/her Head of the Department/Unit/Office, giving at least 7 days notice prior to the date on which he/she wishes his/her leave to begin. The Head of the Department/Unit/Office will thereupon forward the leave application with his/her recommendation to the Administrative Officer concerned for grant of leave.

2.11 **ENCASHMENT OF ACCUMULATED UNAVAILED ANNUAL LEAVE:**

2.11.1 A confirmed employee may be permitted to accumulate upto 300 days of unavailed annual leave for encashment through the entire period of service of the individual. The encashment can be at superannuation/voluntary retirement after completion of 25 year of continuous service in the institution/discharge on medical grounds / death while in service.

2.11.2 Confirmed employees who have put in 5 years of service after confirmation, shall have the additional option to encash unused annual leave up to 8 days at the end of each leave year (June 30th). This will be from accumulated leave for encashment. Such annual leave surrendered and encashed will be deducted from the total maximum of 300 days that is permitted to be accumulated for encashment on superannuation or voluntary retirement etc. as per (2.11.1) (e.g. If an employee encashes 8 days of annual leave the total encashable on retirement etc. will be reduced to 292 days and so forth for subsequent year).

2.11.3 Confirmed employees who have completed at least 15 years of service have the additional option to encash up to 100-days of annual leave they have accumulated for encashment, on a one time basis, during the course of their service. Such Annual Leave encashed on a one-time basis will be deducted from the total of 300 days encashable at retirement as per (2.11.1) (e.g. If an employee encashes 100 days he will be eligible to encash only a further maximum of 200 days on retirement etc. subject to further deduction for any encashment as per (2.11.2).

2.11.4 In the case of staff retiring in the middle of a leave year, unavailed annual leave is allowed to be encashed with the existing Annual leave within the existing overall upper permissible limit of 300 days.

2.11.5 The overall maximum of 300 days of annual leave encashed on retirement or superannuation will be reduced by any leave that is encashed as per (2.11.2 & 2.11.3) and if all the 300 days are encashed in this manner there will be no further annual leave encashment privileges.

3. **CASUAL LEAVE:**

3.1 Casual Leave may be granted to all employees for a total of 10 days in each Leave Year subject to the necessities and exigencies of work.

3.2 Notwithstanding anything contained in Rule (1.3) casual leave may be granted by the Head of the Department/Unit at his/her discretion. Only sanctioned application shall be forwarded to the Administrative Officer concerned.

3.3 Casual Leave may be either prefixed or suffixed to Sundays or holidays.

3.4 Unavailed casual leave shall lapse on the close of the leave year. Unused casual leave up to 2 days may be carried over to the following leave year to be used within the first six months. This leave cannot be added to any other leave and the casual leave will be forfeited if not used.

- 3.5 Casual Leave may be availed for half a day.
- 3.6 Casual Leave cannot be combined with any other leave except as under Rule (2.4) of Annual Leave/Rule (4.9) of Compensatory and Institutional Holidays Leave Rules and Rule (10.4 - C. (v)) of Deputation Leave
- 4. COMPENSATORY AND INSTITUTIONAL HOLIDAYS:**
- 4.1 If any member of staff is on any leave other than official leave on a declared holiday of the institution, no compensatory leave shall be given to him/her; however, if the day off given to a staff member falls on a declared holiday, he/she will be entitled to compensatory leave.
- 4.2 If Christmas, New Year's Day, Republic Day, Good Friday and Independence Day which are National and Institutional holidays fall on a week day, that day will be declared a holiday for the whole institution and Sunday schedule of work will be followed; but if any of the above holidays falls on a Sunday, compensatory leave will be given which may be taken within 6 months or may be added onto the annual leave.
- 4.3 If Pongal, May Day, Deepavali and Gandhi Jayanthi which are compensatory holidays fall on a week day, normal schedule of work will be carried out in the hospital but the staff be entitled to leave; preference being given to Hindu staff for Pongal and Deepavali; but if any of the above holidays fall on a Sunday, compensatory holiday be given the previous Saturday. Those who do not want to take leave on that day will be allowed to take compensatory leave within six months or to add it to their annual leave.
- 4.4 Leave equivalent to the number of days of compensatory holidays not availed on the days concerned by an employee will be available as casual leave or added to annual leave. Compensatory leave will be added to annual leave only in cases where compensatory leave has not been availed of within six months from the date of the holiday to which it relates.
- 4.5 Compensatory leave should be taken as a full day.
- 4.6 If Compensatory leave is taken within six months of the holiday to which it relates, that leave can only be affixed or suffixed to Sunday or National holidays.
- 4.7 In all cases of absence on Institutional holidays for which Compensatory leave is permitted, leave applications must be sent to the Head of the Department for permission to avail such leave.

- 4.8 Medical College Teaching Departments will not be eligible for Compensatory holidays on days declared as holidays by the college. In the case of the College of Nursing and the Medical College, when the College are closed on a compensatory holiday, then the staff in these Colleges may either prefix or suffix casual leave to such a holiday.
- 4.9 Staff can either prefix or suffix Casual leave to Deepavali & Pongal compensatory holidays only if the holidays are taken on Deepavali or Pongal days. This will be subject to exigencies of work in the department.
- Note:**
- Those who are scheduled for only a half-day work on a day which happens to be an institutional holiday shall be compensated with a full day holiday at another time.
 - If Compensatory holidays fall within the annual/casual/sick or any other leave taken by an employee the individual is not eligible for the compensatory leave.
- 5. SICK LEAVE:**
- 5.1 Those employees who are sick shall inform their Head of the Department/Unit/Office before proceeding to SSSHS for treatment & to get sick leave recommendation.
- 5.2 Sick Leave with full pay for a total of 15 days may be granted in a leave year for all employees.
- 5.3 In addition to 15 days sick leave with full pay as above, sick leave with half pay for a further period of up to 18 days may be granted in a leave year. However, this cannot be converted to 9 days sick leave with full pay.
- 5.4 Where an employee joins service during the leave year, he/she may be granted sick leave with full pay and half-pay on a pro-rata basis, i.e., in proportion to the number of days spent on duty during the leave year.
- 5.5 Sick leave will normally be granted only on production of a sick leave recommendation slip issued by the Medical officer, Staff Student Health Service. The concerned appointing authority may, accept the recommendation of the number of days of sick leave by staff student health service and may reject the same if he is not fully satisfied about the circumstances under which the employee has produced the recommendation slip. Production of recommendation slip for sick from Staff Student Health Service is not a conclusive proof that sick leave was already granted unless it is sanctioned by the appointing authority.

- 5.6 Grant of sick leave to employees who are out of station even if their applications are supported by certificates issued by an outside Registered Medical Officer is only at the discretion of the Administrative Officer concerned. Applicants may be required to produce a certificate from a Medical Practitioner nominated by the Medical superintendent.
- 5.7 In the case of Rule (5.6) above, no employees shall leave the station during the period of any sick leave without the prior permission in writing of the Administrative Officer concerned.
- 5.8 Confirmed employees may accumulate sick leave at the end of any leave year as follows:
- a) With full pay up to a maximum of 120 days and
 - b) With half pay up to a maximum of 90 days. Accumulated leave up to these maximums will be carried over to the next year and the sick leave for which a staff member becomes eligible in that year will be added to the amount carried forward.
- 5.9
- a) While the staff member is (away from Vellore) on study leave or sabbatical leave, sick leave will be given proportionate to the number of days in the leave year before he/she starts the study/sabbatical leave and after he/she returns and rejoins regular duty.
 - b) The sick leave recommended by the Student Staff Health Service or any department or unit for the employees should be duly sanctioned by the concerned Appointing Authority. In case any sick leave is obtained by fraud or misrepresentation of facts or to frustrate the specific orders of the HOD or any other officer authorized by him, the appointing authority can, after discussion with the Medical Superintendent, at his sole discretion, reject the application for sick leave or cancel the sick leave so obtained.

Note:

Where an employee has been recommended sick leave preceding the casual leave already sanctioned, the Administrative Officer concerned can decide whether any exemption from Rule 3.6 should be made

5.10 ENCASHMENT OF SICK LEAVE BENEFITS:

- 5.10.1 The encashment of sick leave up to a maximum of 5 days will be permitted each year for the leave year completed in June for all confirmed employees with a minimum of 10 years of service provided the following conditions are fulfilled:

- a) The maximum amount of accumulated full pay (120 days) and half pay (90 days) sick leave should be available in the account of the individual.
- b) When the above condition is fulfilled, any unutilized full pay sick leave available to the credit of the individual for the leave year just completed may be encashed for a maximum of 5 days. Any balance remaining (beyond 120 days full pay) will lapse. Half pay sick leave cannot be encashed.
- c) If an individual's accumulated sick leave becomes less than 120 days during any leave year due to sickness, that individual will not be eligible to encash sick leave till accumulation again occurs to 120 days.
- d) For those staff who retire from services, encashment of sick leave will be calculated on pro-rata basis.

6. MATERNITY LEAVE / BENEFITS:

- 6.1 Women employees in the Institution shall be granted Maternity Leave for 90 days with full pay. Part of the maternity leave may be availed just prior to delivery.
- 6.2 Maternity leave shall not be granted on more than two occasions during a person's service in this institution.
- 6.3 Sick Leave may be combined with maternity leave provided such leave is related to complications of pregnancy or delivery.
- 6.4 An adoptee mother who is a member of the staff is eligible for adoption leave equivalent to and in lieu of maternity leave, at the time of adoption of a child below the age of 3 years, on production of a registered deed of adoption or a certificate from the agency. The guidelines applicable for grant of maternity leave will be applicable in this case also. (A total of 2 occasions only inclusive of maternity leave).

7. LEAVE FOR ABORTION / STERILIZATION:

- 7.1 Women employees who have put in one year of continuous service in the institution and who are more than twelve weeks pregnant shall be granted special leave for 4 weeks with full pay in cases of abortion provided that such leave shall not be given more frequently than twice in 36 months.
- 7.2 When employees happen to be out of station at the time of abortion, a certificate from a hospital or Registered Medical Practitioner nominated by the Medical Superintendent will be accepted.

- 7.3 Employees undergoing non-puerperal salpingectomy operation shall be granted 20 days special leave with full pay. However, they will be ineligible for this leave if sterilization is done immediately following delivery when maternity leave is available.
- 7.4 Employees undergoing vasectomy operation shall be granted 8 days special leave with full pay.
- 7.5 Special leave up to 7 days may be granted to an employee whose wife undergoes sterilization operation irrespective of whether it is puerperal or non-puerperal provided that the sterilization operation is done in our hospital. The above leave will not be applicable to staff who have already undergone a vasectomy operation.
8. **LEAVE ON LOSS OF PAY:**
- 8.1 Under extraordinary circumstances leave on loss of pay up to 10 days in a leave year may be granted at the discretion of the Administrative Officer concerned. The nature of the exigency shall be clearly recorded
- 8.2 Leave for more than 10 days or extension of leave already granted may be permitted by the Director only to cover periods of sickness or other extraordinary personal situations.
- 8.3 The maximum leave on loss of pay granted shall not be more than 60 days in a leave year. Leave on loss of pay will not be counted as service for any purpose.
- 8.4 All leave on loss of pay shall be promptly intimated by the Administrative Officer concerned to the Treasurer for necessary salary adjustments.
9. **OFFICIAL LEAVE:**
The purpose of Official leave is to carry out official work outside Vellore in India and abroad. Members of the staff will be considered to be on duty and given official leave to be away from Vellore under the following circumstances:
- 9.1 Carrying out official work in places within India at the direction of the concerned Administrative Officer. This will ordinarily be for periods varying from one day to two weeks. This leave will be approved by the Director.
- 9.2 Short-term specialized technical training to fulfill specific service needs at Vellore. This would involve training at the factory or at training courses recommended by the manufacturers for maintenance of sophisticated equipment: special training for operating new equipment and other programmes (mainly service oriented), outside India.

- a) Members of the staff who require to obtain such specific training skills may be deputed on official duty away from Vellore for a period ordinarily not exceeding 3 months for specialized training.
-) Requests regarding this type of training will ordinarily be initiated only by Heads of Department or Administrative Officers. This would be approved by the Study Leave Committee.
-) In all instances where such training involves the provision of funds by or through the institution, a legally valid obligation to serve for one year for every 3 months or parts thereof after completion of training should be executed by the staff. If this service obligation is not fulfilled all the expenses incurred in the training will have to be paid back by the individual staff members. If study leave or sabbatical leave is sanctioned during the obligation period, the unfulfilled part of this has to be completed at the end of the obligation service period following such category of leave.
-) Employees who are sponsored for M.Phil. in Hospital & Health system management course are also eligible for official leave.
10. **DEPUTATION LEAVE:**
- 10.1 The purpose of Deputation leave is to permit staff and faculty to carry out academic activities outside of CMC Vellore and is granted by the Director/Associate Director on the recommendation of the HOD and the leave granting authority.
- 10.2 Each Faculty members is entitled to 45 days of Deputation leave in a leave year.
- 10.3 The travel and boarding allowances that a member of staff are entitled to are decided by the Council from time to time.
- 10.4 **A. DEFINITION:**
Deputation Leave is defined as the permission for leave granted to CMC's staff member to be away from the place of regular work for special assignments especially based on official request for their services from individuals or institutions which are working for objectives similar to that of CMC Association/Institutions of State or instrumentalities of State including statutory organizations or statutorily - run organizations/National or State Professional Associations.
- B. OBJECT:**
The main object of granting deputation Leave to the staff members and teaching faculty of CMC is to benefit the Host-Institution with

the specialized knowledge of CMC staff whereby the community as a whole would benefit.

C. DURATION:

- i) The total amount of Deputation Leave permitted during a leave year (July to June) is 45 days. Of these 45 days, 5 days are to be allocated for University Examinations (E-i) only and the other 40 days for all other activities.
- ii) Deputation leave cannot be accumulated. However, 2 years of Deputation Leave can be combined in June / July and a total of 80 days may be taken at a stretch only once during the individual's service in the institution.
- iii) Deputation Leave if taken in excess of 45 days per year will be adjusted with the Annual Leave for that year.
- iv) Deputation leave cannot be added to either Sabbatical or Study Leave.
- v) Casual / Compensatory Leave can be added to Deputation Leave

D. PROCEDURE OF APPLICATION:

1. Request for Deputation Leave should be in the prescribed application format along with a copy of the request from the Host - Institution/Association. It should be sent to the Associate Director (Medical) through the Head of the Department at least 24 hours prior to departure.
2. The Associate Director (Medical) may, at his sole discretion, consult any other officer for proper examination and scrutinization of the application for deputation Leave.

E. ACTIVITIES FOR WHICH DEPUTATION LEAVE MAY BE GRANTED:

Deputation Leave may be granted for the following activities.

- i. Engagement in Universities or other educational bodies including Medical and Dental Council of India, Indian Nursing Council and National Board of Examinations.
- ii. Engagements related to Indian Council of Medical Research, Department of Biotechnology, Department of Science and Technology and other National/International/State Research Organizations or any other similar organizations which are related thereto.
- iii. To attend a conference/seminar/workshop or to participate in training opportunities within or outside India organized by an institution or International / National / State Associations of professional bodies.

- iv. Outreach program in Mission Hospitals of supporting bodies of CMC Vellore Association.

Any other responsibilities which the administration considers essential to depute a staff member outside CMC, Vellore.

F. EXPENSES AND REIMBURSEMENTS:

1. If attending a Conference, Workshop or Seminar, deputation leave and expenses will be sanctioned as per Conference Rules vide Ac. Min. No. 117-(d) dated 22.11.2007 website: <http://172.16.11.221/Link - 'Conference Rules'>
- 2(a). All expenses for travel, stay and incidental expenses are usually to be met by the sponsoring Host-Institution to which a staff member is invited.
- 2(b). Any fees, honorarium receivable by the staff member from the Host-Institution for their services should be remitted back to the CMC account after deduction of all eligible expenses.
3. When a staff member is invited by another institution and travelling on a project, the reimbursement will be done according to the project sanction rules.

UPDATED RULES REGARDING ELIGIBILITY, LEAVE AND FINANCIAL ASSISTANCE
FOR ATTENDANCE AT PROFESSIONAL CONFERENCES/OFFICIAL TRIPS
- NATIONAL AND SAARC COUNTRIES

(With effect from 1/12/07) AC Minute No. 117-D dated 22/11/07

A. CONFIRMED STAFF:

1. **Eligibility:**
 - a. A conference when he/she is presenting a paper/poster, leading a seminar, acting as a member of a panel or as Chairperson/Co-chairperson of a scientific session and when he/she is member of the Executive Committee as an Office Bearer, subject to 4.h. below.
 - b. Workshop / CME as participant or resource person
 - i. Should be related to area of specialty/work
 - ii. Usefulness to department work / institution should be mentioned, endorsed by the Head of Dept./Unit
 - c. A staff member can attend a total of THREE Conferences in any ONE leave year with deputation leave and full reimbursement from institution/special fund. These three may include TWO Conferences and one CME or one Workshop or one Seminar or one Symposium. For more than this, if papers are presented, only deputation leave (no reimbursement) will be given at the recommendation of Heads of the departments / units by Director.
2. **Procedure to be followed before and after the trip:**
 - a. Applications for attendance at conference are to be presented along with two copies of the full paper or at least copies of the summary of the paper/poster to be presented at the conference and relevant invitations and documents through the Head of the Dept. / Unit to the Administrative Officer who shall forward them to reach the Director for approval and sanction at least 1 week before departure.
 - b. An itemised request listing expected expenses shall be presented along with the application in advance.
 - c. An application for reimbursement should be submitted within one week after the return of the applicant from the conference.
 - d. All advances taken must be settled within two weeks after return to rejoin duty, failing which salary may be withheld, (after one reminder).

3. **Leave for attendance at conference:**
 - a. The period of absence will be treated as deputation leave for the duration of the conference and the time for travelling to and from the institution. Any extra days taken along with this should be treated as annual leave/casual leave. When a staff member does not have deputation leave to his/her credit, the total period will be debited to annual leave.
 - b. Conference attendance without paper (along with CME / Workshop): deputation leave will be given; reimbursement will be given for CME/Workshop, but no financial assistance will be given for the conference.
 - c. Leave will be granted by Heads of the departments/units and leave granting authority only after taking into consideration the available staff in the department and ensuring that teaching and service are not interfered with.(normally 50% of staff should be present in the Department/Unit at any time)
4. **Attendance at Conference held within India & SAARC Countries (Bangladesh, Bhutan, Maldives, Nepal, Pakistan, & Sri Lanka):**
 - a. Class I & II - Not more than two staff may be permitted from each unit/equivalent every year with full payment utilising Staff Travel Funds.
 - b. Additional members may be permitted to attend conferences utilising departmental special funds at the discretion of the Head of the Dept. /Unit and the Director.
 - c. Rule (4.b) may be appropriately worked out for large non-unitary departments.
 - d. Normally travel may be undertaken by train. Heads of Dept. and Professors (and Professors equivalent) are eligible for air travel. Ticket vouchers should be submitted with this claim. Whenever possible, please avail of apex fares. Taxi charges from residence at Vellore to nearest airport at institution rates may also be claimed. It is recommended that faculty attempt to pool taxi trips wherever possible.
 - e. Rules related to allowances for travel, food, hotel and incidentals for staff proceeding on duty (exams etc.) shall apply to attendance at a Conference, Seminar, Workshop, CME.
 - f. The actual amount of registration fee will be sanctioned from the department/unit special fund. Late registrants will bear the penalty amount on their own.

- g. Travel and per diem allowance may be paid from staff travel conference budget/special fund as per existing rates. (see table)
- h. For all purposes the staff member should receive prior invitation/intimation from organisers and obtain approval from the Administrative Officer for utilisation of institution funds mentioned above.
- i. Where CMC staff participation in conferences is only through Chairing/Co-chairing of a scientific session, the utilisation of staff travel fund or special fund may be sanctioned. However, the conferences should be at a national/international level or the State Chapter of a National Organisation, and the staff member should receive prior invitation and obtain approval from the Administration for utilisation of funds mentioned above.
- j. If a staff member obtains in ADVANCE a grant (from any government, professional/research agency) or donation/s to cover the entire expenses of a conference (registration, travel, subsistence), the following procedure shall be followed: Grants/donations are to be accepted & credited to an account specially set aside for this and NOT in the dept. /unit special fund. This credit will be in that person's name, to be used only for that person or with his/her authorisation, for a conference.

5. **TA & DA FOR STAFF PROCEEDING ON OFFICIAL / DEPUTATION LEAVE** (AC. Min. 117-D dated 22/11/07):

B. UNCONFIRMED STAFF:

1. POST-GRADUATES STUDENTS (MEDICAL DIPLOMA / MD, MS / MCH, DM / MPHIL, PHD / DIP NB / FELLOWSHIP):

Eligibility:

One CME/Workshop per Course, Conferences: If presenting Papers, one per year, per course.

MSc - Conference: One per course if presenting paper.

They are eligible for funding as per institution rates and only Departmental Special funds are to be used.

2. UNCONFIRMED FACULTY:

Eligibility:

i) Conference: one per year on Presenting a Paper / Poster.

ii) CME / Workshop: From second year onwards one per year.

3. PG NURSING STUDENTS:

Eligibility:

One CME / Workshop per course.

UPDATED RULES REGARDING ELIGIBILITY, LEAVE AND FINANCIAL ASSISTANCE FOR ATTENDANCE AT PROFESSIONAL CONFERENCES / OFFICIAL TRIPS

- INTERNATIONAL (OUTSIDE INDIA OTHER THAN SAARC)

(With effect from 1/12/07) AC Minute No. 117-D dated 22/11/07

ATTENDANCE AT CONFERENCES ABROAD

(Cl. Min.: 6338 & 6339:10-87, 6542:10-88)

A Confirmed staff member may attend a conference abroad not more than once in 4 years (4yrs after the last conference) when partial or full subsidy is required from the institution subject to the following privileges and conditions:

- i. Permissible expenses may be met from the department as special fund depending on the availability of money and the presence of a balance amount after such expenditure to cover the ordinary and routine needs of the department / unit for the next one year. In computing the latter the possible income for the next year may also be taken into consideration.
- ii. Permissible expenses:
 - 1. Registration fee
 - 2. Per diem rate for the duration of the conference plus 2 days.
 - . For South East Asia and Middle East - 80 Sterling Pounds per day, ALL INCLUSIVE
 - . For all other countries, 100 Sterling Pounds per day, ALL INCLUSIVE
 - . 100 Sterling Pounds will be reimbursed for travel from airport to place of stay and back.
 - 3. International airfare by economy class will be provided, on production of ticket coupons. The individual should try to get half of this from agencies like UGC, CSIR, INSA or other government/professional research agencies subject to regulations of the Government of India.
 - 4. Airport tax, visa charges, Medical Insurance fees. Expenses incurred for getting the visa will be reimbursed as actuals.
 - 5. Transports as per existing rules.
 - a. Total expenses from Vellore to port of embarkation and back at institutional rates.
 - b. When an outside agency provides for foreign travel and subsistence and only the registration fee and/or travel costs within India is required from the institution, this may be sanctioned once per year up to USD \$ 300 or equivalent as per institutional rules from special fund, subject to the general rules.

- c. A staff member may attend a conference abroad once a year provided he/she has been able to obtain in advance, a grant to cover the entire expenses (registration, travel inside and outside India, subsistence). This may be from any government professional/research agency and donation other than from patients. Such grants/donations are to be accepted on behalf of the institution and credited to a fund set aside for this and not the dept./unit special fund. This credit will be in that person's name, to be used only for that person or with his/her authorisation, for a conference.
- d. International travel and expenses abroad should conform to the Govt. of India regulations.
- e. When the cost of attending a conference in a neighbouring country is less than or only equal to that of attending a conference in India, such a conference, for the purpose of financial assistance may be treated as under SAARC countries.
- f. When a faculty member uses institutional funds to attend an overseas conference, he/she needs to submit the paper/poster for publication in an indexed journal before institutional funds can be utilised for attending another overseas conference. Heads of depts./units are requested to ensure this.

CMC MEDICAL BENEFIT RULES

1. MEDICAL BENEFITS TO STAFF:

- 1.1 These medical benefits shall be applicable to all students / employees of the institution from the time of admission / appointment.
- 1.2 The employees shall subject themselves to medical examination, immunizations or precautionary measures as advised by the Staff Student Health Service of the institution, failing which they may be liable for forfeiture of their eligibility for these concessions.
- 1.3 Continuous service for CMC Medical benefits includes the period of time in Study and Sabbatical Leave in contrast to its meaning in 13.1 (b).

2. ELIGIBILITY FOR BENEFIT:

	Category	Medical Benefits
A.	<p>Students</p> <ul style="list-style-type: none"> • Staff children as students will be considered as having dual status • Will contribute as shown below • No dependents 	<p>A. Free: Investigations, Bed & Nursing (as Eligible), X-ray, Professional services, Theatre, Anaesthesia, OR supply, OT, PT, Radiation Therapy, Drugs, Oxygen, Blood Transfusion, HIV Prophylaxis (post exposure).</p> <p>B. To Pay:</p> <ul style="list-style-type: none"> • Dialysis, Kidney transplant, BMT, CT Scan, MRI, Pacemaker, Angioplasty, Valve, Stent, Lithotripsy, Disposables, BMV / BAV, IABP, By-pass, Patch, Reservoir, Special suture (Thoracic), Implant, knee replacement, Treatment for infertility, Diet. • Cost of materials used to be paid in full for Dental services. • Prosthetics & Orthotics items to be paid with 25% concession on 'C' Rate. • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.

		<p>C. Contributions:</p> <ul style="list-style-type: none"> All Students shall contribute towards their medical care as follows: <table border="1"> <tr> <td>MBBS, All MSc</td> <td>Rs.1000/year</td> </tr> <tr> <td>BSc (N), PC BSc (N), AHS Degree</td> <td>Rs. 750/year</td> </tr> <tr> <td>Diploma (N), AHS (Diploma)</td> <td>Rs. 200/year</td> </tr> </table>	MBBS, All MSc	Rs.1000/year	BSc (N), PC BSc (N), AHS Degree	Rs. 750/year	Diploma (N), AHS (Diploma)	Rs. 200/year
MBBS, All MSc	Rs.1000/year							
BSc (N), PC BSc (N), AHS Degree	Rs. 750/year							
Diploma (N), AHS (Diploma)	Rs. 200/year							
B. Trainees/Staff whose appointment is for a period of less than twelve months		No Medical Benefits						
<ul style="list-style-type: none"> No dependents 								
C. Interns, SHO, Non PG (Demonstrator & Registrar), all Trainees with appointments only for 12 months		<p>A. Free: Investigations, Bed & Nursing (as Eligible), X-ray, Professional Services, Theatre, Anaesthesia, OR Supply, OT, PT, Radiation therapy, Drugs, Oxygen, HIV Prophylaxis (post exposure).</p> <p>B. To Pay:</p> <ul style="list-style-type: none"> Dialysis, Kidney transplant, BMT, CT scan, MRI, Pacemaker, Angioplasty, Valve, Stent, Lithotripsy, Disposables, BMV/BAV, IABP, By-pass, Patch, Reservoir, special suture (Thoracic), Implant, knee replacement, Treatment for infertility, Diet. Cost of materials used to be paid in full for Dental services. Prosthetics & Orthotics items to be paid with 25% concession on 'C' Rate. Blood products fully free if an equivalent amount of blood is donated to the blood bank (if NOT donated, to be paid at 'C' Rate with 25% concession). Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate. 						
<ul style="list-style-type: none"> No dependents 								

D. PG Registrar (appointments for more than 12 months)	<ul style="list-style-type: none"> Can have only three dependents (Spouse and 2 Children, who should be less than 25 years of age, unmarried & unemployed) 	<p>A. Free: Similar to UNCONFIRMED STAFF</p> <p>B. To Pay Similar to UNCONFIRMED STAFF</p>
E. Project Staff on CMC Salary Scale (till confirmation)	<ul style="list-style-type: none"> No dependents 	<p>A. Free Similar to UNCONFIRMED STAFF</p> <p>B. To Pay Similar to UNCONFIRMED STAFF</p>
F. Project Staff on external Salary scale	<ul style="list-style-type: none"> No dependents 	No Medical Benefits
G. Volunteers and people on honorarium at CMC	<ul style="list-style-type: none"> No dependents 	<p>A. Free: Similar to UNCONFIRMED STAFF</p> <p>B. To Pay Similar to UNCONFIRMED STAFF</p>
H. Volunteers and people on honorarium who render their service through outside agency	<ul style="list-style-type: none"> No dependents 	No Medical Benefits
I. Casual Labour	<ul style="list-style-type: none"> No dependents 	<p>A. Free Similar to UNCONFIRMED STAFF</p> <p>B. To Pay Similar to UNCONFIRMED STAFF</p>
J. Unconfirmed Staff	<ul style="list-style-type: none"> Can have only three dependents (Spouse and 2 children, who should be less than 25 years of age, unmarried & unemployed) 	<p>A. Free:</p> <ul style="list-style-type: none"> Free up to Rs. 60,000 per year for self & dependents together If it exceeds Rs. 60,000 per year, the excess amount to be collected by salary deduction. HIV Prophylaxis & for medical treatment other than listed under (B) below: <p>B. To Pay</p> <ul style="list-style-type: none"> Stent (in full) Cost of materials used to be paid in full for Dental Services

		<ul style="list-style-type: none"> • Prosthetics & Orthotics items to be paid with 25% concession on 'C' rate • Blood products fully free if an equivalent amount of blood is donated to the Blood Bank (if not donated, to be paid at 'C' rate with 25% concession) • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.
K.	<p>Confirmed Staff</p> <ul style="list-style-type: none"> • Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried & unemployed) 	<p>A. Free: For medical treatment other than listed under (B) below:</p> <p>B. To Pay</p> <ul style="list-style-type: none"> • Stents above Rs. 50,000 • Cost of materials used to be paid in full for Dental services • Prosthetics & Orthotics items to be paid with 25% concession on 'C' Rate • Blood products fully free if an equivalent amount of blood is donated to the blood bank (if NOT donated, to be paid at 'C' rate with 25% concession) • Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate <p>C. Contributions: Rs. 15 per Rs. 1000 on basic pay (Maximum of Rs. 300 per month)</p>
L.	<p>Staff Nurses (CMC/ College of Nursing Sponsored) after 2 years of Service.</p> <ul style="list-style-type: none"> • Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried & unemployed) 	<p>A. Free: Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions: Similar to CONFIRMED STAFF</p>

M.	<p>Staff in Stem Cell Project</p> <ul style="list-style-type: none"> • Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried & unemployed) 	<p>A. Free: Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions:</p> <ol style="list-style-type: none"> Rs.15 per 1000/- on basic pay (Max. of Rs.300/- per month) and 1% of the Basic + DA and One time payment of Rs.2,00,000/- (From DBT interest account)
N.	<p>Staff on Contract after the age of 55</p> <ul style="list-style-type: none"> • (Dependents : Spouse till in service) 	<p>A. Free: Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions: Rs.15 per 1000/- on consolidated pay (Max.Rs.1000/- per month)</p>
O.	<p>0. Superannuation at the age of 60 years with minimum 15 years of continuous service</p> <ul style="list-style-type: none"> • Eligible for self and one dependent nominated at the time of superannuation who can be any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. This nomination cannot be changed thereafter and will be available even after death of the staff. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>

<p>P. 0. Retirement on Medical Grounds</p> <ul style="list-style-type: none"> Confirmed staff who have joined service before the age of 45 years and who retired on medical grounds with minimum 15 years of continuous service and to reach the age of 50 years. Eligible for self and one dependent nominated at the time of retirement on medical grounds who can be any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. This nomination cannot be changed thereafter and will be available even after death of the staff. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>
<p>Q. 0. Voluntary Retirement after 25 years.</p> <ul style="list-style-type: none"> Eligible only with a minimum Service of 25 years of continuous service and after the age of 50 years. Eligible for self and one dependent nominated at the time of voluntary retirement who can be any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. This nomination cannot be changed thereafter and will be available even after death of the staff. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions <u>Voluntary Retirement Scheme</u></p> <ul style="list-style-type: none"> Rs. 10 per Rs. 1000 on superannuation benefit (maximum of Rs.300) per month. <p><u>General Voluntary Retirement</u></p> <ul style="list-style-type: none"> Staff retiring voluntarily (after 25 years of service) needs to contribute Rs. 10,000 at the time of retirement instead of the monthly contribution as they are not eligible for pension.

<p>R. Death during Service</p> <ul style="list-style-type: none"> Eligible for one dependent of those who die in service, provided the member of staff had put in a minimum of 15 years of continuous service. Eligibility can be for any one of the following: spouse, a parent or a child who should be less than 25 years of age, unmarried and unemployed. 	<p>A. Free Similar to CONFIRMED STAFF</p> <p>B. To Pay Similar to CONFIRMED STAFF</p> <p>C. Contributions Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>
<p>S. Staff Dependents</p> <ul style="list-style-type: none"> Changes in the list of dependents will be permitted ONLY on written authorization from appointing authority 	<p>A. Free Same as the staff category to which they belong.</p> <p>B. To Pay Same as the staff category to which they belong and to pay for 75% of drugs</p>

Note: Except Class IV Staff & their Dependents, all others to pay for Diet at 'C' rate.

3. GUIDELINES FOR PROVISION OF TREATMENT OF STAFF MEMBERS UNDER REPRODUCTIVE MEDICINE UNIT

Confirmed Staff

Husband and wife requiring infertility treatment will be considered as one unit.

- 1) 100% concession
 - a. Investigation and Procedures (Blood tests, biopsies, radiologic procedures etc)
 - b. All surgical procedures. (Laparoscopy, diagnostic, operative, myomectomy, tubal surgery, transvaginal oocyte retrieval, GIFT etc.)
 - c. Infertility related procedures : Intrauterine insemination
- 2) 50% concession - (50% to be paid by patient and 50% to be credited to RMU laboratory fund by SSHS):
 - IVF Laboratory charges

3) Confirmed staff will have to pay for the followed infertility drugs.

- . Gonadotrophins
- . GnRH analogues when used for IVF (agonists and antagonists)

These charges are to be met by the Staff member by direct payment and salary deduction is **not** accepted.

They will get 100% concession on common drugs which may be prescribed to them by other departments especially OBGYN. This will include long acting GnRH agonists when used for endometriosis.

Unconfirmed Staff

0) 100 % concession

- Investigation and Procedures (Blood tests, biopsies, radiologic procedures etc.)
- All surgical procedures.
(Laparoscopy, diagnostic, operative, myomectomy, tubal surgery, transvaginal oocyte retrieval, GIFT etc.)

0) Infertility related procedures: Full Payment

- . Intrauterine insemination
- . IVF laboratory charges

0) Unconfirmed staff will have to pay for the following infertility drugs:

- . Gonadotrophins
- . GnRH analogues when used for IVF (agonists and antagonists)

These charges are to be met by the Staff member by direct payment and salary deduction is **not** accepted.

They will get 100% concession on common drugs which may be prescribed to them by other department especially OBGYN.

Common drugs used in RMU which both confirmed and unconfirmed staff will get free include

- Oral contraceptive pills
- Progesterone supplements / Depo Provera
- Clomiphene
- Analgesics
- Antibiotics
- Long acting GnRH
- Vitamins

(AC. Min. No.91-d:10/06 dated 11th October 2006)

4. BED ELIGIBILITY:

CATEGORY	OTHER WARDS	A BLOCK
1. Class IV Staff	General Bed	Not eligible
2. All Students, Interns, Class III & II Staff	Double Bed	Not eligible
3. Doctors - Sr. House Surgeon & above, PG Registrars and all Council Appointees (Class I)	Single Room A/C	Double Room A/C
4. Professors & Equivalent	Corner Room A/C	Single Room A/C
5. Dependents	Same as the staff on whom they are dependent.	

Deluxe rooms in A Block will only be allotted to fully paying patients who are ineligible for any concession.

In case of non-availability of the eligible category of room, staff can be admitted in a higher category room until a room to which they are eligible becomes available, when the staff member will be shifted to that room.

5. NOTE:

- 5.1 Every employee shall, on appointment, declare in the prescribed form his or her dependents.
- 5.2 Those who make false declarations about the number, names and ages of dependents will forfeit the benefit under these rules.
- 5.3 No employee can claim concession for more than 5 dependents.
- 5.4 The appointing authority concerned shall scrutinize and ensure that the dependents as declared are eligible in conformity with the rules.
- 5.5 If any staff dies during the period of service, the appointing authority shall discuss the relevant rules with members of the family and select one person from the eligible dependent list who will then continue to receive dependent medical benefits, as long as they remain eligible, for life.
- 5.6 The appointing authority concerned shall thereafter endorse the declaration and forward copies of the same to CHIPS.
- 5.7 Every employee shall notify to the appointing authority within a reasonable time any addition / deletion or change in the status of the dependents declared earlier.
- 5.8 The appointing authority concerned shall after scrutiny, notify any addition/ deletion or change in the status of the dependents to CHIPS.

- 5.9 The institution shall undertake free immunization of all dependents of employees for polio, tuberculosis, typhoid, pertussis, diphtheria, tetanus, and cholera.
- 5.10 If an employee contracts any STD, he/she and his/her married partner will be treated at the hospital's expense only for the first episode. If he/she contracts it subsequently, the employee will have to pay for the expenses of the treatment.
- 5.11 The employees shall not be entitled to the dependent concessions if the dependents contract any of the above diseases due to their negligence in not availing the immunization facilities.
- 5.12 Hepatitis B Vaccination
- i) Hepatitis B immunoglobulin will be provided at 100% concession for staff members.
- ii) Trainees shall pay for Hepatitis B vaccine unless they have already been vaccinated or they have required levels of antibody levels. If they desire to test for antibody level they can do so by paying the cost of test.
- 5.13 Sponsored candidates in higher specialities (DM, M.Ch or equivalent) will be given medical benefits on par with their peers in the broad specialities.

STAFF SPECIAL SUPERANNUATION BENEFIT SCHEME FOR LONG-TERM SERVICE

A Scheme to encourage the employees to serve upto 60 years and to provide for an additional retirement benefit by way of superannuation benefit to such employees who serve the institution till the full age of retirement without contributing to the fund. This Scheme is eligible for those who hold the status of a confirmed employee as of 30-09-2006.

I. The Christian Medical College Vellore Staff Special Superannuation Benefit Scheme for Long-Term Service came into effect on and from 27th October 1983.

II. DEFINITIONS:

Unless expressly excluded or repugnant to the context, the following expressions shall have the following meanings:

(a) "*A Confirmed Employee*" shall mean an employee who has been appointed in a permanent budget vacancy or on a Special Fund which contributes to the superannuation benefit scheme and has received an appointment order from an appointing authority of the institution and whose appointment has been confirmed in writing by the appointing authority concerned and ratified by the Administrative Committee or by the Council, but does not include any person who may render service to the institution through any agency or otherwise, and who has not received an appointment order from any of the appointing authorities of the institution.

(a) "*Qualifying service*" shall mean all uninterrupted and unbroken service rendered in the institution by an employee, upto but not after attaining the normal age of superannuation of sixty years, and shall include such service prior to the introduction of this Scheme, and duly authorized leave of absence not exceeding 8 consecutive days, but does not include leave on loss of pay availed by an employee during his service in the institution.

Provided further that in the case of employees who were previously on daily wages before being absorbed on monthly scales of pay, the period they were on daily wages may be included as Qualifying Service for superannuation benefits provided their services were continuous. Continuous service for this purpose will be that period deemed as continuous service for calculating gratuity, i.e. at least 240 working days in a year.

If authentic records are not available for record of service then a certificate of service, attested by the appointing authority to vouch for the length of such service under daily wages may be accepted for the purpose of superannuation benefit. (9292:1-03)

Provided further that any period of involuntary unemployment not exceeding six months, arising from any termination by the institution of the services of an employee appointed prior to 1985 on the expiry of his postgraduate course in the institution, from the date of such termination until his reappointment in the institution in any staff position shall not be deemed as break of service. In respect of those appointed after 1985, the same will apply provided that they join duty within one month of the official announcement of the result. This provision will not apply for purposes other than superannuation benefit.

“Provided further that any break of service consequent to the cessation of projects, not exceeding a total of six months shall not be deemed as break in service. The provision will not supply for purposes other than qualifying service Special Superannuation Benefits. (7748:6-94)

All faculty level staff who superannuate from our institution, all periods of service in this institution after the completion of internship, including periods of service during the postgraduate training, will be included as eligible service for calculating the quantum of superannuation benefit. Any unavoidable break in the service by one appointment coming to an end and there being a gap before the next appointment starts, shall be condoned. If, however, an individual after joining the faculty resigns and rejoins the institution at a later period, this privilege will not be available on superannuation. The same privilege will be accorded for calculating gratuity payable at the point of superannuation only using the same formula as for calculating services for superannuation benefits. (8202:6-97)

- (a) *“Disqualified”* shall mean ineligible for the benefits of the Scheme.
- (a) *“An employee”* shall mean any confirmed employee who is in service on the date when the Scheme is brought into force or has joined the service of the institution after the commencement of the Scheme
- (a) The Institution; shall mean the Christian Medical College, Vellore.

- (a) *“The Management”* shall mean the Christian Medical College Vellore Association or its successors or its assigns or such other body which may acquire or take over in whole or in part the full direction and management of the Institution.

- (a) *“Salary eligible for Superannuation Benefit”* shall mean the last drawn monthly Basic plus Dearness Allowance of an employee immediately preceding his date of eligibility for the superannuation benefit as mentioned hereinafter but does not include House Rent Allowance or any other allowances.

- (a) *“The Rules”* shall mean the rules of the Scheme as set out herein and amended from time to time by the Management.

- (a) *“The Scheme”* shall mean the Christian Medical College and Hospital Vellore Staff Superannuation Benefit for Long-Term Service.

- (a) *“Spouse”* means and shall include legally married widow/widower of an employee who has not been divorced or legally separated.

III. ELIGIBILITY:

The following shall be eligible for the superannuation benefits under the scheme.

- (1) a) An employee who has served the institution until the normal age of superannuation of sixty years and has completed not less than 15 years of qualifying service with the institution until his date of superannuation, but does not include an employee who is permitted to retire voluntarily after completion of 25 years of service or resign before attaining the normal age of superannuation of sixty years even if he has put in 15 years of qualifying service. (9141:6-2002).
- b) An employee whose service in the institution ceases due to physical, medical or mental incapacity, having been so certified by a duly appointed medical board of not less than three members constituted by the Administrative Committee of the institution and certified by the Medical Board, to be permanently incapacitated of rendering further service to the institution due to continued ill health the chances of recovery being remote to the satisfaction of the Executive Committee of the management. Provided that such employee has completed 50 years of age and has rendered not less than 15 years of qualifying service prior to such cessation of service.

Provided further that the employee be given the options either to receive an ex-gratia payment as per Council Minute No. 8384:6-98 or later of March 1980 or superannuation benefit under the Scheme in substitution, but shall not be eligible to receive both.

The minimum qualifying years of service of service for those being discharged on medical grounds be also reduced to 15 years and the age ceiling of eligibility of 55 years be reduced to 50 years. (9177:6-2002).

- c) A spouse of an employee who dies while in service provided that the employee has put in not less than 15 years of qualifying service. (9289:1-03).
- (2) Notwithstanding the provision of clauses (a), (b) and (c) of rule III (1) above the Council reserves the right to disqualify an employee at any time for eligibility to superannuation benefit either in full or in part thereof at its sole discretion, if, in the opinion of the Council such employee's service of conduct has been unsatisfactory or if such employee indulges in acts constituting fraud, dishonesty, disorderly behavior, moral turpitude, or causes damage or loss to or destruction of property belonging to the institution etc. or has acted or acts prejudicially to the interests of the institution either while in service or after, and the decision of the Council in this regard shall be final and binding.

Provided that the Council, before disqualifying an employee for eligibility to superannuation benefit, shall give an opportunity to the employee to explain why such action should not be taken and such explanation as is offered shall be taken into consideration for arriving at a decision.

IV SUPERANNUATION BENEFITS:

- 1) a) A sum of rupees equivalent to fifty percent (50%) of last drawn salary (Basic + DA) is being paid as superannuation benefit payment if the staff has rendered service for more than 30 years. If the staff has rendered service less than 30 years, his superannuation benefit payment is determined as follows:

$$= \frac{\left\{ \begin{array}{l} \text{Last drawn salary} \\ \text{(Basic + DA)} \end{array} \right\} \times \left\{ \begin{array}{l} \text{Number of years} \\ \text{service} \end{array} \right\}}{60}$$

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MINIMUM BENEFIT:

The minimum Superannuation Benefit payable under the Staff Special Superannuation Benefit Scheme and Retired Staff Superannuation Benefit Scheme, shall be not less than:

$$(X + Y) \times Z / 60$$

Where, 'X' is the basic pay at the start of the lowest scale of pay, 'Y' is the DA at the start of the lowest scale of pay at the time of salary revision and 'Z' is the number of years of eligible service as per the scheme:

Where a **STAFF** member had put in at least 20 years of qualifying service, 1/3rd of the (Basic + D.A) at the lowest scale of pay and

Where the staff **MEMBER** had put in less than 20 years but greater than 15 years of qualifying service, 1/4th of the (Basic + DA) at the lowest scale of pay shall be paid as minimum Staff Superannuation Benefit. These minimum payments will apply to payments made to the spouse of a deceased member also. (9517:1-04)

- (b) The superannuation benefit calculated as per clause (a) above shall be payable during the life-time of the employee commencing from the first calendar month immediately following the date of his eligibility.
- (c) In the event of death of an employee after the date of his eligibility, the benefit equivalent to 50% of the superannuation benefit payable to the employee will continue to be paid to the spouse from the date of death of the employee until the date of death or remarriage of the spouse, whichever is earlier.
- (d) In the event of death of an employee while in service, provided that he has put in not less than 15 years of qualifying service, 50% of the superannuation benefit as calculated in Clause (1) (a) of Rule (V) shall be payable to the spouse of the employee from the first calendar month immediately following the death of the employee until the date of remarriage or death of the spouse, whichever is earlier. (7918:1-96)

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CONTRIBUTORY STAFF SUPERANNUATION BENEFIT SCHEME

With effect from 1.10.2006 (Ac. 80-C: 9/06)

All newly recruited and confirmed staff will join the new contributory scheme from the date of their confirmation.

1. A trust will be formed to manage/operate the fund.
2. Employee will contribute 5% of the salary (Basic + D.A) to the fund and an equal contribution will be made by the employer.
3. Management contribution and employee contribution along with interest for both contributions will be available to the employee on superannuation / death.
4. In case the employee leaves before superannuation the employee's contribution and the interest on the employee's contribution alone shall be payable to the employee.
5. An employee can commute 1/3 of the amount available on superannuation which is exempted from tax currently.
6. Annuities can be bought on the amount available on superannuation or on the balance amount after commutation.
7. On death of the employee the corpus amount will be handed over to the spouse/nominee(s).
8. Changes in the interest rate will be decided by the trustees from time to time depending upon the prevailing interest rates.
9. Contribution to this scheme will commence from the date of confirmation of the employee.
10. No withdrawal is allowed during the period of service.
11. Eligibility for this scheme will be only for those staff who have minimum of 15 year of service and superannuate at the age of 60.

- 2) Any superannuation benefit payable as per Clause (a), (b), (c) and (d) of (1) above shall not be paid unless and until the Executive Committee of the management sanctions payment of the superannuation benefit payable in accordance with the rules of the Scheme. No employee or spouse is entitled to claim superannuation benefit as a matter of right.
- V. No superannuation benefit payable under the Scheme shall be liable to attachment towards recovery of any money owed by the employees or spouse, except any sums which the out-going employee is liable to reimburse the institution.
- VI. The Management reserves the rights to modify, delete, amend, alter or add to these Rules of the Scheme as may be deemed necessary from time to time.