



## **RAJSHREE MEDICAL & RESEARCH INSTITUTE, BAREILLY**

### **SERVICE RULES FOR EMPLOYEES**

#### **1. APPOINTMENT**

- 1.1 These Rules shall apply to all staff members who have been recruited by competent authority of Rajshree Medical & Research Institute, Bareilly (UP).
- 1.2 No person shall be deemed to be in the regular employment of the Institution/Hospital unless and until he has received a letter of appointment from the appointing authority with that effect.
- 1.3 Appointment for all designated posts at Rajshree Medical & Research Institute, Bareilly will be made on the basis of the recommendations of Staff Selection Committee of the Institute.
- 1.4 An appointee has to submit medical fitness certificate issued by competent authority at the time of joining on designated post.
- 1.5 All appointments shall ordinarily be made on probation for a period of 1 year for teaching staff & 6 months for Non-teaching staff.
- 1.6 At the end of probation period, an employee will be assessed on the basis of job satisfactory report in the format from his/her supervisory authority for continuation of his/her services. If any employee is found to be involved in any act of indiscipline, his/her services will be terminated with immediate effect without any prior notice.
- 1.7 All selected candidates are required to submit Xerox copies of the following documents before joining:
  - Educational/Professional Qualification Certificates,
  - Teaching Experience Certificates/Other experience certificates,
  - Proof of address.
  - Proof of DOB,
  - Copy of PAN Card,
  - Identify Proof / Aadhar Card
  - Form No. 16 (if applicable)
  - Relieving Certificate from the previous employer, if applicable.
  - Any other document(s) as per requirement for the said post.

Salary will be released only on submission of all the required documents as above.

- 1.8. Special service contract: The Dean may appoint an employee on contract basis for a fixed period on such terms and conditions which he deems proper and fit as per the requirement of the Institution.

#### **2. WORKING HOURS**

- 2.1 Working hours of the institute is from 8:00 am to 5:00 pm including one hour lunch time. Additionally there are shift duties also (Morning/Evening/Night). The timing of shift duties will be decided according to the need of the concerned department.
- 2.2 Employees of shift duties shall handover the charge to the reliever, before leaving their duty place.
- 2.3 Hospital working hours are 9:00 am to 4:00 pm. However, teaching of the departments will start from 8:00 am which will continue till 5:00 pm. All faculty members/doctors/residents shall engage their classes/clinics as per schedule without fail.
- 2.4 In addition to the morning clinical posting schedule from 10:00 am to 1:00 pm, evening clinical posting of students from 6:00 pm to 8:00 pm is mandatory for the doctors/faculty /residents as per institute teaching schedule.





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#### **3. DUTIES**

- 3.1 For all clinicians, it is mandatory to take appropriate action for the betterment of the patients. Every clinician should ensure best patient's care at OPD/IPD level.
- 3.2 All employees should behave politely, friendly and extend their fullest cooperation with all the patients.
- 3.3 All faculty /Residents should be actively involved in the teaching assignments, strictly as per the schedule provided to them from time to time.
- 3.4 Faculty /residents may be posted for call duties/emergency duties, Camp duties as well as RHTC & UHTC duties as and when required.
- 3.5 All faculty members are expected to publish Research papers in Indexed Indian/Foreign Journals which is required for promotion to higher post as per MCI guidelines.

#### **4. PAYMENT OF SALARY**

- 4.1 Salary will be credited in employee's account of Canara Bank, RMRI Branch Bareilly only, in the second week of each month for which he/she has to submit his account detail to the HR section.
- 4.2 Annual increment will be released taking into consideration their performance (confidential report CR) submitted by the superior authority to the Dean.
- 4.3 The payment of his/her salary shall be subject to the deductions of Income-tax (TDS), if applicable.
- 4.4 All employees will be required to deposit one month salary as security. Alternately, they may use the option of deduction of 10% of their salary every month to build the security deposit of one month salary. The Security Deposit will be refunded at the time of proper relieving.

#### **5. LEAVE RULES**

The employees will be entitled to avail different kinds of leaves as per details given below:

<b>Leaves</b>	<b>No. of Days</b>	<b>Entitled Employee</b>
Casual Leave	12	All employees of RMRI (Teaching & Non Teaching)
Medical Leave	10	All employees of RMRI after one year service (Teaching & Non Teaching)
Earned Leave	10+5	Only Clinical faculty (Teaching) & Non Teaching staff
Summer Vacation	10	Only College faculty (Pre & Para Clinical)
Winter Vacation	05	Only College faculty (Pre & Para Clinical)
Conference Leave	conference period only	All Faculty (Pre, Para & Clinical)
Academic Leave	10	All Associate Professors & Professors of College & Hospital
Maternity Leave	30	Available upto two children. T&C apply (Teaching & Non Teaching) with prior information.

The above leaves will be availed by the employees of the Institute subject to the following conditions:

Leave cannot be claimed as a matter of right. The sanctioning authority may refuse or revoke leave of any kind. Leave can only be availed after prior sanction from the appropriate authority. Leave without prior sanction, if availed, will be treated as leave without pay. Other conditions relating to various kinds of leaves are as under:-





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#### **6.1 Casual Leave**

6.1.1 Casual Leave shall normally be allowed to be availed by the employees, on prorata basis i.e. one C.L. after completion of each month of service. CL will not be allowed to be carried over to the next academic/employment year. Year for the purpose of availment of leaves will be 1<sup>st</sup> July to 30<sup>th</sup> June every year. An employee will not be granted more than three days' CL at a time.

6.1.2 Casual leaves shall not be allowed to be clubbed with any other leave.

#### **6.2 Medical Leave**

6.2.1 All regular employees shall be entitled for the Medical Leaves after completion of one year of service. After completion of one year service, Medical Leave will proportionately be due to the employees.

6.2.2 Medical Leaves will not ordinarily be allowed for less than two days.

6.2.3 Medical Leave will be allowed to be availed on submission of Medical Certificate. Further, a fitness certificate from the designated authority will have to be produced after availing the medical leave at the time of joining.

#### **6.3 Conference Leave**

6.3.1 Any faculty in the capacity of Assistant Professor or above will be allowed conference leave once in an academic year (1<sup>st</sup> July to 30<sup>th</sup> June), for the period of the conference.

6.3.2 Conference should be approved by MCI along with the credit hours.

6.3.3 This leave can be availed after one year service in the Institute.

6.3.4 Conference leave shall be sanctioned on submission of a photocopy of the Seminar/Conference invitation Schedule and Registration receipt along with the leave form.

6.3.5 After resuming duties, a photocopy of the attendance certificate of the seminar/conference shall be furnished to the Dean's Office.

6.3.6 If any faculty does not get the leave sanctioned in advance and/or does not submit the proof of attending the conference/workshop/seminar the leaves will be treated as Leave without Pay (LWP).

6.3.7 Maximum of 10 days leave in an academic year may be granted to the designated Associate Professor and above for attending university examinations / other universities assignments, with prior approval of the Dean after making of alternative arrangement of the faculty in the concerned department.

6.3.8 Details of Conference leave (in one academic session) is as follows :

(A-I) One State Level Conference.

(A-II) One National Level Conference.

(Faculty presenting research papers in conference will be paid registration fee after submission of letter of acceptance of research paper and the receipt of the same).

6.3.9 Examinership (as External Examiner)

(B-I) One examination UG/PG in the state.

(B-II) One examination UG/PG outside the state.

(Examination leave will be granted after submission of attendance certificate from the authority).





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#### **6.4 Compensatory Leaves**

- 6.4.1 Any person who has been assigned full day duty of 8 hours on a holiday/vacation/week off is entitled for a compensatory leave.
- 6.4.2 Compensatory leave must be availed within one month from the date of working on off day.
- 6.4.3 No Compensatory Leaves will be granted for attending Institutional Functions.
- 6.4.4 Compensatory leave will not be granted clubbed with any other type of leave.

#### **6.5 Academic Leave**

- 6.5.1 Faculty members are eligible for academic up-gradation leave of 2 weeks after completion of two years satisfactory service in the Institute. Any Faculty availing the up gradation leave shall be required to work for at least one year in RMRI after availment of the leave. In case, he/she leaves the employment before completion of one year after availment of the up-gradation leave, he/she shall be required to deposit the salary for the period of leave.
- 6.5.2 The cost of Training will not be paid by Institute. T.A., D.A. will not be reimbursed by Institute. This Leave will be sanctioned for one person from a department at one time.

#### **6.6 Maternity Leave**

- 6.6.1 Maternity Leave will be permitted only after completion of two years continuous service at RMRI.
- 6.6.2 The Maternity leave will be allowed only for two children.
- 6.6.4 If any employee has already got two children before joining, she will not be entitled for maternity leave.
- 6.6.5 On applying maternity leave, the employee has to submit a Bond to continue her service at least for one year from the date of her rejoining.

#### **6.7 Summer Vacation & Winter Vacation**

- 6.7.1 Summer & winter vacations will be granted to the faculty members, as per institute academic calendar, after completion of one year continuous service.
- 6.7.2 There will be total of 15, 10-summer & 5-winter Vacations in an academic year depending on academic calendar of the Institute as per the notification issued by the Dean.
- 6.7.3 Summer & winter vacation will only be allowed after recommendation of concerned HOD & prior approval of the Dean. Summer & Winter vacations will be permitted in two phases of time, in a department. In any case minimum 50% of faculty members must be available in the department during this vacation period.

#### **7. HOLIDAYS**

Institution follows annual holiday as per list given hereunder. However, the employee has to be present for celebration of Republic Day on 26th January and flag hoisting ceremony on 15th August compulsorily.





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#### Yearly Holidays List

S.No.	Holidays	No. of Leaves
1.	Makar Sankranti	One Day Leave
2.	Republic Day	One Day Leave
3.	Maha Shivratri	One Day Leave
4.	Holi	Two Days Leave
5.	Ram Navami	One Day Leave
6.	Idul Fitr * (EID)	One Day Leave
7.	Independence Day	One Day Leave
8.	Idul adha (Bakrid) *	One Day Leave
9.	Raksha Bandhan	One Day Leave
10.	Janmashtami*	One Day Leave
11.	Gandhi Jayanti	One Day Leave
12.	Ram Navami*	One Day Leave
13.	Dussehra	One Day Leave
14.	Diwali (Laxmi Pujan)	One Day Leave
15.	Goverdhan Pooja	One Day Leave
16.	Bhai Dooj	One Day Leave
17.	Guru Nanak Birthday / Ganga Snan*	One Day Leave
18.	Christmas Day*	One Day Leave

- 7.1 During the above holidays, All hospital emergency services will be functional with skeleton staff who will be permitted to avail compensatory leave as per rules.
- 7.2 PREFIXING AND SUFFIXING OF HOLIDAYS: The leave under these rules may be either prefixed or suffixed or both by holidays but the intervening Sundays or holidays shall be included in such leave for the purpose of calculation of number of leaves except for casual leave
- 7.3 The management may recall any employee who is on sanctioned leave for any exigency of work.

#### 8. ACCOMMODATION

- 8.1 In campus, semi furnished accommodation will be provided to the faculty members/Residents as per availability.
- 8.2 Electricity charges will be borne by the employee as per their uses/meter reading.
- 8.3 All the items issued in the accommodation shall be returned in proper condition, to the authorities of the institute. Any damage of the items may cause cash recovery of that item.
- 8.4 All employees shall keep their accommodation neat & clean.
- 8.5 Alcohol & non vegetarian food is strictly prohibited in the campus.

#### 9. TRANSPORTATION

- 9.1 Institute will provide Bus facility as per institute timing only. Except bus facility, employee will not be entitled for any free transportation.
- 9.2 In exceptional circumstances, if Bus facility is not available, due to any reasons, employee will make their own transportation arrangement.
- 9.3 Except for duty hours, Transportation may be given on chargeable basis, if available.





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#### **10. GENERAL RULES & REGULATIONS FOR THE EMPLOYEE:**

- 10.1 All employees are required to work for a minimum of six days a week and 8 hours a day/shift duties.
- 10.2 Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- 10.3 The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.
- 10.4 Working hours may vary in different Institutions /Departments and areas like hospital and research center. Because the Hospital must operate for 24 hours a day and seven days a week basis, employees may be required to work at irregular hours, day and/or working hours assigned to them.
- 10.5 All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work including Sundays and holidays if required. They shall be entitled to an extra remuneration for such work or compensatory Time off at the discretion of the management or as directed for each post at the time of appointment.
- 10.6 Employees on shifts duty shall continue to be on duty until relieved by the employee of the next shift.
- 10.7 All employees shall mark their attendance by signing in their respective Attendance Register and / or put finger print in Biometric Machine installed in the Institute.
- 10.8 An employee shall devote his/her full time to the duties assigned to him from time to time. He/she should be punctual and attend their duties in time.
- 10.9 No employee shall enter into any monetary transactions with any patient/student or any agency on behalf of the institute or shall exert his/her influence to meet personal needs. Also no employee shall conduct his/her personal matters in such a manner that he/she incurs a debt beyond his/her means.
- 10.10 The employees shall conform to all rules and regulations, in force from time to time and shall obey all other lawful orders/instructions/directions of the Dean/MS as are given to him/her in connection with the day to day discharge of his/her duties.
- 10.11 In case of any change in his/her address/contact no. during the course of employment, it shall be his/her duty to intimate the same in writing to the Dean within seven days from the date of such a change.
- 10.12 He/She shall be responsible for the safe custody of the registers, books and other articles/records entrusted to him/her and in case of any damage or loss, the Dean/MS shall have the right to initiate disciplinary proceedings against him and take such action as considered necessary.
- 10.13 He/She shall not utilize or divulge any secrets or office affairs of the Institute and shall safeguard the interest of the Institute at all times.
- 10.14 He/She shall not abstain himself from his/her duties without leave or without the prior permission of the Dean/Head or any other person assigned.
- 10.15 It is compulsory for every employee to attend the Flag Hoisting program on 26th January and 15th August. If a person doesn't attend the program, he/she will be treated as absent (leave without pay) for the same.
- 10.16 No employee will cause physical injury to his/her student, fellow or any other employee.
- 10.17 An employee who remains absent for one week without any information or valid reason shall be deemed to have relinquished his/her services. His services will be terminated without giving any notice.
- 10.18 If an employee being found guilty of misconduct by violating any of the conditions of his/her appointment, his/her services shall be liable to be terminated forthwith without any notice or compensation in lieu of notice whatsoever.





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#### **11. DUTIES OF FACULTY/DOCTOR**

- 11.1 A Teacher is supposed to carry out all academic activities which include teaching, research, examination, paper setting for examination, evaluation of theory/practical copies, to conduct practical examination, invigilation duties etc. He/She may be assigned administrative duties in addition to his/her academic duties and no additional payment will be made except wherever allowed as per college + university norms.
- 11.2 A Teacher is expected to record, wherever required by the Regulation, Registers and all Academic marks of their students from time to time, particularly at the reopening of the Institutions/Colleges and at the end of the term/semester for Institutions/Colleges. Each year teacher must supply all statistical and other data required by the Head of the Institution.
- 11.3 In addition to normal class-room duties, the teacher shall co-operate carefully and faithfully with the Head of the Institution and other Members of the Teaching Staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student and/or the Institution in general.

#### **12. RESIGNATION**

- 12.1 In case of a teacher resigning from service, he/she will not ordinarily be relieved from the assignment during the academic session.
- 12.2 An employee can resign from his/her service by giving three month's notice or depositing three month's salary in lieu thereof.
- 12.3 Notice period for all the faculty members (New & Old both) has been modified from two months to three months.
- 12.4 An employee who has resigned will normally not be offered employment again. If in an exceptional case, any employee is re-appointed, it will be treated as a fresh appointment.
- 12.5 No type of leave will be allowed during the notice period of the employee.
- 12.6 During the notice period, the employee shall have to handover complete charges of his post to HOD/other designated authority recommended by the institute authorities, including office records and other items issued to him by the institute.
- 12.7 If any employee leaves the job without following the proper procedure of relieving, he/she may be denied issuance of the experience certificate and his security deposit may be forfeited.

#### **13. SUSPENSION/TERMINATION**

- 13.1 If a person is found guilty, he/she will be placed under suspension. An Enquiry will be conducted by institutional disciplinary committee / enquiry committee against him/her for finding the facts. He will continue to be under suspension till completion of the Enquiry and final decision taken by the competent authority on the basis of Enquiry Report. During the suspension period, such an employee will make himself/herself available for signing the attendance register daily.
- 13.2 Member of the staff under suspension shall be entitled to a subsistence allowance of such amount not less than one third of his/her pay and not more than one half of his/her pay as the suspending authority may direct.
- 13.3 In the event of an employee being found guilty of misconduct by violating any of the conditions of his/her appointment, his/her services shall be liable to be terminated forthwith without any notice or compensation in lieu of notice whatsoever.





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13.4 The services of the employee shall be terminated if the duly constituted Enquiry Committee has established and proved charges against him. No notice & compensation will be given in such cases.

13.5 The appointing authority shall have the power to terminate the services of any employee.

#### **14. GRIEVANCES**

14.1 Employee, if having any grievance can contact the institute authority as per protocol.

14.2 Any grievances may be reported to the Dean or Medical Superintendent through their HOD/incharge.

14.3 Employee will not contact directly to the Chairman or Management authorities.

#### **15. CHANGE OF RULES**

15.1 If an employee is found violating any of the above rules he/she will be liable for disciplinary action. He can however make an appeal to the Chairman.

15.2 The Institute reserves the right to change any or all of the above information either partially or in totality, rules, regulations and procedures whenever it deems necessary.

15.3 Any dispute leading to legal action will be subject to the jurisdiction of Bareilly district only.

**HON'BLE CHAIRMAN, RMRI BAREILLY, IS EMPOWERED FOR RELAXATION OF ANY OF THE ABOVE RULES UNDER SPECIAL CIRCUMSTANCES IF HE SO DEEMS NECESSARY FOR BETTERMENT OF THE INSTITUTE.**