



WORKING HOURS & LEAVE RULES

(w.e.f. 01/01/2025)

(I) Working Hours for faculty: -

To facilitate high quality teaching and maintain semblance, following rules/principles are to be adhered and they are in **MUST category** for each and every one. These rules will come into effect from 01/01/2025.

First and foremost is **NO LEAVE IS A MATTER OF RIGHT.**

1. The working hours of faculty are **9 am to 4 pm from Monday to Friday and 9 am to 1 pm on Saturday.**
2. **The working hours can be increased or modified anytime.**
3. **Lunch time: a flexible lunch time of 30 min** is provided during 1 to 2 pm with following principles –
 - A. Everyone in Essential Services area **should not proceed simultaneously** rather they should coordinate by mutual adjustment such that the work of that area does not suffer during 1 to 2 pm.
 - B. Those residing in teaching Quarters of the campus **can avail the facility of lunch at the quarter sticking to the limit of 30 minutes.** If they are found to be overstaying, that particular day, **they run the risk of being marked LWP.**
4. Attendance should be recorded as follows –
 - a. On biometric and Aadhaar based biometric machine installed by **NMC MUST.**
 - b. Manually in the departmental register.In both manners above, **attendance should be marked for incoming and outgoing.**
5. A “Movement register” should preferably be maintained at departmental level for recording local movement (for more than 10 min). **This will enable for monitoring the habits of the employee.**
6. Those on duty on **Sundays, Gazetted Holidays and Emergency shall mark their attendance both for incoming and outgoing on Biometric only.**
7. There is no provision of Compensatory leave for routine Emergency duty. **Compensatory leave will be given only to those who are on full day duty with availability in hospital and cross confirmed by a senior employee. (To SR if not posted on Sunday and Gazetted Holidays, and APs if they are not posted & and Gazetted Holidays. The compensatory leave should be availed within 30 days otherwise it will lapse (This is an important clause based on experiences of 2024).** Record of such leaves will be maintained in the O/O HOD. In case of any doubt/controversy, decision of Medical Superintendent will be final.
8. **Conferences** – A faculty will be allowed participation in conference at **institute expenditure subject to following:**
 - a. **Once in 3 years of completed service** (Up to the age of 67 years) for **presenting paper(s) in National Conference only, means acceptance of paper(s) is MUST.**
 - b. No provision of reimbursing Accommodation charges at place of conference.
 - c. **Delegation fee will be reimbursed subject to submission of report on Conference Attended which should essentially include the learning got instead of merely “Meeting, cheating and eating”.**
 - d. 50% of IInd AC fare (to and fro Journey) by train is reimbursable subject to production of

tickets. **No adjustments for Air Travel will be made. No provision of reimbursement of road travel including adjustments.**

- e. There is no provision for any kind of reimbursement for attending conference or part of it by road travel.
- f. No provision of reimbursement of charges incurred on travel from place of residence to railway station & back.
- g. There is no provision for any kind of reimbursement for attending International conferences.

(II) Working Hours of Residents (SR's & JR's)

Residents are the PILLARS & PIVOTS of hospital.

1. Working hours of **JR (Or PGs)** are as per departmental roaster and for **SRs** from **9 to 4 pm** (Monday to Friday) and **9 am to 1 pm** (on Saturday).
2. **Every SR and JR has to perform Emergency duty as per roaster.**
3. Those on **night duty can report 1 hour late next day** as there is no provision of compensatory off next day.
4. There is provision of **only 1 day off per week** which can fall on even Sunday.
5. **NO SR or JR will leave the campus before 12 noon next day (if it is a weekly off and working day) solely because of requirements of assessment of NMC.**
6. There will be extra overlap of 15 minutes on either side due to handover and takeover. **No One should leave its place of duty without proper handover to the incoming doctor.**
7. **Lunch time** is allowed for 30 minutes during 1 to 2 pm making mutual adjustment in such a manner that **all residents should not proceed simultaneously** and works during 1-2 pm do not suffer.
Similar principles should be followed for dinner of 30 min during 8 to 9 pm.
Exchange of duty is allowed only with prior permission of HOD and/or Medical Superintendent.
8. Every **resident has to reside in Resident Hostel** or if SR is married in allotted quarter (MUST).
9. **All Sundays and Gazetted Holidays are working days for Residents.**
10. **IIIrd Ward round i.e. Night rounds has to be taken by SR and JRs.** A surprise check will be made.
11. **Indoor Rounds are basically for patient care and monitoring and is as follows-**

Schedule of Indoor Rounds for Patients' Care and Monitoring

Round and Timings	Persons involved
Ist Round (9 to 11 am) or as scheduled by HOD	Entire Unit i.e. Consultant(s), SR , JR and Nursing staff
IInd Round (2.30 to 4 pm) or as scheduled by HOD	Entire Unit i.e. Consultant(s), SR , JR and Nursing staff on Monday to Friday
	On Saturday by SR + JR
IIIrd Round (8 pm to 10 pm) or As scheduled by HOD	SR +JR

If anyone is found escaping/Missing from rounds as above without prior intimation, his/her services will be terminated summarily without asking any explanation.

It will be the duty of Unit in Charge to see proper documentation on case file (for NABH) with proper legible signatures and stamp to avoid any legal hassle.

Schedule of OPD Hours

Days	Morning OPD	Evening OPD
Monday to Friday	9 am to 3.30.p.	No provision currently
Saturday	9 am to 1 pm	No provision currently
Sunday & Gazetted Holidays	No OPD	No provision currently

Operation Theatre Schedule

Days	Timing
Monday to Friday	9.00 AM to 3.30 PM
Saturday	9.00 AM to 1.00 PM
Emergency	24 X 7 Hours

Emergency Services

Round the clock on all days including Sundays and gazette holidays. (24 X 7 Hours)

Pharmacy Services

Round the clock on all days including Sundays and gazette holidays. (24 X 7 Hours)

(III) LEAVE RULES:-

- 1. No leave is a matter of right of any employee. It can be rejected without assigning any reason.**
- 2. Leave rules can be modified at any time.**
- 3. For impending NMC assessments, NO LEAVE OF ANY KIND WILL BE PERMITTED EXCEPT THOSE ALLOWED BY NMC WITH PROPER DOCUMENTATION i.e.**

- 1. Maternity leaves**
- 2. Leaves for attending Conference**
- 3. Leave for University examination**
- 4. Leave for NMC work and**
- 5. Leave availed for attending court evidence**

A. Maternity leaves :-

- i. Please submit Self attested Xerox copies of OPD card having regular ANC and USG reports**
- ii. Xerox of Application with sanction by appropriate authority**

B. Leaves for attending Conference :-

- i. Please submit Self attested Xerox copies of Conference brochure.**
- ii. Delegation fee receipt and**
- iii. Tickets of travel (if travelling by road, then plan of travel including vehicle number and RC, if vehicle of self/ if arranged by that organization etc then print**

out of the mail intimating travel arrangement) Otherwise mention Taxi in plan.

C. Leave for University examination :-

- i. Please submit self-attested Xerox copies of University invitation letter and
- ii. Plan of travel/ if travelling by road, then plan of travel including vehicle number and RC if vehicle of self/ if arranged by that University/Organization like NBE, then print out of the mail intimating travel arrangement Otherwise mention Taxi in plan.

D. Leave for NMC work :-

Please submit self-attested Xerox of Letter of Academic activity by NMC.

E. Leave availed for attending court evidence :-

Please attach self-attested Xerox of summon received from court.

4. Very soon we will be having application on software rather than hard copy. A new ERP has been acquired and it is undergoing testing.

5. Half leave (Except CL and SL) is NOT permitted.

6. No leave is permitted after submitting resignation.

7. Casual/ Sick leave availed on Saturday shall be of full day only.

8. Inter fix Sundays / Holidays shall be counted for Vacation / Academic and Earned Leaves.

Following is the chart showing permitted Annual Leaves during academic year.

Leave	Teaching Faculty	SR	PG JR	Non PG JR	Interns
Casual Leave	12	12	12	12	12
Sick Leave	12	08	08	--	--
Summer Vacation	12	--	--	--	--
Earned Leave	12	--	--	--	--
Academic Leave	12	--	06	--	--
Total	60	20	26	12	12

Miscellaneous guidelines:-

1. The staffs who come late by 30 minutes can compensate by going 30 minutes late. However, if someone is found coming late continuously, 1 CL will be deducted for each 3 days late coming /early leaving for 30 minutes and further proportionately.

If there is no balance CL or SL, then it will be LWP. If it is found that someone is habitual of late coming or early leaving, then disciplinary action will be taken which may be **withholding salary, increment or even termination.**

2. **In the first year of service, leave shall be allowed on pro rata basis i.e. 1CL and 1 SL per month.**

3. **Casual & Sick Leave** – Medical certificate is necessary for availing more than 2 days sick leave. CL & SL cannot be carried forward to next year. Not more than 6 leaves will be permitted (For all practical purposes, CL and SL have been combined into one account).

4. **Vacation** – Faculty who has **completed 6 months of service on the day of notification is eligible** for vacation **but will be granted subject to NMC assessments**. The schedule of vacation will be divided equally between summer and winter. No leave of any kind can be clubbed with vacation except leave without pay. **The Faculty proceeding on vacation has to provide the address and phone number. In case of any eventuality of surprise assessment by NMC, the faculty can be called back from vacation. Remaining vacation will be given later in this EMERGENCY of surprise assessment.**
5. **Earned Leave** – Those who have **completed 01 year of service are eligible** to avail EL. These can be carried forward to next year and **accumulation is permitted up to 30 days. No leave encashment is permitted.** Please apply at least 7 days before for even 1-day EL.
6. **Academic Leave** – It is not permitted for 6 months of joining. Is permitted for **only** attending Conference and Examiner ship. Please apply in advance with all **documentary proofs. Non attachment of documentary proof will render the application infructuous.**
7. **Maternity leave** – Half pay may be granted for maternity leave for 60 days after completion of 1 year of service for Faculty, PG JRs, non-teaching staff and Nursing staff. Extra leaves are permitted but without pay.
8. **Continuous willful absence (Without prior approval) from duty (more than 2 weeks) will invite panel action including relieving from services.**

HOLIDAY CALENDER 2025

S. No.	Date	Day	Festival
1	26 January	Sunday	*Republic day
2	26 February	Wednesday	Mahashivratri
3	14 March	Friday	Holi
4	31 March	Monday	Eid Ul Ftr
5	6 April	Sunday	Ram Navmi
6	10 April	Thursday	Mahaveer Jayanti
7	14 April	Monday	Ambedkar Jayanti
8	18 April	Friday	Good Friday
9	12 May	Monday	Buddha Purnima
10	7 June	Saturday	Eid Ul Adha/ Bakra Eid
11	6 July	Sunday	Muharram
12	9 August	Saturday	Raksha Bandhan
13	15 August	Friday	*Independence Day
14	16 August	Saturday	Janmastami
15	1 October	Wednesday	Mahanavmi
16	2 October	Thursday	Gandhi Jayanti & Dussehra
17	21 October	Tuesday	Deepawali
18	22 October	Wednesday	Govardhan Puja
19	23 October	Thursday	Bhaiya Dooj
20	5 November	Wednesday	Guru Nanak Jayanti/Kartik Purnima
21	25 December	Thursday	Christmas Day

*Compulsory attendance for flag hoisting.