

In Pursuance of the provisions of Clause (3) of Article 348 of the Constitution of India the Governor is pleased to order the publication of the following English translation of notification no.2683/71-2-11-1028/83, dated 29 July, 2011.

No. 2683/71-2-11-1028/83

Lucknow: Dated July 29 2011

In exercise of the powers under sub section (2) of section 41 of the Sanjay Gandhi Post-Graduate Institute of Medical Sciences Act, 1983 (U.P. Act no. 30 of 1983) the Governor is pleased to make the following first regulations of the Institute.

THE SANJAY GANDHI POST-GRADUATE INSTITUTE OF MEDICAL SCIENCES,



First Regulations, 2011 Chapter - I**PRELIMINARY**

Short title and Commencement	1	(1) These regulations may be called the Sanjay Gandhi Post-Graduate Institute of Medical Sciences First Regulations, 2011. (2) They shall come into force with effect from the date of their publication in the Gazette.
Definitions	2	(1) In these regulations, unless the content otherwise requires, (i) "Act" means the Sanjay Gandhi Post-Graduate Institute of Medical Sciences Act, 1983; (ii) "Chairman" means Chairman of Governing body of the Institute, as provided in Section 11; (iii) "Departmental Promotion Committee" means Department
		(iv) "Department" means an academic department of the Institute; (v) "Faculty member" means a member of the teaching staff and includes Emeritus Professor, Distinguished Professor, Professor of Eminence, Senior Professor, Professor, Additional Professor, Associate Professor and Assistant Professor; (vi) "Financial Handbook" means the Financial Handbook issued by The authority of the Government of Uttar Pradesh; (vii) "Fundamental Rules" means fundamental rules as applicable to The Government servants; (viii) "Government" means the State Government of Uttar Pradesh; (ix) "rules" means the Sanjay Gandhi Post Graduate Institute of Medical Sciences Rules, 1991, as amended from time to time; (x) "Schedule" means a schedule appended to these regulation; (xi) "Section" means a section of the Act; (xii) "Year of recruitment" means the period of twelve month commencing from the first day of July of a calendar year. (2) Words and expressions used, but not defined in these regulations shall have the meanings assigned to them in the Act and the rules.

CHAPTER - II**OFFICERS AND FUNCTIONARIES**

President	(3) Powers and functions of the President : The President shall exercise such powers and discharge such functions as are provided in the Act, the rules, and Schedules I and II to these regulations.
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Director [Section 41 (1) (h)] Institute.	(4) (A) Mode of Appointment/Selection The Director shall be appointed by the Visitor of the (B) Qualification: The Director must possess the recognised post graduate medical qualification with a minimum of ten years teaching experience as Professor/Associate Professor/Reader in a medical college/institution out
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of which at least five years should be as Professor in a department Preference may be given to those with extensive practical & administrative experience the field of medical relief, medical research, medical education or public health organization and adequate experience of running an important scientific education institution either as its Head or Head of a Department.

(C) Tenure of Service :

The Director shall hold office for a term of five years from the date on which he enters upon his office or until he attains the age of sixty five years, whichever is earlier.

(D) Powers and duties of the Director :

- (i) The Director shall be the ex-officio Chairman of Academic Board, Hospital Board and Finance Committee, and shall have power to convene or cause to be convened meetings of these committees.
- (ii) He shall be Vice-Chairman of the Governing Body,
- (iii) He shall be the appointing authority for groups B, C and D employees of the Institute, and may delegate this power to such other officer(s) under his control, subject to such-limitations and restrictions as he may think proper.
- (iv) Subject to the provisions of the Act, the rules and these Regulations, the Director shall be the Head of Department in terms of the Financial Hand Book, Volume I and shall exercise the powers of Head of Department and inter-alia discharge the duties mentioned below:
 - a) He shall be in charge of the administration of the Institute and shall allocate duties of officers and employees of the Institute and shall exercise such supervision and executive control, as may be necessary.
- (v) He shall have the power to utilize the services of faculty members, residents, students, trainees and other employees of the Institute in the way that he thinks proper for the functioning of the Institute or its hospital.
- (vi) He shall represent the Institute in law suits or proceedings by or against the Institute, sign powers of attorney and verify pleadings, or depute any officer of the Institute as his representative for the purpose, and to authorize that officer to perform these duties.
- (vii) He may continue to perform clinical, teaching and research duties, and will be eligible to avail various perquisites and facilities for academic and research work, including but not limited to vacation, duty leave, participation in conferences, learning resource allowance, research grants, etc, as available to any other faculty member.
- (viii) Subject to the directions of the Governing Body issued from time to time, Director shall have the power to appoint examiners, experts, inspectors, moderators, etc.

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- (ix) All research proposals whether to be funded by the Institute, an outside source or both will be undertaken after approval of the Director.
- (x) Other powers as mentioned in schedule I & II

(xi) The Director shall also exercise such powers and performs such functions as are delegated or assigned to him from time to time by the Institute, Governing Body and the President.

Additional
Director
(Section 9 (g)
and rule 5)

(5) (A) Mode of Appointment/ Selection :

The Additional Director shall be appointed by the State Government on deputation from amongst the officers of Indian Administrative Service.

(B) Powers and duties of the Additional

Director:

(1) The Additional Director shall function under the Administrative control and supervision of the Director.

(ii) He shall be responsible for general administration of the Institute, such as appointment and personnel matters, construction, maintenance, procurement etc.

(iii) He shall exercise such powers and discharge such duties as may be assigned to him by the Director.

(iv) He shall coordinate between the Institute and the Government.

(v) He shall be a special invitee to all statutory body meetings of the Institute.

(vi) He shall exercise powers as mentioned in column 4 of schedule 1

Dean

6 (A) Mode of Appointment/Selection:

[Sections 9 (d) 14
(1) and 41 (1) (h)]
term
institute
months is

(i) Dean of the Institute shall be appointed by the Governing Body from amongst the Professors of the Institute on the basis of seniority for a of three years unless he is removed from the post of Dean of the by the governing body for which a notice of not less than three given in writing.

(ii) On superannuation as Professor, a person shall also cease to hold the office of Dean.

(iii) Any person holding the office of Dean on the commencement of these regulations shall continue to hold office until the expiry of remaining term of his office or the age of superannuation, whichever is earlier.

(iv) When the office of Dean is vacant or when the Dean is unable to perform the duties of his office by reason of illness, absence or any other cause, the duties of his office shall be performed by the senior most Professor in the Institute as may be nominated by the President provided that a person so appointed must possess the qualifications as laid down by the Medical Council of India to be a Head of the Department.

[Section 14 (2)
and Section 41 (1)

(B) Powers and duties of the Dean :

perform (h)]

The Dean of the Institute shall have the following powers and shall the following functions:

(i) he will be responsible to the Director for the execution of all programmers in connection with teaching, training and research at the Institute;

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(ii) he will, subject to the control of the Director, be in charge of all academic activities;

(iii) he will coordinate all student admissions and all examinations;

(iv) he will forward recommendations for academic prizes, awards, etc. to the Director;

(v) he will coordinate the work related to research, under the control and guidance of the Director;

(vi) he will route research proposals to appropriate authorities, provided that proposals requiring funds from international organizations shall be so routed after approval of the Director;

(vii) he will forward all other academic matters, including proposals for conduct of academic functions relating to various departments to the Director with his recommendations;

(viii) he will be responsible for all work related to award of scholarships, stipends and free ships to the students and trainees;

(ix) he will forward to the Director all matters for the approval of the Academic Board,

(x) he will be responsible for discipline amongst students and will have the power to punish them for indiscipline and the Director will be the appellate authority for such action;

(xi) he will be responsible for collaborative research and academic activities in various academic departments;

(xii) he will exercise such financial powers as may be assigned to him by the Governing Body;

(xiii) he will be invited to all statutory bodies like Institute, Governing Body and Finance Committee,

(xiv) he will, with the approval of the Director, issue notices convening meetings of the Academic Board and will keep the minutes of all such meetings; and

(xv) he will perform such other duties, and exercise such other powers as have been laid down in the regulations including Schedules I & II or as may be assigned to him from time to time by the Director.

Finance Officer
Section 41 (1) (h)

7 **(A) Mode of Appointment/Selection:**

The Finance Officer of the Institute shall be appointed by the State Government as prescribed in the Act.

(B) Powers and Duties of the Finance Officer:

As laid down in the Act.

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Executive Registrar 8 **(A) Mode of Appointment :**

Section 16 (1) &

Rule(6)

direct

Registrar

1) The Executive Registrar may be appointed on deputation or by recruitment. The terms and conditions of service of the Executive shall be such as may be prescribed by the regulations.

(B) Powers and Duties of the Executive Registrar:

As laid down in the Act.

Head of Departments 9 **(A) Mode of Appointment/Selection :**

Section 41 (h)

Section 41(i)(h)

no

below

Department.

Head of the Department shall be the senior-most Professor of that department according Prescribed as in said Act provided that if there is Professor in a department, then the senior-most faculty member not the rank of Associate Professor shall be the Head of the

Provided further that where in a Department the senior-most person voluntarily withdraws and no other person in or above the rank of Associate Professor is available, the Governing Body shall designate a faculty member in another department as Head of that Department.

Provided that a person designated by the Governing Body as Head of the Department shall possess academic qualifications prescribed by the Medical Council of India for Head of Department.

(B) Powers and Duties of Head of Academic Department:

Subject to the provisions of the Act, the rules and these regulations, and subject to control of the Director, the Head of Academic Department shall have the following powers and perform the following duties:

(i) he shall organize teaching work in his department keeping in view the recommendations made by Board of Studies as approved by the Academic Board and as per norms of Medical Council of India, in consultation with faculty members of the Department;

(ii) he shall organise clinical service of the department in accordance with decisions of the Hospital Board, and of statutory bodies and in consultation with the faculty members of the department.

(iii) he shall be responsible for overall progress of research within his department.

(iv) he shall responsible for keeping stocks of present property of his department and shall discharge financial powers and responsibilities as delegated by The Governing Body;

(v) In his absence, the next senior-most faculty member will officiate as head of the department.

Chief Medical
be Superintendent
Senior Section 22 (1) and
41(1)(h)

- (1) Mode of Appointment- The Chief Medical Superintendent shall appointed by the president from amongst the Professors and Professors on the recommendation of the Director.
- (2) The term of Chief Medical Superintendent shall be two years from the date he resume his duty as such.

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- (3) The Chief Medical Superintendent shall exercise his powers and performs his functions under the direct control of the Director.
- (4) Powers and duties of Chief Medical Superintendent-
- (a) The Chief Medical Superintendent shall be responsible for the hospital administration.
- (b) He shall be the Member Secretary of the hospital board and shall execute its decisions.
- (c) The powers and functions of the Chief Medical Superintendent shall be;
- (i) to maintain and upkeeps the hospital.
 - (ii) to consult with respective Heads of the Departments and to maintain performance and discipline of hospital employees, such as nurses, technicians and all other categories of hospital staff.
 - (iii) to monitor the patient related activities such as dietary services, laundry, CSSD, engineering, pharmacy, patient welfare, and Hospital Accounts etc.
 - (iv) to devise Hospital Management System that provides relevant information across the hospital to support effective decision making for patient care, hospital administration and financial management.
 - (v) to ensure delivery of timely services of a specific quality at minimum cost.
 - (vi) to concern with planning, organizing, staffing, coordinating, controlling and evaluating health services with the objective to provide optimum patient care of superior quality at low cost so as to reduce morbidity and mortality.
 - (vii) to discharge the duties assigned to him by the Director from time to time.
- (5) All Finance and Accounts personnel posted in Hospital shall be under direct control of Chief Medical Superintendent.
- (6) The Chief Medical Superintendent shall also be responsible for scientific management of the hospital and shall update the knowledge and skills of personnel involved in health administration.
- (7) When the office of The Chief Medical Superintendent is vacant or when he, by reason of illness, absence, or any other case, is unable to perform the duties of his office, the power

and functions of his office shall be performed by such person not below the rank of Professors as may be nominated by the Director.

Medical
Superintendent

10(A) (1) **Mode of Appointment**

President.

Sections
22(1)and(41)(h)
Superintendent

(a) The Medical Superintendent shall be appointed by the

(b) Essential qualifications for appointment as Medical
shall include-

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(i) a MBBS degree;

(ii) postgraduate medical qualification/ postgraduate qualification
in hospital administration/ hospital management, recognized
by Medical Council of India, and;

(iii) 14 years' teaching experience, at par with the All India
Institute of Medical Sciences, New Delhi.

(2) **Powers and duties of Medical Superintendent:**

(a) he shall be responsible for hospital administration and shall
function under the control and supervision of Chief Medical
Superintendent.

(b) he shall subject to the control of the Director, have the
following powers and perform the following functions :

(c) He shall be responsible for maintenance and upkeep of the
hospital under supervision of Chief Medical Superintendent.

(d) He shall be responsible for maintaining performance and
discipline of hospital employees, such as nurses, technicians
and all other categories of hospital staff.

(e) The establishment of para-medical staff will be looked after
by the Medical Superintendent. All files and proposals to be
submitted before the Director shall be routed through Chief
Medical Superintendent.

(f) He shall be responsible for patient related activities such as
dietary services, patient welfare, billing and accounts etc.

(3) When the office of Medical Superintendent is vacant or when
he, by reason of illness, absence, or any other case, is unable to
perform the duties of his office, the power and functions of his
office shall be performed by such other person as may be
nominated by the Director.

Joint Director
(Administration)

11 (A) **Mode of Appointment/Selection :**

Qualifications and method of appointment of Joins Director

Sections 22 (3) and

(Administration) shall be such as determined by the Governing Body.

41 (1) (h)

(B) Powers and Duties of the Joint Director (Administration)

(1) The Joint Director (Administration) shall look after the General Administration and Personnel Section of the Institute.

(2) He shall be responsible to the Additional director for proper discharge of his functions.

Joint Director
(Material

12

(A) Mode of Appointment/Selection

(Materials Management)
Body.

The qualifications and method of appointment of Joint Director Management) shall be such as determined by the Governing

Section 22 (3) and

Management) 41 (1) (h) **(B) Powers and Duties of the Joint Director (Material**

(1) The Joint Director (Material Management) shall :-

(a) be the Head of the Material Management Section and shall function

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under the control and supervision of the Director.

(b) be Member Secretary of High Level Purchase Committee and of Purchase Committee;

(c) be responsible for maintaining performance and discipline among all categories of staff working under him;

(d) have such other powers and discharge such other duties or as may be assigned to him from time to time by the Director.

(2) When the office of Joint Director (Materials Management) is vacant or when he, by reason of illness, absence, or any other cause, is unable to discharge the duties of his office, shall be performed by such other person as may be nominated by the Additional Director.

Chief Librarian
Section 41 (1) (h)

13

(A) Mode of Appointment/Selection

the

(1) The Chief Librarian shall be appointed by direct recruitment by and 41 (1) (k)

President on the recommendations of the Selection Committee consisting of the following members:

(a) The Director, who shall be the Chairman of the Committee;

(b) The Dean;

(c) The Chairman, Library Committee; and

(d) Three experts, out of whom one may be in the field of Library Science, to be nominated by the President.

- (2) The qualifications to be possessed by the Chief Librarian for appointment shall be such as may be by as such determined by the President.

(B) Powers and duties of Chief Librarian

- (1) He will maintain the Library of the Institute and organize its services.
- (2) He will be under the administrative control of the Director through Chairman, Library Committee.

Sections 6 and
41(1)(a)

meetings:

CHAPTER III

MEETINGS OF THE INSTITUTE

14 Meetings of the Institute and conduct of business at such

- (1) for an ordinary meeting of the Institute, the Secretary shall, not less than 15 days prior to the meeting, send to each member a notice stating the time and place of the meeting ;
- (2) any member who wishes to propose a resolution at the meeting shall forward the terms of the resolution to the Secretary so as to reach him not later than ten days before the date fixed for the meeting ;
- (3) the Secretary shall, at least seven days before the date of meeting, send an agenda paper showing the business to be brought before the meeting, the terms of all the resolutions to be proposed, of which notice in writing has previously reached him ;
- (4) any member who wishes to propose an amendment to any of the proposals included in the agenda paper shall forward the terms of the

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amendment to the Secretary so as to reach him not later than four days before the date fixed for the meeting; and

- (5) if any amendment to raised, the Secretary shall, at least three days before the date fixed for the meeting, issue a revised agenda showing all the proposed motions and amendments.
- (6) an extraordinary meeting of the Institute may be called by the President at any time for the transaction of urgent business of the Institute.
- (7) an extra-ordinary meeting of the Institute shall be called on a requisition signed by not less than one third of total members of the Institute within a month of the date of requisition; such requisition shall be accompanied by the terms of the resolution or resolutions which it is intended to propose and also the names of the proposer and seconder of each such resolution ;
- (8) in the case of extra-ordinary meeting, the Secretary shall give such previous notice of the time and place of the meeting as the circumstances in each case permit in such cases and shall issue the agenda paper along with the notice of the meeting ;

- (9) no matter which has already been decided at a meeting of the Institute shall be brought up again for consideration or shall be reconsidered until after the expiry of six months, except in a case where the President is satisfied or the Government directs that the matter requires reconsideration in the interest of the Institute.
- (10) no resolution, proposal, amendment or other matter of business of which previous notice has not been given shall be brought before the Institute except by the special permission of the President ;
- (11) At an extra-ordinary Meeting of the Institute any member may bring forward an amendment without previous notice being given ;
- (12) The Secretary shall prepare a draft agenda for every meeting of the Institute under directions of the Director of the Institute and the President will approve the agenda after making such changes, if any, therein as he considers necessary; and
- (13) An agenda for a meeting of the Institute may include matter relating to functions of the Institute specified in section 8 ;
- (14) At all meetings of the Institute 51% members, inclusive of the Chairman, shall form a quorum ;
- (15) At the appointed time of the meeting, the Secretary shall take notice whether a quorum is present and if there is no quorum within 30 minutes after the notified time of the meeting, the meeting shall be adjourned without transacting any business;
- (16) Notice for such an adjourned meeting to every member shall be sent by the Secretary at least 7 days prior to the date of such meeting by registered post speed post, courier, fax or any other suitable method;
- (17) Every motion shall be affirmative in form and must be seconded and a motion standing in the name of a member who is absent from the meeting or who declines to move it may be proposed by any other

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member;

- (18) All matters placed before a meeting shall be decided by a simple majority of votes of the members present and on putting any matter to vote, the Chairman shall call for an indication of the opinion of the members by show of hands, first in the affirmative and then in the negative, and shall declare the result accordingly which shall be recorded in the minute-book; and
- (19) The Chairman presiding at a meeting shall be entitled to vote and in the case of equality of votes the Chairman shall have a second or casting vote.
- (20) The Secretary Finance shall be invited to every meeting of the Institute. The President may also invite any officers of the Institute to any meeting. All special invitees and those

attending the meeting on invitation not being members of the Institute, may take part in deliberations but will have no right of vote;

- (21) Any business of the Institute may, with the consent of the President, be transacted, by circulation of papers to all the members and the President and acted upon, if unanimously approved and the resolution and the action taken thereon shall be placed before the next meeting of the Institute for information;
- (22) For every meeting of the Institute, minutes of the proceedings shall be drawn up by the Secretary in a minutes Book to be maintained by him for the purpose, and signed by the Chairman of the meeting and these shall be circulated to the members as early as possible after the meeting, and shall be placed before the Institute at its next meeting for confirmation; and
- (23) The Chairman of the meeting shall decide the procedure to be followed for transaction of the business of the Institute in respect of any matter not provided for in this regulation.

(Section 18(1)(g), 15
41(1)(b) and rule 7)

CHAPTER-IV

GOVERNING BODY

(A) Matters relating to constitution of the Governing Body:

- (1) For the purpose of nomination of members under clause (g) of sub section (1) of section 18 of the Act, the Director shall send to the President the list of the Heads of the Departments and other faculty members in order of their seniority.
- (2) The President shall nominate from the above list two persons being the Heads of the Departments and two persons being the Faculty members of the Institute, by rotation in order of seniority in accordance with the above clause of sub-section (1) of section 18 and rule 7; and
- (3) Subsequent vacancies including casual vacancies shall be filled by nomination by the President by rotation in order of seniority from the seniority list according to the procedure specified in sub-regulations (1) and (2) above;

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Section 19(2)(j)

(B) Powers and functions of the Governing Body:

- (1) Subject to the provisions of the Act, the rules and these regulations, the Governing Body shall, in addition to all the powers vested in it, have the following powers namely:
- (a) to determine qualifications, duties and conditions of service of faculty members and other officers and employees of the Institute and to fix their emoluments subject to approval of the State Government;
- (b) to fix the fees, emoluments and traveling and other allowances of the examiners.

(c) to award scholarships, fellowships, medals, prizes and other rewards.

(d) to exercise powers as laid down in these regulations and the Schedules thereof.

(e) to create committees, cells, and boards, etc., to facilitate the functioning of the Institute.

(2) The Governing Body shall seek the opinion of the Finance Committee before considering any proposal involving financial implications.

(3) The Governing Body shall seek the opinion of the Academic Board before considering any proposal involving academic functions.

(4) The Governing Body seek shall the opinion of the Hospital Board before considering any proposal involving hospital functions.

Sections 18(8) and
41 (1)(e)

(C) Procedure for conduct of business of the Governing Body :

(1) The Governing Body may meet as often as may be considered necessary by the President for transaction of its business, but shall meet at least once in every quarter;

(2) The agenda for every meeting of the Governing Body shall be prepared under the directions of the Director by the Secretary before sending it to the members, and approved by the President.

(3) At all meetings of the Governing Body, one-half of the total membership of the Governing Body shall form the quorum and no business shall be transacted at a meeting of the Governing Body unless the quorum is completed.

(4) The President shall preside at a meeting of the Governing Body.

(5) All matters submitted to a meeting of the Governing Body shall be decided by a majority of the members present and voting and in case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

(6) Any business of the Governing Body may, with the consent of the President, be transacted by circulation of papers to all the members and the President. The resolution and the action taken thereon shall be placed before the next meeting of the Governing Body for

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confirmation.

(7) The Secretary shall draw up minutes of proceedings of every meeting of the Governing Body in a minute's book to be maintained by him for the purpose, and signed by the Chairman. These shall be circulated to the members as early as

possible, after the meeting, and shall be placed before the Governing Body at its next meeting for decision.

CHAPTER-V

ACADEMIC BOARD

Section 20(2)(vi),
20(2)(vii) and

Academic Board in accordance
sub-section (2) of section
seniority and
maintained at
purpose

(A) Constitution of the Academic Board:

16 (1) The Director shall make the nomination of
Associate Section 41(1)(b) Professors/Assistant Professors to the
with the provisions of clauses (vi) and (viii)

20 of the Act, and of rule 8 by rotation in order of
nominations shall be made from the list of seniority duly
the Institute under these regulations and shall be put up for the
before the Director by the Executive Registrar.

(2) A persons who has been nominated under clause (vi) and
clause (viii) of sub-section (2) of section 20 of the Act and of
rule 8 as member of the Academic Board shall not be
nominated for another term, to the Academic Board unless all
other eligible persons have been considered for nomination.

(3) The term of office of a member elected under clause (viii) of
sub-section 2 or nominated under clause (iv) and (vi) (vii) of
sub-section (2) of section 20 of the Act shall come to an end as
soon as he ceases to hold office by virtue of which he was
elected or nominated to the Academic Board.

(4) Persons nominated to the Academic Board under Clause (iv),
(vi) and (vii) and elected under clause (viii) of sub section (2)
of section 20 before the commencement of these regulations
shall hold office for the remainder of their term as if nominated
or elected under these Regulations.

(5) Any vacancy or casual vacancy of a member other than ex-
officio member shall be filled by nomination or election, as the
case may be, in accordance with the provisions of sub section
(2) of section 20.

(6) An out-going member shall continue in office until another
person is nominated or elected in his place, as the case may be.

(7) A member other than ex-officio member may resign his office
by writing under his hand to the Chairman of the Academic
Board who in turn shall forward the same to the Academic
Board.

(8) Any person may be invited to the academic board as special
invitee with the approval of the Chairman.

Section 20(4)(c)

(B) Other Powers and Functions of the Academic Board:

Subject to the provisions of the Act, the Academic Board
shall, in addition to all other powers vested in it, have the
following powers and shall discharge the following functions,
namely:

- (i) to scrutinize proposals about courses of study, starting of new courses, eligibility about admission to courses and duration of such courses, and to publish syllabi of the prescribed courses of study,
- (ii) to advise the Governing Body in regard to qualifications required to be possessed by persons imparting instructions in particular subjects for the various degrees, diplomas and other courses of the Institute;
- (iii) to advise the Governing Body on matters relating to creation, abolition and suspension of teaching and research posts in the Institute;
- (iv) to advise the Governing Body on matters relating to recognition of degrees, diplomas and other courses of other institutions;
- (v) to recommend principles and criteria on which examiners may be appointed for the consideration of the Governing Body;
- (vi) to report on any matter referred to it by the governing body;
- (vii) to formulate, modify or revise schemes for the organization of, and assignment of subjects to academic departments of the Institute and to report to the Governing Body as to the expediency of the abolition, reconstitution or division of such departments or the amalgamation of one or more such departments;
- (viii) to promote research within the Institute and to require, from time to time, reports of such research;
- (ix) to consider proposals related to teaching, training and research submitted by faculty members;
- (x) to recommend to the Governing Body rates of fees and charges from students and trainees;
- (xi) to make proposals to the Governing Body for the establishment of departments, institutions of research and specialized studies, etc.
- (xii) to make proposals to the Governing Body for the institution of fellowships, traveling fellowships, scholarships, studentships, medals and prizes or any endowment fund or oration fund;
- (xiii) to make appropriate recommendations to the Governing Body with a view to maintain proper standard of examinations;
- (xiv) to recommend to the Governing Body for the creation of additional clinical facilities and additional staff for departments of the Institute;
- (xv) to consider matters relating to training of candidates sponsored by international academic agencies;
- (xvi) to consider and report to the Governing Body all matters of general academic interest either at its own initiation or referred to it by the Governing Body, and

- (xvii) to perform in relation to academic matters all such duties as may be necessary for the proper carrying out of the provisions of the Act, rules

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and these regulations.

Section 41(1)(e)

(C) Procedure for conduct of business of the Academic Board:

- (1) the Academic Board may meet as often as may be considered necessary by the Director for transaction of its business, but shall ordinarily meet once in a quarter in the premises of the Institute or at such place, date and time, as may be fixed by the Director;
- (2) fifty percent of the total members of the Academic Board, including Chairman and Member Secretary, shall constitute a quorum for the transaction of any business of that Board and if there is no quorum, the meeting shall be adjourned;
- (3) all decisions in a meeting for the Academic Board shall be taken by a majority of votes of the members including the Chairman present in the meeting and in case of equality of votes the Chairman shall have a second or casting vote.
- (4) the minutes of the proceedings of every meeting of the Academic Board shall be drawn up by the Dean in a minute-book to be maintained by him for the purpose and signed by the Chairman of the meeting and this shall be circulated to the members as early as possible after the meeting and shall be placed before the Academic Board at its next meeting for confirmation; and
- (5) in cases not expressly provided for in these regulations, the decision of the Chairman as to the procedure to be followed in respect of any matter for transacting business of the Academic Board shall be final.

CHAPTER-VI FINANCE COMMITTEE

(Section 21(1)(d)
and Section
21(1)(d)
41(1)(b)
the

17

(A) Matters relating to Constitution of the Finance Committee:

- (1) The term of office of a member nominated under section shall come to an end as soon as he ceases to be the member of Governing Body.
- (2) Any vacancy in the Finance Committee (other-than the ex-officio member) which has occurred or is likely to occur shall be expeditiously intimated by the Director to the Governing Body for nomination of a member of the Governing Body in accordance with clause (d) of sub section (1) of section 21;
- (3) Any casual vacancy of a member other than ex-officio member shall be filled by nomination in accordance with the provisions of clause (d) of sub section (1) of Section 21.

- (4) Any out-going member shall continue in office until the other person is nominated as a member in his place.
- (5) In case any vacancy remains unfilled for the period of more than six months, the fact shall be brought to the notice of the President.

Section 41(1)(e)
Committee:

(B) Procedure for conduct of business of the Finance

- (1) The Finance Committee may meet as often as may be considered necessary by the Director, for transaction of its business, but shall

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meet in at least once in three months at the premises of the Institute or at such place, date and time as may be fixed by the Chairman.

- (2) Not less than half of the total members of the Finance Committee, inclusive of the Chairman and Member Secretary, shall constitute the quorum for transacting business and if there is no quorum, the meeting shall be adjourned.
- (3) The Director shall preside at every meeting of the Finance Committee;
- (4) No resolution, proposal, amendment, or other matter of business of which previous notice has not been given shall be brought before the Finance Committee except by the special permission of the Chairman.
- (5) The Minutes of the proceedings of every meeting of the Finance Committee shall be drawn-up by the Secretary a Minute-Book to be maintained by him for the purpose and signed by the Chairman of the meeting. This shall be circulated to the members as early as possible after the meeting and shall be placed before the Finance Committee at its next meeting for confirmation.
- (6) In cases not expressly provided for in these regulations the decision of the Chairman as to the procedure to be followed in respect of any matter for transacting business of the Finance Committee shall be final.

CHAPTER-VII

COMMITTEES AND BOARDS

General
control and
Sections 41(1)(b)
including
and 41(1)(e)
order,
the

18

- (1) The Governing Body may, delegate, subject to its general supervision, and subject to such conditions and limitations the conditions of review by itself, as may be specified in the to any committee or board or other body appointed by it under Act, such of its powers and duties under the Act, as it deems necessary.

- (2) The Governing Body may refer any question arising in the course of exercise of its powers or discharge of its duties and functions under the Act to the appropriate committee or board or other body which it may appoint, and where a reference is so made, the Governing Body before taking any decision thereon will consider the report, recommendations and suggestions of the committee or board or that body.
- (3) Any committee or board or body constituted by the Governing Body shall exercise only such powers and functions as are assigned to it by the Governing Body subject to control and supervision of the Governing Body and subject to such limitations and restrictions as may be imposed by the Governing Body.
- (4) All questions at a meeting of any committee or board or body shall be decided by a majority of votes of members present at the meeting

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and in case of equality of votes, the person presiding at the meeting shall have a second or casting vote.

Hospital Board 19
and Section 41(1)(b)
and 41(1)(e)

- (1) For making recommendations on matters related to patient care functioning of the hospital of the Institute, there shall be a Hospital Board.
- (2) The Governing Body may also assign to the Hospital Board, subject to its control and subject to such limitations and restrictions as it may think fit to impose, the power to take decisions on certain specific matters relating to patient care and management of the hospital.
- (3) The Hospital Board shall consist of the following members, namely, The Director, who shall be the Chairman of the Hospital Board;
 - (a) Additional Director,
 - (b) the Dean
 - (c) one Professor,
 - (d) one Additional Professor,
 - (e) one Associate Professor,
 - (d) one Assistant Professor,

Nomination of members (c) to (1) above shall be made by rotation in order of seniority for two years by the Director,

- (a) Finance Officer,
- (b) Joint Director (Administration)
- (c) Director General, Medical Education, U.P.
- (d) Director/ Head Balrampur Hospital, Lucknow.
- (e) Chief Nursing Officer/ Nursing Superintendent of Institute.
- (f) Head of Department, Medicine, C.S.M.M.U, Lucknow.

(g) Head of Department, Surgery C.S.M.M.U, Lucknow.

(h) one Member, Consumer Forum;

(i) Special Secretary Law Department to be nominated by the Principal Secretary of Law Department;

(j) One Member of the Institute Body who is member of parliament/legislative assembly or legislative council of U.P. to be nominated by the President.

(k) Medical Superintendent, who shall be the Member Secretary of the Hospital Board.

(4) The terms of the nominated members will be for two years;

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(5) The hospital Board shall meet at least twice in a year and shall meet as often as may be called by the Director.

(6) Notice for the meetings of Hospital Board shall be issued by the Medical Superintendent, who shall also maintain the minutes of meeting in a Proceeding Book and the minutes shall be signed by the Chairman.

(7) Fifty percent of total members, inclusive of Chairman and Member Secretary shall form the quorum for a meeting of the Hospital Board.

(8) All decisions shall be taken by a majority vote and in case of equality of voter, the Chairman of the meeting shall have a casting vote also.

High Level
Purchase
proposals Committee.
Committee,

20 (1) For the purchase of capital items valuing above fifty lakhs or as prescribed by Governing Body from time to time the purchase shall be scrutinised and examined by a High Level Purchase which shall be constituted as under:

(a) Director who shall be the Chairman of the Committee

(b) Secretary to Government in Medical Education Department or his nominee not below the rank of Special Secretary;

(c) Principal Secretary to Government in the Finance Department or his nominee not below the rank of Special Secretary;

(d) Two Professors to be nominated by the Governing Body from amongst the Professors of the Institute.

(e) Head of the Department of the concerned Department (Indenter);

(f) Senior most Engineer in the Institute

(g) Finance Officer,

(h) Medical Superintendent;

(i) Joint Director (Material Management) will be the Member Secretary of this Committee.

(2) The Committee shall meet as often as may be necessary;

(3) Meetings of the Committee shall be convened on the directions of the Director.

(4) At least five members including at least one from amongst the two Government nominees and one out of the two nominees of the Governing Body must be present in every meeting to form the quorum.

Hospital revolving fund surgical etc.	21	(1) There shall be a Hospital Revolving Fund (HRF) to deal with the procurement and distribution of drugs, medicines, disinfectants goods, and outsourcing of services, etc.
41(1)(b) and 41(1)(e) constitution Body, finance		(2) HRF will be managed by a Management Committee, whose and functioning will be as determined by the Governing Officer will be member of the management committee.
Investigation with the revolving fund chemicals, wares,	22	(1) There shall be an Investigation Revolving Fund (IRF) to deal procurement and distribution of diagnostic reagents and radio-isotopes, blood bags, X-ray films, glass & plastic wares,
Section 20(4), 41(1)(b) and 41(1)(e) Governing committee;		Page 65 of 94 installation and maintenance of free laboratory equipments basis. (2) The IRF will be managed by a Management Committee, whose constitution and functioning will be as determined by the Body, finance Officer will be member of the management
for research Research Cell member to be	23	The Institute will have a Research Cell which shall be responsible managing research activities, including intramural and extramural projects in the Institute. It shall be headed by a senior faculty nominated by the Director.
Examination Cell responsible for faculty direct	24	The Institute will have an Examination Cell which shall be managing entrance examinations. It shall be headed by a senior member to be nominated by the Director, and will work under the supervision of the Dean.
Boards of studies suggest teaching and research, to	25	(1) To make recommendations regarding courses of study, to measures of improvement of standard of consider matters of general and academic interest to the
Department and many be be		41(1)(b) and 41(1)(e) about its functioning, and to perform such other functions as assigned to it by the Academic Board, a Board of Studies shall constituted in each Department. (2) The constitution and functioning of the Boards of Studies will be as determined by the Governing Body.

Research research at Committee assigned to it by	26	(1) To advise the Academic Board on all matters related to the the Institute and to perform such functions as may be the Academic Board, there shall be a Research Committee.
Sections 20(4), 41(1)(b) and be as		(2) The constitution and functioning of the Research Committee will 41(1)(e) determined by the Governing Body.
Ethics committee	27	(1) For advising and overseeing on ethical aspects of clinical and experimental research studies and for such other purposes as may be
Sections 20(4), 41(1)(b) and Ethics		assigned to it by the Academic Board, the Institute will have an
41(1)(e)		Committee.
		(2) The constitution and functioning of the Ethics Committee will be determined by the Governing Body.
Animal Ethics animals committee Ethics	28	(1) For advising and overseeing ethical considerations in the use of for experimental research, the Institute will have an Animal Committee.
Sections 20(4), 41(1)(b) and Committee will		(2) The constitution and functioning of the Animal Ethics 41(1)(e) be determined by the Governing Body.
Library Committee	29	(1) To frame rules for management of the Library, subject to the the Academic Board, for recommending
approval of allocation of annual grant for such		Sections 20(4), purchase of books, journals and periodicals, and for performing
there	41(1)(b) and	other functions as may be assigned to it by the Academic Board, 41(1)(e)
Library		shall be a standing committee of the Academic Board, called the Committee.
		(2) Constitution and functioning of the Library Committee shall be
Page 66 of 94		
		determined by the Academic Board.
Purchase up to the rupees 20 (twenty) lakhs at Director will constitute a Purchase	30	(1) To advise and scrutinise all proposals for the purchase of items Committee budget limit and purchases not exceeding one time for capital items, the
Sections 13(1), 13(5), 41(1)(b) and 41(1)(e)		Committee.
Finance remaining Director from		(2) The Committee will consist of at least five members including Officer, and Joint Director (Material Management). The members of the Committee shall be nominated by the among faculty members and officers of the Institute.
		(3) The Chairman (not below the rank of Senior Professor) of the Committee shall be nominated by the Director from amongst the members of the Committee.

- (4) Joint Director (Material Management) shall be the member secretary of the Committee.
- (5) Three members including the Finance Officer shall constitute the quorum of the Committee.
- (6) Head of the indenting department/ section shall also be invited to the meeting of the committee and he can take part in its discussions and shall have the right to vote regarding that indent only.
- (7) The Committee shall meet as often as may be considered necessary by the Chairman of the Committee in the premises of the Institute or at such place, date and time as may be fixed by the Chairman.
- (8) The members nominated by the Director shall hold office for a period of two years and they shall be eligible for re-nomination.
- (9) The recommendations of the Committee shall be placed before the Director to enable him to proceed further according to purchase procedure as will be decided by the Governing Body from time to time with the advice of the Finance Committee.
- (10) For purchases above Rs. 20 (twenty) lakhs and up to Rs. 50 (fifty) lakhs, the Purchase Committee shall be chaired by the Director.

Disciplinary committee for appoint a students Disciplinary Committee, which will also perform such other functions and Sections 13(1), exercise such powers as may be assigned to it by the Director from time to 13(2), 13(2)(c). time. The Committee will report to the Dean.

13(5), 41(1)(b).

41(1)(e)

Medical Board a advise

Section 41(1) constituted in committees, these

- 31 For maintaining discipline among students and for enquiring into complaints of breach of discipline by a student, the Director will
- 32 There will be a Medical Board consisting of the medical experts and Chairman to be nominated by the Director. The Medical Board will the competent authority on issues referred to the Board.
- 33 For so long as the new boards, committees or bodies are not accordance with the Regulations specified in this chapter the boards or bodies existing immediately before the commencement of

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regulations, and performing more or less similar functions whether constituted under these names or different names shall continue to function.

Sections 13(1), 34 The Director may appoint any other advisory or other committee to advise 13(2), 13(5) and and assist him in the exercise of his powers and discharge of his duties 41(1)(b) under the Act, and such Committee will submit its recommendations or report to the Director.

CHAPTER-VIII**Powers and Duties of Chairman and Vice-Chairman of****Governing Body Section 41(i)(g)****35****Powers and duties of****Chairman of Governing Body:**

As laid down in S.G.P.G.I.M.S. Act, 1983

Section 41(i)(g)

36**Powers and duties of the Vice-Chairman of the Governing Body:**

As laid down in S.G.P.G.I.M.S. Act, 1983

CHAPTER-IX**Allowances to be paid to Chairman and Members of Governing Body and of other committees and bodies Section 41(1)(d)**

and other

and VII

remuneration or

such

regulations

37

(1) The Chairman and the members of the Governing body, Boards, Committees and Bodies, specified in Chapters V, VI of these regulations, shall not receive any pay, fee, other allowances except travelling and daily allowances, or amount in lieu of daily allowances as specified in the sub-regulations (2) to (4).

(2) The Chairman and the members of the Governing body and other Boards and Committees specified in sub-regulation (1), if they are officers of the Central or State Government, shall be paid travelling and daily allowances by the Institute at the rate admissible to them as officers of the Central or the State Government.

(3) In the case of Chairman and members of the Governing Body, and other Boards and Committees specified in sub-regulation (1), other than those mentioned in sub-regulation (2), travelling allowance and daily allowance shall be paid at the rates to which they are entitled as per rules of the Institute or Organization in which they are working. Provided that persons who draw travelling allowance and daily allowance from their own institution or Organization for attending meeting of any Body or Committee or Board as specified in sub-regulation (1) shall not be entitled to any travelling allowance or daily allowance from the Institute for the purpose.

(4) If such persons belong to this Institute, they will get travelling allowance and daily allowance according to rules for time being in force.

(5) If any expert or non-official is invited to any meeting of such Body, Board or Committee, as is specified in sub-regulation (1) above, to attend it as a member of the Body, Board or Committee, he will be paid an Honorarium of Rs.1000 or such other amount as may be fixed by Governing Body for the purpose and travelling allowance, but no daily allowance will be payable to him.

Provided that members of Parliament and State Legislature shall not be entitled to any rail or bus fare for attending the meeting of the

Institute if they are entitled to use railway coach or bus passes for such journeys.

Section 41(1)(d) 38 Allowances to be paid to Chairman and members of Selection Committees constituted in accordance with the Act or under these regulations for selecting officers, faculty members and employees of the Institute shall be such as may be determined by the Governing Body from time to time.

CHAPTER-X CLASSIFICATION OF POSTS AND

PART-1 (GENERAL)

APPOINTMENTS

Section 41(1) and 39 (1) The staff of the Institute are classified into Groups A (class I), B (class Section 41(1)(k) II), C (class III) and D (class IV) depending on their pay scales, a classified in Karmik Anubhag-1 Memorandum number 18/140/84 ka- 1/03 dt. October 07, 2003 and as may be classified from time to time by the Government.

(2) The Governing Body may, from time to time, create new or additional posts, either permanent or temporary, as it considers proper with prior approval of the Government of Uttar Pradesh, however parity will be maintained with AIIMS;

Section 41(1)(f) and 40 (1) The Governing Body may revise qualifications and experience for Section 41(1)(k) existing posts, and prescribe these in respect of any new posts that may be created with the approval of State Government subject to MCT norms where it is applicable;

(2) The eligible candidates must possess the prescribed qualifications by the last date fixed for receipt of applications or the date specified for this purpose in the advertisement.

(3) Reservation Policy of the State Government shall be applicable.

Age 41 A candidate for direct recruitment must fulfil the age requirements for a post, as prescribed in the regulations; Section 41(1)(k)

belonging to the Scheduled Caste, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified;

Citizenship 42 A candidate for direct recruitment to a post in the Institute must be a citizen of India, or should belong to a category as notified by the Government from time to time to be eligible for appointment in the Government services.

Character 43 A candidate selected for direct recruitment to a post in the Institute shall submit certificates of good character and conduct from two gazetted officers. The appointing authority shall also verify the character of the candidate through the Government machinery.

Marital status	44	A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the Institute.
Physical fitness unless he is in	45	(i) No candidate shall be appointed to a post in the Institute
Page 69 of 94 good mental and bodily health, and free from any physical defect likely to interfere with efficient discharge of his duties. (ii) Before a candidate is approved for appointment in the Institute he shall be required to undergo a medical examination by a Medical Board to be constituted by the Director.		
Probation permanent period	46	(i) A person on substantive appointment to a post against a vacancy by direct recruitment shall be placed on probation for a of two year.
Section 41(1)(k)		(ii) The appointing authority may, for reasons to be recorded in extend the period of probation in individual cases specifying the up to which the extension is made, provided that the total period extension shall, in no circumstance, exceed one year.
writing date of		(iii) An order extending the period of probation shall be issued before the expiry of the original period of probation; if such an order is not issued before the expiry of original period of probation, the individual will be deemed to have successfully completed the period of probation.
		(iv) A probationer who is reverted or whose services are dispensed with shall not be entitled for any compensation.
		(v) A probationer shall complete his period of probation successfully if (a) his work and conduct are found to be satisfactory;
		(b) his integrity is certified; and
		(c) the appointing authority is satisfied that he is otherwise successfully and satisfactory completed his period of probation.
Confirmation	47	A probationer shall be confirmed on his post at the end of period of probation or extended period of probation.
Section 41(1)(k)		
Pay during after he probation extended provided above.	48	A person on probation shall be allowed increment in his pay scale has successfully completed the period of probation including the period of probation, if any, and has been confirmed as
Section 41(1)(k)		
		The extended period of probation shall not count for increment unless the appointing authority directs otherwise.
Service Book the	49	A service-book will be maintained in respect of every employee of Institute with details and particulars as may be prescribed.
Section 41(1)(k)		

Character roll (ACR) for immediate Section 41(1)(k) shall be the employees employees	50	(1) For every non-faculty employee, appraisal of work, conduct and integrity shall be recorded in an annual confidential report each financial year. This report shall be initiated by the supervisor of the employee and finalized by the head of the department. Annual confidential report of Group D employees accepted by the respective Head of the Department or head of respective section of the Institute, those for Group C or B will be accepted by the Director, and those for Group A will be accepted by the President. (2) So far as may be the ACR of an employee shall be initiated by the
		Page 70 of 94 immediate supervisor not later than April 30 and be finalized by the competent authority by May 31 each year.
Section 41(1)(k) will be initiating authority employee may period of 3	51	(1) If there is an adverse appraisal in the ACR of an employee, he apprised of the full entry ie the remarks recorded by the officers as well as the final entry made by the accepting within 2 months of the finalisation of the entry, and the make a representation against the adverse entry within a months from the date of its communication to him. (2) The representation shall lie to the Director in the case of entries accepted by Heads of the Department, to the President in the case of entries finalised by the Director and to the Visitor in the case of entries finalised by the President. (3) The authority receiving a representation against an adverse entry shall consider the same on merit and take a decision on the representation and communicate the decision to the employee within three months from the date of receipt of representation. (4) Adverse remarks that have not been communicated to an employee under sub-regulation (1) or against which a representation under the aforesaid sub-regulation is pending will not be used against him.
Appointing Professors, Authority Section Professors and all 22 (1), 22 (2) and appointing authority in respect	52	The President shall be the appointing authority in respect of Additional Professors, Associate Professors, Assistant Group A posts. The Director shall be the of Groups B, C and D posts.
Reservation Section Scheduled 41(1)(k) the determining qualifications/eligibility	53	Reservation for candidates belonging to Scheduled Castes, Tribes and other backward classes and other categories shall be in accordance with the provisions of the Act, rules and orders of the Government, applicable at the time of recruitment. Reservation in recruitment of the faculty members shall be applicable after the cadre on the basis of similar status, scale and

PART-II

APPOINTMENT OF FACULTY MEMBERS

		(1) The Governing Body may, on the advice of the Academic Board, establish new departments or other specialties from time to time or may reconstitute any department.
Section 19(1)(j)	54	(2) Within each department, the posts of Professors, Additional Professors, Associate Professors and Assistant Professors shall constitute separate cadres.
Appointment and promotion or by Section 22(1) and 44(1)(k) by direct	55	(1) Recruitment to the posts of Professors, Additional Professors and Associate Professors shall be made by assessment direct recruitment on merit. (2) Recruitment to the post of Assistant Professor shall be made recruitment on merit.
Nomination of the Board experts to selection committee	56	(1) A panel of experts in each department shall be prepared by of Studies and approved by the Academic Board. (2) The Director shall send six or more names from the panel of in each department to the Visitor for approval against the
experts Section 22(5), 22(6) and 41(1)(k) promotion		Page 71 of 94 advertisement for direct recruitment or for assessment
Assessment the All Promotion mutatis	57	(3) The Visitor may make such modifications and additions to the panel of experts, as he may deem fit, and nominate experts to the selection committee from such modified list. Assessment promotion scheme for faculty members prevalent at India Institute of Medical Sciences (AIIMS), New Delhi shall mutandis apply.
Section 22 (1), 41(1)(e) and 41(1)(k)		

PART III APPOINTMENT TO NON-FACULTY POSTS

General		
Senior		(1) The provisions of this Chapter do not apply to Junior and Residents and staff employed for research projects to whom provisions of Part IV apply.
Section 22(2) and on 41(1)(k)	58	(2) Recruitment to Group A posts shall be by direct recruitment of deputation. (3) Recruitment to Group B and C posts shall be either by direct recruitment or by promotion from amongst the employees of the Institute or by limited departmental competition. (4) Recruitment to Group D posts shall be by direct recruitment.
Appointment by and director recruitment	59	Selection for recruitment under these regulations shall be made as when Necessary.

Section 22

(1),
22(2) and
41(1)(k)

Section 22 (1), 60
and 22(2) and 41(1)(k)
Central
the Governing
commencement of these
eligible for promotion to
appointment by direct
manner to
without
required for the

A candidate who does not possess the minimum qualifications
experience for a post as specified and recognized by State or
Government, or which are determined from time to time by
Body of the Institute, whether existing at the
regulations or to be created in future, shall not be
any such post, nor he shall be eligible for
recruitment or by limited departmental competition or in any
any such post after the commencement of these regulations
possessing the prescribed qualifications and experience
post.

Section 22(1), 22(2)
posts
Registrar, there shall be cha

61
and 41(1)(k)
Selection

(1) For the purpose of direct recruitment to Group A non-faculty
excepting the post of Executive
Committee comprising:

- (1) The Director, who shall be the Chairman of the Committee;
- (ii) Additional Director;
- (iii) Dean;
- (iv) Head of the concerned Department/Section;
- (v) Two experts to be nominated by the President;
- (vi) Two officers, who shall be of upper rank than the rank be which

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selection is being made, nominated by the appointing
authority one of whom shall belong to scheduled
castes/scheduled tribes and the other backward classes.

- (2) For nomination of experts, the Director shall send five names
of experts to the President, who may add to or amend the list
before nominating the names of experts.

Section 22(1), 22(2)
non-
Selection Committees that
Director, and

62
and 41(1)(k)

For the purpose of direct recruitment to Group B, C and D
faculty posts, the Director shall constitute the
shall include two experts in the field to be nominated by the
Head of the concerned department/section.

Section 22(1), 22(2)
committee
quorum of such, Committee,
present. No
valid unless

63
and 41(1)(k)

The majority of total memberships of any selection
specified in these regulations shall form the
provided at least one of the two experts nominated to it is
recommendation made by the Selection Committees shall be
in supposed by majority of members present in the meeting.

- 64 The list prepared by the Selection Committee shall remain valid
for one year from the date of recommendation.

Appointment by
laid promotion

- 65 (1) The appointment by promotion will be done as per procedures
down in CCS Rules as applicable as AIIMS, New Delhi

Section 22(1), 22(2) will be president and must be fulfilled as	(2) The eligibility of candidates being considered for promotion and 41(1) and 41(1)(k)	such as may be determined by the on 1st July of the concerned your
SALED COVER employee Section sense that 22(1),22(2),41(1)(f), 41(1)(k) the	66 PROCEDURE	(i) Recruitment by promotion on the basis of merit-cum-seniority or seniority subject to rejection of unfit for any post in the Institute shall be made from among eligible persons through a Departmental Promotion Committee constituted for this purpose. In this case THE UTTAR PRADESH GOVERNMENT SERVANT CRITERION FOR RECRUITMENT BY PROMOTION RULES 1994 as amended from time to time shall be applicable
		(ii) The President shall constitute such Departmental Promotion Committees in respect of Group A non-faculty posts, which shall include two experts in the field and Head of concerned departments/section as member and the Director as Chairman.
		(iii) The Director shall constitute such Departmental Promotion Committees in respect of Group B, C and D non faculty posts, which shall include two experts in the field and Head of the Concerned Department/Section.
		(iv) The above departmental promotion committee their shall be one member each of the scheduled castes and other backward class.
	(1) In the case of an	(a) against whom disciplinary proceedings are pending in the charge sheet has already been served on him; or (b) against whom criminal proceedings have commenced, that is,

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charge sheet has been filed before the Criminal Court; will be considered for promotion by the Departmental Promotional Committee concerned at the appropriate time, but the findings of the Committee shall be kept in a sealed cover after the conclusion of the disciplinary/court proceedings.

- (2) If on conclusion of the departmental/court proceedings, the employee is exonerated, and no penalty of any kind, including censure, is imposed on him, and where he is under suspension, it is also held that suspension was unjustified, the sealed cover will be opened and the recommendations of the Departmental Promotion Committee will be acted upon, and he will be given notional promotion from the date of he would have been promoted as determined by the Departmental Promotion Committee.

- (3) The sealed cover procedure shall be in accordance with the Kamik Amubbag-1, Office Memorandum no-13/21/89-Ka-1-1997 dt. May 29, 1997.

Section 67
as a 22(1),22(2),41(1)(f),
the court 41(1)(k)
shall not
be considered
Committee which
disciplinary/coat
the whole
on the
proceedings and shall

If any penalty, including censure, is imposed on the employee result of the disciplinary proceedings or if he is found guilty in proceedings against him, the findings in the sealed cover/covers be acted upon. The employee's case for promotion will then in usual manner by the next Departmental Promotion meets in the normal course after the conclusion of the proceedings. That Committee shall take into consideration record including the sealed cover and the penalty imposed employee as a result of the disciplinary /criminal formulate is recommendations.

The recommendations of the Departmental Promotion Committee shall be placed before the appointing authority who may either accept the same or in case of disagreement shall follow the procedure laid down in these regulation.

ASSURED 68
post of any CAREER
Scheme PROGRESSION
SCHEME

In case of acute stagnation either in a cadre or in an isolated group, benefits may be given as per Assured Career Progression as applicable at AIIMS, New Delhi from time to time.

PART-IV EMPLOYMENT OF RESIDENTS & RESEARCH STAFF AND THEIR CONDITIONS OF SERVICE

Section 19(2), 69
disciplines 41(1)(f)
by the
accordance with
strength,
into
the

- (1) The strength of Resident, both junior and senior, in various and hospital in the Institute shall be fixed from time to time Governing Body on advice of Academic Board in the need depending on various factors including the bed patient care, work load and facilities available after taking consideration the norms and the special needs of hospital of Institute.

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- (2) The selection of Junior Residents and Senior Residents shall be made as per the guidelines of the Medical Council of India.

(3) ["The age limit for appointment to the post of Senior Resident under the Residency Scheme of the Government of India shall be 37 years, age relaxation of 05 years in the case of candidates belonging to SC/ST/OBC and Relaxation will be applicable on other categories as per All India Institute of Medical Sciences, New Delhi.] 1

- 4) The tenure of a Senior Resident will ordinarily be three years, renewable annually subject to report of satisfactory performance from the department.

- (5) Junior Residents and Senior Residents shall be temporary employees.

Section 41(1)(h) Residents time to needed in the required by	70	(1) Duties and responsibilities of Junior Residents and Senior shall be as determined by the Director/Head of department from time. They will be required to perform such work as may be interest of patient care in the hospital, including call duties as the department.
Section 22(3) and Institute received from an external	71 41(1)(k)	(1) Members of Staff may be employed from time to time in the for research projects, funds for which have been agency. (2) For the aforesaid purpose, the Principal Investigator of the project, who will be its officer-in-charge, shall initiate the process of recruitment as approve by Director from time to time.

PART-V

EMPLOYMENT OF DEPENDANTS OF DECEASED EMPLOYEES

72 (1) The relevant rules and regulations of Uttar Pradesh Government will be applicable in respect of the employment of dependants of deceased employees of the Institute.

PART-VI

PAY FIXATION AND ALLOWANCES

the pay admissible to Section 41(1)(f), Associate and section 22(3) admissible from Medical Government.	73	Subject to the provisions of the Act, rules and these regulations, scales, dearness allowances and other allowances, which are the Senior Professors, Professors, Additional Professors, Professors and Assistant Professors will be such as are time to time to faculty members at the All India Institute of Medical Sciences, New Delhi subject to the declaration by the State Government.
Section 41(1)(f), dearness and all and section 22(3) faculty officers and D (excepting time to time at to the	74	Subject to the provisions of these regulations, pay scales, other allowances shall be admissible to non-employees of the Institute belonging to Groups A, B, C and those on deputation) will be such as are admissible from All India Institute of Medical Sciences, New Delhi subject declaration by the State Government.

1. Regulation no. 69 (3) of the SGPGI first Regulations 2011 was amended vide Order No. 1193/71-2-2019-P-5/2019

dated June 14, 2019, Medical Education Section-2, Government of Uttar Pradesh.

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Section 41(1)(f), and section 22(3) campus on If such employee will Service rules Delhi.	75	(1) Faculty members and other employees may be provided with unfurnished residential accommodation in the Institute payment of licence fees, if such accommodation is available. accommodation is not available, the faculty member or be entitled for House rent allowance as per Central Civil applicable at All India Institute of Medical Sciences, New Delhi.
--	----	--

- (2) For any period of leave including extraordinary leave, licence fees for the house shall be chargeable from a faculty member or employee, who has been allotted a residence and who continues to occupy it during such leave, at the same rate as payable had he not proceeded on leave.

Section 41(1)(f) and members treatment benefits as are of employees at

- 76 (1) The Institute shall provide the employees and their family wholly dependent on them, medical treatment benefits as are available from time to time to the similar categories of employees at All India Institute of Medical Sciences, New Delhi.

- (2) The employees, after retirement, shall also be entitled to similar benefits of medical treatment, as are available to the retired employees of similar categories at All India Institute of Medical Sciences, New Delhi.

- (3) When a particular treatment is not available in the hospital of the Institute, reimbursement of expenses on medical attendance and treatment shall be provided, as per rules applicable to employees of All India Institute of Medical Sciences, New Delhi.

Section 41(1)(f) working in and section 22(3) undertakings, on joining service Delhi.

- 77 An employee, except Junior or Senior Resident, who was Central Government or State Government or their institutions or universities in substantive or officiating capacity, the Institute, shall be entitled to pay protection as per central civil rules applicable at All India Institute of Medical Sciences, New Delhi.

Section 41(1)(f) made in and section 22(3) at All India by the

- 78 Fixation of pay in the case of appointment by promotion shall be accordance with the relevant rules and orders, as applicable Institute of Medical Sciences, New Delhi subject to declaration State Government.

Section 41(1)(f) and organization, an section 22(3) admissible under Medical

- 79 On deputation to State Government or semi-government employee of the Institute shall be allowed to draw pay as Central civil service rules applicable at All India Institute of Sciences, New Delhi. The term of deputation shall be limited to a maximum of five years.

Section 41(1)(f) and employment section 22(3) cases from time to employee,

- 80 Pay fixation of retired civil or military pensioners on their re-employment in the Institute will be based on orders issued in similar time by the State Government, whichever is applicable to the as decided by Governing Body.

Dearness Allowance, House Rent Allowance and other allowances and facilities to re-employed pensioners will be admissible as per central civil service rules applicable at All India Institute of Medical Sciences, New Delhi.

PART VII

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ANNUAL PERFORMANCE REPORT
ANNUAL CONFIDENTIAL REPORT

Section 41(1)(f) and 81

the

prescribed

- (1) Annual performance report of each faculty member, Head of section 22(3)
Department and annual corrector roles of all other officers and employees shall be maintained by the Institute on the Performa.
- (2) The Annual Performance Report prepared by the faculty member shall be countersigned by the Head of the Department with his remarks.
Provided that the Annual Performance Report prepared by the Head of Department of himself shall countersigned by the Director.
- (3) In case of faculty members, the Reporting, Reviewing and Accepting Officers will be the Head of Department, the Director and President, respectively. Representations against adverse remarks/ adverse entries will be decided by the competent authority and decision will be communicated to the officer reported upon, and the Reporting and Reviewing Officers.
- (4) In case of Group A non-faculty officers the reporting, reviewing and accepting officers will be the Head of Department, the Director and the President respectively. Representations against adverse remarks/ adverse entries will be decided by the competent authority and decision will be communicated to the officer reported upon, and the Reporting and Reviewing Officers:
- (5) In case of Group B, C and D non-faculty officers / employees the reporting, reviewing and accepting officers will be the Head of Department, the Joint Director (administration) / Medical Superintendent and the Director respectively. Representations against adverse remarks/ adverse entries will be decided by the competent authority and decision will be communicated to the officer reported upon, and the Reporting and Reviewing Officers.

PART VIII

FELLOWSHIP

Section 41(1)(f) 82
avail
the faculty and section 22(3)
subject to
time to time.

Eligibility: A faculty member would ordinarily be permitted to fellowship as per terms and conditions as are applicable to members at All India Institute of Medical Sciences, New Delhi the decision of the Governing Body of the Institute from

PART-IX

LIEN

Section 41(1)(f) 83
the

Subject to the provisions of the Act, rules and these regulations Institute shall with the approval of Governing Body permit

an employee and section 22(3)

of the Institute to hold lien as provided in the Central Civil Service rules applicable at All India Institute of Medical Sciences, New Delhi.

Section 41(1)(f) shall have and section 22(3)

84 (1) During the period of his lien in the Institute, the employee to deposit in the Institute:

(a) General Provident Fund:

(b) Leave salary contribution; and

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(c) Pensionary contribution

(2) If an employee who was permitted to take employment elsewhere joins the Institute before the termination of his lien and he has paid General Provident Fund, leave salary contribution and pensionary contribution for the period he was serving elsewhere, the said period shall count towards:

(a) his annual increments;

(b) pensionary benefits; and

(c) leave entitlement:

Provided that the employee concerned shall have to submit a certificate from his employer about his leave account during period he was engaged elsewhere.

CHAPTER-XI

CONDUCT & DISCIPLINARY PROCEEDINGS AND PUNISHMENT

Section 22(3) and section 41(1)(f) time,

85 For disciplinary proceedings and award of punishment the relevant procedure laid down in the Uttar Pradesh Government Servant (Disciplinary and Appeal) Rules, 1999, as amended from time to time, shall be applicable.

Section 22(3) and section 41(1)(f) the regulated mutatis Rules, 1956

86 Subject to the provisions of this chapter, all matters relating to the conduct and behaviour of all employees of the Institute including Faculty and other employees of the Institute shall be mutandis by the Uttar Pradesh Government Servant Conduct as amended from time to time.

Section 22(3) and the section 41(1)(f) 1999

87 For the purposes of the enquiries and penalties, the provisions of Uttar Pradesh Government Servant (Discipline and Appeal) Rules, as amended from time to time, shall be applicable

CHAPTER-XII

LEAVE

Section 41(1)(f) and Section 22(3) be officers and Sciences, New

88 (1) Subject to provisions of the Act, the rules and these regulations, employees, officers and faculty members of the Institute shall entitled for such leaves as are permissible to employees, faculty members of the All India Institute of Medical Delhi.

(2) Leave is earned only by duty. It cannot be claimed as a matter of right.

(3) When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee.

(4) If the recall to duty is optional, the employee shall not be entitled to any concession, but if the recall is compulsory, he shall be treated on duty from the time he started his return journey and shall be paid

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traveling allowance for the return journey.

Section 41(1)(f) or in leave shall not these accumulated beyond	89	Except as otherwise provided in these regulations, any kind of under these regulations may be granted in combination with continuation of any other kind of leave. However, casual be combined with any other kind of leave admissible under regulations. Compensatory leave shall also not be three days or combined with any other kind of leave.
Section 41(1)(f) and Section 22(3) prior the address need.	90	(1) No employee shall, except in cases of sudden illness or extreme emergency, proceed on leave, either casual or regular, without sanction. Every application for leave must invariably bear of the applicant at which he can be contacted in case of (2) Absence without leave is infringement of discipline, which unless explained satisfactorily, is misconduct. (3) No employee shall leave station without prior permission of the authority competent to grant leave. (4) The period of leave without pay shall be a period not on duty for purposes of entitlement of leave due.
Section 41(1)(f) and Section 22(3) from the suspension.	91	Leave shall not be granted to any employee to whom a competent authority has decided to dismiss, remove or compulsorily retire service of the Institute or to an employee who is under
Section 41(1)(f) that and Section 22(3)	92	Competent authority to sanction different kinds of leave shall be authority or officer as is specified in Schedule I.

CHAPTER-XIII

SUPERANNUATION, COMPULSORY AND VOLUNTARY RETIREMENT, RESIGNATION

Section 41(1)(f) Institute and Section 22(3) Sciences, New Government.	93	Age of superannuation of faculty members and employees of the shall be as prevalent at All India Institute of Medical Delhi, from time to time subject to approval of the State
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- Section 41(1)(f) and Section 22(3) 94 (1) Notwithstanding anything contained in these regulations, the appointing authority shall have the right to retire on the recommendation of screening committee to be constituted by Governing Body any faculty member or any other officer or employee of the Institute after he has attained fifty years of age and has completed a qualifying service of twenty years, in public interest, by giving him notice of not less than three months in writing or pay in lieu thereof.
- (2) If the period of notice falls short of three months, the pay for the period falling short of three months will be paid.
- Section 41(1)(f) and Section 22(3) 95 (1) A faculty member, officer or employee may seek voluntary and retirement by giving notice of three months to the appointing authority after attaining the age of fifty years or after completing a qualifying service of twenty years;
- Provided that the appointing authority may refuse such request for voluntary retirement 'within the period of notice' if a disciplinary proceeding is pending or in process against the employee.
- Page 79 of 94
- (2) It shall be open to the appointing authority to allow a faculty member, officer or employee to retire by a shorter notice without requiring him to pay any penalty or amount in lieu of that period of notice which is short of the period of three months.
- Section 41(1)(f) and Section 22(3) State total after the 96 (1) In special circumstances, a Professor may be given extension of service by the Governing Body with the prior approval of the Government up to a maximum of one year at a time but the period of extension of service shall not exceed three years age of superannuation,
- If:
- (i) a suitable substitute is not available; and
 - (ii) teaching and research work is likely to suffer if the post remains vacant.
- Provided that:
- (a) such extension shall be given to those who have shown excellence in teaching and research; and
 - (b) the person will not hold an administrative position such as Dean, Head of the Department, etc.
 - (c) he is physically fit.
- (2) The period of extension shall be treated, as continuation of employment and the date on which such extension ends will be the day of superannuation.

- Section 41(1)(f) 97 If the Institute requires the services of any faculty member or any other and Section 22(3) non faculty officer or employee after retirement on superannuation, such a person may be re-employed if:
- (a) he was engaged at the time of superannuation on a scientific or technical job which cannot be entrusted to another employee without detriment to work; or
 - (b) he was engaged in a specific activity which is likely to suffer if the person is not re-employed, or
 - (c) his re-employment is in the interest of the Institute for reasons to be recorded in writing; and
 - (d) he is physically fit:

Provided that no person shall be retained in service on re-employment beyond three years after the age of superannuation,

Provided further that in each case of reemployment prior approval of the Governing Body shall be obtained by the appointing authority.

- Section 41(1)(f) 98 During the period of re-employment, a person shall be treated as a and Section 22(3) temporary employee and shall not be entitled to the following benefits:-

- (a) General Provident Fund,
- (b) Encashment of leave,
- (c) Lown or advance from the Institute,
- (d) Any leave travel concession/home travel concession.
- (e) Travelling allowance for family and for transportation of luggage to the place of his settling, and
- (f) Reward or honorarium

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- Section 41(1) (f) 99 (1) The services of a temporary employee shall be liable to determined at and Section 22(3) any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee.

- (2) The period of such notice on either side shall be one month.

Provided that in the case of notice by appointing authority, it may substitute for the whole or part of the period of notice, pay in lieu thereof; and

Provided further that it shall be open to the appointing authority to relieve an employee without any notice or accept notice for a shorter period, without requiring the employee to pay any amount in lieu of notice.

Explanation: For the purpose of this regulation, temporary service means officiating service on a temporary or permanent post of the

Institute, and other appointments which are specified in these regulations to be temporary appointments

(3) Nothing in this regulation shall apply to:

- (a) employees engaged on contract;
- (b) employees not in whole time employment of the Institute;
- (c) persons employed on work charged establishments; and
- (d) persons paid out of contingencies.

Section 41(1) (f)
Section 22(3)
faculty
writing to the
in lieu

100 (1) Notwithstanding anything to the contrary contained in these and regulations, a permanent employee of the Institute including a member, may resign after giving three months' notice in appointing authority or paying to the Institute three months pay thereof;

(2) Such resignation shall not be effective unless it is accepted by the appointing authority;

(3) The appointing authority may refuse to accept the resignation if a disciplinary proceeding is pending or in process against the employee.

Section 41(1) (f)
regulations, and Section 22(3)
a permanent faculty
three
his

101 Notwithstanding anything to the contrary contained in these regulations, the appointing authority may terminate the service of member, other officer or employee of the Institute by giving him three months' notice in writing or by paying him three months' pay when services are no longer required due to abolition of post.

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CHAPTER-XIV SENIORITY

Section 41(1) (f)
made and Section 22(3)
GOVERNMENT
amended from

102 Subject to the provisions of the Act and the rules and regulations hereunder, the provisions of the UTTAR PRADESH SERVANT (DISCIPLINE AND APPEAL) RULES, 1999, as time to time shall be applicable.

(1) The Executive Registrar shall prepare and maintain, in respect of each category of faculty members of the Institute, a complete and up-to-date seniority list in accordance with the provisions of the UTTAR PRADESH GOVERNMENT SERVENTS SENIORITY RULES-1991.

(2) The Medical Superintendent shall prepare and maintain, in respect of each category of hospital employees of the Institute, a complete and up to-date seniority list in accordance with the provisions UTTAR PRADESH GOVERNMENT SERVENTS SENIORITY RULES-1991, as amended from time to time.

(3) The Joint Director (Administration) shall prepare and maintain, in respect of each category of non-hospital employees of the Institute, a complete and up-to-date seniority list in accordance with the provisions UTTAR PRADESH GOVERNMENT

SERVENTS SENIORITY RULES-1991, as amended from time to time.

Section 41(1)(f)
and Section 22(3)

103 **Preparation of seniority list**

list of the
appointments

(1) The appointing authority shall get prepared a tentative seniority persons appointed substantively to the service, soon after are made to a service, in accordance with the provisions of these regulations.

(2) The tentative seniority list shall be circulated amongst the persons concerned inviting objections, by a notice of reasonable period, which shall not be less than seven days from the date of circulation of the tentative seniority list.

(3) The appointing authority shall, after disposing of the objections by a reasonable order, issue a final seniority list.

**CHAPTER-XV
GENERAL
PROVIDENT FUND**

Section 41(1)(f)
and these
Medical
applicable

104 Subject to the provisions of the Act and the rules made thereunder regulations the relevant regulations as prevalent at the All India Institute of Medical Sciences, New Delhi from time to time will be subject to the approval of the State Government.

**CHAPTER-XVI
PENSION, GRATUITIES AND FAMILY
PENSION**

Section 41(1)(f)
and these
employees of the
Sciences,
Government.

105 Subject to the provisions of the Act and the rules made thereunder regulations pension, gratuity and family pension payable to Institute will be as those prevalent at All India Institute of Medical New Delhi, from time to time subject to approval of the State

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New Pension Scheme will be applicable to employees appointed after, April 1, 2005.

**CHAPTER-XVII
HOUSE BUILDING AND OTHER
ADVANCES**

106 Subject to the provisions of the Act and the rules made their under and these regulations the relevant provision of Financial hand book (part 5 volume-1) shall apply.

**CHAPTER-XVIII
DIRECTOR'S BENEVOLENT
FUND**

Institute shall
Each Section 41(1)(f)
fund. The fund shall

(1) For the benefit of all regular employees of the Institute, the constitute a fund to be called the Director's Benevolent Fund.
107 employee of the Institute shall be a member of the endeavour to provide assistance to members of the fund and to

their
employee

families in case of death or permanent disability of 50% of the of the Institute.

- (2) For the purposes of this regulation family includes only the husband/ wife, as the case may be, sons including step and adopted sons, and unmarried and widowed daughters.
- (3) The amount of assistance in the case of an employer to whom provisions of this regulation apply shall be Rs. 100,000 in case of death and Rs. 50,000 in case of permanent disability.
- (4) The benevolent fund shall be constituted from:
 - (a) contributions from the institute, which shall amount to Rs. 25,000 each year or as amended by the Governing Body from time to time;
 - (b) one time contribution of one day salary from the member;
 - (c) income from investment; and
 - (d) receipts from any endowments, donations or other contributions or augmentation to the fund, or by holding specific activities as may be decided by the Managing Committee of the benevolent fund with the approval of the Governing Body.

Section 41(1)(f) 108
the and Section 22 (3)
members to be
fund.

(5) The fund will be collected and managed exclusively by Institute and no subsidy or grant will be provided by State Government.

(1) The Benevolent Fund shall be maintained and administrated by a Managing Committee consisting of the Director as the Chairman, Finance Officer as the Member Secretary and three other nominated by the Director for administration of the benevolent

The Director is empowered to release the finance assistance an and when required on receipt of information of death/permanent disability of a member of the fund.

(2) The amount of the Benevolent Fund shall be deposited in fixed deposit in any Scheduled Bank or shall be invested in such manner as the Managing Committee of the Benevolent Fund may decide.

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(3) The accounts of the Benevolent Fond shall be duly maintained and shall be got audited each year by the Auditors of the Institute.

CHAPTER-XIX

HONORARIA AND REWARDS

Section 41(1)(f) 109
and Section 22 (3)

(1) For the purposes of these regulations, honorarium means a payment granted to an employee of the Institute as remuneration for his special work of an occasional character.

(2) This regulations will apply to employees other than the faculty and

research employees.

(3) The Director shall be the sanctioning authority in respect of grant of honorarium to an employee.

(4) Sanction of honorarium shall be subject to the following conditions:

(i) in a department, honorarium will not be sanctioned to more than ten percent of the employees category-wise;

(ii) an individual will not be entitled to honorarium more than once during a financial year, and

(iii) honorarium will not be given to an employee whose work and conduct has not been satisfactory or against whom a departmental proceeding or a criminal case is pending.

Section 41(1)(f) 110 A reward, in the form of cash, merit certificate or both, may be given to an employee of the Institute if he:

(1) has shown exemplary devotion to duty and has made outstanding contribution in his work, or in a particular matter, or

(2) has suggested some substantial innovation or change in the working of the Institute resulting in greater efficiency in work substantial saving in expenditure; or

(3) has saved the Institute from financial or material loss by his foresight or prompt action.

Section 41(1)(f) 111 The Governing Body will be the sanctioning authority in respect of rewards under these regulations.

Section 41(1)(f) 112 The Governing Body may lay down the amounts of honoraria and cash awards, including any upper limits thereof.

CHAPTER XX

GRANTING OF DEGREES, DIPLOMAS, ACADEMIC DISTINCTIONS AND TITLES

Section 8(f) 113 (1) The Institute shall award various degrees, diplomas and other academic distinctions and titles, as prescribed by the Governing Body from time to time, after considering the recommendations of the Academic Board.

(2) The Governing Body may lay down essential requirements, and the procedure for selection and admission to various courses at the Institute, after considering recommendations of the Academic Board.

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CHAPTER XXI

FEES AND CHARGES

Section 8(i) 114 (1) Hospital services rendered by the Institute will be billed and charged except those exempted by the Governing Body from time to time.

(2) Hospital charges shall be realised according to schedule of charges fixed from time to time by the Governing Body in consultation with the Hospital Board and the Finance Committee both from indoor and outdoor patients excepting in situations covered by exemptions specified in sub-regulation I of this regulation.

Section 8(i) and 115 Fees and charges for various groups such as students, residents, research staff, Section 41(1)(l) observers, etc. shall be decided by the Academic Board, Hospital Board or Finance Committee, as may be decided by the Governing Body from time to time.

CHAPTER XXII MANAGEMENT OF PROPERTIES

Section 19(1), 116 The Governing Body shall designate an officer of the Institute to function as Section 19(2)(e), the Estate Officer. He will be the custodian of the movable and immovable Section 19(2)(g) properties of the Institute, and shall work under supervision of the Director.

and Section

shall be 41(1)(i)
by the
(1) Residential accommodation in the campus of the Institute
allotted in accordance with the rules of allotment approved
Governing Body from time to time.

(2) The Governing Body shall also lay down procedure for payment of rent and other charges for the residential accommodation.

Section 19(1), 117 (1) Shops in the institute campus shall be leased out as per guidelines laid Section 19(2)(b), shown by the Governing Body for the purpose.

Section 19(2)(g),

be Section 19(2)(j)
(2) Rent at such rate as may be decided by the Governing Body shall

and Section charged. The rent may be reviewed from time to time, as may be

41(1)(i) determined by the Governing Body

Section 19(2)(g) 118 The institute may enter into an annual contract with any firm in respect of Section 41(1)(i) operation and maintenance of equipment, machinery or services at the institute. The rates, terms and conditions for such contracts will be finalised by the Director on recommendations of Committees constituted for this purpose.

Sections 19(2) 119 (1) The Governing Body may accept gifts, documents or donations of money (d), (e), (g), or property, whether movable or immovable. The gifts or the proceeds and(h) and thereof, as the case may be shall be utilised with due regard to the Section 41(1)(i) conditions, if any, which the donor or endower desire.

(2) Such money or property as aforesaid shall be managed in accordance with the specific directions of the Governing Body, if any, relating to such gift, grant or donation.

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Section 19(1), 120 Subject to the provisions of directions of the Governing Body, if any, gifts, 19(2) (d), (e),(g), endowments or donations of money or other property made to the institute

and(h) and shall be utilised for the following purposes :-

41(1)(i)

- (a) for helping destitute persons in paying their hospital dues;
- (b) for purchase/ repair of small equipments/disposables prosthesis;
- (c) construction/sanitation purposes;
- (d) research/ training of doctors; and
- (e) any other purpose decided as proper by a Committee to be set up for this purpose.

Section 19(1), 121 The Governing Body may set up a Committee to decide on investments of all

19(2) (d), (e), (g), donations, endowments and gifts. A separate annual account of income, expenditure and of unspent balances shall be maintained and reported (h) and 41(1)(i) to the

Governing Body.

Section 41(1)(i) 122 All movable property of the Institute shall be managed and checked periodically in such manner as may be mentioned in orders issued by the Governing Body in this behalf and the report of such checking shall be laid before the Governing Body in its meeting.

Section 41(1)(i) 123 The Estate Officer shall prepare an annual report on the immovable property of the Institute for consideration of the Governing Body.

Saction 33 and 34 124 Power of Interpretation:

In case of any matter regarding interpretation of regulations, the interpretation of the Government shall be final and binding.

Power of State 125 The State Government may seek explanation/clarification from the institute

Government to regarding compliance of Act/Rules & Regulation, Government order etc and if required may into direction to the implement of Section 33 of the seek Explanation/ Act.

Clarification During pendency of explanation/clarification from the institute. State Government may issue interim order.

By order,
KAPIL DEV,
Pramukh Sachiv

Sl. No.	Nature of Powers	Dean/ Finance Officer	Additional Officer	Director Body	President Governing	Institute	Remark	
1	2	3	4	5	6	7	8	9
		D on hospital side to Dean full powers with respect to JR/SR/students	B,C & D					
	c) Leave on half pay	-do- -do-	-do-					
	d) Medical leave	-do- -do-	-do-					
	e) Commuted leave	-do- -do-	-do-					
	f) Maternity leave	-do- -do-	-do-					
	g) Leave	-	-	Full power employees of all faculty Groups, members	Full respect of	-	-	-
	h) Study Leave	-	-	In respect of all respect employees to of all be availed in employee India, full powers abroad, full powers	In	-	-	-
	i) Compensatory Leave	Only to employees of group C & D to HODs	-	-	-	-	-	-
	j) Disability Leave of faculty and	-	In respect employees of Group B,C & D	In respect of officers of group A	-	-	-	-
12.	Power to permit the officers of the Institute for going abroad	-	-	Full power up to 30 days	Full power subject to the approval	-	-	-

	for any purpose				of Govt. of U.P.			
13.	Power to permit the officers of the	-	-	Full power up to 30 days	Full power subject	-	-	-

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Institute to go to the abroad in connection of Govt. with the work of the Institute and treatment of absence as on duty

approval
of U.P.

Sl. No.	Nature of Powers	Dean/ Finance Officer	Additional Officer t	Director Body	Presiden	Governing	Institute	Remark
1	2	3	4	5	6	7	8	9
14.	To decide the shortest of cheapest of two or more routes,	-	-	-do-	-	-	-	-
15.	To permit class III, IV employees to draw higher class railway fare when accompanying an officer or train which provides no IInd class.	-	-	-do-	-	-	-	-
16.	Power to sanction advances to Institute employees on tour, transfer etc.	Finance Officer	-	-	-	-	-	-
17.	To countersign Research traveling allowance bills of officers & employees	-	-	Full powers in case of HODs within the Country and	-	-	- For	staff as laid down by Governing body from

respect of

time to time.

T.A. claims
of persons
not in
service of
the Institute
excluding
those for
whom Dean
is
empowered

18.	Power to sanction	-	-	Full powers in respect of	Full powers	-	-	-
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temporary/final all other
withdrawal
from provident
fund

in
officers and
employees
except
Director

19.	Power to sanction advances for law suit to which Institute is a party	-	-	Full power	-	-	-	-
-----	---	---	---	------------	---	---	---	---

20.	Power to sanction advance for House provided in building/ Motor Car	Full power to Finance Officer as Regulations	-	-	-	-	-	-
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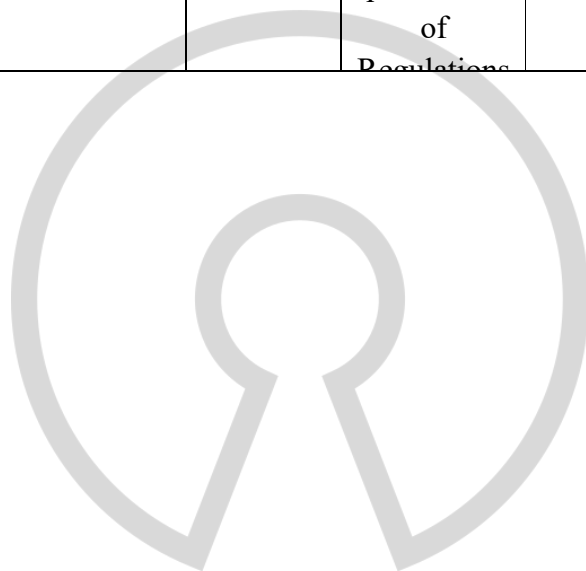
Sl. No.	Nature of Powers	Dean/ Finance Officer	Additional Officer t	Director Body	Presiden	Governing	Institute	Remark
1	2	3	4	5	6	7	8	9
21.	Power of re-Report on re-appropriation of funds from sanctioned budget.	-	-	Full power	-	-	-	on shall be placed before the F.C. & G.B. at its subsequent meeting.
22.	a) Write off of Report to be	-	-	Up to 1 lac	-	Full	-	

	loss of irrecoverable value of stores of public money including expired drugs & consumables			in each case as per before F.C. procedure to be laid down by G.B.		power		placed
	b) Deficiencies and	-	-	-do-	-	-do-	-	& G.B.
	depreciation in value of stores	-	-	-do-	-	-do-	-	-do-
23.	Disposal of obsolete, surplus and not unserviceable	-	-	Capital items of purchase exceeding ten lac on recommendation of condemnation board.	-	Full powers on ndation of condemnation Board through HLPC	-	-
				Full powers in respect of non-capital items				
24.	Power to accord administrative approval & expenditure sanction in respect of contingent expenditure provided for in the budget.	All above through departmental purchase committee	-	Upto Rs. 10 lac in case of reference to capital items utilisation of revenue items separately through the Institute Purchase committee time to time.	Full powers for capital items through the HLPC			research defined Governing Body from

Sl. No.	Nature of Powers	Dean/ Finance Officer	Additional Officer	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
25.	Power to approve purchases of stores the recommendation of Purchase Committee	-	-	Upto fifty thousands	-	-	-	-
26.	Maintenance of building and petty works	-	-	-	-	-	-	-
	a) Original works and special repairs	-	-	1.00 Lacks	-	-	-	-
	b) Ordinary repairs	-	-	Fifty thousands	-	-	-	-
	c) Annual repairs	-	-	1.00 Lacks	-	-	-	-
27.	Powers to direct the payment on the last working day of month the pay & allowances of employees of the Institute where the first day of the following month is public holiday	-	-	Full power	-	-	-	-
28.	Power to order the retention of un-disbursed pay and allowance of establishment	Finance officer will have full powers	-	-	-	-	-	-

	for any period not exceeding three months.							
29.	To allot residence	-	-	Full power in respect of all categories on recommendation of House allotment committee including cancellation, eviction & out of turn allotment on merit to all categories,	-	-	-	As per rule said down for the purpose
Sl. No.	Nature of Powers	Dean/ Finance Officer	Additional Officer	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
30.	To direct that an officers on leave shall be considered to be in occupation of a residence	-	-	Full power of the period of original deputation or the period of leave sanctioned.	-	Full powers	-	-
31.	Power to accept Research grant	-	-	Full powers	-	-	-	-
32.	Power to authorize the sale or transfer of motor vehicles purchased with advance from the	-	-	Full powers	-	-	-	-

	Institute.							
33.	Destruction of official records	-	-	Full powers subject to the conditions and period to be laid down by Governing Body by general or special order, and subject to the provisions of Regulations	-	-	-	-



SCHEDULE-II

The appointing Authority, Punishing Authority and Appellate Authority for various posts in the Institute

Serial Nos.	Description of Posts	Appointing Authority	Punishing Authority	Appellate Authority
1	2	3	4	5
1.	Director	Governor	Governor	-
2.	Additional Director	Government	Government	as defined in government rules
3.	Finance Officer	Government	Government	as defined in government rules
4.	Faculty	President	President	Visitor
5.	Class I Officers excluding Executive Registrar	President	President	Visitor
6.	Executive Registrar	Government	Government	as defined in government rules
7.	Class II Officers	Director	Director	President
8.	Class III & IV Employees	Director	Director	President

पी०एस०यू०पी०-ए०पी० 290 रा०पत्र (ज०ह०)-2011-(675)-599 प्रजतयाँ (कम्प्यूटर/टी०/आफसेट)।

पी०एस०यू०पी०-ए०पी० 5 सा० जिजकत्सा-2011-(676)-500 प्रजतयाँ (कम्प्यूटर/टी०/आफसेट)।