



GS MEDICAL COLLEGE & HOSPITAL

NH-24, PILKHUWA, DISTT- HAPUR, UP – 245 304

WORKING HOURS & LEAVE RULES

(w.e.f. 01/01/2022)

Working Hours for faculty

- Working Hours for faculty of all departments of college and hospital shall be from 9.00 AM to 4.00 PM on Monday to Friday and 9.00 AM to 1.00 PM on Saturday. **Working hours can be increased or modified anytime.**
- Flexible lunch time of 30 minutes shall be allowed between 1.00 PM to 2.00 PM. During lunch time of 30 minutes you can relax but should be on place of your duty. Those residing in campus can go to quarter for lunch. **Entire staff cannot proceed for lunch at a time.** They should proceed for lunch by mutual adjustment so that the work should not suffer.
- Staff residing in campus should be at place of duty during working hours except during lunch break of 30 minutes. **If they are overstaying in quarter, it shall be treated as leave without pay.**
- Attendance shall be recorded by biometrics as well as on registers for incoming and outgoing. Also incoming and outgoing movement out of your department shall be recorded on a 'Movement Register'.
- Both incoming and outgoing attendance for those on duty on Sunday, Gazetted holiday and Emergency shall be recorded on biometrics only.
- No compensatory leave shall be granted for hours spent on emergency duty on any day. Compensatory leave shall be granted to only those who are on full day duty (with stay in hospital and not the call duty) on Sunday and Gazetted holiday; which can be availed normally within 30 days except under special circumstances. Record of such leave shall be maintained in the office of Medical Superintendent only. Decision of Medical Superintendent shall be final.

Working Hours for Residents

- Routine working hours are from 9 AM to 4 PM on Monday to Friday and 9 AM to 1 PM on Saturday. In addition every JR and SR has to perform emergency call duties as per roster of the department. Doctor on night duty can come 1 hour late on next day. No compensatory off shall be given for next day. There shall be only **1 day off** in each week which may be on Sunday or any other day. You cannot leave the campus **till 12 noon** on weekly off day if it is a working day, to keep in mind surprise NMC inspections. Working hours can be increased or modified anytime. Every duty shall have extra overlap of 15 minutes on either side for handover and takeover of duties. You cannot leave duty without handover to other person. Lunch time and Dinner time of 30 minutes is allowed from 1.00 PM to 2.00 PM and from 8.00 PM to 9.00 PM. **All residents cannot proceed for lunch or dinner at a time.** They should proceed for lunch or dinner by mutual adjustment so that the work should not suffer. Exchange of duty is allowed **only with prior permission** of respective HOD and Medical Superintendent.
- **All residents have to reside compulsorily in resident's hostel.** Married senior residents living with family may be allotted quarter.
- **All Sundays and Gazetted Holidays shall be working for resident doctors.**
- Night ward round shall compulsorily be looked after by Senior and Junior Residents.

HOSPITAL SERVICES

OPD Hours

Days	Morning OPD	Evening OPD
Monday to Friday	9.00 AM to 3.00 PM	----
Saturday	9.00 AM to 1.00 PM	----
Sundays & Gazetted Holidays	----	----

Doctors' Round for Indoor Patients' Care

Doctors Round	By whom	Timing
1 st Round	Entire Unit Staff	Between 9 AM to 11 AM As per convenience
2 nd Round	Entire Unit Staff (Mon to Fri) SR & JR (Sat)	2.30 PM to 4.00 PM As per convenience
3 rd Round	SR & JR	Between 8 PM to 10 PM As per convenience

- ❖ Services of doctors shall be terminated immediately if they escape any round. It is the responsibility of Unit In charge to see that their faculty & residents have put notes with signature on IPD sheets during each round.

Operation Theatre Hours

Days	Timing
Monday to Friday	9.00 AM to 3.00 PM
Saturday	9.00 AM to 1.00 PM
Emergency	24 Hours X 7days

Emergency Services

Round the clock on all days including Sundays and gazette holidays.

Pharmacy

Round the clock on all days including Sundays and gazette holidays.

PAID ANNUAL LEAVE
(1st August to 31st July)

Leave	Teaching Faculty	PG JR	Interns	Non PG JR	SR	Non-teaching & Nursing staff
Casual Leave	12	12	12	12	12	12
Sick Leave	12	12	12	--	12	12
Summer Vacation	12	--	--	--	--	--
Earned Leave	12	--	--	--	--	12
Academic Leave	12	06	--	--	--	--
Total	60	30	24	12	24	36

- **Prior sanction of leave from competent authority in mobile app. “247HRM” is mandatory.**
In emergency if staff member has availed leave, then telephonic intimation to concerned HOD is mandatory after mobile app entry (**intimation by sms or on whatsapp is not accepted**). Ignorance of mobile app shall not be considered and it shall be treated as leave without pay. For any problem in mobile app, please contact IT department.
 - Half day leave of any type is not permitted except casual leave/ Sick Leave from Monday to Friday. Casual/ Sick leave availed on Saturday shall be of full day only.
 - Inter fix Sundays / Holidays shall be counted for vacation / academic / earned / sick leave.
 - Availing any leave is not your right; it can be rejected without assigning any reason.
 - No leave is allowed after submission of notice for resignation.
- Leave rules can be modified any time.
- **In first year of service, leave shall be granted on prorated basis, 1 CL & 1 SL per month.**
- **Staff coming up to 30 minutes late in morning shall go up to 30 minutes late in evening.** Failing which, for every 03 days late coming / early leaving for 30 minutes, 1 day casual leave shall be deducted. Half casual leave shall be deducted for more than 30 minutes late or single biometric punching in a day. If casual leave is not in balance, then it will be leave without pay.
- Disciplinary action (Withholding Increment/Termination) shall proceed for frequent late coming / early leaving / mid-day leaving.
- **Casual & Sick Leave:** For all practical purposes casual and sick leave have been merged in single account. Medical certificate shall be required for availing more than 02 days sick leave. Sick leave cannot be carried forward to next year. Not more than 6 leaves can be availed at a time from this combined account. Apply **1 day before or same day**.
- **Summer Vacation:** Faculty who has completed 3 months of service shall be eligible for summer vacation which shall be given only after all NMC / University / Regulatory inspections are over. Maximum half of the staff in each department can proceed on vacation at a time. No other leave can be clubbed with vacation, except Leave Without Pay up to a maximum 14 days with prior sanction. **Half of the vacation may be given in winter.**
- **Earned Leave:** Faculty, Non-teaching and Nursing Staff who have completed 6 months of service shall be eligible for earned leave. Only earned leave if not availed, can be carried forward to next year, up to maximum accumulation of 30 days. **No leave encashment is allowed.** Apply **7 days in advance** for **minimum 1 day earned leave**.
 - **Academic Leave:** Faculty who has completed 3 months of service shall be eligible for academic leave. Academic leave can be availed after submission of documentary proof - **7 days in advance**. This leave may be granted for attending MET or other training / relevant workshop / seminar / CME / Conference (International/National/State) of concerned subject if useful for department / institution. It can also be availed for examination / inspection duty.
- **Maternity Leave:** Maternity leave with half pay may be granted for 60 days after completion of 1 year of service for faculty, PG JR and Non-teaching & Nursing staff. Extra leave may be taken without pay.

PAID ANNUAL LEAVE FOR CONSULTANTS

(1st August to 31st July)

Consultants working for	Casual leave	Sick Leave	Summer Vacation	Earned Leave	Academic Leave	Total
6 days a week	12	12	12	12	12	60
5 days a week	5	5	5	5	5	25
4 days a week	4	4	4	4	4	20
3 days a week	3	3	3	3	3	15
2 days a week	2	2	2	2	2	10
1 day a week	1	1	1	1	1	05

Approximate working days in a year: 234, 220, 176, 132, 88 & 44 respectively

LIST OF HOLIDAYS IN YEAR 2022

S.No.	Date	Day	Festival
1	26 January	Wednesday	Republic Day*
2	01 March	Tuesday	Maha Shivratri
3	17 March	Thursday	Holika Dahan
4	18 March	Friday	Holi
5	10 April	Sunday	Ram Navmi
6	14 April	Thursday	Ambedkar Jayanti / Mahaveer Jayanti
7	15 April	Friday	Good Friday
8	03 May	Tuesday	Eid ul Fitr
9	16 May	Monday	Buddha Purnima
10	10 July	Sunday	Eid ul Adha / Bakri Ed
11	12 August	Friday	Raksha Bandhan
12	15 August	Monday	Independence Day*
13	18 August	Thursday	Janmashtami
14	02 October	Sunday	Mahatma Gandhi Jayanti
15	04 October	Tuesday	Mahanavami
16	05 October	Wednesday	Dussehra Vijaya Dashami
17	25 October	Tuesday	Diwali
18	26 October	Wednesday	Govardhan Pooja
19	27 October	Thursday	Bhaiya Dooj / Chitragupta Jayanti
20	08 November	Tuesday	Guru Nanak Jayanti / Kartik Purnima
21	25 December	Sunday	Christmas
Circular shall be issued only if there is cancellation or change of date of festival holiday.			

***Compulsory attendance for flag hoisting.**