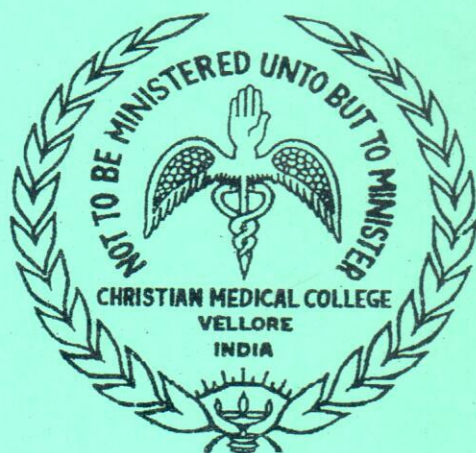


# CHRISTIAN MEDICAL COLLEGE VELLORE



## 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.

## 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 30<sup>th</sup>). 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><b>Students</b></p> <ul style="list-style-type: none"> <li>• Staff children as students will be considered as having dual status</li> <li>• Will contribute as shown below</li> <li>• No dependents</li> </ul>	<p><b>A. Free:</b> Investigations, Bed &amp; 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>B. To Pay:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Cost of materials used to be paid in full for Dental services.</li> <li>• Prosthetics &amp; Orthotics items to be paid with 25% concession on 'C' Rate.</li> <li>• Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.</li> </ul>



		<p><b>C. Contributions:</b></p> <ul style="list-style-type: none"> <li>All Students shall contribute towards their medical care as follows:</li> </ul> <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>B. Trainees/Staff whose appointment is for a period of less than twelve months</b>		No Medical Benefits						
<ul style="list-style-type: none"> <li>No dependents</li> </ul>								
<b>C. Interns, SHO, Non PG (Demonstrator &amp; Registrar), all Trainees with appointments only for 12 months</b>		<p><b>A. Free:</b> Investigations, Bed &amp; Nursing ( as Eligible), X-ray, Professional Services, Theatre, Anaesthesia, OR Supply, OT, PT, Radiation therapy, Drugs, Oxygen, HIV Prophylaxis (post exposure).</p> <p><b>B. To Pay:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Cost of materials used to be paid in full for Dental services.</li> <li>Prosthetics &amp; Orthotics items to be paid with 25% concession on 'C' Rate.</li> <li>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).</li> <li>Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.</li> </ul>						

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



		<ul style="list-style-type: none"> <li>• Prosthetics &amp; Orthotics items to be paid with 25% concession on 'C' rate</li> <li>• 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)</li> <li>• Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate.</li> </ul>
K.	<p><b>Confirmed Staff</b></p> <ul style="list-style-type: none"> <li>• Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried &amp; unemployed)</li> </ul>	<p><b>A. Free:</b> For medical treatment other than listed under (B) below:</p> <p><b>B. To Pay</b></p> <ul style="list-style-type: none"> <li>• Stents above Rs. 50,000</li> <li>• Cost of materials used to be paid in full for Dental services</li> <li>• Prosthetics &amp; Orthotics items to be paid with 25% concession on 'C' Rate</li> <li>• 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)</li> <li>• Cosmetic (non-medical) procedures done in the Dermatology Department at 'C' rate</li> </ul> <p><b>C. Contributions:</b> Rs. 15 per Rs. 1000 on basic pay (Maximum of Rs. 300 per month)</p>
L.	<p><b>Staff Nurses (CMC/ College of Nursing Sponsored) after 2 years of Service.</b></p> <ul style="list-style-type: none"> <li>• Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried &amp; unemployed)</li> </ul>	<p><b>A. Free:</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions:</b> Similar to CONFIRMED STAFF</p>

M.	<p><b>Staff in Stem Cell Project</b></p> <ul style="list-style-type: none"> <li>• Can have only five dependents (Parents, Spouse and Children, who should be less than 25 years of age, unmarried &amp; unemployed)</li> </ul>	<p><b>A. Free:</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions:</b></p> <ol style="list-style-type: none"> <li>a) Rs.15 per 1000/- on basic pay (Max. of Rs.300/- per month) and</li> <li>b) 1% of the Basic + DA and</li> <li>c) One time payment of Rs.2,00,000/- (From DBT interest account)</li> </ol>
N.	<p><b>Staff on Contract after the age of 55</b></p> <ul style="list-style-type: none"> <li>• (Dependents : Spouse till in service)</li> </ul>	<p><b>A. Free:</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions:</b> Rs.15 per 1000/- on consolidated pay (Max.Rs.1000/- per month)</p>
O.	<p><b>0. Superannuation at the age of 60 years with minimum 15 years of continuous service</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p><b>A. Free</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions</b> Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>



<p><b>P. 0. Retirement on Medical Grounds</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<p><b>A. Free</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions</b> Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>
<p><b>Q. 0. Voluntary Retirement after 25 years.</b></p> <ul style="list-style-type: none"> <li>Eligible only with a minimum Service of 25 years of continuous service and after the age of 50 years.</li> <li>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.</li> </ul>	<p><b>A. Free</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions</b> <b><u>Voluntary Retirement Scheme</u></b></p> <ul style="list-style-type: none"> <li>Rs. 10 per Rs. 1000 on superannuation benefit (maximum of Rs.300) per month.</li> </ul> <p><b><u>General Voluntary Retirement</u></b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>

<p><b>R. Death during Service</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>A. Free</b> Similar to CONFIRMED STAFF</p> <p><b>B. To Pay</b> Similar to CONFIRMED STAFF</p> <p><b>C. Contributions</b> Rs. 10 per Rs. 1000 on superannuation benefit (Maximum of Rs.300 per month)</p>
<p><b>S. Staff Dependents</b></p> <ul style="list-style-type: none"> <li>Changes in the list of dependents will be permitted ONLY on written authorization from appointing authority</li> </ul>	<p><b>A. Free</b> Same as the staff category to which they belong.</p> <p><b>B. To Pay</b> 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 11<sup>th</sup> 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 27<sup>th</sup> 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, 1/3<sup>rd</sup> 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, 1/4<sup>th</sup> 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.