

The Postgraduate Institute of Medical Education and Research, Chandigarh, Regulations, 1967

CHANDIGARH

India

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Rule

THE-POSTGRADUATE-INSTITUTE-OF-MEDICAL-EDUCATION-AND-RESEARCH, CHANDIGARH, REGULATIONS, 1967

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The Postgraduate Institute of Medical Education and Research, Chandigarh, Regulations, 1967Published vide Notification No. G.S.R. 571(E), dated 18th April, 1967Last Updated 4th October, 2019Ministry of Health and Family WelfareG.S.R. 571(E). - In exercise of the powers conferred by Sub-section (2) read with sub-section (1) of section 32 of the Post Graduate Institute of Medical Education and Research, Chandigarh, Act, 1966 (51 of 1966), the Central Government hereby makes the following regulations namely :-

1. Short title and Commencement.

(1)These regulations may be called the Postgraduate Institute of Medical Education and Research, Chandigarh, Regulations, 1967.(2)They shall come into force on the 21st day of April,1967.

2. Definitions.

- In these regulations unless the context otherwise requires :-(a)"Act" means the Post Graduate Institute of Medical Education and Research, Chandigarh, Act 1966 (51 of 1966).(b)"Chairman" means the Chairman of the Governing Body of the Institute;(c)"Director" means the Director of the Institute;(d)"President" means the President of the Institute;(e)"Rules" means the Post Graduate Institute of Medical Education and Research, Chandigarh, Rules, 1967;(f)"Schedule" means the schedule of these regulations;(g)"Section" means a section of the Act;(h)"Standing Committee and ad-hoc committee" means respectively the standing and ad-hoc committee constituted under sub-section 5 of Section 10.

3. Time and place of meetings of Institute.

- The Institute shall meet at such times and places as the President may, from time to time determine; Provided that the Institute shall meet at least once in every year.

4. Power to call a meeting of Institute.

- The President may, at any time, call a meeting of the Institute and shall do so if a requisition for that purpose is presented to him in writing by not less than eleven members specifying the subject of meeting proposed to be called.

5. Notice for meetings of Institute.

(1) Not less than fourteen clear days' notice in writing of every meeting shall be given to each member who is for the time being in India; (2) A notice may be served upon any member either personally or by post under certificate of posting in an envelope addressed to such member. (3) An extraordinary meeting of the Institute may be called by the President at not less than four clear days' notice in writing.

6. Quorum.

(1) No business shall be transacted at a meeting of the Institute unless eight members are present. (2) If within half an hour from the time appointed for holding a meeting, the quorum is not present, the meeting shall stand adjourned and the members shall meet on a date, time and place fixed by the President and if at the adjourned meeting also the quorum is not complete within half an hour from the time appointed for holding the meeting, the meeting shall be held if at least one-third of the total number of members are present; Provided that at least seven clear days' notice is given to the members present and to each members who is not present at the meeting on the same or the following day by post or telegram or special messenger as the case may require.

7. Presidency over meeting of Institute.

(1) The president shall preside over every meeting of the Institute. (2) If the President is not present at any such meeting the members present shall choose one from among themselves to be President of the meeting.

8. Moving of resolution by members of Institute.

- Any member of the Institute desirous of moving any resolution at a meeting of the Institute shall give notice thereof in writing to the Secretary so as to reach him not less than ten days before the date of the meeting and when such notice has been given, the proposed resolution shall be circulated to the members; Provided that the President may include in the agenda at any time, before or during a meeting; (i) fresh items of business; (ii) items supplementary to those included in the agenda; and

such items shall also be taken up for consideration.

9. Transaction of business by circulation of papers.

(1) Any business which may be necessary for the Institute to transact may, if the President so directs, or is considered urgent by the Secretary, be dealt with by circulation of papers under registered cover among all members for the time being in India at their usual addresses and any resolution so circulated shall be taken as passed if majority of members approve it, in writing, and shall be as effectual and binding as if the resolution has been passed at a meeting of the Institute. (2) When any business is so referred to the members by circulation, a period of not less than three weeks shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued. Provided that if no reply is received by the stipulated date from any member, the resolution so circulated shall be deemed to have been approved by the member concerned. (3) If a resolution is circulated, the results of circulation shall be communicated to all the members.

10. Record of Business.

(1) A record shall be maintained by the Secretary of all business transacted by the Institute. (2) All business of the Institute shall, as far as possible, be recorded in the form of resolutions and an entry of such decision in the book of the proceedings of the Institute shall be conclusive evidence of the fact that such decisions were taken by the Institute. (3) The proceedings of every meeting of the Institute shall be circulated to the members.

11. Constitution of Governing Body.

- The Governing Body of the Institute shall consist of the following Members namely:-(1) The Chairman Members ex-officio (2) The Member of the Institute representing the Ministry of Health and Family Welfare (3) The Vice-Chancellor of the Panjab University. (4) The Director-General of Health Services. (5) The member of the Institute representing the Ministry of Finance. (6) The Director of the Institute. (7) The Chief Secretary to the Government of Punjab. (8) The Chief Secretary to the Government of Haryana. (9) The Chief Secretary to the Government of Himachal Pradesh. (10) The Chief Commissioner, Union Territory of Chandigarh. (11) The Dean of the Institute. (12) One member elected by the members of the Institute from amongst the three Members of Parliament elected to the Institute. (13) Two members to be elected by the members of the Institute from amongst themselves. (14) Two professors of the Institute by rotation nominated annually by the Institute in order of seniority.

12. Powers and functions of Governing Body.

- The Governing Body shall exercise such powers and discharge such functions as are specified in the *Schedule-I.

13. Time and place of meetings of Governing Body.

- The Governing Body shall meet at such times and places as the Chairman may, from time to time determine. Provided that the Governing Body shall meet once at least in three months.

14. Powers to call meetings of Governing Body.

- The Chairman may at any time call a meeting of the Governing Body and shall do so if a requisition for that purpose is presented to him in writing by not less than eight members specifying the subject of the meeting proposed to be called.

15. Notice for meetings of Governing Body.

(1) Not less than fourteen clear days' notice in writing of every meeting of the Governing Body shall be given to each member who is for the time being in India. (2) A notice may be served upon any member either personally or by post under certificate of posting in an envelope addressed to such member. (3) Notwithstanding anything contained in sub-section, section (1), a meeting of the Governing Body at which any matter is considered urgent by the Chairman has to be taken up, may be called *by giving not less than four clear days' notice in writing.

16. Quorum.

(1) No business shall be transacted at a meeting of the Governing Body unless at least seven members are present. (2) If within half an hour from the time appointed for holding a meeting the quorum is not present, the meeting shall stand adjourned and the Governing Body shall meet again on a date, time and place fixed by the President and if at the adjourned meeting also the quorum is not complete within half an hour appointed for holding the meeting, the meeting shall be held if at least one third of the total number of members are present. Provided that at least seven clear days' notice is given to the members present and to each member who is not present at the meeting on the same or following day by post or telegram or by special messenger as the case may require.

17. Presidency over meetings of Governing Body.

(1) The Chairman shall preside over every meeting of the Governing Body. (2) If the Chairman is not present at any such meeting the members present shall choose one from among themselves to be Chairman of the meeting.

18. Transaction of business by circulation of papers.

(1) Any business which may be necessary for the Governing Body to transact may, if the Chairman directs, be dealt with by circulation of papers under registered cover among all the members for the time being in India at their usual address, and any resolution so circulated and approved by all the members signing, shall be as effectual and binding as if the resolution had been passed at a meeting

of the Governing Body.(2)When any business is so referred to the members by circulation, a period of not less than ten clear days shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued.Provided that if no reply is received by the stipulated date from any member, the resolution so circulated shall be deemed to have been approved by the member concerned.(3)If a resolution is circulated, the results of circulation shall be communicated to all the members.

19. Voting.

- All matters submitted to meeting of the Governing Body shall be decided by a majority of the members present and voting there at and in case of an equality of votes, the Chairman or the person presiding shall have a casting vote, in addition to the vote to which he may be entitled as a member.

20. Record of Business.

(1)A record shall be maintained by the Secretary of all business transacted by the Governing Body.(2)All decisions of Governing Body shall, as far as possible, be recorded in the form of resolutions and an entry of such decisions in the book of proceedings of the Governing Body shall be conclusive evidence of the fact that such decisions were taken by the Governing Body.(3)The proceedings of every meeting of the Governing Body shall be circulated to the members.

21. Term of office of members of the Governing Body and filling of casual vacancies.

(1)The term of office of a member elected under clause (12) of regulation 11 shall come to an end as soon as he ceases to be member of the Institute.(2)A casual vacancy in the membership of the Governing Body shall be filled up in accordance with the provisions of these regulations.

22. Powers and Functions of President.

- The President shall exercise such powers and discharge such functions as are specified in Schedule-I.

23. Standing and ad-hoc Committees.

(1)The Standing and ad-hoc Committees shall consist of the Director of the Institute as ex-officio member and such number of other members as are considered necessary:-(1)(A)The Chairman and members of the ad-hoc Committees shall be nominated by the Institute.Provided that the Standing Finance Committee shall include only members of the Institute.Provided further that the number of persons who are not members of the Institute shall not exceed one-fourth of the total membership of each of the other standing or ad-hoc committees.Provided also that no business shall be transacted at a meeting of the standing or ad-hoc Committee unless there are present at least 1/3rd of the total members constituting the Committee.(2)The following matter shall be referred to the

Standing Finance Committee which shall consider them and make its recommendations thereon namely :-(a)annual accounts of the Institute showing the receipts and expenditure together with audit report thereon;(b)budget estimates showing the estimated receipts and expenditure of the Institute;and(ii)incurring of any expenditure not included in the budget;(c)all proposals for the creation of posts;(d)all financial matters pertaining to the Institute;(e)all matters relating to the invitation and acceptance of tenders.(3)The Standing Academic Committee shall consider all matters relating to the administration of the academic affairs of the Institute.(4)The Standing Estate Committee shall consider the proposals for the construction of new buildings, acquisition and disposal of land, additions or alterations and other question relating to the maintenance and use of buildings belonging to the Institute.(5)The term of office of the Standing Committee shall be five years from the date of its constitution and ad-hoc Committee shall cease to function as soon as the specific functions for which the said committee is appointed, are completed.(6)A casual vacancy in the Standing Committee or an ad-hoc committee may be filled by the Institute by nomination.

24. Travelling and daily allowances to be paid to the President and members of Institute, Governing Body, Standing and ad-hoc Committee.

(1)The Chairman and members of the Governing Body and Chairman and members of the Standing Committee and ad-hoc committee shall not receive any remuneration or other allowance except travelling and daily allowances for attending meetings of the Governing Body, a Standing Committee or an ad-hoc committee as the case may be.(2)The President and every member of the Institute, the Chairman and members of the Governing Body, the standing and ad-hoc committees, if they are whole time officers of government shall be entitled to such travelling and daily allowances for the performance of journeys for attending the meetings of the Institute, Governing Body, standing or ad-hoc committees or for attending any other work of the Institute, as are admissible under the rules applicable to them for journeys performed on official duty.(3)Where any travelling and daily allowances are paid to a member of the Institute, the Governing Body, Standing Committees or ad-hoc committees, being an officer of Government, the Institute shall make necessary arrangements for reimbursement of the amount so paid to the authority employing such officer.(4)The President and members of the Institute and the Chairman and members of the Governing Body, Standing and ad-hoc committee who are not officers of Government shall be entitled to travelling and daily allowance at the rates prescribed from time to time by the Central Government under Supplementary Rule 190 and the executive decisions and order thereunder.(5)The President may, for special reasons sanction journeys by air not otherwise admissible by members of the Institute, Governing Body, standing or ad-hoc committee. For such journeys, travelling allowance shall be paid at the rates admissible to Grade I officers of the Central Government.

25. Powers and duties of Director.

(1)The Director shall be the Chief Executive Officer of the Institute and shall exercise such powers and discharge such functions as are specified in the Schedule-I.*(2)The Director shall be incharge of the administration of the Institute and shall allocate duties to officers and employees of the Institute and exercise such supervision and executive control as are necessary.(3)For the proper

administration of the Institute the Director shall have powers to delegate any of his powers conferred on him under the Act, the rules and these regulations to any officer of the Institute subject to such limitations as may be imposed by the Governing Body.

26. Powers to award prizes, scholarships, etc.

- The Institute may award such prizes, souvenirs, stipends and scholarships as may be decided by it from time to time.

27. Admission to courses of studies.

- Twenty percent of the seats to every course of study in the Institute shall be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes or other categories of persons in accordance with the general orders issued by the Central Government from time to time.

28. Award of degrees.

- The Institute may grant such degrees and diplomas as may be decided by the Institute from time to time.

29. Conduct of examinations.

(1) such number of supervisors, invigilators and other staff as may be necessary for conducting entrance and professional examinations of the Institute, may be appointed by the Director and their remuneration shall be paid at the following rates, namely:-

(i) Co-ordinator	Rs. 300.00 per day
(ii) Head Supervisor/Supdt. Centre Supervisor/ Superintendent	Rs. 150.00 per day
(iii) Asstt. Supervisor/Supdt.	Rs. 140.00 per day
(iv) Invigilator	Rs. 100.00 per day
(v) Class IV	Rs. 65.00 per day (including preparation)

(2) Rates of remuneration payable to examiners for evaluation of thesis and for conduction of various examinations at the Institute shall be as follows:-

(i) for evaluation of thesis for MD/MS/M.Sc. degree	Rs. 150/- per examiner per thesis per day
(ii) for evaluation of thesis for Ph.D. degree	Rs. 300 per external examiner and the internal examiner (Chief Guide) per thesis.
(iii) For conduction clinical and practical and viva voce examination for M.D./M.S., D.M./M.Ch. examinations	Rs. 250 per candidate per examiner with a minimum of Rs. 500/- and maximum of Rs. 2000/- to each examiner for doing all the work i.e., for setting of question paper,

evaluation of answer books and conduction of clinical and viva voce examination.

(iv) Setting of question paper

For M.Sc./M.Sc. MLT/B.Sc. MLT/B.Sc.

Rs. 100 per question paper

(v) Evaluation of answer books,

Conduction of practical and viva voce examination for M.Sc./ M.Sc. MLT/B.Sc. MLT/ B.Sc.

Rs. 10 per per candidate to every examiner subject to a minimum of Rs. 100/- evaluation of answer books and conduct of practical and viva voce examination.

(3) The fee for setting a question paper shall be divided equally amongst the paper setter while the fee for examining the answer paper shall be paid in full to each examiner. In the subject in which there are practical, clinical and oral examinations, the fee payable shall be five rupees per candidate per subject. Post Graduate Institute of Medical Education & Research, Chandigarh. (Amendment) Regulations 1970.

30. Employees to be whole-time servants.

- Unless in any case if it be otherwise distinctly provided the whole time of any employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the proper authority of the Institute without claim for additional remuneration.

31. Permanent and temporary posts.

- The posts in the service of the Institute shall be (i) permanent posts, that is, posts carrying definite rate of pay sanctioned without any limit or time, or (ii) temporary posts, that is, posts carrying a definite rate of pay sanctioned for a limited time, or (iii) work charged/work charged (Regular) posts, carrying a definite rate of pay sanctioned for a limited time for completion of work.

32. Qualification for appointment.

(1) Age, experience and other qualifications for appointment to a post shall be as specified by the Institute keeping in view the qualifications and experience prescribed by the Central Government for similar posts before applications of candidates are called for subject to the condition that non-medical personnel shall not be appointed to the posts of Director and Medical Superintendent. (2) The Director shall, in filling vacancies in posts and services, either by direct recruitment or by promotion, under the Institute, make such reservations, in favour of candidates belonging to the Scheduled Castes and Scheduled Tribes, as may be made by Central Government from time to time in filling vacancies in posts and services under the Central Government. (3) Such fees not exceeding Rs. 15.00, as may be decided by the Institute, from time to time shall be payable by each candidate applying for appointments to posts in the Institute. Remission of 75 percent of the fees shall be made in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes.

33. Period of probation.

- Unless otherwise decided by the Appointing Authority in any case, all employees shall be on probation for two years. During the 2nd period of probation, the employee shall be required to put in satisfactory service failing which his services shall be liable to termination at any time without any notice or reason being assigned for the same. The Appointing Authority may, however, extend the period of probation.

34. Seniority.

- Seniority of employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on earlier occasion being ranked senior to those selected later: Provided that the seniority of employees, other than the teaching staff of the Institute shall be determined by the length of continuous service on a post in a particular service: Provided further that in the case of members, recruited by direct appointment, the order of merit determined by the Commission or the Selection Body shall not be disturbed in fixing the seniority. Provided further that in case of two members appointed on the same date, their seniority shall be determined as follows:-(a) member recruited by direct appointment shall be senior to a member recruited otherwise: Provided further that where two or more direct recruits who were appointed on the same date and where the selection committee had not indicated their inter-se merit seniority will be determined as follows:-(a)(i)* If the direct recruits are outsider(s), the date of birth would be the deciding factor for seniority i.e. the older person would be senior. (a)(ii) Where the direct recruits are both outsider(s) as well as insider(s), the insider(s) will rank higher in seniority vis-a-vis outsider(s): and (a)(iii) Where the direct recruits are all insider(s) their inter-se seniority would be decided based on their inter-se seniority in the previous grade. The seniority in the previous grade being the same, their inter-se seniority would be decided based on length of service as faculty (excluding senior residents/demonstrators/tutors etc.) In case the lengths of service are also equal, the date of birth would be used to decide the issue i.e. the older person would be senior. (b) a member appointed by promotion shall be senior to a member appointed by transfer: (c) in the case of members appointed by promotion or other transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and (d) in case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same an older member shall be senior to a younger member. Note:1 This rule shall not apply to members appointed on purely provisional basis pending their passing the qualifying test. Note:2 In the case of members whose period of probation is extended the date of appointment for the purpose of these rules shall be deemed to have been deferred to the extent the period of probation is extended.

35. Leave.

- Temporary and permanent employees of the Institute shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government servants under the revised leaves Rules, 1933, as amended from time to time. Provided that for purposes of Central Government Revised Rules, 1933, the following categories of teaching staff of the Institute shall be treated as serving in the vacation department.

1. Professors (including Director, Professor and Additional Professors).

2. Associate Professors.

3. Assistant Professors.

4. Lecturers (including Senior Lecturers).

The regular vacation for the purpose shall be as may be decided by the Governing Body from time to time: Provided further that incumbents on deputation, to the Institute as on foreign service, shall be governed by leave rules as may be stipulated in the conditions of their deputation.

36. Absence from duty.

- Unless otherwise decided by the President in exceptional circumstances no permanent employee of the Institute shall be away from his post, otherwise than on foreign service or because of suspension for more than 5 years at a stretch including the period of leave which may have been sanctioned.

37. Age of recruitment.

- The maximum age of a candidate at the time of recruitment to the service of the Institute shall normally be 50 years for teaching posts and 30 years for non-teaching posts. This limit may be relaxed by the Governing Body.

37A. Superannuation.

(1) The age of superannuation of the employees of the Institute other than teaching faculty shall be 60 years : Provided that the medical and scientific specialists may be granted extension in service, on a case to case basis, upto the age of 62 years in the case of persons who are exceptionally talented for reasons to be recorded in writing and subject to physical fitness and continued efficiency of the person concerned. Provided further that this provision shall not apply in the case of a person who is on extension in service. (2) The age of superannuation of the members of the teaching faculty of the Institute shall be 65 years: Provided that this provision shall not apply in the case of a person who is on extension in service. (3) Notwithstanding anything contained in this regulation, the appointing authority shall if it is of the opinion that it is in the public interest to do so have the absolute right to

retire any employee of the Institute by giving him notice of not less than 3 months in writing or 3 months pay and allowance in lieu of such notice:(i)If he is in Class I or Class II Service or post and had entered in the service of the Institute before attaining the age of 35 years, after he has attained the age of 50 years; and(ii)In any other case after he has attained the age of 55 years.Provided that nothing in this sub-regulation shall apply to any employee in Class-IV service or post who entered service on or before 7.8.1970.

38. Conduct, Discipline and Penalties.

(1)The Central Civil Services (Conduct) Rules, 1964, shall apply mutatis mutandis, to employees of the Institute.(2)Part-IV (Suspension), Part V (Penalties and Disciplinary Authorities), Part VI (Procedure for imposing Penalties), Part-VII (Appeals) and Part-VIII (Review), of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, shall mutatis mutandis apply to employees of the Institute.Provided that for the purposes of this regulation :-(a)Class I, Class II, Class III and Class IV posts in the Institute shall correspond to Central Civil Services Class I, Class II, Class III and Class IV posts respectively.(b)The Appointing Authority, the Disciplinary Authority for the penalties that may be imposed and the Appellate Authority for the various posts in the Institute shall be as prescribed in Schedule-II.(c)In respect of Central or State Government servants borrowed by the Institute, the provisions respectively of Rules 20 and 21 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, shall apply and the Institute shall exercise the functions of the Central or State Government, as the case may be for the purpose of the two rules aforesaid.(d)No consultation with Union Public Service Commission shall be necessary in any case.

39. Pay of re-employed persons.

- The Pay of any person who may be employed in the Institute after retirement from the service of the Institute or of a State or the Central Government or any statutory or local body administered by Government shall be fixed in the prescribed scale of pay in accordance with the rules and orders of the Central Government as amended from time to time.

40. Other conditions of service.

- In respect of matters not provided for in these regulations, the rules as applicable to Central Government servants such as regarding the general conditions of service, pay, allowances including travelling and daily allowance, leave salary, joining time, foreign service terms, and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute."Provided that in the case of employees appointed in the Institute who are drawing pay at the rates admissible to the corresponding categories of employees of the Government of Punjab, it shall be competent for the Institute to revise the scales of pay of such employees so as to bring the said scales at par with the scales of pay sanctioned by the Government of Punjab from time to time for such corresponding categories of employees."

40A. Scale of pay of posts.

- The various posts in the Institute and the scales of pay and allowances attached thereto shall be as specified in Schedule-III.

41. Building and land belonging to the Institute.

(1)The Institute shall use its lands and buildings for the purpose of the Institute and may, when not required for such purposes, allot them for occupation by such persons or officers as the Governing Body may decide.(2)Employees of the Institute shall be entitled to the allotment of residence as laid down in Schedule-IV.

41A. Proceedings by or against the Institute.

- The Director of the Institute, shall be competent to file suits or application or commence other proceedings civil or criminal for and on behalf of the Institute and to prosecute the same and for such purpose to sign, execute or attest plaints, petitions, appeals or other documents that may be necessary therefore and to verify the same, to swear to affidavits and to compromise, refer to arbitration and to defend in suit or other proceeding that may be filed against the Institute and to prosecute the claim or defense in the Court of appeal or origin or before any officer whether in Civil, criminal revenue court or office or before income tax authorities and for such purpose to appoint any advocate, Pleader, Solicitor or agent.

42. Fees payable by the Postgraduate Students.

- The following fees shall be payable by each candidate on registration for any of the postgraduate degrees of the Institute:-

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|----------------------------|---|--------------------------|
| (i) Tuition fee | : Rs. 350/- per annum for DM/M.Ch./MDS/M.Sc./Ph.D.
Rs. 250/- per annum on MD/MS courses. | |
| (ii) Laboratory fee | : Rs. 300/- per annum. | |
| (iii) Security | : Rs. 500/- (Refundable) to be deposited by every student for the recovery of breakage or loss of the laboratory equipment & such other things. | |
| (iv) Registration fee | : Rs. 200/- | |
| (v) Amalgamated funds | : Rs. 40/- per month. | |
| (vi)*Thesis evaluation fee | : MD/MS,M.Sc.graduates
Ph.D. students | : Rs. 300/-:
Rs.600/- |
| | : MD/MS/M.Sc. Graduates
DM/M.Ch. graduates | |

(vii) Examination
fee

: Rs. 400/-:
Rs.500/-

Note:(1) The first installment of tuition fee for 6 months is payable at the time of the admission to the postgraduate course and the balance is recovered in monthly installments from those receiving emoluments from the Institute. Others are required to pay half yearly in advance. The Director, at his discretion may allow up to 15 days' time after the due dates aforesaid to any student for making payment of fees aforesaid. On default, the Director may impose such penalty as he considers necessary, on merits of each case.(2)The fees and other charges shall not be refunded in any case, including that of a student leaving the Institute before the completion of a Semester or not joining the Institute for any reason; and no correspondence shall be entertained on this account.(3)However, the security will be refunded to those candidates who do not join the course. In case of those students who leave the course in the middle, as well as after the completion of the course, the balance of security money, if any, after deducting of the charges due must be claimed within three years of date of completion/discontinuation of the course, failing which the amount will be forfeited.The following dues shall be payable to the Institute by each candidate admitted to the various para medical courses:-

- (i) Registration fee Rs. 100/-
- (ii) Tuition fee Rs. 250/- (p.a.)
- (iii) Laboratory fee Rs. 120/- (p.a.)
- (iv) Amalgamated Fund Rs. 120/- (p.a.)
- (v) Security(refundable) Rs. 200/-
- (vi) Examination Rs. 100/- (p.a.)

Note:(1) Fees and other charges once paid shall not be refunded in any case including that of a candidate leaving the Institute before the completion of the term or not joining the Institute for any reason.(2)Security will be refunded to those who do not join the courses of the Institute. The refund of security must be claimed within three years of the date of completion/discontinuation of the course, failing which the amount will be forfeited.(3)The dues must be paid by the prescribed date. For late payment a fine @Rs. 5/- per day is charged upto a maximum of 15 days. After 15 days the name of the candidate who does not pay the dues, is removed from the rolls of the Institute. For re-admission, if otherwise eligible, a sum of Rs. 100/- will be charged as re-registration fee in addition to the fine. Such a candidate will have to repeat the period of his/her training or which she/he remains off the rolls.

Schedule 1

S/Substituted vide PGI notification No. E3/NF/84/6804 dated 15.6.1984 with the approval of Central Govt. vide MOH letter No. V.17011/82-ME(PG), 23.3.1984 Powers of the Director, President, the Governing Body and the Institute Body(See Regulations 12,22,25)

Sr. No.	Nature of Powers	Director	President	Go
1.	2.	3.	4.	5.

1.	Power of re-appropriation of funds from sanctioned budget	Full Powers	-	-
2.	1. Write off of loss of irrecoverable value of stores of money due to fraud, theft etc. 2. loss of income bond money or irrecoverable advance 3. Deficiencies and depreciation in the value of stores To incur. (i) contingent expenditure or (ii) expenditure for the purchase of stores, stationary and printing of forms	Upto Rs. 1 lac in each case Upto Rs. 1 lac in each case	Upto Rs. 2 lac in each case Upto Rs. 2 lac in each case	Fu Po Po
3.	Maintenance of building and petty work: -(a) Original works and special repair	full powers within sanctioned budget	Full Powers	-
4. [[Inserted by Notification No. PGI/E3/2019/CommBra/000686, dated 2.7.2019.]	Maintenance of building and petty work: -a) Original works and special repair b) Ordinary repairs c) Annual Repairs	Upto Rs.5 crore in each case without any annual ceiling.	-	Fu
[4(a).] [Renumbered '4' by Notification No. PGI/E3/2019/CommBra/000686, dated 2.7.2019.]	Power to sanction advances (i) for the purchase of conveyance and (ii) for traveling allowance.	Upto 1 crore in each case without any annual ceiling. Full powers	Upto Rs. 2.00 crores in each case.	Fu
5.	Powers to sanction advances final withdrawal out of the contributory/General provident fund.	Full powers in respect of all Officers and employees except himself.	Full powers in case of Director.	-
6.		Full powers in respect of all Officers and employees except himself.	Full powers in case of Director.	-

7.	Destruction of official records connected with accounts.	Full powers subject to the condition laid down in Appendix-13 to the General Financial Rules, Part-II	-	-
8.	Power to direct the payment on the last working day of the month the pay and allowances of the employees of the institute where the first four day of the	Full Powers	-	-
9.	Powers to order the retention of un-disbursed pay and allowances of staff for any period not exceeding three months.	Full Powers	-	-
10.	To allow mileage allowance by route other than the shortest of cheapest.	Full powers provided selection of the route is in the interest of the institute.	-	-
11.	To decide whether a particular absence is absence or duty within the country.	Full powers for academic purposes, and for one month in other cases	Full powers beyond one month in all cases other than academic	-
12.	To countersign his own travelling allowance bills and those of other officers.	Full Powers	-	-
13.	Grant of casual leave	Full powers in respect of all officers except himself.	Full powers for casual leave of the Director.	-
	Grant of leave, special disability leave, study leave, maternity, paternity and hospital leave	Full powers for Group A, B, C and D employees except Director.	Full Powers in case of Director.	-
14.	To direct that an Officer on leave shall be considered to be in occupation of a	Full powers for the period of original deputation or the period of	Full Powers	-

	residence.	leave sanctioned.		
15.	To declare an Institute employee to be a ministerial employee	Full Powers	-	-
16.	To suspend a lien.	Full powers provided he is authorized to make appointment to the posts on which the lien is held.	-	-
17.	To transfer the lien of an Institute employee from one post to another.	Full powers provided he is authorized to make appointments to both the posts concerned.	-	-
18.	To transfer an Institute employee from one post to another	Full powers in the case of Group A, B, C and Demployees.	-	-
19.	Fixation of pay and allowance of an Institute employee treated as on duty under FR 9(6)(b)	Full powers in the case of Group A, B, C and Demployees.	-	-
20.	Counting of extra ordinary leave for increments.	Full powers in case of Group A, B, C and Demployees.	-	-
21.	Power to grant advance increments on therecommendations of selection Committee	Full powers up to 3 advance increments	Full powers beyond 3 advance increments	-
22.	Powers to reduce the pay of an officiating Govt.servant below the minimum stage of time scale.	Full powers in the case of Group B, C & Demployees	Full powers in case of Group A employees	-
23.	To grant honorarium or to permit acceptance of honorarium.	Full powers not exceeding Rs. 5000/- per annum in respect of all categories i.e.	-	-

		Group A, B, C and D.		
24.	Powers to appoint an employee to hold a posttemporarily or to officiate on more than one post and to fix the pay on subsidiary posts and the amount of the compensatory allowance to be drawn.	In accordance with rules applicable to similar classes of Central Govt. employees.	-	-
25.	Power to require a medical certificate of fitness before return from leave.	Full powers except in case of the Director	Full powers in case of Director	-
26.	Extension of leave to cover overstayal.	Full powers provided that employee on leave will on return be under the administrative control of the Institute.	-	-
27.	To sanction transfer to foreign service within India and to fix pay in foreign service.	Full powers in respect of Group B, C & D employees subject to the conditions mentioned in column 5 against Sr. No. 30 in Appendix 4 compilation of the Fundamental and Supplementary Rules. Volume-II.	Full powers in respect of Group A employees.	-
28.	To decide the date of reversion of Institute employee who takes leave before reversion from foreign service.	Full powers.	-	-
29.			-	

	Powers to dispense with a medical certificate offitness before appointment to Institute's service inindividual cases.	Full powers in case of Group C &D employees.		Fu res & 1
30.	Power to sanction the undertaking of work forwhich a fee is offered and the acceptance of a fee subject to theprovision of Supplementary Rules.	Full powers	-	-
31.	To declare the grade of fee paid to thepart-time employees (for purpose of travelling allowance).	-	Full powers	-
32.	To decide the shortest or cheapest of two ormore routes.	Full powers.	-	-
33.	To decide the point of commencement or end ofthe journey in a station.	Full powers	-	-
34.	To declare in case of doubt or hardship theclass of steamer accommodation to which Institute employee isentitled:	Full powers	-	-
35.	Travel by air by officers drawing a pay of lessthan Rs. 1600.	Full powers in case of absolute urgency andnecessity.	-	-
36.	Powers to dispense with a medical certificate offitness before appointment to Institute's service inindividual cases.	Full powers in case of Group C&D employees.	-	-
37.	To declare who shall be controlling officer andto make rules for his guidance.	Full powers, provided an Institute employee isnot declared his	-	-

		own controlling officers		
38.	To grant leave when a Medical Board has reported that there is no reasonable prospect of employees being fit to return to duty.	Full powers.	-	-
39.	To permit calculation of joining time by a route other than that which travellers ordinarily use.	Full powers.	-	-
40.	To extend joining time within maximum of 30 days.	Full powers.	-	-
41.	Power to alter in the case of clerical error the date of birth recorded in the service rolls.	Full powers in case of Group A, B C and Demployees.	-	-
42.	Power to sanction investigation of claims for arrears of pay etc. which are not more than 3 years old.	Full powers	-	-
43.	Power to sanction permanent advances.	Full powers except Director	Full powers in case of Director	-
44.	Disposal of obsolete, surplus and unserviceable stores.	The Director shall exercise full powers on the advice of Condemnation Board	-	-
45.	Power to vary the terms of repayment of advances granted to an Institute employee in exceptional cases.	Full powers in cases in which he is competent to sanction the grant of advances, provided that in the case of interest bearing advances the period of repayment is not extended.	-	-

46.	Power to authorize the sale or transfer of motor vehicles purchased with advance from the Institute.	Full powers in cases mentioned in Rule-256 of the General Financial Rules and Govt. of India decision thereafter.	-	Fu
47.	Power to sanction advances for law suits to which Institute is a party.	Full powers.	-	-
48.	Power to prescribe the form of security to be executed by subordinate authority entrusted with the custody of case, stores etc.	Full powers subject to the approval of Finance Committee.	-	-
49.	Power to incur expenditure on contingencies and purchase of stores other than for works subject to budget provisions.	Full powers to the Director on contingencies and purchase of stores other than works subject to the availability of funds.	-	-
50.	Power to allow exchange of daily allowance for mileage allowance for the whole period of an absence from Headquarters.	Full powers except Director	Full powers in case of Director.	-
51.	Power to fix amount of hire or charges when an Institute employee is provided with means of locomotion at the Institute but pays all the cost of its use or propulsion	Full powers.	-	-
52.	To grant travelling allowance to non-officials attending Commission of Inquiry	Full Powers.	-	-

	and to fix their grade.			
53.	Power to sanction halt on duty at hill station in excess of ten days.	Full powers upto 30 days for all category of employees.	Full powers.	-
54.	Power to sanction for journey made during leave including vacation.	Full powers in respect of all except the Director.	Full powers in respect of Director.	-
55.	Power to decide the rate of travelling allowance admissible to an employee of the Institute deputed to undergo a course of training.	Full powers if the period of training does not exceed 90 days.	Full powers.	-
56.	To allot residence. Full powers.	-	-	-
57.	Powers to permit the officers of the Institute to go abroad for attending meetings, conferences seminars, workshops, symposia etc. or for short assignments.	Full powers except in the case of Director, on the basis of leave of kind due and admissible upto the period of 180 days and that the faculty members concerned receives a proper invitation from the sponsors of the meeting etc.	Full powers beyond 180 days in the case of employees and full powers in respect of Director.	-
58.	Powers for treating the absence as on duty for participation in the International Scientific Conferences/symposia/seminars etc. abroad by the members of the faculty.	Full powers upto a maximum of 180 days inclusive of travel.	Full powers beyond 180 days.	-
59.	Powers to retain lien of the institute employees when they are appointed elsewhere	Full powers for Group B, C and D posts upto a maximum of two years, one year at a time. For Group A posts upto one year.	Full power for Group A posts beyond one-year upto two years.	Full power for Group B, C and D posts upto two years.

60.	Powers to permit the Officers of the Instituteto go abroad in connection with the work of the Institute andtreating the absence as on duty.	Full powers upto 90 days provided there are nofinancial implications other than the period spent in connectionwith the work of the Institute being treated as on duty.	Full powers beyond 90 days.	-
61.	Powers to makeappointment to posts (subject to Rule-7 of PGIMER, ChandigarhRules, 1967)(a) Adhoc/Temporary	Full powers for Group B, C and D posts.Lecturers in Nursing and Med. Technology and Assistant Professorsnot exceeding a period of two years.	Full powers for all Group A posts other thanfaculty posts Professors for a period not exceeding two years andLecturer in Nursing and Medical Technology and AssistantProfessor for a period exceeding two years.	-
(b) Permanent	Full powers for Group B, C & D posts	Full powers for Group A posts except facultysubject to ratification of the Governing Body	Full powers for Group A faculty posts - exceptDirector.	-
62.	To sanction the reemployment of superannuatedpersons in temporary vacancies.	Full powers in the case of Group B and Cemployees upto the age of 62 years, one year at a time.	Full powers in the case of Group A Officers uptothe age of 62 years, one year at a time subject to ratificationby the Governing Body.	-
63.	To retain the Institute employees up to the ageof 60 years.	Full powers in the case of Group C employees.	Full powers in the case of Group B employees.	-
64.	To waive provision(s) to Supplementary Rule 209and to authorize departure from Supplementary Rule 211	Full powers.	-	-

	regarding combination of Holidays with leave.			
65.	Powers to confirm Group A and B officers, after successful completion of the period of probation.	Full powers except in the case of Director .	-	-
66.	Powers to accept resignation of Group 'B' employees.	Full powers.	-	-
67.	Powers to accept resignation of Group 'A' employees	Full powers in respect of all Group 'A' posts except in case of Professors and Additional Professor.	Full powers in case of Director (subject to ratification by the institute), Professor and Additional Professor.	-
68.	Powers for fixation of pay of Institute employees under normal rules.	Full powers except himself	Full powers in the case of Director subject to ratification by the Institute Body.	-
69.	Powers to accept Research Grant if these are for durations not exceeding 3 years.	Full powers subject to the general policy of the Government of India.	-	-
70.	Power to accept the terms and conditions, foreign service terms in respect of the deputationists of Central/State Government where the terms are usual nature.	Full powers	-	-
71.	Power to grant extension of tenure of Senior Residents/Tutors	Full powers	-	-
72.	Power to grant advance increments under F.R. 27 to employees of Research Schemes on their appointment to regular posts in the Institute.	Full powers on the merit of each case.	-	-

73.	Powers to relax the provisions of S.R. 12 where the subsistence by Central Government from allowance to be received in the time to time. nature of daily allowance and no honorarium is involved.	Full powers	-	-
74.	To declare that pay of an Institute employees includes compensation for all journey by road.	Full powers in the case of Group B, C, & Demployees.	Full powers in case of Group A employees.	-
75.	To decide in case of doubt whether a particular employee is serving in a vacation department	Full powers	-	-
76.	Authorizing Institute employees to proceed on duty to any part of India.	Full powers in the case of Group A, B, C and Demployees including faculty.	-	-
77.	Powers to sanction investigation of claims for arrears of pay etc. which are more than three years but not more than six years old.	Full powers.	Full powers in other cases.	-
78.	Power to issue instructions to subordinate authorities in the matter of contingent expenditure.	Full powers	-	-
79.	Power to sanction advances for purchase of conveyance	Full powers in the case of Institute employees holding permanent posts subject to the limits and conditions laid down in Rules 199 to 218 of	-	-

General Financial Rules.				
80.	Power to extend upto a maximum of 24 the number of installments in which an advance granted for the purchase of a bicycle should be repaid to the Institute.	Full powers	-	-
81.	Power to sanction advances to Institute employees on tour, transfer etc.	Full powers in case of Institute employees holding permanent or temporary posts subject to the limits and conditions laid down in Rule 231 to 234 of General Financial Rules.	-	-
82.	Power to sanction advances of pay on the eve of important festivals	Full powers.	-	-
83.	Power to authorize a departure from the provisions of the Rule 109 (1) relating to custody of Institute money.	Full powers.	-	-
84.	Fixation of Hospital Charges.	-	-	-
85.	(i) Powers to appoint Group –A Officers on deputation basis	-	Full powers, on the recommendations of the Director, subject to ratification by the Governing Body.	-
	(ii) Power to appoint Group-B officers on deputation basis.	Full powers on the recommendations of the Selection	-	-

The Postgraduate Institute of Medical Education and Research, Chandigarh, Regulations, 1967

Committee.