

HIMALAYA MEDICAL COLLEGE & HOSPITAL



Run By:- Himalaya Educational Trust

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WORKING HOURS & LEAVE RULES

(w.e.f. 01/01/2024)

(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 01/01/2023.

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. All the staff should not proceed simultaneously rather they should coordinate by mutual adjustment such that the work 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 will be marked Leave without pay.
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” must be maintained at departmental level for recording local movement (for more than 10 min).
6. Those on duty on Sundays, Gazetted Holidays and Emergency shall mark their attendance both for incoming and outgoing on Biometric only.
7. No Compensatory leave shall be granted for Emergency duty. **Compensatory leave will be given only to those who are on full day duty with availability in hospital and cross confirmed by relevant person (Not call duty) on Sunday and Gazetted holidays.** The compensatory leave should be availed **within 30 days otherwise it will lapse.** 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 Accommodation charges at place of conference are reimbursable.
 - 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 road travel will be reimbursed.**
 - e. There is no provision for any kind of reimbursement for attending conference or part of it by road travel.
 - f. No charges incurred on travel from place of residence to railway station will be reimbursed.
 - 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 of hospital working. Their role is VERY IMPORTANT.

1. Working hours of **JR** 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. **They cannot leave the campus before 12 noon next day (if it is a weekly off and working day) solely because of requirements of NMC.**
6. There will be extra overlap of 15 minutes on either side due to handover and takeover. No One should leave without proper handover to the other person.
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.
8. Exchange of duty is allowed only with prior permission of HOD and/or Medical Superintendent.
9. Every **resident has to reside in Resident Hostel** or if SR is married in allotted quarter (MUST).
10. **All Sundays and Gazetted Holidays are working days for Residents.**
11. **IIIrd Ward round i.e. Night rounds has to be taken by SR and JRs.**
12. **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
IIInd 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/not attending 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 with proper legible signatures 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.**

A. Maternity leaves B. Leaves for attending Conference C. Leave for University examination D. Leave for NMC work and E. 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. Prior sanction of leave from competent authority is mandatory (Please use HR Leave mobile app **Realtime India (P) Limited** and Hard Copy both. **Hard copy is mandatory. Intimation on SMS or WhatsApp and Mail is NOT ACCEPTED**). Please contact IT department for any issue related to mobile app.

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 / earned / sick leave.

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	12	18	12	12

Other guidelines:-

1. The staffs which **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, then it will be leave without pay. If it is found that someone is habitual of late coming or early leaving, then disciplinary action will be taken which may be withholding 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** and these leaves **cannot be carried forward to next year**. Not more than 6 leaves can be taken from the combined account of CL and SL. (For all practical purposes, CL and SL have been combined into one account). The application has to come at least 1 day before.
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, that too to a maximum of 14 days. **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** – Is permitted for attending Conference and Examiner ship. Please apply 7 days 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.**

LIST OF HOLIDAYS IN YEAR 2024

S. No.	Date	Day	Festival
1	26 January	Friday	Republic Day*
2	08 March	Friday	Maha Shivratri
3	24 March	Sunday	Holika Dahan
4	25 March	Monday	Holi
5	29 March	Friday	Good Friday
6	11 April	Thursday	Eid ul Fitr
7	14 April	Sunday	Ambedkar Jayanti
8	17 April	Wednesday	Ram Navmi
9	21 April	Sunday	Mahaveer Jayanti
10	23 May	Thursday	Buddha Purnima
11	17 June	Monday	Eid ul Adha / Bakri Ed
12	15 August	Thursday	Independence Day*
13	19 August	Monday	Raksha Bandhan
14	26 August	Monday	Janmashtami
15	02 October	Wednesday	Mahatma Gandhi Jayanti
16	11 October	Friday	Mahanavami
17	12 October	Saturday	Dussehra Vijaya Dashami
18	01 November	Friday	Diwali
19	02 November	Saturday	Govardhan Pooja
20	03 November	Sunday	Bhaiya Dooj / Chitragupta Jayanti
21	15 November	Friday	Guru Nanak Jayanti / Kartik Purnima
22	25 December	Wednesday	Christmas
Circular shall be issued only if there is cancellation or change of date of festival holiday.			

***Compulsory attendance for flag hoisting.**