

INSTITUTE OF NEPHRO-UROLOGY,
Victoria Hospital Complex,
BANGALORE-560 002.

1. SHORT TITLE

- 1) These rules may be called the **INSTITUTE OF NEPHRO-UROLOGY Pay and Recruitment, Conditions of service and Miscellaneous provisions Rules 2004.**
- 2) They shall come into force with immediate effect.

2. APPLICATION:

- 1) These rules shall apply to the persons appointed to the service of **INSTITUTE OF NEPHRO-UROLOGY** on a regular basis and whose pay is debited to the funds of **INSTITUTE OF NEPHRO-UROLOGY**
- 2) These Rules shall not apply to:
 - a) Person not in whole-time employment
 - b) Persons appointed on Adhoc basis.
 - c) Persons paid otherwise than on monthly basis
 - d) Persons specially excluded wholly or in part by the Governing Council from the operation of these rules.

3. DEFINITIONS:

- 1) 'INSTITUTE' means the Institute of Nephro-Urology.
- 2) 'GOVERNING COUNCIL' means the Governing Council of the Institute.
- 3) 'CHAIRMAN' means the Chairman of the Governing Council.
- 4) 'VICE-CHAIRMAN' means the Vice-Chairman of the Governing Council.
- 5) 'DIRECTOR' means the Director of the Institute.

6) 'APPOINTING AUTHORITY' in relation to the post of Director is the Governing Council and to any post in Group 'A' and Group 'B' posts, "Board of Appointment" and the "Director" in respect of posts in Group 'C' and Group 'D'.

7) "CHAIRMAN OF THE DIVISION" means the Chairman of the Division of the Paediatric Medicine and Paediatric Surgery.

8) 'PRO-CHAIRMAN' means the Pro-Chairman of the Governing Council.

9) "HEAD OF THE DEPARTMENT" means the Head of the concerned Department.

NOTE: (a) The Board of Appointment shall consist of :-

- 1) The Chairman of the Governing Council.
 - 2) The Vice-Chairman of the Governing Council.
 - 3) The Director.
- b) The appointing authority concerned shall make appointments from among the candidates selected by the concerned selection committee as provided by these rules separately.

10. "SELECTION COMMITTEE" means the Selection Committee as specified under rule 6 of Annexure- I :-

11. "CONTROLLING AUTHORITY" means the authorities in relation to categories of posts as specified below:-

POST	AUTHORITY
Director	Chairman
Group A & B Posts	Board of Appointment
Group C & D Posts	Director

NOTE: The Director is the controlling authority in respect of travelling allowances, daily allowances and medical claims for all the employees of the Institute.

12. "EMPLOYEES" means a person in the service of Institute in any post and includes the Academic Staff;

13. "ACADEMIC STAFF" means any member of the staff engaged wholly or partly in teaching and /or research and declared as such by the Director;

14. "ADHOC EMPLOYEE" means a person appointed temporarily against a sanctioned post in the exigencies of Institute service, but not appointed regularly as per rule/s of recruitment to that service.

15. "Rules" means the Rules of the Institute.

16. "Year" means the Financial Year ending 31st March.

17. "STATE" means the Karnataka State.

18. "PAY" means the pay admissible, for a post held by the employee and includes "Personal Pay", "Special Pay" or any allowance specially included in the term "PAY" by the Governing Council but shall not include any other allowance, fee or honorarium.

Other terms not specifically defined here shall have the same meaning assigned to them in the KCS General Recruitment Rules 1957. Karnataka Civil Service Rules and the Karnataka Financial Code 1958 and other rules as are applicable to State Government Employees.

4. PAY AND RECRUITMENT RULES:

Pay and Recruitment Rules of the Institute of Nephro-Urology shall be as specified in Annexure 1 of these Rules.

5. CONDITIONS OF SERVICE RULES AND MISCELLANEOUS PROVISIONS:

Rules relating to conditions of service and miscellaneous provisions shall be as specified in Annexure - 2 of these rules.

ANNEXURE - IPAY AND RECRUITMENT RULES1. CLASSIFICATION METHOD OF RECRUITMENT OF POSTS Etc.,

- a) The Institute shall have posts of Group 'A', Group 'B', Group 'C' and Group 'D' of such number and carrying such pay scale for each category of such posts as indicated in the Schedule I appended to these rules.
- b) The method of recruitment, the qualifications prescribed for appointment and age limits for such recruitment for such categories shall be as indicated in Schedule II appended to these rules.

2. APPOINTMENT TO THE POST:

The Governing Council shall make appointment to the Post of the Director. The Board of Appointment shall make appointment to the other posts under Group 'A' and Group 'B' and the Director in respect of posts under Group 'C' and Group 'D'.

3. MEDICAL QUALIFICATION:

No person who does not possess any Medical Qualification shall be appointed to the posts of Director, Medical Superintendent and the Resident Medical Officer.

4. RESERVATION OF POSTS;

The appointing authority shall make reservation in the recruitment to the posts in the Institute for candidates belonging to Scheduled Caste and Scheduled Tribe and other Backward classes, as per the orders of the State Government issued from time to time for reservation under Article 16(4) of the constitution.

5. APPLICATION FEE:

The appointing authority shall fix the rate of application fee for each category of post not exceeding Rs.50/-. But in case of the candidates belonging to Scheduled Caste and Schedule Tribe and Cat-I, it shall be 25% of the fee prescribed for others.

6. SELECTION COMMITTEE

There shall be the following Selection Committee to make recommendations to the Governing Council, Board of Appointments, and to the Director for recruitment to the various posts of the Institute.

(a) FOR THE POST OF DIRECTOR:

1. The Chairman of the Governing Council	Chairman
2. The Secretary , Medical Education	Member
3. The Director of Medical Education	Member
4. One outside expert	Member
5. Director (If he is not a candidate himself)	Member secretary

(b) FOR THE POST OF PROFESSORS/ASSOCIATE PROFESSORS / ADMINISTRATIVE OFFICER.

1. The Secretary to Govt. Medical Education	Chairman
2. The Director of Medical Education	Member
3. One outside expert	Member
4. Vice-chancellor, Rajiv Gandhi University of Health Sciences, Bangalore or his nominee	Member
5. Head of the Department concerned	Member
6. The Director, Institute of Nephro-Urology	Member-Secretary

(c) FOR THE POST OF ASST. PROFESSORS/LECTURERS/ RESIDENTS.

1. The Director	Chairman
2. Prof. & HOD of speciality concerned	Member
3. Nominee of the Secretary to Govt., Medical Education	Member
4. Nominee of the Director of Medical Education	Member
5. One representative from Rajiv Gandhi University of Health Sciences	Member
6. Medical Superintendent	Member

(d) FOR THE POSTS OF TECHNICAL/MINISTERIAL POSTS:

1) The Director	Chairman
2) One nominee of the Secretary to Govt. Medical Education	Member
3) One nominee of the Director of Medical Education	Member
4) Administrative Officer	Member-Secretary

FOR OTHER CATEGORIES OF POSTS:

1) Director	Chairman
2) Medical Superintendent	Member
3) Administrative Officer	Member

7. MODE OF THE FILLING UP OF POSTS:

The posts in the Institute may be filled by invitation/promotion/open advertisement or by deputation from Central / State Government as may be deemed for by the appointing authority in the interest of Institution service.

8. FUNCTIONS OF THE SELECTION COMMITTEE;

- a) The Selection Committee shall meet at Bangalore.
- b) It shall decide the procedure for conducting the selection and examine the credentials of the all applicants, who are being considered for appointment to the posts.
- c) It shall prepare a panel of names in the order of merit having due regard to the reservation of posts for SC and ST and other backward classes.
- d) Where a candidate has applied for any post, it shall be open to the Selection Committee to recommend the candidate for appointment to any other post whether it will be equivalent or higher or lower than the post applied for,

9. VACANCY DUE TO DEATH:

Where a vacancy occurs in any post owing to death, resignation or any other reason within six months of the incumbent joining duty, the appointing authority may offer the appointment to the next candidate if any, recommended by the selection committee.

10. PERMANENT AND TEMPORARY POSTS:

- 1) The posts created by the Governing Council in accordance of Rules and Regulations of the Institute, may be either permanent or temporary as the Governing Council may specify from time to time.
- 2) Renewal of temporary posts may be determined by the Governing Council from time to time on the recommendations of the Director.
- 3) Notwithstanding anything contained in Rules and Regulations or in the Bye-laws or in the Cadre & Recruitment Rules of the Institute, the Governing Council may invite a person of high academic distinction and professional attainment to accept post of Professor. surgeon/ specialists/dentists on such terms and conditions as the Governing Council may approve from time to time.

4) The Governing Council may appoint a person of high academic distinction or professional attainment in any other University, or Institute or organisation in India or abroad for undertaking a joint project in accordance with clause 3 sub-clause (18) of the Memorandum of Association of the Institute.

5) The Governing Council, if it deems fit, may create honorary consultant posts to fill such specialists lacunae in the interest of delivery of satisfactory patient services or in the interest of furtherance of research, basic or clinical as the case may be;

11. DIRECT RECRUITMENT:

The Governing Council may from time to time and notwithstanding anything to the contrary in these rules at its discretion, arrange direct recruitment at any level to meet the demands of specialisation and or to attract highly qualified personnel for the service of the Institute. The Governing Council at its discretion may relax the prescribed qualification and experience in special circumstances, where the candidates with the qualification provided are not available.

12. ADVANCE INCREMENTS ON INITIAL APPOINTMENT:

a) The Selection Committee may recommend advance increments not exceeding five on initial appointment in particular case having regard to the special qualification, attainments, experience and such other similar aspects of the candidates.

b) The appointing authority shall take into consideration such recommendation while fixing the initial pay of the person appointed.

13. APPOINTMENTS TO POSTS IN ADDITION TO SANCTIONED CADRE:

Notwithstanding anything contained in these Rules:

a) The Governing Council may make appointment to posts other than those in the sanctioned cadres on such terms and conditions as it may decide in each case.

b) Specialists and scholars may be invited by the Director to participate in the work of the Institute for specific period on such honoraria as may be fixed by the Governing Council.

14. PROBATION:

- a) Unless otherwise decided by the appointing authority in any case, every employee shall be on probation for a period of two years, provided that such probation is not applicable in the case of an employee who has undergone probation while in Government service in an equivalent post and such probation had been declared to be satisfactory.
- b) During the period of probation, the employee shall be required to put in satisfactory service failing which his services shall be liable for termination at any time without any prior notice or without any reason being assigned for the same by the appointing authority.
- c) The period of probation may, for reasons to be recorded in writing, be extended by the appointing authority.

15. PROMOTION TO HIGHER POSTS:

Subject to the provisions of the recruitment rules of the Institute and in cases where the Governing Council has decided that a post be filled by promotion from among the qualified members of the staff, the appointing authority shall consider the names of members of the staff recommended for promotion by a review committee.

NOTE: The review committee shall consist of the following Members:

The Director	Chairman
The Medical Superintendent	Member
The Administrative Officer	Member Secretary

16. OTHER PROVISION

In respect of matters not specifically provided here relating to pay, Recruitment and promotion, the appropriate rules of the State Government will mutatis mutandis apply to the employees of the Institute.

17. INTERPRETATION:

In case of any doubt or difficulty, the Governing Council shall interpret these rules and the decision of the Governing Council shall be final and binding on the concerned.

ANNEXURE - 2CHAPTER - ICONDITIONS OF SERVICE RULES**1. SENIORITY:**

The Director shall prepare and publish a seniority list of all the staff of the Institute both Intra and interdepartmental in accordance with the provisions of the Seniority Rules of the State Government or such rules to be framed by the Governing Council from time to time.

2. COMPULSORY INSURANCE

An employee who has completed one year of approved service, shall within one year, thereafter, insure his/her life with LIC of India/PLI for a policy maturing at the age of superannuation for an amount for which the premium of 6½ % of the mean pay of the time scale of the post held by the employee on the date of Insurance. The recovery of the premium shall be by deduction from the salary of the employee to be paid from Indira Gandhi Institute of Child Health funds.

An employee who has already taken out such a policy either from KGID or LIC or PLI need not take out a fresh policy, if the policy taken earlier is alive and unencumbered. If the maximum of the scale of pay of the post of an employee is increased due to promotion or revision of the scale of pay he/she shall within six months of such change, effect additional insurance to cover the differences.

The provisions of Insurance is not applicable to any employee who is declared in eligible for insurance under the relevant rules and to the employees shall subscribe to the Public Provident Fund at 6% of the basic pay of the employees.

3. TOTAL ABSENCE FROM DUTY:

A permanent employee shall cease to be in the service of the Institute, if he/she is continuously absent from duty for five years without leave unless such absence is on foreign service in India or because of suspension. In respect of a temporary employee and staff against temporary post, the limit of absence shall not be more than 3 months except in case of illness.

4. TERMINATION:

1) All appointments shall be terminable on a notice in writing either by the appointing authority or the employee without assigning any reason as set out below:-

- (a) During the period of probation - 1 Month;
- (b) After completion of the period of probation - 3 months ;

2) The Notice referred to in Rule (1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowance for the period of notice is paid.

3) In the case of permanent appointment if the order of termination is passed by any authority other than the Governing Council, an appeal shall lie to the Governing Council, against the order within a period of 30 days from the date.

5. OTHER PROVISIONS:

In respect of the following matters, the rules and order applicable to the State Government employees shall apply to the employees of Institute of Nephro-Urology, subject to such modification as may be made by the Governing Council from time to time.

1. Medical Fitness
2. Leave, hours of duty and holidays.
3. Dearness Allowance, CCA, HRA, Washing Allowance, Uniform Allowance, Risk Allowance, Conveyance Allowance, Special pay.
4. Travelling Allowance, Daily Allowance, Leave Travel Concession (Home Town and any place in India).
5. Termination of service and Resignation
6. Loans and advances to employees
7. Medical Attendance
8. Probation Rules

In the applicability of the above rules to the employees of the Institute, references to Government of Karnataka shall be deemed to be the references to the Governing Council.

6. LEAVE TO ADHOC EMPLOYEES:

Adhoc employees are entitled to only one day casual leave for each completed month of services in addition to General Holidays.

7. SUPPERANNUATION

"The age of Superannuation for all regular employees of the Institute shall be 58 years and it shall be 60 years for the Academic, Scientific and Technical staff".

8. RETIRING PENSION:

1) An employee of the Institute may retire from service any time after completing 20 years of qualifying service provided that he shall give in this behalf a notice in writing to the appropriate authority, atleast three months before the date on which he wishes to retire subject to the following conditions:

a) Employee retiring under this scheme shall be entitled to retiring pension/gratuity.

b) While granting the retiring Pension/Gratuity to an employee retiring under this scheme, weightage upto 5 years shall be given as an addition to the qualifying service actually rendered by him. The grant of such weightage shall however be subject to the condition that the total qualifying service after allowing the weightage shall not in any case, exceed the qualifying services which the employee would have had, if he had retired on attaining the age of superannuation.

c) The weightage given under this scheme shall be only an addition to the qualifying service, if purposes of pension and gratuity and shall be entitle an employee retiring voluntarily to notional fixation of pay for purpose of calculation of pension and gratuity.

d) The amount of pension/gratuity to be granted after giving the weightage shall be subject to the right of the institute or any competent authority to make reduction there in accordance with the provisions of the Karnataka Civil Service Rules, if his service is not satisfactory.

e) The scheme of voluntary retirement under these orders shall not be applicable to employees who propose to get absorbed in autonomous bodies/public sector undertakings etc.,

f) The voluntary retirement shall not become effective merely on the ground that a notice to that effect has been given by the employee, unless it is duly accepted by the appointing authority. Such acceptance may be generally given in all cases except those:-

i) in which disciplinary proceedings are pending on the employee concerned for the imposition of a major penalty and the disciplinary authority having regard to the circumstances of the case, is of the view that the imposition of the penalty of dismissal or removal from services would be warranted in the case, or

ii) in which prosecution is contemplated or may have been launched in a court of Law against the employee concerned and, where it is proposed to accept the notice of voluntary retirement in such cases, prior approval of Governing Council in case of staff under Group 'A', Group 'B' should invariably be obtained.

Governing Council may on the recommendation of the Director for the reasons to be recorded in writing, by order, retire any employee after he has completed twenty years of qualifying service or after he has attained fifty years of age. If such retirement is in their opinion necessary in the interest of the Institute service provided that an employee concerned is given notice of three months before the date of retirement, or in lieu of such notice, a sum equivalent to the amount of his salary is paid in lieu of notice the period in respect of which the employee is paid salary shall be treated as duty and any increment that accrues during the said period shall be taken into account for determining the salary payable in lieu of notice and the amount of pension.

9. PENSION:

1) The employee retiring from service from Institute of Nephro-Urology, shall be eligible for pension. pension is payable :

- n) On retirement by reason of attaining the age of superannuation.
- b) On voluntary retirement after completing the prescribed period of qualifying service;
- c) On retirement before the age of superannuation under a medical certificate of permanent incapacity for further services;
- d) On discharge due to the abolition of the post or other causes not due to the fault of the employee.

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2. An employee may also be permitted to retire on proportionate pension at any time, after attaining the age of 50 years provided no enquiry is pending against him/her and no proposal for holding an enquiry is under consideration, provided that he shall give in this behalf a notice in writing to the Director atleast three months before he proposes to retire. In regard to retirement under Medical Certificate under rule 9(1) (c) above, the corresponding rules in the KCSRs shall apply mutatis mutandis.

The amount of pension or service gratuity and DCRG admissible will be according to the scale prescribed by the State Govt. from time to time.

3. In respect to previous qualifying service, if any under State Government rendered by an employee, proportionate pensionary benefits as prescribed in G.O.No. FD 70 SRS 77, dated 27.10.1977 will be sanctioned and paid by Government.

4. The leave is treated as qualifying service to the extent to which it would be treated as qualifying service according to the provision of KCSRs.

5. Unauthorised absence from duty other than as per Rule 106 A 162 of KCSRs constitutes interruption of service entailing forfeiture of past service; other interruptions in the service of the employee shall not entitle forfeiture of past service. The period/periods of such interruptions will not count as service qualifying as service for pension.

6. **EXPLANATION:**

A strike of the employee as defined in Karnataka Civil Service (Prevention of strikes) Act 1966, including refusal or abstaining from doing work though physically present at the place of duty by resorting to pen-down strike or stay-in strike or unauthorised absence from duty for purpose of this rule.

6. **Commutation of pension** is permissible in the same manner and subject to the same conditions as prescribed in the Rules in chapter XXIII of Part IV of the KCSR and as amended by the Government Orders issued from time to time.

7. The formal application for pension in the appropriate form of the KCSRs shall be made to the Director. The pension admissible shall be sanctioned by the Director.

Note: The payment of Pension/Family Pension shall be arranged through Banks.

8. The Pensioners under these Rules are also eligible to draw Dearness Allowances and any other allowances in accordance with the orders issued by the State Government, from time to time in respect of the State Pensioners.

9. Whenever the delay in the sanction of the pension is anticipated, the Director may sanction an anticipatory pension not exceeding the amount specified in Government Order No.FD (Spl) 59 CPP 80, dated 29.06.1981.

NOTE: The anticipatory pension shall be sanctioned by the Director from the date of retirement and payment shall commence with effect from the date on which the employee finally quits the service. The payment of pension shall commence only with effect from the date on which the employee finally quits the service.

10. FAMILY PENSION:

a) The Karnataka Government Family Pension Rules 1964 shall apply *mutatis mutandis* to the employees of the Institute as amended from time to time.

11. PENSION FUND

Pension Fund of the Institute shall consist of the Annual contribution by the Institute to be made either in monthly installments or in a single installment at any time before the close of the financial year, equal to 10% of the total pay drawn by the employees governed by these rules during the year.

A separate account shall be opened for the pension fund. The Director or any other officer authorised by him shall operate the fund and maintain accounts of the Fund including the disbursements of the pension and Family Pension.

Pension fund shall be invested with the approval of the Chairman in the Fixed Deposit in the Scheduled Banks, National Savings Certificates, Time Deposits in the Post Office or any other scheme and Government Securities to obtain maximum return on the investments.

12. RECOVERY OF DUES:

Institute further reserve themselves the right of withholding or withdrawing a pension or any part of it, whether permanently or for a specified period and the right of ordering the recovery from pension of the whole or part of any pecuniary loss causes to Institute if in departmental or judicial proceeding the pensioner is found guilty of grave misconduct or negligence during the period of his service, including service, including service rendered upon re-employment after retirement.

PROVIDED THAT:

- a) Such departmental proceeding, if instituted while the officer was in service, whether before his retirement or during his re-employment, shall after the final retirement of the officer, be deemed to be a proceeding under this rule shall be contained and concluded by the authority by which it was commenced in the same manner as if the officer has continued in service.
- b) Such departmental proceeding, if not instituted while Officer was in service, whether before his retirement or during his re-employment.
 - i) Shall not be instituted save with the sanction of Governing Council.
 - ii) Shall not be in respect of any event which took place more than 4 years before such institution; &
 - iii) Shall be conducted by such authority and in such place as Governing Council may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the employer during his service.
- c) No such judicial proceedings, if not instituted while the employee was in service, whether before his retirement or during his re-employment, shall be instituted in respect of a cause of action which arose or an event which took place more than 4 years before such institution.

12. 1) Where any departmental or judicial proceedings is instituted under rule 12, or where a departmental proceedings is continued under clause (a) of the provisions there to against the employee who was retired on attaining the age of compulsory retirement or otherwise he shall be paid during the period commencing or from the date of his retirement to the date on which upon conclusion of such proceeding final orders are passed, a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service upto the date of retirement or if he was under suspension on the date of retirement upto the date immediately preceding the date on which he was placed under suspension; but no gratuity or death-cum-retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders thereon.

2. Payment of provisional pension made under clause (1) shall be adjusted against the final retirement benefits sanctioned to such officer upon conclusion of the aforesaid proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or with held either permanently or for a specified period.

13. In cases not governed by the provisions of rule 12, the following rules shall govern the recoveries from pension and compassionate allowances;

- 1) A claim may become known and the question of recovery may arise.
 - a) When the calculation of pension is being made and before the pension is actually sanctioned or;
 - b) After the pension has been sanctioned.
- 2) The claim and the recovery may be one or other of the following:
 - a) Recovery of penitive measure in order to make good the loss caused to Institute as a result of negligence of fraud on the part of the person concerned while he was in service.
 - b) Recovery of other Institute dues such as over issues of pay, allowances or leave salary or admitted and obvious dues such as house rent, life insurance premia, outstanding motor car, house building, travelling and other advances.
 - c) Recovery of non-Institute dues.

3) In case falling under clause (1) (a) above, none of the recoveries mentioned in Clause (2) (a) to (c) above may be effected by a reduction of the pension about to be sanctioned except in the following circumstances:

a) When the service of a Government servant can be held to have been not thoroughly satisfactory, a reduction in the amount of pension may be made by a competent authority although no direct penal recovery from pension is permissible.

b) When the pensioner by request made or consent given has agreed that the recovery may be made (provided such recovery is restricted to the amount of pension which has already become payable on the date of the agreement or consent). If such request is not made or consent is not given by the Pensioner, even sums admittedly due to Institutes such as house rent, outstanding advances etc., may not be recovered from pension.

In such cases, however, the executive authorities concerned would have to consider whether they should not try to effect the recovery otherwise than from person, for example by being to a Court of Law, if necessary.

4) In cases falling under clause (1) (b) above none of recoveries mentioned in clause (2) (a) to (c) above may be effected by deduction from the pension already sanctioned except at the request or with the express consent of the pensioner;

1 (Provided such recovery is restricted to the amount of pension which has already become payable on the date of such agreement or consent). In cases where the pensioner does not agree to recovery being made even sums admittedly due to Institute action as indicated in the last sentence of clause (3) may be taken.

Notwithstanding the pension rules applicable to an Institute servant, it is permissible to make recovery of Institute dues and any pecuniary loss found to have been caused to Institute in an departmental or judicial proceedings instituted against such institute servant under rule 12 from the death-cum-retirement gratuity or any other gratuity payable to the Institute servant without obtaining his consent and when the Institute servant is dead without obtaining the consent of the members of his family.

14. RESIDENTIAL ACCOMMODATION:

1. The Director, The Medical Superintendent and the Resident Medical Officer of the Institute (Subject to availability), will be provided with free houses in the campus of the Institute, in which they will be required to reside and they are not entitled to get LIRA at the prescribed rates.
2. Other employees of the Institute may be provided houses in the campus of the Institute, in which they are required to reside if so desired by the Director subject to payment of License fee as per rules of the State/Institute in the matter.
3. The occupants of the houses shall pay extra for water, electricity and other services made available to them.
4. The other rules with regard to occupation vacation, eviction, and levy of penal License fee etc., shall be as prescribed by the State Government.

CHAPTER - II

CONDUCT AND DISCIPLINARY PROCEEDINGS RULES

1. DISCIPLINARY AND APPELLATE AUTHORITY:

The particulars of the appointing, Disciplinary and Appellate authority in respect of particular category of posts or holders of such posts shall be as specified in Schedule - III.

2. NATURE OF PENALTIES:

One or more of the following penalties for good and sufficient reasons may be imposed on the employees, namely;

- i) Fine in the case of the employees belonging to Group 'D'
- ii) Censure
- iii) "Withholding of increments; (iii-a)
"Withholding of promotion (iii-b)
- iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders of Institute of Nephro-Urology, Bangalore or to any pension, body or authority, to whom the service of the employee had been lent
- iv -a) "reduction to a lower stage in the time scale of pay for specified period, with further directions as to whether or not the Government servant will earn increments or pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay";
- v) "reduction to a lower time scale of pay, grade, post or service which shall unless otherwise, directed, be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding;

- v- a) Seniority and pay in the scale of pay grade, post or service to which the employee reduced;
- b) Conditions of restoration of the scale of pay grade or post of service from which the employee was reduced and his seniority and pay on such restoration to that scale of pay, grade, post or service".
- vi) Compulsory retirement :
- vii) Removal from service which shall not be disqualified for future employment;
- viii) Dismissal from service which shall ordinarily be a disqualification for future employment. "Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the order of the disciplinary authority, no penalty other than those specified in clause (vi) to (viii) shall be imposed for an established charge of corruption.

3. SUSPENSION:

1. The Director in the case of members of the staff appointed by him, and the Board of Appointment in the case of others may place a member of the staff under suspension;
 - a) Where a disciplinary proceeding against him is contemplated or is pending; or
 - b) Where a case against him in respect of any criminal offence is under investigation or trial.
2. Subsistence allowance at an amount equal to 75% of the pay which the employee was in receipt of or which would have received but for his proceeding of being on leave immediately prior to the date of suspension and in addition, dearness allowance, if admissible on the basis of the amount of such subsistence.

Provided that where the period of suspension exceeds twelve months, the authority which made or deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows:

- i) the amount of subsistence allowance may be increased to an amount equal to 90% of the pay drawn or which he would have drawn but for proceeding or being on leave immediately prior to the date of suspension, if in the opinion of the said authority, the periods of suspension has been prolonged for reasons, to be recorded in writing not correctly attributable to the employee;
- ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority the period of suspension has prolonged due to the reasons to be recorded in writing, directly attributable to the employee;
- iii) the rate of dearness allowance will be based on the increased or as the case may be, the decrease amount of subsistence allowance admissible under sub-clause (i) or (ii).

3. If as a result of the enquiry the charge framed against a member of the staff is proved the Director in the case of those appointed by him, and the Board of Appointment in the case of any member of the staff, may at their discretion, inflict any of the following penalties;

- a) Censure
- b) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
- c) Withholding of increments or promotion.
- d) Reduction in rank i.e., reduction to lowest post or a time scale or to a lower stage in a time scale;
- e) Removal from service.

Provided, however, no such member of the staff as aforesaid shall be reduced in rank, removed or dismissed from the service of the Institute until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank, removal or dismissal is proposed on the ground of conviction by a criminal court.

4. A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the appropriate authority against the order and there shall be no further appeal on the decision of the Governing Council.

No appeal under these rules shall be entertained unless it is submitted within a period of 3 months from the date on which the appellant received a copy of the order appealed against; provided that the Governing Council may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

5. In the case of an appeal against an order of removal or dismissal from service the Governing Council shall consider;

- a) Whether the procedure prescribed in the proceeding rules has been complied with, and if not, whether such non-compliance has resulted in a miscarriage of justice; and
- b) Whether the findings are justified; and
- c) Whether the penalty imposed is excessive, adequate or inadequate and pass orders,
 - i) Setting aside, reducing, confirming or enhancing the penalty or
 - ii) remitting the case to the Directory or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that the Governing Council shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

6. When a member of the staff of the Institute has been dismissed, removed or suspended from service on certain charges and if the charges are not proved against him in appeal Governing Council may grant to him for the period of his absence from duty.

- a) If he is honorably acquitted - the full pay and allowance to which he would have been entitled if he had not been dismissed, removed or suspended from service; or
- b) If otherwise : such proportion of such pay and allowances as the Governing Council may prescribe.

In a case falling under Clause (a), the period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b), it shall not be treated as a period spent on duty unless the council so directs.

7. When an order imposing penalty not amounting to an order of removal of service under the rules is passed by the Governing Council, it shall be final and there shall be no further appeal.

8. Notwithstanding anything contained in these rules, the Governing Council may impose any of the penalties on the employees of the Institute and it may on its motion or otherwise, after calling for the records of the case, review any order which is made or applicable under these rules and,

- a) confirm, modify or set aside the order;
- b) impose any penalty or set aside, reduce;
- c) Confirm or enhance the penalty imposed by the order;
- d) remit the case to the Director or to any other authority, directing such further action or enquiry as it considered proper in the circumstances of the case or
- e) pass any such other orders as it deems fit.

Provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

4. PERFORMANCE OF DUTIES:

Every employee shall perform such duties as have been entrusted to him and shall to the best of his ability carryout the lawful directions of the Governing Council or the Director or of any other authority he be may be subject to.

5. WHOLE TIME SERVICE:

Unless in any case it be otherwise distinctly provided, an employee shall be a twenty four hours employee of the Institute and may be called up on to perform any functions as required by the authority concerned.

6. ATTENDANCE TO DUTY:

An employee who absents himself from duty without leave will not be entitled to any salary for the days of absence and the period of such absence shall be debited to his leave account as though if it were a half-pay leave to the extent of the period of half pay leave falls short of period of such absence unless the leave is granted by a competent authority for the days of such absence. Absence from duty of an employee without leave granted by a competent authority, will also render such employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the authority competent to sanction leave that he was unable to join duty for reasons beyond his control.

7. SERVICES OUTSIDE THE INSTITUTE:

The specialist staff of the rank of Professors/Surgeons/ Asst.Professors and other may be permitted by the Director to offer their services to other institutions like Medical College, Hospitals, Nursing Homes and such other Institutions subject to the following conditions;

- a) They should not be drawing Non-practicing allowance.
- b) The services must be outside the working hours of the Institute and without detriment to their legitimate duties in the Institute of Nephro-Urology.
- c) The borrowing Institution should pay the fees or honorarium at such rates to be fixed by the Director to the funds of the Institution and,
- d) The staff deputed will have 60% of such earnings upto a maximum of Rs.1,00,000/- per annum, out of the fee or honorarium received by the Institute on their behalf.

8. DEPUTATION AND PERMISSION TO VISIT/WORK AND STUDY OUTSIDE THE INSTITUTE

1. The Director may depute members of the academic and other staff to any place outside the Institute, but within India in the interest of the Institute service or for any other specified purpose. If the period of such deputation is in excess of six months, approval of the Governing Council shall be obtained.

2. In such cases of deputation, the Governing Council may required an undertaking in writing to serve the Institute on return for such period as it may prescribe.

9. DEPUTATION OUTSIDE INDIA:

The Governing Council can approve the deputation of any staff members of the Institute to outside India, on such terms and conditions as it may prescribe.

10. GENERAL


In respect of matters not specifically provided here, the provisions contained in the Karnataka Civil Services (Classification, Control and Appeal) Rules 1957, shall mutatis mutandis hold good to the employees of the Institute of Nephro-Urology. The reference made there in to Governor, Government and Head of the Department shall be construed as reference to Governing Council, Board of appointment and Director respectively.

11. CONDUCT RULES:

In respect of matters not provided for in the rules, the Karnataka Government Servants conduct Rules 1957, shall mutatis mutandis applicable to the employee of Institute of Nephro-Urology, Bangalore.

12. CONFIDENTIAL RULES:

In respect of matters not specifically provided here, the provisions contained in the Karnataka Civil Services (Confidential Reports) Rules 1976, for the time being in force, shall be applicable to the members of the staff of Institute of Nephro-Urology, Bangalore.


- Director
Institute of Nephro-Urology
Bangalore

INSTITUTE OF NEPHRO-UROLOGY

SCHEDULE - I

Sl. No.	Category Post	Strength No. of Posts	Pay Scale
1	2	3	4
GROUP 'A' POSTS			
1	Director	1	16400-22400 Special Allowance - 5000
2	Medical Superintendent	1	16400-22400 Special Allowance-500
3	Professor of Urology	1	10400-22400
4	Professor of Nephrology	1	16400-22400
5	Professor of Anaesthesiology	1	16400-22400
6	Associate professor of Urology	2	14300-18300
7	Associate professor of Nephrology	2	14300-18300
8	Associate professor of Anaesthesiology	1	14300-18300
9	Assistant professor of Urology	3	12000-18300
10	Assistant professor of Nephrology.	2	12000-18300
11	Assistant professor of Pathology.	1	12000-18300
12	Assistant professor of Microbiology	1	12000-18300
13	Assistant professor of Bio-chemistry	1	12000-18300
14	Assistant professor of Radiology	1	12000-18300
15	Assistant professor of Anaesthesia	1	12000-18300
16	Lecturer in Urology	6	8000-13500
17	Lecturer in Nephrology	4	8000-13500
18	Lecturer in Pathology	1	8000-13500
19	Lecturer in Microbiology	1	8000-13500
20	Lecturer in Biochemistry	1	8000-13500
21	Lecturer in Radiology	1	8000-13500
22	Lecturer in Anaesthesiology	3	8000-13500
23	Tutor in Urology	3	8000-13500
24	Tutor in Nephrology	2	8000-13500

Sl. No.	Category Post	Strength No. of Posts	Pay Scale
1	2	3	4
25	Blood Bank Officer	1	8000-13500
26	Residents	6	Consolidated 6000 p.m.
27	Administrative Officer	1	7400-13120
28	Accounts Officer	1	7400-13120
GROUP 'B' POSTS			
29	N/S Grade-II	3	5200-9580
GROUP 'C' POSTS			
30	Accounts Superintendent	1	5200-9580
31	Office Superintendent	1	5200-9580
32	Sr. Staff nurse	5	5200-9580
33	Social worker	3	5200-9580
34	Staff nurse	80	4575-8400
35	Medical Record Technician	1	4150-7800
36	Dialysis Technician	8	3850-7050
37	Laboratory Technician	4	3850-7050
38	X-ray Technician	3	3850-7050
39	Pharmacist	2	3850-7050
40	O.T. Technician	4	3850-7050
41	Ist. Division Assistant	2	3850-7050
42	Computer Data Operator	4	3850-7050
43	Stenographer	2	3850-7050
44	IInd Division Assistant	4	3000-6300
45	Clerk-cum-Data entry Operator	4	3000-6300
46	Receptionist / Registration Assistant	4	3000-6300
47	Electrician	1	3000-6300
48	Driver	4	3000-6300
GROUP 'D' POSTS			
49	Group-D	70 66	2500-3850

13 nos.

12. RECOVERY OF DUES:

Institute further reserve themselves the right of withholding or withdrawing a pension or any part of it, whether permanently or for a specified period and the right of ordering the recovery from pension of the whole or part of any pecuniary loss caused to Institute if in departmental or judicial proceeding the pensioner is found guilty of grave misconduct or negligence during the period of his service, including service rendered upon re-employment after retirement.

PROVIDED THAT:

- a) Such departmental proceeding, if instituted while the officer was in service, whether before his retirement or during his re-employment, shall after the final retirement of the officer, be deemed to be a proceeding under this rule shall be contained and concluded by the authority by which it was commenced in the same manner as if the officer has continued in service.
- b) Such departmental proceeding, if not instituted while Officer was in service, whether before his retirement or during his re-employment.
 - i) Shall not be instituted save with the sanction of Governing Council.
 - ii) Shall not be in respect of any event which took place more than 4 years before such institution; &
 - iii) Shall be conducted by such authority and in such place as Governing Council may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the employer during his service.
- c) No such judicial proceedings, if not instituted while the employee was in service, whether before his retirement or during his re-employment, shall be instituted in respect of a cause of action which arose or an event which took place more than 4 years before such institution.

12. 1) Where any departmental or judicial proceedings is instituted under rule 12, or where a departmental proceedings is continued under clause (a) of the provisions there to against the employee who was retired on attaining the age of compulsory retirement or otherwise he shall be paid during the period commencing or from the date of his retirement to the date on which upon conclusion of such proceeding final orders are passed, a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service upto the date of retirement or if he was under suspension on the date of retirement upto the date immediately preceding the date on which he was placed under suspension; but no gratuity or death-cum-retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders thereon.

2. Payment of provisional pension made under clause (1) shall be adjusted against the final retirement benefits sanctioned to such officer upon conclusion of the aforesaid proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or with held either permanently or for a specified period.

13. In cases not governed by the provisions of rule 12, the following rules shall govern the recoveries from pension and compassionate allowances;

1) A claim may become known and the question of recovery may arise.

a) When the calculation of pension is being made and before the pension is actually sanctioned or;

b) After the pension has been sanctioned.

2) The claim and the recovery may be one or other of the following:

a) Recovery of penitive measure in order to make good the loss caused to Institute as a result of negligence of fraud on the part of the person concerned while he was in service.

b) Recovery of other Institute dues such as over issues of pay, allowances or leave salary or admitted and obvious dues such as house rent, life insurance premia, outstanding motor car, house building, travelling and other advances.

c) Recovery of non-Institute dues.

3) In case falling under clause (1) (a) above, none of the recoveries mentioned in Clause (2) (a) to (c) above may be effected by a reduction of the pension about to be sanctioned except in the following circumstances:

a) When the service of a Government servant can be held to have been not thoroughly satisfactory, a reduction in the amount of pension may be made by a competent authority although no direct penal recovery from pension is permissible.

b) When the pensioner by request made or consent given has agreed that the recovery may be made (provided such recovery is restricted to the amount of pension which has already become payable on the date of the agreement or consent). If such request is not made or consent is not given by the Pensioner, even sums admittedly due to Institutes such as house rent, outstanding advances etc., may not be recovered from pension.

In such cases, however, the executive authorities concerned would have to consider whether they should not try to effect the recovery otherwise than from person, for example by being to a Court of Law, if necessary.

4) In cases falling under clause (1) (b) above none of recoveries mentioned in clause (2) (a) to (c) above may be effected by deduction from the pension already sanctioned except at the request or with the express consent of the pensioner;

1 (Provided such recovery is restricted to the amount of pension which has already become payable on the date of such agreement or consent). In cases where the pensioner does not agree to recovery being made even sums admittedly due to Institute action as indicated in the last sentence of clause (3) may be taken.

Notwithstanding the pension rules applicable to an Institute servant, it is permissible to make recovery of Institute dues and any pecuniary loss found to have been caused to Institute in an departmental or judicial proceedings instituted against such institute servant under rule 12 from the death-cum-retirement gratuity or any other gratuity payable to the Institute servant without obtaining his consent and when the Institute servant is dead without obtaining the consent of the members of his family.

14. RESIDENTIAL ACCOMMODATION:

1. The Director, The Medical Superintendent and the Resident Medical Officer of the Institute (Subject to availability), will be provided with free houses in the campus of the Institute, in which they will be required to reside and they are not entitled to get HRA at the prescribed rates.
2. Other employees of the Institute may be provided houses in the campus of the Institute, in which they are required to reside if so desired by the Director subject to payment of License fee as per rules of the State/Institute in the matter.
3. The occupants of the houses shall pay extra for water, electricity and other services made available to them.
4. The other rules with regard to occupation vacation, eviction, and levy of penal License fee etc., shall be as prescribed by the State Government.

CHAPTER - II

CONDUCT AND DISCIPLINARY PROCEEDINGS RULES

1. DISCIPLINARY AND APPELATE AUTHORITY:

The particulars of the appointing, Disciplinary and Appellate authority in respect of particular category of posts or holders of such posts shall be as specified in Schedule - III.

2. NATURE OF PENALTIES:

One or more of the following penalties for good and sufficient reasons may be imposed on the employees, namely;

- i) Fine in the case of the employees belonging to Group 'D'
- ii) Censure
- iii) "Withholding of increments; (iii-a)
"Withholding of promotion (iii-b)
- iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders of Institute of Nephro-Urology, Bangalore or to any pension, body or authority, to whom the service of the employee had been lent
- iv-a) "reduction to a lower stage in the time scale of pay for specified period, with further directions as to whether or not the Government servant will earn increments or pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay";
- v) "reduction to a lower time scale of pay, grade, post or service which shall unless otherwise, directed, be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding;

- v- a) Seniority and pay in the scale of pay grade, post or service to which the employee reduced;
- b) Conditions of restoration of the scale of pay grade or post of service from which the employee was reduced and his seniority and pay on such restoration to that scale of pay, grade, post or service".
- vi) Compulsory retirement :
- vii) Removal from service which shall not be disqualified for future employment;
- viii) Dismissal from service which shall ordinarily be a disqualification for future employment. "Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the order of the disciplinary authority, no penalty other than those specified in clause (vi) to (viii) shall be imposed for an established charge of corruption.

3. SUSPENSION:

1. The Director in the case of members of the staff appointed by him, and the Board of Appointment in the case of others may place a member of the staff under suspension;
 - a) Where a disciplinary proceeding against him is contemplated or is pending: or
 - b) Where a case against him in respect of any criminal offence is under investigation or trial.
2. Subsistence allowance at an amount equal to 75% of the pay which the employee was in receipt of or which would have received but for his proceeding of being on leave immediately prior to the date of suspension and in addition, dearness allowance, if admissible on the basis of the amount of such subsistence.

Provided that where the period of suspension exceeds twelve months, the authority which made or deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows:

- i) the amount of subsistence allowance may be increased to an amount equal to 90% of the pay drawn or which he would have drawn but for proceeding or being on leave immediately prior to the date of suspension, if in the opinion of the said authority, the periods of suspension has been prolonged for reasons, to be recorded in writing not correctly attributable to the employee;
 - ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority the period of suspension has prolonged due to the reasons to be recorded in writing, directly attributable to the employee;
 - iii) the rate of dearness allowance will be based on the increased or as the case may be, the decrease amount of subsistence allowance admissible under sub-clause (i) or (ii).
3. If as a result of the enquiry the charge framed against a member of the staff is proved the Director in the case of those appointed by him, and the Board of Appointment in the case of any member of the staff, may at their discretion, inflict any of the following penalties;
- a) Censure
 - b) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
 - c) Withholding of increments or promotion.
 - d) Reduction in rank i.e., reduction to lowest post or a time scale or to a lower stage in a time scale;
 - e) Removal from service.

Provided, however, no such member of the staff as aforesaid shall be reduced in rank, removed or dismissed from the service of the Institute until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank, removal or dismissal is proposed on the ground of conviction by a criminal court.

4. A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the appropriate authority against the order and there shall be no further appeal on the decision of the Governing Council.

No appeal under these rules shall be entertained unless it is submitted within a period of 3 months from the date on which the appellant received a copy of the order appealed against; provided that the Governing Council may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

5. In the case of an appeal against an order of removal or dismissal from service the Governing Council shall consider;

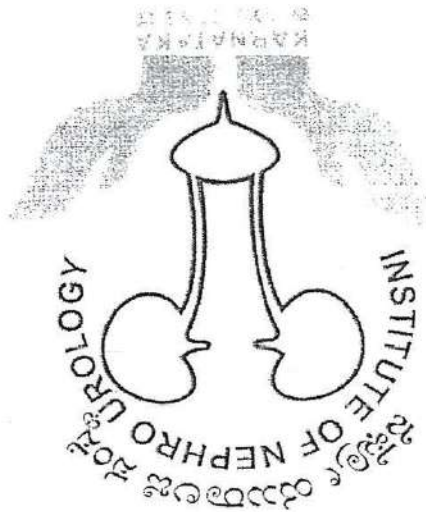
- a) Whether the procedure prescribed in the proceeding rules has been complied with, and if not, whether such non-compliance has resulted in a miscarriage of justice; and
- b) Whether the findings are justified; and
- c) Whether the penalty imposed is excessive, adequate or inadequate and pass orders,
 - i) Setting aside, reducing, confirming or enhancing the penalty or
 - ii) remitting the case to the Directory or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that the Governing Council shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

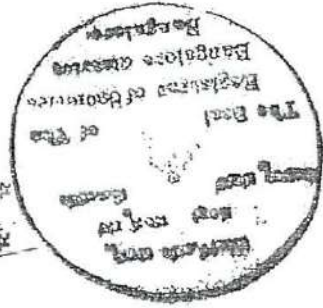
6. When a member of the staff of the Institute has been dismissed, removed or suspended from service on certain charges and if the charges are not proved against him in appeal Governing Council may grant to him for the period of his absence from duty.

- a) If he is honorably acquitted - the full pay and allowance to which he would have been entitled if he had not been dismissed, removed or suspended from service: or
- b) If otherwise: such proportion of such pay and allowances as the Governing Council may prescribe.

**MEMORANDUM OF ASSOCIATION
RULES & REGULATIONS
AND
BYE-LAWS**



**INSTITUTE OF NEPHRO-UROLOGY
BANGALORE**



19/1/61
[Signature]

ನಿರ್ದೇಶಿಸಿದಂತೆ ಸಹಾಯಕರನ್ನು ನೇಮಿಸುವುದು.

ಪರಿಷತ್ತಿನ ಅಧಿನಿಯಮ ೧೯೫೯-೬೦ ಅನ್ವಯವಾಗಿ ಸಹಾಯಕರನ್ನು ನೇಮಿಸುವುದು.

ಸಹಾಯಕರನ್ನು ನೇಮಿಸುವುದು.

ನಿರ್ದೇಶಿಸಿದಂತೆ ಸಹಾಯಕರನ್ನು ನೇಮಿಸುವುದು.

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ನಿರ್ದೇಶಿಸಿದಂತೆ ಸಹಾಯಕರನ್ನು ನೇಮಿಸುವುದು.

INSTITUTE OF NEPHRO-UROLOGY, BANGALORE

MEMORANDUM OF ASSOCIATION

1. **NAME:** Name of the Institute shall be Institute of Nephro-Urology Bangalore
2. **The Registered Office** of the Institute shall be in Victoria Hospital Campus, Bangalore 560 002.
3. **OBJECTIVES :** Objectives of the Institute are :-
 - (1) To establish, maintain and develop an Institute of international standards to provide relief from Nephro-Urology diseases ;
 - (2) To provide advanced treatment and comprehensive care to Nephro-Urology patients;
 - (3) To promote, support and encourage study, research and training programmes relating to prevention, diagnosis and treatment in the field of Nephro-Urology diseases;
 - (4) To establish institutes branches at different places in Karnataka;
 - (5) To arrange exchange programme with other similar institutions situated within or outside India with a view to combine the varied experience of different specialists and super-specialists;
 - (6) To establish screening programmes for the detection of diseases connected with Nephrology and Urology;
 - (7) To provide referral center in the Institution for the benefit of persons suffering from diseases connected with Nephrology and Urology;
 - (8) To educate the public regarding the prevention and control of diseases connected with Nephrology and Urology;
 - (9) To offer consultation services to other Health Care Units and to support clinical and basic research programmes relating to diagnosis and the treatment of diseases of Nephrology and Urology;
 - (10) To develop the Institute as a Center for Post Graduate Training in the field of Urology and Nephrology;

- (11) To maintain books, Journals and other literature on Nephro-Urological diseases;
- (12) To support, organize and encourage scientific meetings, seminars, symposia and workshops relating to Nephro-Urological diseases.
- (13) To institute prizes, awards, scholarships, travel grants, research grants and stipends in furtherance of the objects of the Institute.
- (14) To provide for publications of journals, research papers, public educational leaflets, brochures, handbooks and text books on various aspects of Nephro-Urological diseases;
- (15) To educate the public on all aspects relating to the causation, control and prevention of Nephro-Urological diseases;
- (16) To organize and/or promote exhibitions on Nephro-Urological diseases and control and preventive measures to be adopted both in urban and rural areas;
- (17) To invite representatives of Governments, Universities and other organizations in India and from Foreign countries to fulfill the above objectives of the Institute;
- (18) To develop fruitful inter-relationship with similar institutions and agencies within India;
- (19) To initiate and develop lines of communications on personnel, material and data among National and International Institutions and agencies;
- (20) To develop co-operative efforts with international institutions or agencies engaged in similar work and objectives and establish lines of communication for interchange of expertise, personnel, material and data;
- (21) To accept grants, securities and properties of any kind on such terms as may be expedient and to issue appeals and apply for money and funds in furtherance of the objects of the Institute and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Institute may consider fit and proper;

- (22) To raise loans and advances from Banks or any other Financier or public or private undertakings with or without securities for development of the Institute;
- (23) To acquire and hold by gift, purchase, exchange, lease, hire or otherwise, movable or immovable property which may be necessary for the purpose of the Institute and to build, construct, improve, alter, demolish and repair such buildings, works and constructions as may be necessary for carrying out the objects of the Institute;
- (24) To sell, mortgage, lease, exchange and otherwise transfer to dispose of all or any property, movable or immovable of the Institute for the furtherance of its objects or any of them subject to the prior approval of the Government of Karnataka;
- (25) To accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Institute, and
- (26) To do such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the above mentioned objectives or any of them.

4. GOVERNING COUNCIL :-

The administrative of the Institute shall be vested in the Governing Council. The composition of which shall be as follows:-

	Name	Address	Occupation
(a)	Hon'ble Chief Minister of Karnataka	Vidhana Soudha, Bangalore	
(b)	Hon'ble Minsiter for Medical Education	Vidhana Soudha, Bangalore	
(c)	Principal Secretary / Secretary to Government, H.F.W, Department	M.S. Building, Bangalore	Government Service
(d)	Principal Secretary / Secretary to Government, Finance Department	M.S. Building, Bangalore	Government Service
(e)	Secretary, Medical Education	M.S. Building, Bangalore	Government Service
(f)	Commissioner of Health Services	Anand Rao Circle, Bangalore.	Government Service

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- | | | | |
|-----|---|---------------------------------|---------------------|
| (g) | Director of Medical Education | Anand Rao Circle,
Bangalore. | Government Service |
| (h) | Director of Health Services | | Government Service |
| (i) | 3 members to be nominated by the
Chairman in consultation with the
Director | | |
| (j) | Director, Institute of Nephro-Urology | Victoria Hospital
Campus | Government Services |

The Hon'ble Chief Minister of Karnataka shall be the Chairman.

The Hon'ble Minister of Medical Education shall be the Vice-Chairman and the Director of Institute of Nephro-Urology shall be Secretary and others shall be members of the Governing Council.

5. AMENDMENTS OT MEMORANDUM OF ASSOCIATION:

Any amendment to the Memorandum of Association shall be passed by 2/3 of the members of the Governing Council and shall be subject to prior approval of the Government.

RULES AND REGULATIONS OF THE INSTITUTE OF NEPHRO-UROLOGY
IN KARNATAKA.

1. **TITLE :** The rules and regulations shall be called as "Institute of Nephro-Urology in Karnataka Rules and Regulations 2002"
2. **DEFINITIONS:** In these rules and regulations, unless there is anything repugnant to the subject or context.
 - (a) "ACT" means the Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960).
 - (b) "CHAIRMAN" means the Chairman of the Governing Council.
 - (c) "GOVERNING COUNCIL" means the Governing Council of the Institute.
 - (d) "GOVERNMENT" means the Government of Karnataka.
 - (e) "DIRECTOR" means the Director of the Institute.
 - (h) "MEMBERS" means a member of the Governing Council.
 - (i) "REPRESENTATIVE OF THE GOVERNMENT" means a member of the Governing Council mentioned in para 4 of the Memorandum of Association at Sl. No. c, d, e.
3. **OFFICE :**
 1. Office of the Institute shall be at Victoria Hospital Campus.
 2. The working hours of the Institute shall be as per requirements as determined from time to time by the Governing Council.
4. **AUTHORITIES OF THE INSTITUTE:**

The following shall be the authorities of the Institute.

 1. The Governing Council.
 2. Such other authorities as may be appointed by the Governing Council from time to time.

5. THE GOVERNING COUNCIL:-

- 1) The composition of the first Governing Council shall be as prescribed in para 4 of the Memorandum of Association.
- 2) The members nominated by the State Government shall be designated as Nominated members who shall hold office during the pleasure of the State Government or for a term of two years, whichever is earlier and the Ex-officio members shall hold office till the expiry of their term in office.

Provided that:-

- a. Ex-officio Members shall cease to be Members of the Governing Council on expiry of their term of office.
- b. A member shall cease to hold office if he resigns or becomes unsound mind or is adjudged an insolvent or is convicted of a criminal offence involving moral turpitude.

6. MEETINGS:-

1. The Institute shall hold an Annual General Body Meeting of the Governing Council each year in the month of June.
2. The following business shall be transacted at the Annual General Body Meeting:-
 - (a) Confirmation of the minutes of the previous General Body Meeting.
 - (b) Consideration and approval of the Annual Report on the management of the institute for the preceding year together with audited copy of Balance Sheet, Income and Expenditure statement and the Auditors report.
 - (c) Appointment of Auditors.
 - (d) Consideration of any matter or matters brought before it with the permission of the Chairman.
 - (e) Special General Body Meeting:- The Special General Body Meeting may be convened on the advice of the Chairman of the Governing Council whenever it is found necessary as provided in sub-rule(3) of Section 11 of the Karnataka Societies Registration Act, 1960.

3. Notice:

- (a) Notice of every meeting shall be sent to all the Members through RPAD / Courier, Certificate of Posting or any other means to the duly acknowledged by the Members.
- (b) Non-receipt of notice by any Member even due to accidental omissions or any other valid reason shall not invalidate the proceedings of the meeting.
- (c) Every notice shall be sent:
 - i) In case of Annual General Body Meetings and Special General Body Meetings, not less than 21 days before the date fixed for the meeting:
 - ii) In case of ordinary meetings not less than 7 days before the date fixed for the meeting. However emergency meetings may be convened with 3 days prior notice.

4. Quorum and Procedure:-

- a) Quorum for ordinary meeting shall be five
- b) If there is no quorum at the point of time of the meeting the meeting shall be adjourned for 30 minutes following which the adjourned meeting may be conducted with the available quorum.
- c) In case of General Body Meeting and Special General Body Meeting, the quorum shall be not less than five and in the absence of required quorum, such meetings shall stand dissolved.

5. Every meeting shall be presided over by the Chairman of the Governing Council and in absence of the Chairman, any one of the Members of the Governing Council may be selected as Chairman to preside over the meeting.

6. Every member, including the Chairman, shall have on vote. All matters shall be decided by a majority of votes. In case of equality of votes in respect of any matter, the person presiding shall have a casting or second vote, provided that no decision shall be taken on matters relating to framing or amendment of Rules and Bylaws or on matters with financial implications in the absence of any representative of the State Government.

7. Vacancies:- All vacancies caused in the Governing Council shall be filled on the recommendation of the Governing Council with the prior approval of the Government. Any vacancy / vacancies caused in the Governing Council shall not render the proceedings of the Governing Council invalidate.

7. **RESOLUTIONS OF THE GOVERNING COUNCIL BY CIRCULATION:-**

The Director may with the permission of the Chairman send any resolution in case of emergency by circulation to all the Members of the Governing Council to be passed

8. **ALLOWANCES TO MEMBERS:-**

The official and non-official members may receive travelling and daily allowances for attending meetings as per relevant rules issued by Government of Karnataka from time to time and admissible to Group-A officers.

9. **POWERS AND FUNCTIONS OF THE GOVERNING COUNCIL:**

1. Subject to the provisions of the Karnataka Societies Registration Act. 1960, the Governing Council shall manage the Institute so as to promote its objects. It shall have full powers and authority to deal with all matters, things and deeds and to frame bye laws which are necessary and expedient to carry out the said objects.
2. The Governing Council shall have the powers to add amend to alter or abridge all or any of the objects of the Society consistent with the provisions in the Karnataka Societies Registration Act. 1960 and subject to approval of the Government of Karnataka.
3. Without prejudice to the generality of the foregoing, the Governing Council shall have the following powers and shall perform the following functions, namely;
 - a) The framing of broad policies and procedures to carry out the objects of the Institute.
 - b) To make bye-laws the shall think necessary for the regulation of the business of the Institute.
 - c) To consider and sanction budget estimates.
 - d) To sanction expenditure in accordance with the financial bye-laws.
 - e) To invest the funds of the Institute in Nationalized Banks or in approved securities.
 - f) To Borrow money on such terms and conditions as are deemed expedient.
 - g) To create posts and to make appointments thereto in accordance with provisions of Rule 16 to 18.

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- h) to enter into agreements or contracts with any Government or local authority or any other autonomous institutions, to obtain from such Government or authority any right, privilege, concession effectually or otherwise, for purpose of carrying out the objectives of the institute.
 - i) to draw, accept, endorse, discount, execute, assign and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government Securities, Promissory notes, Bills of Exchange or other Instruments whether negotiable or not for the purpose of the Institute.
 - j) to pay all costs and expenditure incurred for the promotion, establishment and registration of the Institute.
 - k) to prescribe course of study at the Institute, add or omit any course thereto or therefrom and to train students for degrees, diplomas and certificates.
 - l) to regulate the admission and care of the patients at the Institute and conduct of business and the procedure to be adopted at the meetings of the Governing Council.
 - m) to monitor the finance and the accounts of the Institute.
 - n) to fix the charges for treatment of patients provided that the Institute will give free treatment to Legislators and Ministers of the Government of Karnataka. The State Government Officials will have to pay for the treatment charges.
 - o) to prescribe the duties and functions of the Director, other officers and employees of the Institute.
 - p) to take decisions and, if necessary, to make bye-laws on the following matters:-
 - (i) Discipline, suspension and dismissal of the officers and employees of the Institute.
 - (ii) Admission of students, trainees and research workers to the Institute.
 - (iii) Establishment and maintenance of pension, gratuity, provident fund or other funds for the benefit of the officers and employees of the Institute: and
 - (iv) Such other matters as may be necessary for the efficient administration and management of the Institute, provided that no proposal to enhance or upgrade or otherwise alter the pay scales of the various categories of employees of the Institute shall be taken up by the Governing Council without the prior approval of the Government of Karnataka.

10. REPRESENTATION OF THE GOVERNING COUNCIL IN LEGAL PROCEEDINGS:-

Unless the Governing Council decides otherwise, the Director shall represent the Institute in all legal proceedings, whether civil, criminal, revenue or of any other description and shall have the authority to institute, conduct or defend any suite, complaint, or criminal case or any legal proceedings on behalf of or against the Institute as also to sign or verify all pleadings, complaints, statements or applications to be filed before any court, arbitrator, tribunal or any other authority as the case may be.

11. OFFICERS AND EMPLOYEES:-

The staff of the Institute shall consist of :-

1. The Director,
2. The Medical Superintendent
3. The Chief Administrative Officer, and
4. Such number of
 - a) Professors, Associate Professors, Assistant Professors, Lecturers, Tutors, Research Assistants, Resident and other Technical, Medical and Scientific staff.
 - b) Such other officers and employees as may be required for the Institute and determined by the Governing Council.

12. APPOINTMENT OF STAFF:-

- 1) The Medical, Technical and Scientific staff shall be appointed either permanently or on contract basis or on deputation. In case of appointment on contract basis and deputation, the maximum period of appointment shall not exceed five years. The permanent appointment shall be in accordance with the rules and regulations of the Government of Karnataka.

Provided that the Governing Council may, for reasons to be recorded, extend the services of any such staff for a period not exceeding 3 years.

- 2) It shall be lawful for the Institute to obtain the services of any Government servant on deputation or to absorb him in its service:

Provided that absorption into the service of the Institute shall be only with the approval of screening committee to be constituted by the Governing council for that purpose.

Provided further that the terms and conditions on which any Government servant may be so absorbed shall in no way be less advantageous than the terms and conditions applicable to him, immediately before the date of his absorption in the Government service.

- 3) It shall be lawful for the Institute to recommend to the Government as decided by the Governing council for the withdrawal of the services of any official who is on deputation or contract from the Government either on the expiry of the term of deputation or during the period of deputation/contract.

13. APPOINTMENT OF DIRECTOR:-

Mode of Recruitment :

- 1) Appointment of the Director shall be by the Government on the recommendation of the Governing council, either by direct recruitment or on contract basis or on deputation from amongst regular Government servants. Provided that the first Director shall be appointed by the Government by selection from amongst Professors in Urology or Nephrology in regular Government service.
- 2) Appointment on contract basis or on deputation shall be for a period not exceeding five years. Provided that the Government may, on the recommendation of the Governing Council extend the services of a Director beyond five years, by a period not exceeding three years.
- 3) Minimum Qualification and Experience:
 - a) Degree in Medicine.
 - b) Post Graduate Degree in Urology or Nephrology from any recognized University.
 - c) Teaching Experience of not less than 10 years in Urology or Nephrology after acquiring the post graduate qualification of which not less than 5 years shall be in a post not lower in rank than of Professor or any other equivalent post.
 - d) Teaching experience of at least 20 years in Urology or Nephrology in case of contract appointments.
- 4) Age Limit : Minimum 50 years, Superannuation at the age of 65 years.

- 5) Pay Scale : Rs. 16,400 -20,000 with Administrative allowance of Rs. 5,000/- per month.
- 6) Director shall be in overall Administrative control and Management of the Institute.

14. APPOINTMENT OF OFFICIATING DIRECTOR:-

Notwithstanding anything contained in Rule 13, the Governing council may appoint a person to officiate as Director in the absence of the Director.

15. POWER OF DELEGATION :-

The Director may delegate any of his powers, functions and duties to any Senior member of the staff of the Institute with the approval of the Governing council.

16. APPOINTMENT OF MEMBERS OF MEDICAL, ADMINISTRATIVE AND SCIENTIFIC STAFF:-

- 1) The appointment of Medical Superintendent, Chief Administrative Officer, Professors,, Associate Professors, Assistant Professors and Lecturers, shall be done by the Governing Council on the recommendation of the Selection Committee constituted by the Governing Council.
- 2) The appointment of Residents, Tutors, Research Assistants, and such other staff shall be done by the Director on the recommendation of the Selection Committee constituted by the Governing Council.
- 3) The Institute can utilize the services of State Government Officials who will be on deputation as and when required by the Institute. However, such deputationists will not be entitled for deputation allowance.

17. APPOINTMENT OF OTHER OFFICERS AND EMPLOYEES:-

The appointment of other Administrative Officials, Ministerial, Nursing, Para-Medical, Ward Attendants and such other staff shall be done by the Director on the recommendations of the Selection Committee constituted by him and approved by the Governing Council.

18. PROVISIONS REGARDING SERVICE CONDITIONS:

The conditions of service, salary, age of superannuation, conduct and disciplinary rules and such other related service matters in respect of persons appointed under rule 11, 13 and 16, except the appointments made by such bye laws framed by the Governing Council.

19. CORPUS FUND :-

1. The Corpus fund of the Institute shall consists of
 - a) All grants of the Institute from State Government or Central Government from time to time.
 - b) The donations from Philanthropic organizations/Philanthropists.
 - c) The excess of income over the expenditure of the Institute at the end of each financial year.
 - d) The funds generated from treatment charges and other receipts.

20. PROPERTY AND FUNDS:-

1. The Institute shall be the owner of all its properties, immovable and movable, including;
 - a) Corpus fund;
 - b) Grants, subventions, donations and gifts from Central Government or State Government or a local authority or any donations and gifts from the Central Government or State Government or a Local Authority or any individual or body, whether incorporated or not, for all or any of the purpose or objects of the Institute.
2. The Governing Council shall be the custodian of the properties and funds of the Institute and shall manage the same prudently for the purpose of the Institute.

21. APPLICATION OF THE INCOME AND PROPERTY:-

The income and property of the Institute shall be applied solely towards the promotion of the objects of the Institute as specified in the Memorandum of Association and pay such expenditure incurred and shall also be subject to such restrictions as the Central Government or the State Government may from time to time impose in respect of the grants or donations made by them.

22. BUDGET AND ACCOUNTS:

1. The Governing Council shall approve the Annual Budget estimates for the ensuing year at its meeting to be held in or around August and shall forward its copies to the Government. The budget estimates shall give.

Under various heads, the following information in respect of receipts and expenditure.

- a) The actual for the preceding year.
- b) The approved estimates for the current year.
- c) The revised estimates for the current year and
- d) The estimates for the following year.

2. Money forming part of the Funds of the Institute shall be deposited in the name of the Institute in an account or Accounts in any scheduled Bank of India or invested in any trust, securities or investments authorized by law and approved by the Governing Council. Withdrawal there from shall be by cheques signed by such persons or in such other manner as the Governing Council may from time to time authorise or specified in Bye-laws for this purpose.

23. AUDIT:-

The Accounts of the Institute shall be audited annually by Chartered Accountant or Accountants as defined in the Chartered Accountants Act 1949 (XXX VIII of 1949). The Chartered Accountant or Accountant shall be appointed by the Governing Council.

24. REPORTS:-

The Governing Council shall submit annually to the Government, a report on the working of the Institute. Such report shall contain particulars regarding the work of the Institute during the previous year and shall be accompanied by a Balance Sheet duly audited showing the Income and Expenditure of the Institute during the said year.

25. COMMITTEES:-

The Governing Council may form committees consisting of Members and no-members for any purpose it considers necessary on such terms and conditions as it may fix.

1. There shall be a Standing Finance Committee. The composition of the Finance Committee shall be;

- i) The Commissioner and Secretary to Government : Chairman Finance Department

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| ii) | One nominee of the Secretary to Government Education | : | Member Medical |
| iii) | One nominee of the Secretary to Government Department. | : | Member Planning |
| iv) | Director of Medical Education | : | Member |
| v) | Director, Institute of Nephro-Urology in Karnataka Bangalore | : | Member Secretary |

2. There shall be a Standing Academic Committee. The composition of the Academic Committee shall be as follows:-

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|------|--|---|----------|
| i) | The Director of the Institute | : | Chairman |
| ii) | One representative of the Rajiv Gandhi University of Health Sciences. | : | Member |
| iii) | A representative each of the following disciplines
From the Institute:
a. Urology
b. Nephrology | : | Member |
| iv) | Principal, Bangalore Medical College | : | Member |
| v) | One nominee of the Director of Medical Education | : | Member |
| vi) | Administrative Officer of the Institute | : | Member |
| vii) | Medical Superintendent of the Institute | : | Convener |

28. DISSOLUTION AND WINDING UP:

The Institute may be dissolved and wound-up in accordance with the provisions of Section 22 of the Act and the property of the Institute shall be applied on such dissolution in the manner provided by the Act, after the approval by the Government of Karnataka.

INSTITUTE OF NEPHRO-UROLOGY IN KARNATAKA, BANGALORE.
Victoria Hospital Campus, Bangalore – 560 002.

In exercise of the powers conferred by Rules 9(3) of the Rules and Regulations of the Institute of Nephro Urology in Karnataka, Bangalore – 560 002. The Governing Council hereby makes the following Bye-Laws, namely:

1. TITLE AND COMMENCEMENT:-

These Bye-Laws shall be called the Institute of Nephro-Urology in Karnataka Bye-Laws, 2002. They shall come into force from the date of formation of the Institute.

2. DEFINITIONS:

In these Bye-Laws, unless the context otherwise requires,

- (a) “INSTITUTE” means Institute of Nephro-Urology in Karnataka, Bangalore – 560 002.
- (b) “GOVERNING COUNCIL” means the Governing Council of the Institute of Nephro-Urology in Karnataka, Bangalore-560 002.
- (c) “CHAIRMAN” means the Chairman of the Governing Council.
- (d) “DIRECTOR” means the Director of the Institute.
- (e) “APPOINTING AUTHORITY” in relation to any post in the Institute means the authority competent to make appointment to that post.
- (f) “CONTROLLING AUTHORITY” means
 - (i) in relation to the posts in Group A & B, the Governing Council;
 - and
 - (ii) in relation to posts in Group C & D, the Director.
- (g) “EMPLOYEE” means a person in the service of the Institute in any post and includes the Academic staff.
- (h) Group A, B, C and D posts in the Institute shall correspond to State Civil Services Group A, B, C, and D posts respectively.
- (i) “ACADEMIC STAFF” means any member of the staff engaged wholly or partly in teaching / or research and so declared by the Director.

(j) "RULES" means the Rules and Regulations of the Institute.

(k) "YEAR" means the year ending on 31st March.

3. WHOLE TIME SERVICE:

Unless in any case it be otherwise distinctly provided, an employee shall be a full time employee of the Institute and may be called upon to perform any functions at any time as required by the authority concerned.

4. The specialists staff may be permitted to offer their services to other Institutions, Medical Colleges, Hospitals, Nursing Homes and such other Institutions without detriment to the regular work of the Institute, provided that the material/monetary gains of such services shall be credited to the accounts of the Institute. The Institute may give to the employees concerned such percentage of his or her earnings as the Governing Council may decided from time to time.

5. PERMANENT AND TEMPORARY POSTS:

1. The posts crated by the Governing Council in accordance with Rule 11, Rule 13 and 16 of Rules and Regulations of the Institute may be either permanent or temporay as the Governing Council may specify from time to time.
2. Renewal fo temporary posts may be determined by the Governing Council from time to time on the recommendations of the Director.
3. Notwithstanding anyting contained in the Rules and Regulations or in the Bye-laws or in the Cadre and Recruitment Rules of the Institute, the Governing Council may invite a person of high academic distinction and professional attainment to accept the post of Professor / Assoicate Professor on such terms and conditions as the Governing Council may approve from time to time.
4. The Governing Council may appoint a person of high academic distinction or professional attainment from any other University or Institute or Organisation in India or abroad for undertaking a joint project in accordance with Clause 3 sub-section (5 and 17) of the Memorandum of Association of the Institute.
5. The Governing Council, may create posts of Honorary Consultants, who can be appointed if there is need for their services and such incumbents must have prescribed qualification and experience recognized by the Indian Medical Council, by persons of high standing in the profession and such appointments shall not be for more than two years at a time.

6. PROBATION :-

1. Unless otherwise decided by the appointing authority in any case, every employee shall be on probation for a period of two years, provided that such probation is not applicable in the case of an employee who has undergone probation while in Government Service and such probation had been declared to be satisfactory
2. During the period of probation an employee is required to put in satisfactory service failing which his services shall be liable to termination at any time without any prior notice and without any reason being assigned for the same by the appointing authority.

7. TERMINATION :-

1. All appointments shall be terminable on a notice in writing, either by the appointing authority or the employee without assigning any reason as set out below :
 - a. During the period of probation - 1 Month
 - b. After completion of period of probation - 3 Months
2. The notice referred to in sub-byelaw (1) above, shall not be necessary, if in lieu thereof, an amount equal to the pay and allowances for the period of notice is paid.
3. In the case of a permanent appointment, if the order of termination is passed by any authority other than the Governing Council, an appeal shall lie to the Governing Council against the order, within a period of 30 days from the date of the order.

8. RETIREMENT ON MEDICAL GROUNDS :-

1. Notwithstanding anything contained elsewhere in these bye-laws, the appointing authority may retire an employee from the service of the Institute on three months prior notice on account of permanent physical or mental disability incapacitating him/her for further service, if so, certified by the Medical Board appointed by the Governing Council.
2. The decision of the appointing authority shall be final and binding on the employee concerned.

3. The notice referred to in Sub-byelaw (1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowances for three months is paid.

9. RETIREMENT ON MORAL GROUNDS :-

1. Notwithstanding anything contained in these Bye-laws, the appointing authority may retire an employee on three months prior notice from the service of the Institute on account of moral turpitude or malpractices, if so established in an enquiry instituted by the appointing authority.
2. The decision of the appointing authority shall be final and binding on the employee concerned.
3. The notice referred to in Sub-Byelaw (1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowances for the three months is paid.

10. PERFORMANCE OF DUTIES :-

Every employee shall perform such duties entrusted to him and shall carry out the directions of the Governing Council or the Director or of any other authority to whom he may be subject to.

11. QUALIFICATIONS FOR APPOINTMENT :-

1. Age, Experience and other qualifications for appointment to all posts except for the post of the Director in the Institute shall be as prescribed under the Cadre and Recruitment rules.
2. No person who does not possess M.B.B.S. qualification shall be appointed to the posts of Director and Medical Superintendent.
3. While making appointments to any of the posts in the Institute, the appointing authority shall take into consideration the policy of the Government with regard to the members of the Scheduled Castes / Tribes.
4. As far as may be practicable, the percentage of reservation prescribed by the State Government for the candidates belonging to the SC/ST and Backward Classes, in the matter of appointment to posts in the State Government shall be observed while making appointments to the posts in the Institute.

5. Such application fee, as may be decided by the appointing authority for each category of post, be charged to candidates applying for recruitment in the case of SC/ST candidates there shall be remission of 75% of fees.

12. CONSTITUTION OF SELECTION COMMITTEE FOR APPOINTMENTS :-

- 1) There shall be the following Selection Committees to make recommendations to the Governing Council / Director for appointments to the various posts.

(a) FOR THE POST OF DIRECTOR :

i) Chairman, Governing Council	:	Chairman
ii) Secretary, Medical Education	:	Member
iii) Director of Medical Education	:	Member
iv) One outside Expert	:	Member-Secretary

(b) FOR THE POSTS OF PROFESSORS / ASSOCIATE PROFESSORS / ADMINISTRATIVE OFFICER

i) The Secretary to Govt, Medical Education	:	Chairman
ii) Director of Medical Education	:	Member
iii) One outside Expert	:	Member
iv) Vice-Chancellor, Rajiv Gandhi University of Health Sciences, Bangalore or his nominee	:	Member
v) Head of the Department concerned	:	Member
vi) Director	:	Member-Secretary

(c) FOR THE POSTS OF ASSISTANT PROFESSORS / LECTURERS/ RESIDENTS:

i) Director	:	Chairman
ii) Prof. & HOD of Specialty concerned	:	Member
iii) Nominee of the Secretary to Govt., Medical Education.	:	Member
iv) Nominee of Director of Medical Education	:	Member
v) One representative from Rajiv Gandhi University of Health Sciences	:	Member
vi) Medical Superintendent	:	Member

(d) FOR THE POSTS OF TECHNICAL / MINISTERIAL POSTS :

i) Director	:	Chairman
ii) One of nominee of the Secretary to Govt., Medical Education	:	Member

iii)	One nominee of the Director of Medical Education.	:	Member
iv)	Medical Superintendent	:	Member
v)	Administrative Officer	:	Member-Secretary

(c) FOR OTHER CATEGORIES OF POSTS :

i)	Director	:	Chairman
ii)	Medical Superintendent	:	Member
iii)	Administrative Officer	:	Member

2. The posts may be filled by promotion / direct recruitment or deputation from State Government as may be deemed fit by the appointing authority.
3. Every Selection Committee shall meet at Bangalore. It shall examine the credentials of all persons who are being considered for appointment to the posts.
4. The Selection Committee may formulate its own procedure for conducting the selection. It shall prepare a panel of names in the order of merit.
5. When a vacancy occurs in any post owing to death, resignation or for any other reason, within 6 months of the incumbent joining duty, the appointing authority may offer the appointment to the next candidate, if any, recommended by the Selection Committee.

13. ADVANCE INCREMENTS ON INITIAL APPOINTMENT :

1. The Selection Committee may recommend advance increments not exceeding seven on initial appointment in any particular case, having regard to the qualifications, attainments and such other similar aspects of the candidates.
2. The appointing authority shall take every such recommendation into consideration while fixing the initial pay of the person appointed.

14. APPOINTMENTS TO POSTS IN ADDITION TO SANCTIONED CADRE :

Notwithstanding anything contained in these Bye-laws :-

- 1) The Governing Council may make appointments to posts other than those in sanctioned cadre on such terms and conditions as it may decide in each case.

- 2) Specialists and scholars may be invited by the Director to participate in the work of the Institute for specific period on such honoraria as may be fixed by the Governing Council.

15. JOINING TIME FOR APPOINTMENTS :-

All appointments shall take effect as per Rule 18 of Karnataka Civil Services (General Recruitment) Rules, 1977.

16. DEPUTATION AND PERMISSION TO VISIT / WORK AND STUDY OUTSIDE THE INSTITUTE :-

1. The Director may depute members of the Academic and other staff to any place outside the Institute, but within India, for Training, Workshops, Seminars, Conferences or any other specified purpose in the interest of the institute. If the period is in excess of six months, approval of the Governing Council shall be obtained.
2. The Governing Council may require in such class or classes of cases as it may consider necessary, that the members of the Academic Staff concerned shall furnish an undertaking in writing to serve the Institute on return for such period as it may prescribe.

17. PROVIDENT FUND, PENSION AND GRATUITY BENEFITS :-

1. The Governing Council may, with the prior approval of the State Government formulate schemes providing benefit like Provident Fund, Gratuity, Pension etc., to the employees of the Institute. The Governing Council may frame rules for these schemes and may from time to time Add, Amend, Alter or Vary the same.
2. Till such time a comprehensive scheme for those benefits is prepared, the employees shall continue to enjoy the benefits to which they were admitted.
3. Any employee who has been absorbed in the service of the Institute at the time of establishment and who prior to such absorption was serving in State Government on deputation, may opt for the benefits available under the Institute or the earlier employer.

18. LIMIT OF TOTAL ABSENCE FOR DUTY :-

A Permanent employee shall cease to be in the service of the Institute if he / she is continuously absent from duty for five years, whether with or without leave, unless such absence is on foreign service in India or because of suspension. In respect of the temporary employee and staff against temporary post, the limit of absence shall not be more than 3 months except in case of illness.

19. CONDUCT, DISCIPLINE AND PENALITES :-

Till appropriate rules are framed by the Governing Council in this behalf the Karnataka Civil Service Vol. 1, as amended from time to time and Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 as amended from time to time shall apply mutatis-mutandis to the employees of the Institute provided that for purpose of this Bye-law.

1. Group – A, Group – B, Group – C and Group – D posts in the Institute shall correspond to the Group A, B, C and D posts in the Karnataka Civil Services (Classification, Control and Appeal) Rules 1957.
2. The appointing authority and the disciplinary authority for the penalties that may be imposed and the Appellate Authority in respect of several posts in the Institute shall be as provided in the Schedule which will be framed by the Governing Council.
3. In respect of state Governments officials whose services are borrowed by the Institute, Rule 15 of Karnataka Civil Services (Classification, Control and Appeal) Rules, 1957 shall apply.

20. SENIORITY :-

1. The Chief Administrative Officer shall prepare and maintain in respect of each category of posts a complete and up-to-date Seniority list in accordance with the provisions hereinafter contained.
2. Seniority of employees in each category shall be determined in 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.
3. Where two persons are appointed on the same date, the seniority between them shall be determined as follows :-

- i) A member recruited by direct appointment shall be senior to a member recruited otherwise;
 - ii) In case of members appointed by promotion, seniority shall be determined according to the seniority of such members in the cadres from which they are promoted.
 - iii) In case of members appointed by promotion from different cadres, their seniority shall be determined according to scale of pay, preference, being given to a member who was drawing higher scale of pay in his previous appointment and if the scale of pay drawn are also the same, then, by their length of service in those cadres from which they are promoted and if the length of service is also same, an older member shall be senior to a younger member.
4. In case of any dispute arising over the Seniority, the Chief Administrative Officer, on his own or at the request of any such person submit the matter to the Governing Council, whose decision thereon shall be final.

21. SUPERANNUATION :-

1. The date of superannuation for all the employees shall be on their attaining the age of 58 years except the post of Director.
2. The appropriate authority if it is of the opinion that it is in the Institute's interest, shall have the right to retire any employee by giving him / her notice of not less than three months in writing or three month's pay and allowances in lieu of such notices after he / she attained the age of 50 years.
3. An employee may by giving a notice of not less than three months in writing to the appointing authority, may retire from service after he has attained the age of 50 years or has completed 20 years of satisfactory service, provided that it shall be open to the appointing authority to withhold permission to any employee under suspension who seeks to retire under this clause.

22. INTERPRETATION :-

1. In the case of any doubt or difficulty, the Governing Council will interpret these Bye-laws.
2. The decision of the Governing Council in this regard shall be final and binding on the employees.

OTHER CONDITIONS OF SERVICE :-

In respect of matters not provided for the rules as applicable such as General conditions of service, travelling and daily allowance, leave salary, joining time, foreign service, terms and orders and decisions issued in this regard by the State Government from time to time shall be applicable mutatis-mutandis to the employees of the Institute till the rules in this regard are framed by the Governing Council.

INSTITUTE OF NEPHRO-UROLOGY IN KARNATAKA, BANGALORE
Victoria Hospital Campus, Bangalore – 560 002

FINANCIAL BYE-LAWS

There shall be a standing Finance Committee. The composition of the Finance Committee shall be :

- | | | |
|----|---|------------------|
| 1) | Commissioner & Secretary to Govt.,
Finance Department. | Chairman |
| 2) | One nominee of the Secretary to Govt.,
Medical Education Department. | Member |
| 3) | One nominee of the Secretary to Govt.,
Planning Department. | Member |
| 4) | Director of the Institute | Member Secretary |

The standing Finance Committee shall meet at least twice a year and as and when required.

QUORUM :

- Three Members present at the meeting shall constitute the quorum.

1. FUNCTIONS OF THE FINANCE COMMITTEE

The functions of the Finance Committee shall be :-

- a) To consider and recommend for approval of the Governing Council the annual budget estimates of the Institute after taking into consideration, inter-alia, the financial commitments of the Government of Karnataka to the Institute. The budget estimates approved by the Governing Council on the recommendations of the Finance Committee shall be subject to availability of funds. The Budget proposals shall be forwarded to the Government of Karnataka with a request to make necessary provisions of funds.
- b) To consider and recommend for approval of the Annual Audited accounts of the Institute.

- c) To consider and recommend for approval the new financial proposals which may arise during the course of the year whether already provided for or not in the budget and to approve the re-appropriations between previously approved major heads;
- d) To consider quarterly reports of receipts and expenditure submitted by the Director for information to examine from time to time the adequacy of resources of funds and the general financial position of the Institute and to make appropriate recommendations to the Governing Council;
- e) To consider all proposals for creation of new posts.

2. BUDGET ESTIMATES :-

The annual budget showing the estimated receipts and expenditure of the Institute shall be prepared in two parts viz Part-I, relating to standing charges and Part-II relating to fresh charges. The budget estimates shall be prepared well in advance so that they may be examined by the Finance Committee and approved by the Governing Council not later than 1st October before being forwarded to the Government and latest by 15th October every year.

3. FINANCIAL POWERS OF DIRECTOR :-

The Governing Council may delegate suitable financial powers to the Director, subject to such restrictions and conditions as it may think fit to impose.

4. ALLOTMENT OF FUNDS :-

The Director shall regulate and operate the budget has approved by the Governing Council.

5. FUNDS OF THE INSTITUTE :-

All money received for and on behalf of the Institute shall be paid into the account opened in the name of the Institute in one or more Nationalized Banks authorized by the Governing Council. All payments exceeding Rs. 500/- shall ordinarily be made by cheques except, the following payments which may be made in cash.

- 1) Salaries and allowances of Group – C and D Staff :

- 2) Other classes of payments specially authorized to be made in cash by the Director.

6. **CHEQUES:-**

All cheques drawn on the bank shall be signed on behalf of the Institute by Joint signatures of the Director and Secretary and Treasure until the post of Chief Administrative Officer/ Administrative officer and the accounts officer are created. Alternatively, the Director shall specify the officers who shall sign the cheques. All cheques, bills, notes and other negotiable instruments payable to the institute may be endorsed on behalf of the Institute by the Director until the posts of the Administrative Officer/Accounts Officer are created.

7. **CONTRACTS:-**

The Director or the Chief Administrative Officer/Administrative Officer, if so authorized by the Director, shall sign and execute on behalf of the Institute all agreements/contracts, etc., which may be necessary for the appropriate conduct of business.

8. **DRAWAL OF FUNDS:-**

Funds shall be drawn from the Bank on presentation of claims by the Director in the prescribed forms/bills. All bills will be scrutinized and passed for payment by the Accounts Officer. The pay⁶ and allowances bills of the employees may be signed by an officer declared to be the drawing and disbursing officer by the Director. The contingent and T.A. bill will be countersigned by the Director before these are passed by the Accounts Officer for payment. The monthly pay and allowances bills shall be received directly by the accounts officer and passed for payment by him.

9. **ACCOUNTS:-**

The Institute shall prepare annual statements of accounts including balance sheet in the prescribed form. The Accounts Officer of the Institute will advise the Director on all matters concerning audit and accounts. He will be responsible to the Director for the accuracy and completeness of the accounts of the Institute in accordance with the Bye-laws of the Institute.

Separate annual statement of Accounts should be prepared in respect of funds received from sources other than the Government.

10. FORM OF ACCOUNTS AND OTHER FINANCIAL RULES:-

The Governing Council shall have power to prescribe the form in which the accounts shall be kept and frame the rules regulating the finance and accounts matters. Till such time these rules are framed, the accounts of the Institute shall be maintained in the existing form and the Director is authorised to present the budget and accounts in a suitable form keeping in view the requirements of the Institute and its future pattern of development.

11. CUSTODY OF CASH AND VALUABLE DOCUMENTS:-

The drawing and disbursing Officer shall be responsible for the safe custody of cash and valuable such as Cheques (Books), security deposits. Agreements and contracts, fixed deposit receipts. Government securities. Cash Book etc.

12. AUDITY:-

The annual accounts of the Institute shall be audited by certified auditors appointed by the Governing Council. The accounts may also be subject to audit by the Accountant General of Karnataka.

13. FINANCIAL AND OTHER POWERS:-

The financial and other powers as provided in the schedule to the Financial Bye- laws shall be exercised by the Director. The Director may with the approval of the Governing Council delegate any of this powers to the officers subordinate to him.

SCHEDULE
DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO
THE DIRECTOR, INSTITUTE OF NEPHRO-UROLOGY IN KARNATAKA
BANGALORE-560 002.

Sl. No.	ITEM	POWERS	
1.	To declare stores as obsolete, surplus or unserviceable	To declare stores as obsolete surplus or unserviceable when the stores have become obsolete, surplus or unserviceable in the normal course and where responsibility could not be fixed. For linen, furnitures, utensils older than 8 years. For other Equipments.	FULL POWERS Rs.50,000/-
2.	Sanctioning loans and advances.	1. To sanction House Building/House Purchase/House repair advance to the staff of the Institute (except deputations) to the extent of admissibility prescribed by the State Government from time to time or until the Governing Council prescribes the scale of admissibility.	FULL POWERS
		2. To sanction Motor Vehicle (to the extent prescribed by the State Government from time to time) to the staff of the Institute (except deputationists).	FULL POWERS
		3. To sanction Bicycle purchase advance to staff (except deputationists) to the extent admissible as prescribed by the State Government from time to time or until it is prescribed by the Governing Council.	FULL POWERS
		4. To sanction 80% of the amount of advance of TA and DA to the staff members being deputed to other places on duty or for training etc.	FULL POWERS
		5. To sanction 80 % advance on LTC or HTC	FULL POWERS
		6. To sanction temporary advances for withdrawal from G.P.F as per KCSR for special reasons (vide schedule V of GPF rules).	FULL POWERS

3.	To purchase	1. Library books, reference books and journals after calling for quotations or directly from the publisher.	FULL POWERS
		2. The Government of India publications and copies of the Administrative reports (if not supplied free).	FULL POWERS
		3. Wall clock, time pieces, bicycles and other articles of office equipments	Rs. 50,000/-
		4. Air-Conditioning equipments for office.	FULL POWERS
		5. Diet articles	FULL POWERS
		6. Linen, Bedding & clothing.	FULL POWERS
		7. Utensils and Crockery.	Rs. 50,000/-
		8. Photographic Materials and Models	FULL POWERS
		9. Glassware	FULL POWERS
		10. Stationery Articles	FULL POWERS
		11. Medicines, chemicals, drugs, instruments, equipments, linen, diet articles, operating consumables, spares and accessories and other essential items from the rate contract of the Stores Purchase Department or the Directorate of Health & F.W Services or from Government undertakings, Co-operative Societies Manufactures, Sole selling agents. Authorised agents in consultation with the Purchase Committee of this Institute.	FULL POWERS
4.	Repair and Maintenance	Orders for replacement of parts, servicing repairs and maintainance:-	
		a) X-ray and Imaging equipment.	Rs. 50,000/- each time
		b) Dialysis Machine & accessories.	Rs. 20,000/- each time.
		c) Sterilizers, Microscopes and other equipment	Rs. 12,000/- each time.
		d) Endoscopic equipment and Diathermy machine.	Rs. 10,000/- each time.

		e) Linen & Bedding and clothing.	Rs. 5,000/- each time.
		f) Furniture and Refrigerators.	Rs. 5,000/- each time
		g) Building Annual maintenance and repairs	FULL POWERS
		h) Clocks and time pieces..	FULL POWERS
		i) Minor civil works	Rs. 25,000/- each time.
		j) To accord administrative approval and expenditure for maintenance of building and petty works.	FULL POWERS
5.	Re- appropriation of Budget	Re – appropriation of Budget from one detail head to another in the Institute budget provided it does not involve:-	
		a) Diversion of provision from plan to non-plan.	Rs. One lakh per annual per detailed head.
		b) Expenditure on “New Service”.	
6.	Payment of arrears claims	1. To sanction of payment of arrears claims on account of contingent charges(including supplies and services) double payment.	Five years from the date of claim.
		2. To sanction payment of arrears of salaries of staff.	FULL POWERS
7.	Expenditure on advertisement.	To incur expenditure on advertisement in news papers and Gazette.	FULL POWERS
8.	To write off	To write-off the following subject to submitting of statement of such write-off to the Governing Council.	
		1. Value of Stores or Institute money lost other than by fraud or negligence of any office/ official of the Institute.	One lakh per annum
		2. Irrecoverable amounts of loan and advances.	
9.	To reduce or waive any service charges.	To reduce or waive for any special reason (to be recorded) any fee for investigations, hospital charges Ambulance charges, Radiography charges and other charges.	FULL POWERS

10.	Security, of Institute cash	To fix up limits for security Deposits to be paid by the persons holding cash, stores and other such items.	FULL POWERS
11.	Charges for insurance of goods.	To sanction charges for Insurance on special goods such as delicate instruments, glassware, or other fragile articles when such insurance is a condition of transport or when it is felt necessary.	FULL POWERS
12.	Hiring Private Building	To hire private building, including lands for Institute's use in consultation with the House Rent Controller (if applicable) or the Executive Engineer of the Division or Revenue authorities as the case may be.	As per PWD rates p.m in each case
13.	Providing New telephones or shifting	To provide or acquire telephone to the Institutes staff, to whom it is considered necessary in the interest of administration and shifting of telephones from one place to another in case of necessity.	FULL POWER.
14.	Expenditure on Scientific conference	To meet contingent expenditure on Scientific Conferences in the Institute or to meet the delegates fee, etc. from the Institute.	Up-to Rs. 10.000/- each time.
15.	Expenditure on the meeting of Governing Council and such other Meetings convened by the Director covered by the Director.	To incur expenditure for refreshments	Up-to Rs.5.000/- each meeting.
16.	Payment of Sitting Fee/T.A for the members coming from out station.	To make payment towards sitting fee for the meeting and also to pay T.A for the members coming from out station.	FULL POWERS
17.	Participation in the Exhibition.	To incur expenditure for participating in any exhibition within the State.	Rs. 5.000/- each case.
18.	Hiring Transport	To engage transport facilities to conduct Awareness camps.	Rs. 5.000/- each case.

19.	Remuneration for Examiners Work	To sanction remuneration as examines for self or to sanction remuneration to the other examiner, or to permit the other staff to accept examination remuneration in accordance with the scale fixed by the concerned University or by the Governing Council.	FULL POWERS
20.	Delayed claims of refund.	To sanction refund or excess credits of hospital charges or investigation charges provided such claims are supported by documents of original credits with non-payment certificate and the claim is preferred within 3 years of original credit and when it is established that the claim is bonafide and genuine.	FULL POWERS
21.	Retirement benefits.	To sanction retirement benefits to the staff as per the service conditions of the Institute.	FULL POWERS
22.	Incharge arrangements.	To sanction incharge arrangements in posts which are vacant or during leave or absence periods and to authorize payment of charge allowance admissible as per rules (KCSR).	FULL POWERS
23.	Sanction of leave	1. To sanction maternity leave to women attached to the institute to the extent prescribed in KCSRs	FULL POWERS
		2. To sanction all kind of leave to the staff admissible other than disability leave.	FULL POWERS
24.	Journey undertaken by staff	To permit the subordinate staff to undertake journey between places connected by Rail or road and to claim expenditure as per KCSR when such journeys are required to be performed in the interest of public service.	FULL POWERS
25.	Sanction D.A	To sanction admissible daily allowance for halts of officer/official deputed on duty.	FULL POWERS
26.	Appointment of part-time teacher and to fix up remuneration	To appoint part-time teacher/Professor in any specialty and to fix their remuneration (against sanctioned posts)	FULL POWERS

27.	Appointment of Warden and Assistant Warden	To appoint wardens and Asst. Wardens of Hostels.	FULL POWERS
28.	Allotment of residential quarters	To allot quarters to the staff	FULL POWERS
29.	Vacation of quarters	To pet the quarters of any staff vacated in the interest of Institute or in view of misconduct of occupant or due to disciplinary proceedings.	FULL POWERS
30.	Penal Rent to quarters	To fix up and recover penal rent from the staff in case of failure to vacate the quarters within the prescribed time limit (as prescribed time limit (as prescribed in KCSR or by the Governing Council).	FULL POWERS
31.	Guest Lectures	To incur expenditure on Guest Lectures	Upto Rs. 5000/- in each case.
32.	Funeral expenses	Funeral expenses to be paid as per the KCSR or as fixed by the Governing Council.	FULL POWERS
33.	Demurrage and Wharfage charges	To sanction expenditure on demurrage and wharfage provided they are not incurred by the negligence of any staff member.	FULL POWERS
34.	Gifts to institute	To accept gifts or donation from public or institution in the name of the Institute.	Full powers, subject to ratification by Governing Council.
35.	Expenditure under poor fund	To incur expenditure for poor patients from poor fund, to meet the cost of medicine, transport, blood charges, providing crutches, instruments.	FULL POWERS
36.	Condemnation of the barred drugs	To condemn and order for the destruction of time barred drugs.	FULL POWERS
37.	Uniform to staff	To supply uniforms to the staff as per the scale fixed by the State Government.	FULL POWERS
38.	Repair to Motor vehicle	To repair, replacement of parts, services overhauling including major parts.	FULL POWERS
39.	Condemnation of linen	To condemn linen which has become unserviceable by their fair wear and tear and to order its disposal.	FULL POWERS

40.	Periodical increments.	To grant periodical increments to the subordinate staff in time scale subject to satisfactory work and good conduct.	FULL POWERS
41.	Suspension of the staff	To order for suspension of staff in respect of whom the Director is the appointing authority	FULL POWERS
42.	Grant of Higher initial staff.	To grant higher initial pay to the newly appointed staff in the Institute on the recommendations of the Selection Committee.	Upto 5 advance increments.
43.	Filling up of vacancies	1. Temporary and Ad-hoc Appointments to Group- B posts.	Up-to 6 months in each case.
		2. To fill up all Group-C and D posts.	
44.	Travel by air	To permit staff to travel by Air, while on duty or on tour or on deputation in case of emergency if such staff member is not ordinarily entitled to travel by air as per KCSR.	FULL POWERS
45.	Accepting of Tender	To invite and accept tenders for drugs, buildings, diet articles, hospital necessities, etc. A purchase committee has to be formed and purchase rules to be followed.	FULL POWERS
46.	Visiting Professor and Special Lectures	To invite visiting Professor for special lectures to the Post Graduates students of the Institute and to meet TA/DA including the Air travel fare of such Professors.	Full powers to arrange not more than 10 lecturers and to pay Honorarium to visiting Profs. At Rs. 5000/- to 10000/- depending on the status.
47.	Grant of Casual leave	To grant Casual Leave including special casual leave to staff including the Director himself.	FULL POWERS
48.	Appointment	To appoint Group C and D employees against the sanctioned posts including leave vacancy exceeding 30 days.	FULL POWERS
49.	Accepting Resignation	To accept resignation from the official/officers where the Director is appointing authority	FULL POWERS

50.	Retirement on invalid grounds	To order for retirement of staff on invalid ground, who by bodily, mentally or permanently in-capacitated for public service.	Full powers in respect of whom the Director is appointing authority.
51.	Posting to staff	Posting of staff and Residents to different departments of the Institute.	FULL POWERS
52.	Reimbursement of Cancellation charges of Air Ticket/Train Ticket	Cancellation of Air/Railway ticket of officers permitted to travel by Air, by Railway, wherever such cancellation of Air Fare, Railway Tickets is made in the interest of public service or due to circumstances beyond control	FULL POWERS
53.	Purchase of Blood	To meet expenses for procurement of Blood and blood related products from outside agencies.	FULL POWERS
54.	Delegation of powers to subordinate staff	The Director may delegate any of his powers to the extent to be specified by him to his subordinate staff in administrative matters.	FULL POWERS
55.	Grant of leave	To sanction leave of any kind other than disability leave to all the staff	FULL POWERS
56.	Grant of Study leave	1. To sanction study leave to Group-A and B officers (short term training with full pay)	Upto 6 months.
		2. To sanction study leave Group-C and other with full pay.	Upto 2 years.
57.	Casual Labour of contingent establishment	To engage casual labour on daily wages.	For a period of not exceeding three months at a time.
58.	Promotion of Staff	To promote Group-C and Group-D posts and among Group-C by seniority and experience with considerable qualification	FULL POWERS
59.	To meet the incidental expenses	To meet the incidental expenses other than the powers already delegated.	Rs. 10,000/- each time.
60.	To meet the legal expense	To meet expenses of conducting litigations and obtaining opinions etc	Rs. 20,000/-

AMENDMENTS MADE FOR THE BYE-LAW FROM 2008 TO TILL DATE

Sl. No.	Subject	Bye-law Book Page No.	Existing	Amended as	Amended Date
1.	Enhancement of Administrative and Financial Powers of the Director under Item No. 4 (i) and 14	32 (Item No. 4 (i))	Minor Civil Works Rs. 25,000	Minor Civil Works Rs. 50,000	Vide GC Meeting Dtd. 07.10.2008
2.	Constitution of Building Committee	Vide GC Meeting Dtd. 23.06.2011	Consisting of Following members :		
			1. Principal Secretary / Secretary to Government Health & Family Welfare Department, Medical Education, Government of Karnataka, Vidhana Soudha, Bangalore - 01.	Chairman	
			2. Superintending Engineer, PWD Building Circle, K.R.Circle, Bangalore.	Member	
			3. Deputy Secretary to Government Finance Department Vidhana Soudha Bangalore.	Member	
			4. Architect In-Charge of works	Member	
			5. Director, Institute of Nephro-Urology Bangalore	Member Secreta	
3.	Enhancement of Administrative and Financial Powers of the Director under Item No. 4 (a,b,c,d & i)	(a) X-Ray and Imaging Equipment, C-Arm	Rs. 50,000 each time	Rs.2,00,000/- each time	Vide GC Meeting Dtd. 07.02.2012
		(b) Dialysis Machine and Accessories	Rs. 20,000 each time	Rs.2,00,000/- each time	
		(c) Sterilizers, Microscopes and other equipments	Rs. 12,000 each time	Rs.2,00,000/- each time	
		(d) Endoscopic equipment and Diathermy machine,	Rs. 10,000 each time	Rs.2,00,000/- each time	
		(i) Minor Civil Works	Rs 50,000 each time	Rs.2,00,000/- each time	



ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ

ಸಂಖ್ಯೆ:ಆಕುಕ 90 ಆರ್.ಜಿ.ಎಂ. 2016 (3)

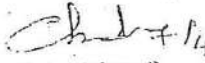
ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ
ಬೆಂಗಳೂರು, ದಿನಾಂಕ 07.04.2016

ಅಧಿಸೂಚನೆ

ಸರ್ಕಾರದ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು, ಬೆಂಗಳೂರು ಈ ಸಂಸ್ಥೆಯ ಆಡಳಿತ ಮಂಡಳಿಗೆ ಕೆಳಕಂಡವರನ್ನು ಶತ್ಕರ್ಣದಿಂದ ಜಾರಿಗೆ ತರುವಂತೆ ಹಾಗೂ ಮುಂದಿನ ಆದೇಶದವರೆಗೆ ಅಧಿಕಾರೇತರ ಸದಸ್ಯರನ್ನಾಗಿ ನೇಮಿಸಿ ಆದೇಶಿಸಿದೆ.

ಕ್ರ. ಸಂ.	ಅಧಿಕಾರೇತರ ಸದಸ್ಯರ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
1.	ಡಾ:ಶಿವರುದ್ರಪ್ಪ ಬಿನ್ ಶ್ರೀ ಕೆ.ಬಿ.ಬಸಪ್ಪ, ಶ್ರೀ ಶಿವ ಕ್ಲಿನಿಕ್, ರಾಜ್‌ಕುಮಾರ್ ರಸ್ತೆ, ಹುಲ್ಲುಹಳ್ಳಿ ಗ್ರಾಮ, ಹುಲ್ಲುಹಳ್ಳಿ, ಹುಲ್ಲುಹಳ್ಳಿ ಹೋಬಳಿ, ನಂಜನಗೂಡು ತಾಲ್ಲೂಕು, ಮೈಸೂರು ಜಿಲ್ಲೆ.
2.	ಡಾ:ಎಸ್.ಎನ್.ಅಮಾತ್ಯಪ್ಪನವರ್ ಬೆನಕಟ್ಟೆ, ಬಾಗಲಕೋಟೆ ತಾಲ್ಲೂಕು, ಮತ್ತು ಜಿಲ್ಲೆ.
3.	ಡಾ:ಮುದ್ದಯ್ಯ ಮನೆ ನಂ.16, 7 ನೇ ಕ್ರಾಸ್, 2 ನೇ ಮೈನ್, ಚಾಮರಾಜವೇಟೆ, ಬೆಂಗಳೂರು-560026., ಬೆಂಗಳೂರು ನಗರ ಜಿಲ್ಲೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,


(ಚಂದ್ರಶೇಖರ)

ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿ,
ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಇಲಾಖೆ
(ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ)

ಇವರಿಗೆ:

- ಸರ್ಕಾರದ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕರ್ನಾಟಕ ಸರ್ಕಾರ, ಬೆಂಗಳೂರು.
- ಮಾನ್ಯ ಮುಖ್ಯಮಂತ್ರಿಯವರ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕರ್ನಾಟಕ ಸರ್ಕಾರ, ಬೆಂಗಳೂರು.
- ನಿರ್ದೇಶಕರು, ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ, ಅನಂದರಾವ್ ವೃತ್ತ, ಬೆಂಗಳೂರು.
- ನಿರ್ದೇಶಕರು, ಸ್ಪೋರ್ಟ್ಸ್-ಯುರಾಲಜಿ ಸಂಸ್ಥೆ, ವಿಕೋರಿಯಾ ಆಸ್ಪತ್ರೆ ಆವರಣ, ಬೆಂಗಳೂರು-560002.
- ಡಾ:ಶಿವರುದ್ರಪ್ಪ ಬಿನ್ ಶ್ರೀ ಕೆ.ಬಿ.ಬಸಪ್ಪ, ಶ್ರೀ ಶಿವ ಕ್ಲಿನಿಕ್, ರಾಜ್‌ಕುಮಾರ್ ರಸ್ತೆ, ಹುಲ್ಲುಹಳ್ಳಿ ಗ್ರಾಮ, ಹುಲ್ಲುಹಳ್ಳಿ, ಹುಲ್ಲುಹಳ್ಳಿ ಹೋಬಳಿ, ನಂಜನಗೂಡು ತಾಲ್ಲೂಕು, ಮೈಸೂರು ಜಿಲ್ಲೆ.
- ಡಾ:ಎಸ್.ಎನ್.ಅಮಾತ್ಯಪ್ಪನವರ್, ಬೆನಕಟ್ಟೆ, ಬಾಗಲಕೋಟೆ ತಾಲ್ಲೂಕು, ಮತ್ತು ಜಿಲ್ಲೆ.

Institute of Nephro-Urology
Victoria Hospital Campus, Bangalore
Registration No. 312 Dt. 16/4/16
Off. Supdt. R.O. Director

Recd
12/4/16

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ಸಂಸ್ಥೆಯ ಬೈಲಾದಲ್ಲರುವ ನಿಯಮ ಹಾಗೂ ನಿಬಂಧನೆಗಳಲ್ಲಿ ಬೈಲಾ 12 ಕ್ಕೆ ದಿನಾಂಕ: 22.10.2013 ರಂದು ನಡೆದ ಆಡಳಿತ ಮಂಡಳಿ ಸಭೆಯಲ್ಲಿ ಈ ಕೆಳಕಂಡಂತೆ ತಿದ್ದುಪಡಿಗಾಗಿ ಅನುಮೋದನೆ ನೀಡಲಾಗಿದೆ.

As per the Governing Council approval dated 22.10.2013 the following amendments for Bye-Law is as below

12. Constitution of selection committee for Appointment

This shall be the following Selection Committee to make recommendations to the Government of Karnataka/Governing Council/Director for appointment to the various posts.

b) FOR THE POSTS OF PROFESSOR /ASSOCIATE PROFESSORS:

- | | |
|---|--------------------|
| i) Vice Chairman, of the Governing Council | :Chairman |
| ii) The Secretary, Medical Education OR his nominee not below the rank of dy. Secretary | : Member |
| iii) Vice chancellor , Rajiv Gandhi University of Health Sciences , Bangalore OR is nominee | : Member |
| iv) Director of Medical Education | : Member |
| v) Head of the Department concerned subject in the Institute | : Member |
| vi) One Out Side experts | : Member |
| vii) Director of the Institute | . Member Secretary |

**(c) FOR THE POSTS OF ASSISTANT PROFESSOR
/LECTURERS/TUTORS/SENIOR RESIDENTS/ JUNIOR RESIDENTS/GROUP
B POSTS**

- | | |
|---|--------------------|
| i) Director of the Institute | :Chairman |
| ii) An officer of the rank of dy. Secretary to the Government nominated by the Secretary to Government, H&F W Department (In charge of Medical Education Department) | : Member |
| iii) Vice chancellor , Rajiv Gandhi University of Health Sciences , Bangalore OR is nominee | : Member |
| iv) Director of Medical Education | : Member |
| v) Head of the Department concerned subject in the Institute | : Member |
| vi) One Out Side experts | : Member |
| vii) Chief Administrative Officer | : Member |
| viii) Medical Superintendent of the Institute | : Member Secretary |

d) FOR THE POSTS OF GROUP C & D

- | | |
|--|-----------|
| i) Director | :Chairman |
| ii) An officer of the rank of dy. Secretary to the Government nominated by the Secretary to Government, H&FW Department (In charge of Medical Education Department) | : Member |
| iii) One nominee of the Director of Medical education | : Member |
| iv) Medical Superintendent | : Member |