



EMPLOYEE HANDBOOK

(GUIDELINES FOR EMPLOYEES)

TATA MEMORIAL CENTRE

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TATA MEMORIAL CENTRE

The **Tata Memorial Centre (TMC)** is the largest and oldest cancer centre in India, and focuses on, prevention, treatment, education and research in cancer. TMC comprises several units in different parts of the country, the oldest being the **Tata Memorial Hospital (TMH), in Mumbai**. At present, TMC comprises the following Centers:

- Tata Memorial Hospital(TMh),Parel, Mumbai
- Advanced Centre for Treatment, Research and Education in Cancer (ACTREC), Kharghar, Navi Mumbai
- Centre for Cancer Epidemiology (CCE), Kharghar, Navi Mumbai
- Homi Bhabha Cancer Hospital and Research Centre(HBCH&RC), Visakhapatnam. (Andhra Pradesh)
- Homi Bhabha Cancer Hospital (HBCH), Sangrur (Punjab)
- Homi Bhabha Cancer Hospital and Research Centre (HBCH&RC), Mullanpur (Punjab)
- Dr.Bhubaneswar Borooah Cancer Institute(BBCI), Guwahati (Assam)
- Homi Bhabha Cancer Hospital(HBCH), Varanasi(Uttar Pradesh)
- Mahamana Pandit Madan Mohan Malviya Cancer Centre (MPMMCC), Varanasi,(Uttar Pradesh)
- Homi Bhabha Cancer Hospital & Research Centre (HBCH& RC), Muzaffarpur (Bihar)
- Homi Bhabha Cancer Hospital & Research Centre, Jatni, Khordha

The Tata Memorial Hospital was initially commissioned by the Sir Dorabji Tata Trust on 28 February 1941 as a centre with enduring value and a mission for high quality cancer care for the Indian people.

In 1952 the Indian Cancer Research Centre was established as a pioneer research institute for basic research – later called the Cancer Research Institute (CRI). In 1957 the Ministry of Health took over the Tata Memorial Hospital. The transfer of the administrative control of the Tata Memorial Centre (Tata Memorial Hospital & Cancer Research Institute) to the Department of Atomic Energy in 1962 was the next major milestone. The Tata Memorial Hospital and Cancer Research Institute merged as the two arms of the Tata Memorial Centre (TMC) in 1966 as a classic example of private philanthropy augmented by Government support with a mandate for Service,

Education & Research in Cancer. TMC remains a grant-in-aid institution administered under the Department of Atomic Energy.

The Advanced Centre for Treatment, Research and Education in Cancer (ACTREC) established on a 60 acres of land at Kharghar in Navi Mumbai was commissioned in 1999. The Advanced Center for Treatment, Research and Education in Cancer (ACTREC) is an integral part of TMC which now houses the Cancer Research Institute (CRI) and the Clinical Research Centre (CRC), a state-of-the-art research hospital. ACTREC started functioning in 2002 and CRC was inaugurated in 2005. It is currently expanding with substantial increase in clinical capabilities. It also houses the Centre for Cancer Epidemiology.

Over the past 12 years Tata Memorial Centre (A Grant-in-Aid Institute of the Department of Atomic Energy, Government of India) expanded its reach across the country with several units catering to patients in different parts of the country.

All employees of the Tata Memorial Centre (including labour staff appointed on or after September 1, 2000) are governed by the pay scales, allowances, pension, travelling allowance and other general conditions of service on the pattern of the service conditions of the employees of the corresponding status in the Department of Atomic Energy, except to the extent specified otherwise and as and when prescribed by the TMC Governing Council.

1. MISSION AND VISION OF TATA MEMORIAL CENTRE

MISSION

The Tata Memorial Centre's mission is to provide comprehensive cancer care to one and all, through its motto of excellence in service, education and research.

VISION

As the premier cancer centre in the country, Tata Memorial Centre will provide leadership in guiding the national policy and strategy for cancer care by :

- Promoting outstanding services through evidence-based practice of oncology
- Commitment of imparting education in cancer to students, trainees, professionals, employees and the public and,
- Emphasis on research that is affordable, innovative and relevant to the needs of the country.

2. STAFF CATEGORIES

Staff at this Centre are categorized as follows:

- Medical
- Scientific
- Technical
- Nursing
- Administration
- Auxiliary

3. APPOINTMENT AND JOINING

Offer of Appointment

On selection for the post after the recruitment procedure, a candidate will be issued an offer of appointment from the Human Resources Department (HRD). After receipt of the offer letter, the candidate is required to bring all original documents viz. Qualification & experience certificate, caste certificate (where applicable in Central Govt. format), birth certificate, NOC (if previously working in Govt. organizations) for verification. After verification of documents, the candidate is sent for a medical examination at the Staff Clinic.

Medical Examination

Before joining, the candidate shall complete the mandatory Medical Examination within the prescribed duration mentioned in the offer of appointment. The appointment is subject to the candidate being found to be medically fit. Each employee shall produce a certificate of physical fitness from the Staff physician before joining.

Joining Report and Other Forms

Every candidate joining TMC needs to fill the joining report on the date of joining. Candidates who were working elsewhere, need to submit Relieving Letter / Experience Certificate from their previous organization. Candidates are required to fill various forms as part of the joining formality. Following are the documents/forms to be submitted to HRD Dept on joining:

- Personal Information Form (a green form)
- Caste Certificate/ Caste Validity/ Non-Creamy Layer in Govt. of India format (if applicable)
- Copy of PAN card
- Copy of Aadhar Card
- Cancelled cheque / Copy of Front Page of Pass Book
- Passport size Photographs (4 Nos.)
- Relieving Certificate
- Application for I.D. Card
- Declaration form for T.A./H.R.A.
- C.H.S.S.form
- Oath Form
- Home Town Declaration for LTC
- Declaration of Family members
- Declaration of Family Members for LTC
- Hindi Language Form
- Undertaking
- TMC Welfare scheme
- Attestation Forms
- Return of Assets and Liabilities on First Appointment
- NPS Form

Additional Documents Required (as applicable)

- Registration Certificate (MCI/MMC/MNC,MSPC etc.)
- Copy of Passport
- Marriage Certificate

Disclaimer : Please note that this is brief guidelines for new joiners. Employees are advised to refer CCS Rules, for detailed information.

- Children's Birth Certificate
- If Spouse employed, certificate from employer
- Address Proof (Electricity bill / Rent agreement etc.)
- Declaration from spouse's organization for availing LTC & CHSS facility
- Disability Certificate for Self/ Dependent Family Member (if applicable)

Dependents

While filling the details of dependents, the employee may comply with the following:-

- Spouse and two surviving Children (unmarried and unemployed children upto age 25 years) are included in the dependent list by default.
- Parents are included as dependents, only if they don't have any earning source & wholly dependent on candidate.
- Members of family (other than spouse) whose income is less than Rs. 9,000/- per month and are normally residing with the employee are treated as dependents.
- In case parents are pensioners earning more than Rs.9,000/- pension per month they cannot be included in the dependent list.
- The candidate has to submit his parents' income statement if he has to include them in the dependent list.
- If the candidates have any other siblings who have included parents in their dependent list then the candidate cannot include them in their dependent list.
- The candidate has to submit a letter from their sibling that they have not included their parents in their dependent list which should be authenticated from their office.
- Siblings can be included in the dependents list if they are minors and if the candidate is the sole earning member from the family.

BANK ACCOUNT & PAN CARD DETAILS

- All payments are made through bank and it is compulsory for each candidate to submit their Bank account details / PAN details and a copy

of cancelled cheque of the bank account where the salary is to be credited.

4. ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

The **Annual Performance Appraisal Report** is an important document. It provides basic and vital inputs for further career progression of an officer / employee. The appraisee, the Reporting Authority and the Reviewing Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

5. PROBATION

Each employee on appointment shall be on probation for a period of one year. The appointing authority may extend, reduce or waive the period of probation for special reasons, provided that it may not be extended for more than a total of two years. On satisfactory completion of the probationary period every employee will be informed in writing about the closure of the probationary period. In the absence of such written communication, they shall be deemed to have been continued on probation. During the period of probation, the service of an employee may be terminated by the appointing authority without assigning any reason or without notice unless otherwise provided in the letter of appointment.

6. LEAVE ADMISSIBLE TO THE EMPLOYEES

The permanent employees of the Centre would be eligible for the following types of leaves:

Casual Leave (CL)

- Employees are entitled for 10 days Casual Leave in a calendar year.
- Sundays and Holidays falling during a period of Casual Leave are not counted as part of C.L.
- Sundays / public holidays / restricted holidays / weekly offs can be prefixed / suffixed to C.L..
- C.L. can be taken for half-day also.
- Maximum 05 days C.L. can be availed at a time.
- LTC can be availed during Casual Leave.

Compensatory Off (C. Off)

- Compensatory Off will only be granted to an employee who has performed additional duties, provided no overtime allowance is granted for such additional duty. This leave is in lieu of the additional duty performed and should be availed within one month of performing such duty. However in exceptional circumstances it can be availed within three months, with due approval from the Competent Authority.
- If an employee performs duty for a half day or less, only two such half days are considered equivalent to one full day for Compensatory Off.

Earned Leave (EL)

- Credit is given in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year. An employee is entitled to total of **30 days Earned Leave in a calendar year.**
- An employee on probation period shall be entitled for E.L. on pro-rata basis.
- E.L. can be accumulated up to 300 days.

Half-pay Leave (HPL)

- Half-pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. An employee is entitled to total of **20 days Half Pay Leave in a calendar year.**
- **Commuted Leave:** An employee can commute their Half Pay Leave (HPL) with production of a medical certificate.

NOTE: Earned Leave, Half-pay Leave & Casual Leave will be credited proportionately to new employees depending on their date of joining.

Pro-rata Leave Crediting Chart for new joining:

Each Completed Calendar Month	Earned Leave	HPL	Casual Leave
1	3	2	0
2	5	3	1
3	8	5	2.5
4	10	7	3
5	13	8	4
6	15	10	5
7	18	12	5.5
8	20	13	6.5
9	23	15	7.5
10	25	17	8
11	28	19	9
12	30	20	10

Maternity Leave (ML)

- A maximum of 180 days ML is admissible to female employees with less than two surviving children.

Paternity Leave (PL)

- Male employees are eligible for paternity leave, provided they have less than two surviving children.
- This may be availed for a maximum of 15 days during wife's confinement, upto 15 days before, or upto 6 months from the date of delivery of the child.

Child Care Leave (CCL)

- Female employees having minor children (upto two children) are eligible for a maximum of 730 days during their entire service and for a minimum of 5 days at a time (subject to approval of the Competent Authority)

Disclaimer : Please note that this is brief guidelines for new joiners. Employees are advised to refer CCS Rules, for detailed information.

7. PROCEDURE FOR APPLICATION AND GRANT OF LEAVE TO STAFF

- Leave is granted in accordance with the Centre's leave rules in force from time to time. All staff shall avail of leave only after the leave is sanctioned by the authority competent to grant leave. The concerned authority may refuse or revoke leave of any description depending upon the necessities and exigencies of work. Any staff who desires to obtain leave of absence shall apply to the Authority who is competent to grant leave through the Employee Portal through their immediate superior with at least two weeks' notice. If the leave recommending authority and leave sanctioning authority are different it shall be the duty of the employee to check with the competent authority whether the leave has been sanctioned or not. A mere application for leave is not sufficient to infer that the leave has been sanctioned.
- After proceeding on leave, if an employee desires an extension thereof they shall, before the expiry of the leave originally granted to them, make an application in writing for the purpose to the concerned authority or through the Head of the Department/Unit concerned. H.R.D. Department shall send to the staff a written reply/email to the staff either granting or refusing the extension of leave to their last known address/email. All applications for leave on medical grounds shall be supported by a certificate issued by the Staff Physician or by a Registered Medical Practitioner attending to the employee but after obtaining the certificate of the Staff Physician for accepting the Registered Medical Practitioner's certificate as bonafide.
- If an employee remains absent beyond the period of leave originally granted or subsequently extended, they shall be deemed to have abandoned the employment unless they (i) return within eight days of expiry of the leave and (ii) give a satisfactory explanation for their inability to return on the expiry of leave.

8. LEAVE TRAVEL CONCESSION (LTC)

Permanent employees with one year of continuous service on the date of journey performed by him/his family are eligible for LTC.

In case of fresh recruits

Fresh recruits to Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. Fresh recruits are also allowed conversion of one of the three home town LTCs in a block of four years, applicable to them to visit NER/A&N/J&K/Ladakh. In addition, they are allowed one additional conversion of home town LTC to visit UT of J&K/ Ladakh in a block of four years. This facility is available to the employees only for the first 2 blocks of four years applicable after joining the Govt. for the first time.

The existing blocks will remain the same but entitlements of the new recruit will be different in the first 8 years of service.

After completion of 8 years of service LTC can be availed as per regular norms - One LTC to Home Town in two years block and /or one LTC to anywhere in India in four-year-block.

LTC Intimation or LTC Advance Application is mandatory:

To apply for LTC, one has to get the leave (EL/CL, etc.) sanctioned by their respective Heads of Dept. & committed in the HRD Dept. They have to also fill up the information through Employee Portal (including whether advance is required) and on return, fill up the LTC reimbursement form along with tickets & original boarding passes of self & family duly attested.

Salient Points

- Concession can be availed for self and family separately on different occasions, even in different calendar years of the same block.
- Employees at Pay Level 9 and above (Grade Pay Rs.5400/- & above) are eligible for Air Travel for LTC.

- LTC can be availed during any leave including Study Leave, Casual Leave, Special Casual Leave and Child Care Leave.
- LTC cannot be availed during closed holidays only, without taking any leave.
- LTC for one block can be carried forward to the first year of the next block.

LTC to Home Town

- Home Town once declared is treated as final. In exceptional circumstances, the Competent Authority may permit a change, only once during the entire service.
- Admissible once in a block of two calendar years.
- An employee (including if unmarried) having their family at their home town can avail this concession for themselves alone every year instead of availing it for both self and family once in two years.
- An employee whose headquarters and home town are the same are not eligible for Home Town LTC.

LTC to any place in India

- The concession is admissible in lieu of one of the two journeys to home town in a block of four years.
- The last date for commencement of the outward journey is 31st December of next year (including the grace period of one year).
- This is available for travel to any place in India including employee's Home Town.
- Officials availing LTC to Home town for self alone once every year, are not entitled to LTC to anywhere in India.

LTC Advance

- Upto 90% of the ticket fare can be taken as LTC advance. Advance admissible for both outward and return journeys if the leave taken by the official does not exceed 90 days.
- The official must produce tickets within 10 days of drawal of advance irrespective of the date of commencement of the journey (Applicable if the advance is drawn for advance reservations for journey after 30 days but within 60 days of the proposed date of outward journey).
- Employees should inform H.R.D. Department, directly about the revised date of return journey in case it is not completed as indicated in the form failing which advance sanctioned may be recovered from their salary.
- Time limit for drawing LTC advance is **125 days** (i.e. 4 month and 5 days) **in case of journey by train.**
- The employee should furnish Railway ticket numbers, PNR No. etc., to the Competent Authority within ten days of drawing the advance.
- In cases where LTC journey is proposed to be undertaken by other modes viz., **air/sea/road**, the time-limit for drawing LTC advance shall remain **65 days only.**
- **When advance is taken** the claim should be submitted **within one month** from the date of return journey (even though family may not have completed it) in the H.R.D.Dept. / Administration, failing which the entire advance may be recovered from their pay without notice.
- **When no advance is taken**, the LTC claim should be submitted within **three months** from the completion of return journey.
- The employee should refund the excess amount of advance immediately if the journey is performed by a class lower than for which the advance was drawn.
- The employee should refund one half of the advance if the return journey is not likely to be completed within 90 days of drawing the advance.
- The employee should refund the entire advance if the onward journey is not commenced within 30 days/ 60 days of drawing the advance,

failing which they are liable for payment of penal interest @ 2.5%over and above the normal prevailing rate of interest.

Encashment of EL during LTC

- Employees may encash their EL (Limited 10 days) on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.
- Employees may encash E.L. up to 10 days whether they avail LTC for 'home town' or 'anywhere in India'.
- Where both husband and wife are government employees, encashment of leave will continue to be available to both, subject to a maximum limit of 60 days to each of them.
- The balance at credit should not be less than 30 days after deducting the encashed EL.

*** For latest guidelines on LTC booking, please refer to Department of Personnel & Training's Office Memorandums issued from time to time.**

9. CHILDREN'S EDUCATION ALLOWANCE (C.E.A.)/ REIMBURSEMENT OF TUITION FEES

- 'Child' means employee's child (including step/adopted child) wholly dependent on the employee.
- CEA reimbursement can be availed by the employee for the two eldest surviving children only except when the number of children exceeds two due to the second child birth resulting in multiple birth (ex. twins/ triplets).
- Reimbursement of Children Education Allowance is admissible for TWO children from classes Nursery to 12th standard.
- Reimbursement will be done once a year, after completion of the financial year.
- The age-limit for claiming C.E.A.for the children **other than disabled children is 20 years or till the time of passing XII class, whichever is earlier.**
- Rate of Children Education Allowance w.e.f. 1/1/2024 is Rs.2,812.50/- per month (fixed) per child.

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- Hostel Subsidy = Rs.8,437.50/- p.m. Fee receipt should be produced for the reimbursement i.e. actual or Rs. 1,01,250/- whichever is lower is admissible.
- The age-limit for claiming C.E.A. **for disabled children is 22 years.** With effect from 1-1-2024, the annual ceiling for reimbursement of CEA for disabled children is fixed at **Rs.67,500/-**.
- In order to claim reimbursement of CEA, the employee should produce a certificate issued by the Head of the Institution for the period/year for which the claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year.
- The period/year means academic year i.e. 12 months of complete academic session.

10. ANNUAL INCREMENT

Permanent employees are given an annual increment. There shall be two dates for grant of increment namely, 1st January and 1st July of every year. An employee shall be entitled to only one increment in a year either on 1st January or 1st July, depending on the date of their appointment, promotion or grant of financial up-gradation.

11. UPDATE ALLOWANCE / PROFESSIONAL UPDATE ALLOWANCE

An update allowance/ Professional Update Allowance is paid to all employees who were in service in the previous financial year. 15 days or more service in a month will be treated as attendance for the full month for computing a month. Pro-rata payment is made to those who join/retire or cease to be in service for other reasons during the course of the previous financial year.

12. INCENTIVE (PRIS-O)

There is an additional financial benefit as PRIS (Performance Related Incentive Scheme) based on performance of the individual and the organization.

While calculating the eligibility for payment of PRIS-O, the following points are considered:

- Minimum attendance during previous financial year of **200 days** out of total working days is required for grant of PRIS (excluding weekend, weekly off & public holidays)
- Maternity leave shall be treated as present to arrive at the minimum attendance to be eligible for PRIS (O). However, the actual number of days attended during the year of consideration for PRIS (O) will be considered for payment of PRIS (O).

• **Individual Eligibility Criteria for assessment (APAR Grading) :**

FINAL OVERALL NUMERICAL GRADING	% OF PRIS TO BE AWARDED	APAR RATINGS (TMH)	GRADINGS	DESCRIPTION
≥ 8	100%	90-100	A1	OUTSTANDING
		80-89	A1-	TENDING TO BE OUTSTANDING
< 8 AND ≥ 6	80%	70-79	A2	VERY GOOD
		60-69	A3	GOOD
Not Eligible for PRIS	NIL	59 & Below	B+	AVERAGE

- No disciplinary action i.e. either pending or contemplated against the employee.

PRIS is paid after due approval from DAE

13. SHARE IN HOSPITAL INCOME (SHI) SCHEME FOR MEDICAL OFFICERS

Medical Officer with specified minimum years of service in TMC Units will be eligible to apply for Share in Hospital Income (SHI) as per eligibility given in SHI Scheme. When a Medical Officer opts for SHI, Non Practicing Allowance (NPA) will not be payable.

Those Medical Officers opting for Share in Hospital Income (SHI) have to work for prescribed minimum days in a month to be eligible for SHI payment for that month as specified in the Scheme.

14. CONTRIBUTORY HEALTH SERVICE SCHEME (CHSS)

- The object of the CHSS facility is to provide free health care to all confirmed employee of the Tata Memorial Hospital and their family.
- It is compulsory for all confirmed staff since June 2004.
- It covers staff, spouse, children (below 25 years of Age), parents who are totally dependent on them and not having pension more than Rs.9000/- per month. Female employees have an option that they can apply for their parents or parents in law.
- In Mumbai and Navi Mumbai there are a total of 14 dispensaries. Dispensary for staff is decided by BARC and it is decided as per the pin code of their address.
- Monthly subscription towards medical services are 1% of basic pay from salary every month (self, spouse, two children, parents/ parents in law). If there are more than two children then 1% additional deduction will be made.

CHSS Facility after Retirement

- An employee should have put in five years of service in the institution before their retirement.
- The employee should pay their contribution in advance for a minimum period of one calendar year to avail CHSS facility and maximum 10 years' contribution for life-time facility.

15. HOUSE BUILDING ADVANCE & ACCOMODATION :

Employees are provided with House Building Advance, details are as below :

- All permanent employees with at least 5 years of continuous service are eligible for HBA.
- Only one advance shall be sanctioned to the employee during their entire service.
- **Maximum HBA will be 34 months' basic pay subject to a maximum of Rs. 25 Lakhs only**, or cost of the house/flat, or the amount according to repaying capacity, whichever is the least for construction/purchase of new house/flat.

- Rate of interest would be chargeable (as per Govt. of India rates) only on collective amount that would remain outstanding on grant of enhancement of HBA.
- Time Limit –
 - **Purchase of land** - should be completed and the Sale Deed produced **within 2 months**, failing which the advances should be refunded in lumpsum.
 - **Purchase house** – Acquisition and mortgage to Govt should be completed within 3 months. Extension of time-limit may be granted by the Competent Authority.
 - **Purchase /Construction of new flat** should be utilized within one month, unless extension of time-limit is granted.

Employees can contact HBA Cell in Administration Dept. for more details.

ACCOMODATION

TMC provides accommodation to its employees at Mulund, Mandala, BARC Campus and Paylipada. Besides, it has PG Hostels and Guest House at BARC Campus. Staff quarters are also provided to Resident Doctors in Tata Memorial Hospital Campus.

16. SCHOLARSHIP SCHEME FOR THE CHILDREN OF TMC EMPLOYEES :

Every year, applications are invited from the regular permanent employees of TMC for awarding Scholarships to their children who have passed S.S.C. / H.S.C. examinations in the year March / April with 60% and above marks for other than Labour Staff and 50% and above marks for Labour Staff for taking higher education. The marks obtained in S.S.C./ H.S.C. examinations in March / April will be considered for awarding Scholarships for higher education. Circular inviting application for Scholarship is issued in the month of July / August every year. A total of 25 scholarships are granted.

17. TATA MEMORIAL CENTRE EMPLOYEE WELFARE SCHEME (TMCEWS)

- The scheme is open to all the regular employees of TMC and also to those Labour Staff who have completed 240 days of continuous service in the Centre.
- Membership of this scheme is compulsory for all new employees from the date of their joining service in TMC for other than Labour Staff and for Labour Staff after completion of 240 days service.
- The contribution payable is Rs.20/- (Rupees Twenty only) per month from the monthly salary of the employee. In case of death of an employee, additional Rs 10/- (Rupees Ten only) is deducted from the monthly salary of all the employees.
- The admission form will be issued by H.R.D. Department to the newly appointed staff at the time of joining.
 - In case of **Superannuation** of a member, the amount payable to the employee shall be Rs.10,000/-.
 - In case of **Voluntary retirement** of a member, the amount payable to the employee shall be Rs.5,000/-.
 - On **the death or permanent incapacity** of a member, the amount payable to their nominee(s) shall be Rs.12,500/-.

18. COMPASSIONATE APPOINTMENT

Dependants of family members of employees who die while in service are considered for appointment in Group C and Group D equivalent posts in TMC on compassionate grounds and will be as per the orders of the Government.

19. WORKING HOURS

Working hours are normally 8 hrs 15 minutes a day, which shall be fixed by the management. All employees are required to work in shifts including night duties, Sundays and holidays as and when necessary. The Office timings for General shift is 9.15 a.m. to 5.30 p.m. You have a 15 min. grace period and can swipe in by 9.30 a.m. occasionally. You have an additional one hour's grace period for any two days every month, to either swipe in one hour late or

go one hour early. Late attendance up to an hour for not more than two occasions in a month can be condoned by the Competent Authority, unless convinced that it is due to unavoidable reasons.

- **SATURDAY DUTIES**

Saturday duty timings will be 9.15 a.m. to 2.15 p.m.(General shift) Working at least one Saturday a month is mandatory. As per the departmental Saturday duty list you will need to work on at least one Saturday every month. An employee will have to work a total 13 Saturdays in a year in TMH. One Hour concession is not admissible/ permissible on Saturday duty.

NOTE : AS PER THE REQUIREMENTS OF THE DEPARTMENT, IF ANY CHANGE IS MADE IN WORKING HOURS, A LETTER SHOULD BE SUBMITTED TO H.R.D. DEPARTMENT, THROUGH HEADS OF DEPARTMENT, FOR UPDATION IN THE SYSTEM.

20. ATTENDANCE, LATE COMING AND ABSENTEEISM

All staff shall be expected to be present at the place of work at the appointed time and start their work immediately. Every staff member shall record the time of attendance and departure each day from the Centre in the manner prescribed by the Management from time to time. Any staff failing to record the time as above is liable to be marked absent. Staff reporting late for more than one hour from the scheduled time are liable to be marked as absent. One day Casual Leave will be deducted for every three late marks in a month. Similarly for those who leave the office earlier than the scheduled time on three occasions one day Casual Leave will be deducted. In case there is no Casual Leave to their credit, Earned Leave will be deducted.

Staff attending late either at the commencement of their shift or at the end of lunch recess shall be liable to be treated as absent. No staff shall leave their place of work without informing the Head of the Department/Unit and obtaining permission to leave.

Any staff who after reporting for duty leaves their proper place or place of work during any period of working hours without the permission of their head of the

department/unit or without sufficient reason shall be liable to be treated as absent without leave for the whole day in case their absence commences before recess time and for half a day.

Suitable disciplinary action will be taken against the staff concerned in addition to debiting a leave, if he/ she persistently/ habitually attended late/ leaving early or refusing to swipe the card.

IDENTITY CARD

Every employee will be provided with an identity card who shall wear them while on duty and also show their card for inspection to the concerned Authority on demand. When a staff member ceases to be in the employment of the Centre they shall surrender their identity card to the H.R.D. Dept. before their dues can be settled.

ENTRY AND EXITS

The staff shall not enter or leave the premises of the establishment except by the gate or gates, door or doors provided for the purpose. No staff shall bring with him/her to the establishment hand bills, tools, articles, hazardous goods etc. other than those permitted by the Management.

The Management shall not in any way be responsible for loss or damage to any personal property of the staff brought in to the Centre.

21. APPLICATION FOR OUTSIDE POST / HIGHER STUDIES

All employees are required to obtain prior permission for applying any outside post or for higher studies. No staff member shall apply to any outside post / further higher studies without the prior permission of the management. In a calendar year employees are eligible to apply for outside post a maximum of 4 times (Exception – UPSC).

22. NOC FOR PASSPORT

- Employees who want to apply for passport are required to obtain 'No Objection Certificate'(NOC)

- Employees have to fill up the application form for 'No Objection Certificate for Indian Passport' (download the form from intranet of HRD) with one white background photo & submit to HRD Dept. HRD will verify it & an 'Identity Certificate' will be issued with sign and seal of the concerned authority. The updated copy of the passport has to be submitted to HRD Dept.
- In case the Authority has any objection regarding issuance of Passport to the employee, he/she may revert back to the concerned Regional Passport Office.

23. PERMISSION TO VISIT ABROAD

- All employees applying to visit abroad have to fill the 'Proforma for Foreign Private Visit' form (download the form from intranet HRD) mentioning period of visit abroad, name of foreign country to be visited, purpose of visit, estimated expenditure (travel, board, lodging, visa, misc. etc.) & sources of funds, details of private foreign travel undertaken during the last four years (period, name of country & purpose).
- Visa Certification – In case of deputation, visa letter is issued from Admn. Dept., 4th Floor, Service Block. If it is for personal visit, the visa letter is issued from HRD Dept., 2nd Floor, Service Block.

24. SUBMISSION OF PROOF OF INCOME-TAX

- Every employee whose taxable income exceeds the maximum amount which is not chargeable to tax has to file annual income tax return with the Income Tax Officer in the appropriate form including the income from other heads, if any, and pay balance of tax, if any, as self-assessed tax.
- All the Officers and staff should be aware that the final proof of savings is to be submitted by 15th November of each year. All the employees are requested to submit their savings for Income Tax purposes for the Financial year on or before 15th November.

25. SUBMISSION OF ANNUAL IMMOVABLE PROPERTY RETURNS (AIPR)

As per the directions of Ministry of Personnel, P.G. & Pensions, Department of Personnel and Training, Annual Immovable Property Returns (AIPR) are required to be filled by all employees.

The forms are made online and all employees are required to fill their forms through Employee Portal before 31st December every year.

If, AIPR forms are not submitted within the stipulated time, Annual Performance Appraisal Report (APAR) forms will be treated as incomplete.

26. ACCIDENTS

In case of accidents, staff shall immediately report injuries sustained during the course of their duty to the Staff Physician and Head of the Department/Division and Director (Administration) & Chief Vigilance Officer.

LIABILITY OF SEARCH

All male staff shall be liable to be detained for search in a separate room by any of the security personnel or by any Administrative Officer of the Centre while entering or leaving the premises of the establishment. All female staff shall be liable to be detained by the persons mentioned above for search by female security. If acting without malice, the gateman or any security personnel or an administrative officer suspect that a staff is in wrongful possession of property belonging to the establishment, he can detain such staff for search provided that a search shall not be made except in the presence of two other persons of the same sex as the suspected staff.

LEAVING HEADQUARTERS

No member of the staff should leave the headquarters including on weekends, on any grounds, without obtaining prior permission of the Competent Authority. Permission to go abroad shall be taken from the competent authority even on leave due and admissible and/or in weekends.

The employee should furnish their leave address to the Head of Office. In all applications for leave, including C.L. or compensatory leave or in weekends during which the applicant proposes to leave the headquarters station, the fact should be stated in the application with the outstation address. Any person who wishes to leave the headquarters station during the period of leave already granted to the employee should notify their intention together with their address to the Management. Any change in that address which may occur thereafter should also be communicated.

ABSENCE FROM DUTY WITHOUT NOTICE

If the staff acting individually or in concert and without reasonable cause absent themselves from work or refuse to work despite being present at the work spot work each one of them may be treated as absent without leave or dies-non (break in service).

27. REDRESSAL OF GRIEVANCES

All complaints /grievances arising out of employment shall be submitted to the immediate superior in the first instance and if the concerned staff is not satisfied with the decision or action taken by the immediate superior they may refer the matter to the Head of the Department who shall in consultation with the appointing authority or the Competent Authority examine the matter expeditiously and intimate the decision taken to the concerned staff member. If the staff member is still not satisfied with the decision of the departmental head, they are permitted to refer the matter to the Director for a decision. If not satisfied with the decision of the Director, they may refer their grievance to Staff Grievance Officer.

28. DISCIPLINE, SUSPENSION AND DISMISSAL

- **SUSPENSION**

The appointing authority shall have the power to suspend an employee and fix the rates of salary during the period of suspension in the following cases:

- a) Where a disciplinary proceeding against the employee concerned is contemplated or is pending.

OR

- b) Where a case against them in respect of any criminal offence is under investigations, inquiry or trial.

OR

- c) Where in the opinion of the Competent Authority, he has engaged himself in activities prejudicial to the interest of the centre.

- **PUNISHMENT**

The authority which appoints an employee of the Centre may impose any of the following penalties for any misconduct or for breach of the terms and conditions of his appointment.

- **MINOR PUNISHMENT**

- a) Censure
- b) Withholding of promotion
- c) Recovery from employee's pay of the whole or part of any pecuniary loss caused by the employee to the Centre by negligence or breach of orders.

- **MAJOR PUNISHMENT:**

- a) Withholding of increments of pay, with or without cumulative effect
- b) Reduction to a lower stage in the same time scale of pay
- c) Reduction to lower time scale of pay
- d) Compulsory retirement
- e) Termination/removal from service
- f) Dismissal from service

29. DO's AND DON'Ts

Do's :-

- 1) Maintain absolute integrity at all times.
- 2) Maintain absolute devotion to duty at all times.
- 3) Those holding responsible posts should maintain independence and impartiality in the discharge of their duties.
- 4) Maintain a responsible and decent standard of conduct in private life.
- 5) Render prompt and courteous service to the public.
- 6) Observe proper decorum during lunch break.
- 7) Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- 8) Keep away from demonstrations organized by political parties in the vicinity / neighborhood of Government offices.
- 9) Maintain political neutrality.
- 10) Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- 11) If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
- 12) Act in accordance with Government policies.
- 13) Observe courtesy and consideration to Members of Parliament and State Legislatures.
- 14) In performance of duties in good faith, communicate information to a person in accordance with the "Right to Information Act, 2005" (22 of 2005) and the rules made hereunder.

Don'ts :-

- 1) Do not make joint representations in matters of common interest.
- 2) Do not indulge in acts unbecoming of a Government servant.
- 3) Do not be discourteous, dishonest and partial.
- 4) Do not adopt dilatory tactics in your dealings with the public.
- 5) Do not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
- 6) Do not practice untouchability
- 7) Do not associate yourself with any banned organizations.
- 8) Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- 9) Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
- 10) Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
- 11) Do not join or support any illegal strike.
- 12) Do not enter into any private correspondence with Foreign Embassies or Missions / High Commissions.
- 13) Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
- 14) Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.

- 15) Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airlines.
- 16) Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
- 17) Do not accept any gift from any foreign firm which is having official dealings with TMC .
- 18) Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
- 19) Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
- 20) Do not approach your subordinates for standing surety for loans taken from private sources either by you / your relations / friends.
- 21) Do not undertake private consultancy work.
- 22) Do not speculate in any stock, share or other investment.
- 23) Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
- 24) Do not bid at any auction of property where such auction is arranged by your own officers.
- 25) Do not stay as guest with Foreign Diplomats or foreign nationals in India.
- 26) Do not invite any Foreign Diplomat to stay with you as your guest in India.

- 27) Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission / Government or Organization.
- 28) Do not bring any political influence in matters pertaining to your service.
- 29) Do not consume any intoxicating drinks or drugs while on duty.
- 30) Do not appear in public place in a state of intoxication.
- 31) Do not indulge in any act of sexual harassment of any woman at her work place.
- 32) Do not employ children below 14 years of age.
- 33) Do not accept award of monetary benefits instituted by Private Trusts / Foundations etc.

30. MISCONDUCT

The following acts of omissions and commissions shall be deemed primarily to be acts of misconduct under these rules though the list is not exhaustive one. If need arises the list in the Model Standing Orders on the subject may be referred:

1. Careless work
2. Gross neglect of work or habitual negligence
3. Habitual late attendance.
4. Improper behavior
5. Loitering and idling or wasting of time
6. Sleeping while on duty
7. Unhygienic act or committing nuisance on the premises of the Centre.
8. Failure to wear the uniform supplied, while on duty.
9. Absence without permission from place or places of work during working hours
10. Failure to carry identification card/token.
11. Smoking in prohibited areas other than those specified as dangerous.

12. Willful breach of any rule or instruction.
13. Drunkenness or riotous or disorderly behavior in the premises of the establishment or any act subversive of discipline.
14. Willful insubordination or disobedience whether alone or in combination with another or others, of any lawful and reasonable order of a superior.
15. Striking work either singly or with other employees.
16. Theft, fraud or dishonesty in connection with the Centre's business or property.
17. Taking or giving bribes or any illegal gratification whatsoever.
18. Habitual absence without leave or permission, or absence without leave or permission for more than eight consecutive days.
19. Collection of any money within the premises of the establishment for any purpose not authorized by the management
20. Engaging in trade within the premises of the establishment.
21. Willful breach of any rule or instructions for the maintenance or the running of any department or of any portion of the establishment
22. Distribution or exhibition within the premises of the establishment of any bill or pamphlets or posters without the previous sanction of the Management.
23. Willful breakage or damage to work or to any equipment or property of the Centre.
24. Failure to observe duty notified safety instructions or interference with any safety device or equipment installed within the college.
25. Willful slowing down in performance of work, or abetment or instigation thereof.

Disclaimer : Please note that this is brief guidelines for new joinees. Employees are advised to refer CCS Rules, for detailed information.

26. Threatening or abusing or intimidating or assaulting any staff within the premises of the establishment, or outside if such threat or abuse or intimidation or assault is in connection with the employment in the establishment or is subversive of discipline of the Centre.
27. Disclosing to any person, any trade or other information with regard to the affairs of the Centre or the working of any process in the establishment without the prior permission of the management.
28. Squatting or remaining anywhere within the premises of the centre other than the appointed place with a view to intimidate or coerce or threaten the management or its officials or staff.
29. Interfering with machines or equipment or process not connected with work allocated, assigned or directed.
30. Conviction by any court of law for any offence involving moral turpitude.
31. Deliberately making false, vicious or malicious or defamatory statements against the Centre or any officer or staff of the Centre.
32. Refusal to receive or take delivery of notices, letters or of any communication from the management.
33. Breach of any law applicable to the Centre.
34. Conduct which endangers the lives and safety of the Centre management or the staff, customers, visitors or patients.
35. Entering or leaving or attempting to enter or to leave the premises of the Centre except by a gate or door intended for the purpose or breaking or damaging or otherwise tampering with any doors, windows, wall or structure forming part of the Centre.
36. Gambling or any such act within the premises of the Centre.
37. Accepting service or accepting any kind of employment or doing any business which involves the receipt of fee, salary, wages or

honorarium, emoluments or profits without obtaining the previous sanction of the management.

38. Malingering.
39. Attending or holding meeting within the premises of the Centre without the previous permission of the management.
40. The sale or canvassing for sale of any commodities or tickets or chances in lotteries or raffles or ticket coupons or other tokens in connection with any scheme or the sale of any commodity or article within the premises of the establishment without the previous sanction of the management.
41. Using Centre's facilities for personal gain.
42. Approaching outside authority for redressal of grievances except as provided under the existing law on the subject.
43. Gheraoing.
44. Not maintaining a responsible and decent standard of conduct in their private life, thus bringing discredit to their service by their misdemeanors. For instance, by neglecting their spouse and family in a manner unbecoming of a public servant.
45. Sexual Harassment
46. Swiping attendance card through proxy
47. Failure to record attendance in the work place as per instructions.
48. Violation of deputation rules and instructions there-under of the Centre.
49. Conduct unbecoming of an employee of TMC.
50. Commission or omission of any act directly or indirectly prejudicial to the interest of the Centre.
51. Refusing to appear for medical examination and/or Breath Analyser Test.

31. RETIREMENT

- Every staff member shall retire on attaining the age of superannuation as notified by Govt. of India.
- **RETIREMENT BENEFITS**
 - The employees of the Centre will receive the retirement benefits such as gratuity, leave encashment, commutation etc. as approved by the Competent Authority (as applicable).

32. DEPARTMENTS IN TATA MEMORIAL HOSPITAL

1. ACADEMICS OFFICE
2. ACCOUNTS
3. ADMINISTRATION
4. BIOCHEMISTRY
5. BIOMEDICAL ENGINEERING
6. C.S.S.D. (SUPPORTIVE)
7. CENTRAL PURCHASE UNIT
8. CENTRAL REGISTRATION OFFICE
9. CLINICAL RESEARCH SECRETARIAT
10. CYTOPATHOLOGY
11. DENTAL & PROSTHETICS SURGERY
12. DEP OF DIG DIS & CLI NUTRITION
13. DEPT OF ANAE CRIT CARE N PAIN
14. DEPT. OF PULMONARY MEDICINE
15. DEPT. PALLIATIVE MEDICINE
16. DISPENSARY & PHARMACY SERVICES
17. ENGINEERING
18. FOOD SERVICE
19. GEN. MEDICINE
20. GENERAL ADMIN.
21. H.R.D. DEPT.
22. HAEMATOPATHOLOGY LABORATORY
23. HOUSE KEEPING (GEN.
24. INFORMATION TECHNOLOGY
25. INSTITUTIONAL REVIEW BOARD
26. LIBRARY
27. LINEN & LAUNDRY
28. M,V AND DISPOSAL CELL
29. MED. SOCIAL SERVICE
30. MEDICAL GRAPHICS DEPT
31. MEDICAL ONCOLOGY
32. MEDICAL PHYSICS DEPT
33. MICROBIOLOGY
34. NUCLEAR MEDICINE
35. NURSING DEPARTMENT
36. OCCUPATIONAL THERAPY
37. OUTPATIENT SERVICES
38. PATHOLOGY
39. PERSONNEL SECTION
40. PHYSIOTHERAPY
41. PREVENTIVE ONCOLOGY
42. PSYCHIATRIC UNIT
43. PURCHASE DEPT.
44. RADIATION ONCOLOGY
45. RADIODIAGNOSIS
46. SECURITY SERVICES
47. STAFF CLINIC AND OPD
48. STORES
49. SURGICAL ONCOLOGY
50. TISSUE BANK
51. TMC CARE SYNCYTUM
52. TRANSFUSION MEDICINE
53. TRANSLATIONAL RESEARCH LAB
54. WASTE MANAGEMENT CELL

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