

THE MEDICAL TEACHING INSTITUTION **(KTH, KMC & KCD) REGULATIONS-2018.**

NOTIFICATION

Dated: _____ / _____ /2018

No. _____; In exercise of the powers conferred under Section-24 of the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015, the Board of Governors of the Medical Teaching Institution, (KTH, KMC & KCD) Peshawar is pleased to make the following Regulations, namely: -

Part-I

(GENERAL)

1) Short title, application and commencements: -

- a. These regulations may be called Medical Teaching Institution (KTH, KMC & KCD), (Establishment, and Administrative & Financial) Regulations.
- b. They shall apply to the Non-Faculty Employees of Medical Teaching Institution (KTH, KMC & KCD) Peshawar.
- c. They shall come in to force at once.

2) Definitions:

In these Regulations, unless the context otherwise requires, the following expression shall have the meaning hereby respectively assigned to them:

- i. Act Means the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act No. IV of 2015;
- ii. Annexure Means the annexure to these Regulations
- iii. Appendix Means the appendix to these Regulations.
- iv. Appointing authority

		Means the authorities specified in Rule 9(2) of the Khyber Pakhtunkhwa Medical Teaching Institutions Regulations, 2015 and Regulation-3 of these Regulations.
v.	Bank	Means the National Bank of Pakistan or any other scheduled bank authorized by the Board of Governors.
vi.	Board	Means the Board of Governors constituted under section 5 of the Act.
vii.	Level of Salary	Means the Salary Package sanctioned by the BoG.
viii.	Cadre	Means posts and incumbents thereof in a functional unit in isolation or in a promotional hierarchy of the service of the Institution.
ix.	Chairman	Means the Chairman of the Board, or any Committee or Department
x.	College	Means Khyber Medical College or Khyber College of Dentistry.
xi.	Contract	Means appointment made on contractual basis on prescribed terms & conditions for a specific period of time.
xii.	Department	Means the administrative department of Health Khyber Pakhtunkhwa or any other Department within the Institution.
xiii.	Duty	Means an assignment of an employee, whether contractual or regular.
xiv.	Institutional Employee	As defined in the MTI Reforms Act 2015 & amendment therein.
xv.	Dean	Means, Dean appointed under Section..... of the Act.
xvi.	Hospital Director	Means the Hospital Director appointed under section 10 of the Act.
xvii.	Medical Director	Means the Medical Director appointed under section 12 of the Act
xviii.	Nursing Director	Means the Nursing Director appointed under section 14 of the Act
xix.	Finance Director	Means the Finance Director of an institution appointed by the Board for overall supervision of the financial budgetary and accounts matters of the institution.
xx.	Fund	Means the funds of an institution described in section 19 of the Act
xxi.	Family member	Means Spouse, children and step children, parents, dependant sisters and minor brothers, residing with and wholly dependent upon the Institutional Employee.
xxii.	Government	Means Govt of Khyber Pakhtunkhwa.
xxiii.	Hospital	Means Khyber Teaching Hospital or any other Health Care facility attached thereto.
xxiv.	Institution	Means a Medical Teaching Institution as defined in the Act.
xxv.	Initial Appointment	Means appointment made other than by promotion or transfer.
xxvi.	Leave Salary	means the monthly emoluments paid by the institution to its Non-Faculty Employees while on leave for which a specific provision shall require to be made in the budget.
xxvii.	Medical Certificate	Means a certificate issued by an authorized medical Practitioner, in prescribed manner, to an employee of the institution.
xxviii.	Month	Means a Month of a calendar or a financial year.
xxix.	Officiating	Means a service rendered by a regular employee against service another corresponding or higher post within or outside his Service cadre.

- xxx. Pay The amount drawn by an employee of the Institution on monthly basis, which includes Technical pay, special pay, Personal pay or other emoluments declared by the prescribed authority as pay.
- xxxi. Permanent Post Means the post sanctioned without limit of time.
- xxxii. Post Means a post in connection with the affairs of the Institution as specified in appendix and such other posts as may be created by the Board of Governors from time to time.
- xxxiii. Salary Means the monthly emoluments paid to an employee according to the scheme of Levels of Salaries with reference to the post he is holding.
- xxxiv. Section Means a section of the Act.
- xxxv. Prescribed Means prescribed by Regulations or regulations made under the Act.
- xxxvi. Institutional Selection/Promotion Committee.
Means the Committee duly constituted in these regulations for selection and recommendation of persons for appointment by way of initial recruitment or promotion and transfer for various posts.
- xxxvii. Regulations Means regulations made under this Act.
- xxxviii. Special Pay/ Technical Pay:
Means an addition in the pay granted to an employee, in consideration of : -
- a. The specially arduous nature of his duties, or
 - b. Specific addition to his work or responsibility, or
 - c. The unhealthiness of the locality in which the work is performed by him, or
 - d. A specialized task assigned to him keeping in view his technical expertise or
 - e. Any other circumstances deemed necessary by BoG.
- xxxix. Substantive pay Means the graded pay of an employee against a regular post holding by him substantively.
- xl. Temporary Post. Means a post sanctioned for a limited period of time and Carrying a definite pay of pay.
- xli. Year/Financial Year
For the purpose of leave regulations, the year means a calendar year (1st January -31st December) and for financial purpose, the year means a financial year (1st July-30th June).

Introduction

The policy manual provides information on the policies and procedures for various activities within MTI KTH/KMC/KCD. The MTI KTH/KMC/KCD values are an integral part of this document and play a very important role in the achievement of our objectives. They provide a guideline for our dealings with each other. These Regulations shall be open to changes and improvements from time to time under due approval of the Board of Governors of MTI KTH.

Who should read this manual

Every MTI KTH/KMC/KCD employee shall have access to a copy of this manual; they will be sent revisions, updates, amendments and all new policies and procedures that are established from time to time within MTI KTH/ KMC/KCD. It will be their responsibility to ensure that they have read and understood all revisions, cancellations and updates contained within this manual. However, as this is a live document, its development and maintenance in the written form shall be the responsibility of IMC.

Service Regulations

These Regulations may be called the “Service Regulations, Regulations and Policy Manual for non-faculty Non-Faculty Employees of MTI KTH – 2018”, as amended from time to time under express authority of the IMC subject to approval by BoG.

These Regulations shall come into force with immediate effect and shall be deemed to be applicable to all non-faculty Non-Faculty Employees of MTI KTH/KMC/KCD, and shall supersede any existing service Regulations, administrative practices or precedents currently being followed.

These Regulations shall be subject to all applicable Statutory Acts or Ordinances of the Federal and Provincial Governments.

All the existing posts or pots to be created in future in various cadres of the institution shall be governed by the laws/ Regulations/ regulations of the institution.

Where the Regulations are silent on a subject the Government Regulations /regulations shall be followed.

Applicability:

These Regulations shall apply to all Non-Faculty Employees of KTH/KMC/KCD defined under Section 2, sub Section (X).

Interpretation:

The Board of Governors of MTI KTH/KMC/KCD shall be the sole judge of the interpretation of any of these regulations and its decision shall be final and binding on all persons to whom these regulations are applicable.

Alteration of Regulations

The HD/MD/Dean as the case may be shall have full powers to make any proposal for amendment, addition or alteration in these Regulations, from time to time as many as may be necessary under due approval of the BOG through IMC. The approved revisions of the Regulations shall be deemed effective from the date the said amendments; additions or alteration is approved. HD/MD/Dean as the case may be will be responsible to communicate all these amendments, additions and alterations, through Head of each department. All such amendments, additions or alterations shall be deemed applicable on all Non-Faculty Employees as if these have been in effect from the dates of respective appointments of all Non-Faculty Employees.

Non-Faculty Employees Philosophy:

MTI KTH/KMC/KCD needs empowered Non-Faculty Employees being pro-active in every situation, taking responsibility for both themselves and for the common good. Pro-activity necessitates that Non-Faculty Employees are aware of the mandate, participate in work with full ownership, and have clear areas of responsibilities and authority.

Continuous development necessitates innovative environment providing Non-Faculty Employees the ability to create, gather and use knowledge. Empowered Non-Faculty Employees imply that in addition to having a good insight into their own work, every employee has a holistic perspective. This manual aims at providing such working environment to Non-Faculty Employees of MTI KTH/KMC/KCD.

Maximum care has been taken to frame policies which develop non-partisan and gender sensitive environment and which provide equal opportunities to all Non-Faculty Employees to grow in their respective fields.

MTI KTH/KMC/KCD needs actively participating Non-Faculty Employees with the ability to create, assimilate and use knowledge.

1. APPOINTMENT REGULATIONS

1.1. Policy Statements:

To maintain a high standard to recruit new Non-Faculty Employees.

Educational qualification and experience and merit only would be the all important criteria for selection.

- i. All vacant positions will be filled against the hospital Human Resource budget for the year.
- ii. All the position will be advertised in three leading news paper.
- iii. All applicants must complete the "Employment Application Form" and have to mention their references, which will be checked by the scrutiny committee.
- iv. Appointment notification of all Non-Faculty Employees will be issued by HD/MD/DEAN as the case maybe.
- v. An appointment by initial recruitment shall be subject to the verification of character and antecedents/educational/experience credentials and subject to police clearance certificate of the candidate or the person appointed if desired by the competent authority.
- vi. No candidate shall be appointed to a post unless he is found, after such medical examination as competent authority may prescribe, to be in good mental and bodily health and free from physical defect likely to interfere in the efficient discharge of his duties.

1.2. Method of Appointment:-

Appointment to posts shall be made by any of the following methods, namely, Initial recruitment, Temporary Appointment or by Promotion.

1.3 Appointing Authority: -

The authorities competent to make appointment to the posts in various levels of salaries shall be as per MTI Act 2015 and rules therein.

1.4 Departmental Appointment/Promotion & Selection Committee -

The composition of Departmental Appointment Promotion Committee shall be determined by the HD/Dean/MD as the case may be.

1.5 Procedure when recommendation is not accepted:-

When an appointing authority does not accept the recommendation Promotion or Selection Committee, or as the case may be, it shall record its reasons. In case of dispute, the matter shall be referred to IMC or BoG.

2. APPOINTMENT BY INITIAL RECRUITMENT

2.1 Criteria for Selection for initial recruitment:-

The criteria shall be adopted by the committee for selection of suitable candidates for appointment against the vacant post, keeping in view the qualification etc as per advertisement.

Qualification 40 marks	Higher/ Additional relevant Qualification 10 marks	Experience in the concerned field over and above the eligibility criteria = 10 marks (2 marks per year)	Total	Interview 40 marks
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2.2 Marking Criteria for General Cadre / Non-Technical Post.

S. No.	Minimum prescribed qualification / Certificate / Degrees	Marks Obtained * 40/ Total Marks	Higher Qualification One stage=4 Two stage=07 Three stage=10	Experience One year or above than prescribed =04 Two years & above =7 Three years =10	Interview (40 Marks)
1.	As per advertisement				

2.3 Marking Criteria for Professional Post.

Qualification 40 marks	Higher/ Additional relevant Qualification 10 marks	Experience in the concerned field over and above the eligibility criteria = 10 marks (2 marks per year)	Total	Interview 40 marks
	01 stage above= 4 Marks 02 stage above= 7 Marks 03 stage above= 10 Marks			

NOTE: A candidate securing less than 50% marks in the interview shall be considered as failed.

2.4 Validity of Waiting List.

After completion of hiring process and appointing the potential candidates from merit list, a waiting list shall also be maintained duly signed by Selection / Promotion committee (as notified) which shall remain valid for 03 months and any candidate on the waiting list can be appointed during the period from the list, if a post is fallen vacant due to the following reasons:-

- i. Non-Joining of selected candidate.
- ii. Resignation.
- iii. Dis-qualification / dismissal due to disciplinary action.

2.5 Appointment of Class IV

Appointment of Class IV Staff.

Appointing Authority: HD/Dean

- i. The applicants should be physically fit and duly qualified/eligible for the class IV staff.

- ii. The selection should be done after appointing 25% from retired son reserved quota & 100% Deceased / Invalid reserved Quota,
- iii. The selection against retired Non-Faculty Employees Son reserved Quota shall be on seniority basis i.e. from the date of retirement.

3. Appointment by Promotion:

- i. Except as otherwise provided in Service Regulations for the time being in force appointment by promotion to posts in respect whereof the appointing authority under rule is HD/DEAN shall ordinarily be made on the recommendation of the Selection/Promotion committee.
- ii. (2) Persons possessing such qualifications and fulfilling such conditions as laid down for the purpose of promotion to a post shall be considered by the Selection & Promotion Committee or as the case may be.
- iii. (3) No promotion shall be made unless the officer/official concerned has completed such minimum length of service as may be specified from time to time.
- iv. (4) If any MTI employee, declines promotion in writing then he will not be considered for promotion again.
- v. 5. In case an employee is on leave or on deputation, his case for promotion will be considered on his arrival after earning one calendar year PER.

3.1) Deferment Criteria for Promotion:

- (a) Promotion of an employee shall be deferred, if:-
 - (i) The case is disputed/sub-judice.
 - (ii) Judicial or departmental proceedings are pending against official.
 - (iii) The Performance Evaluation Reports dossier is incomplete or any other document/ information required for determining his suitability for promotion is not available for reasons beyond the control of the employee concerned.

4. RE-EMPLOYMENT AFTER RETIREMENT.

An employee after his retirement shall not ordinarily be re-employed, unless in the opinion of Board of Governor such re-employment is necessary in the interest of the institution and public service.

Re-employment shall only be done if it doesn't affect promotion of an employee.

5. PROBATION AND CONFIRMATION

- i. a. For contractual employees the probation period shall be one third of the contract.
b. For employees appointed against a regular post, the probation period shall be one year which may be extended for another by the appointing authority giving reason in writing.
- ii. On the successful completion of probation period, the appointing authority shall, by specific order terminate the probation of the officer or official concerned within two months after the expiry of probation period prescribed in Regulations.
- iii. If during or at the end of a probationary period, a supervisor feels that an employee is not suitable for employment in the Institution, the supervisor must instruct the HR Department to issue a letter to the employee clearly stating that he/she will not be confirmed. Failure to inform the employee from non-confirmation by the confirmation date will result in an automatic confirmation.

6. Procedure:

- i. The Department/Section Incharge will send a "PERFROMANCE EVAULATION FORM" to the HR Department three weeks before the employee's confirmation date.
- ii. The HR Department will complete the "PERFOMANCE EVAULATION FORM" and sign it. After both (Concerned HOD & Manager HR) have signed the form, the employee must read the form and sign it. Finally, the HR Department must submit the completed and signed "PERFORMANCE EVALUATION FORM" to the HD/MD/Dean at least one week prior to the employee's confirmation.
- iii. Depending on the instructions in the "PERFORMANCE EVALUATION FORM" HR Department will either prepare a confirmation letter for the employee or a letter informing the employee that his/her probation has been extended. The HR Department will forward the letter to the employee on the same day, or the day after, his/her confirmation date. The HR Department will also send one copy of the confirmation letter to the Finance Department and a copy kept on personal file of the staff.
- iv. Non-faculty employees with satisfactory continuous service for 10 years shall be entitled, once in career, to:-
 - a. Up-gradation to next higher Salary Band within the salary level for Technical/Ministerial/Managerial Staff in prescribed manner. Incase, the employee is at the highest salary band within the salary level, the employee shall be upgraded to the lowest band in the next higher level for the purpose of salary.
 - b. Senior Employee Allowance (to be determined by BoG) for Class-IV in prescribed manner.

7. Efficiency and Disciplinary Regulations Policy

7.1 Policy Statement:

All Employees are expected to maintain the highest standards of work performance, conduct, and comply with the personnel policies, procedure and Regulations of the Institution. Employees who violate the organizations policies, Regulations, and regulations will be subject to disciplinary action. Serious disciplinary action against an employee will only be taken after a fair and just hearing whereby the employee will have a chance to present his or her point of view.

7.2 Types of Offenses

An offense will be classified as following

- i. Minor
- ii. Major

7.2.i Minor offenses include:

- a) Habitual tardiness (late comer).
- b) Misuse of leave policies.
- c) Interference with work performance of another employee.
- d) Improper clothing (not following the organization's dress code).
- g) Showing carelessness and/or indifference while carrying out work responsibilities.
- h) Any other offense of a similar nature.
- i) Major offenses will be referred as **misconduct**.

7.2.ii Major offenses include:

- a) Insubordination, or willful disobedience, whether alone or in combination with others toward any lawful and reasonable order from a senior employee in the hospital.
- b) Theft, fraud / corruption, or dishonesty in connection with the Institution property.
- c) Willful damage of the Institution property.
- e) Taking or giving bribes.
- f) Unauthorized absence for more than 15 days.
- g) Riotous or disorderly behavior or subversion of discipline within the premises of the Institution, or off the premises but directed towards the Institution.

- h) Habitual negligence of work.
- i) Striking or inciting other to strike in contravention of the provisions of any law or rule having the force of law.
- j) Breach of confidentiality by disclosing confidential information pertaining to patients, public & other employees of the Institution.
- k) Physical or verbal abuse to students, visitors, employees, or any other person present in the hospital's premises.
- l) Unauthorized possession of arms or use of intoxicants or illegal drugs.
- m) Continued minor offenses (more than 03 times, for which warnings has been issued) for which initial disciplinary action has already been taken.
- n) Being engaged directly or indirectly in other employment (applies to full time workers only) or actions involving conflict with the interests of the Hospital.
- o) Using hospital resources for personal gain.
- p) Any other unprofessional behavior.
- q) Sexual Harassment
- r) Any other offense of a similar nature.

7.3 Disciplinary Measures for Offenses

Disciplinary action will consist of one or more of the following measures, depending on the nature of the offense:

7.3.1 For Minor Offense

- i. Verbal counseling (on prescribed Performa).
- ii. Written Explanation.
- iii. Written Warning
- iv. Withholding the employee's annual merit increment and institutional performance allowance or promotion for a specified period (not exceed 1 year).
- v. Relieving from Institution to parent Department (Civil Servants).

7.3.2 for Major Offense

- i. Reduction to a lower post or lower grade / scale for the time period.

- ii. Compulsory Retirement.
- iii. Removal from Service
- iv. Dismissal from Service

- a) Disciplinary proceedings will be finalized within a period of 15 days.
- b) Disciplinary action for minor offenses will be verbal counseling or written warning. The report will be forwarded by the Department head to the HR Department.
- c) Disciplinary action for major offenses (misconduct) will be administered by the Administration in consultation with the Department Head.
- d) In view of the possible legal complications, Department Heads are obligated to inform the Hospital Director, Dean & Medical Director when serious misconduct has occurred as the case may be.
- e) Department heads must keep a written log of all the disciplinary actions taken against Non-Faculty Employees, even verbal counseling. For cases where unacceptable behavior continues despite the Department Head's efforts to solve the problem, this record will provide proof of the Department Head's efforts to cope with situation.

8. Procedure:

- i. Except in serious cases, that warrant immediate termination, the Management must try all reasonable disciplinary actions for minor offenses before proceeding to the final option (i.e. written explanation, written warning) The HR Department must keep a record of all these for file keeping.
- ii. When termination is the only course of action, the Non-Faculty Employees' Departmental head will submit written complaint (on prescribed performa) to HD/MD/Dean as the case maybe through HR Department. The letter must include the reasons for termination and must describe all previous actions that were taken which then had led to the decision of the Non-Faculty Employees' removal/dismissal from service.
- iii. The HD/MD/Dean as the case maybe will review the recommendation by the Committee, sign for approval and return it to the HR Department.
- iv. The HR department will issue a "Char" and wait for reply from the employee. If the reply is not satisfactory or unacceptable then the HR Department will proceed with the dismissal and will issue a letter to the

8.1 Salary and Employee Benefit Policy

A non-faculty employee appointed to a post shall be entitled, to the following standard pay package.

1. The new salary structure is appended below; this applies to Institutional employees only and not to civil servants whose salaries will continue according to civil service grades.
2. The approximate equivalent for current government BPS grades held by civil servants working at the Khyber Medical College (MTI) is also shown.
3. All new employees will be on 3 or 5 year contracts.

4. Employees may receive an annual increment @ 5% of the Minimum Proposed salary Package in 12 equal stages as decided by the Board of Governor (BOG) or the increment may be as low as zero depending on the fiscal circumstances of the Institution. This increment would be applied across the board to all employees, unless decided otherwise by the Board of Governors.
5. In addition, each employee will be eligible for an annual merit pay increase, to be recommended by the employee's supervisor/head of department.
6. The annual increment and merit pay increase will be decided by the Board of Governors based on the annual budget. The Board of Governors would allocate a total amount available for salary increases as determined by the fiscal situation of the institution. These funds would be allocated in two parts: a portion to be applied across the board to all employees as an annual increment for increases in cost of living/inflation, etc, and a merit increase for individual workers recommended by the Heads of department and approved by the Board of Governors. In practice, the BOG would indicate to each department the amounts, if any, available for these increases, for example 5% for a general annual increment and 3% for merit increases, etc.
7. Promotion through grades and levels will not be automatic or time based, but will depend primarily on merit as laid down in Institutional rules and regulations as approved by the Board of Governors. Provident funds, benefits etc, will be calculated according to current government of KPK Rules, or as decided by the Board of Governors.
8. Gross annual salaries are shown for each position, base salaries for the purpose of pensions, provident funds, benefits etc, will be calculated according to current government of KPK Rules, or as decided by the Board of Governors.
9. For consultant doctors (Senior Registrar and above) who participate in institution-based clinical private practice, gross salaries and incentives are shown, i.e total salary = gross salary + Incentive. For consultant doctors (Senior Registrar and above) who does not participate in institution based practice, only the gross salary will be provided. Base salaries for the purpose of pensions, provident funds, etc will be calculated according to current government of KPK Rules, or as decided by the Board of Governors.
10. Institutional Employees will be participate in pension schemes as follows:
 - a) Voluntary provident fund, consisting of 7% of Base salary calculated as in (9) and (10) above, and an equivalent contribution by the Institution.
 - b) A lifetime pension at retirement, to be calculated as prescribed by the Board of Governors.
 - c) A death benefit applicable during actual service and payable to the legal heir (s).
 - d) All civil service employees who opt for Institutional service will continue their pension benefits in the same amounts and form as currently prescribed for government servants.

General cadre Initial Gross Salary Chart for the month of July 2017 For Institutional Employees														
Basic Pay Scale	Basic Pay	Conveyance Allowance	House Rent Allowance	Adhoc Relief Allowance 2013	Adhoc Relief Allowance 2015	Adhoc Relief Allowance 2016	Adhoc Relief Allowance 2017	institutional performance Allowance 2017	Medical Allowance	Total Salary	Proposed salary package			Proposed MTI Grades and levels
											Minimum (Rs.)	Increment @5% of the Minimum	Maximum (Rs.)	
														Level 1
1	9130	1785	1337	240	155	764	913	3000	1500	18824	20000	1000	32000	stage 1
2	9310	1785	1366	245	158	779	931	3000	1500	19074	21000	1050	33600	Stage 2
3	9610	1785	1413	253	163	804	961	3000	1500	19489	22000	1100	35200	Stage 3
4	9900	1785	1458	260	168	828	990	3000	1500	19889	23000	1150	36800	Stage 4
5	10260	1932	1503	270	175	859	1026	3000	1500	20525	24000	1200	38400	Stage 5
												0	0	Level 2
6	10620	1932	1544	280	181	890	1062	3000	1500	21009	25000	1250	40000	Stage 1
7	10990	1932	1589	290	187	922	1099	3000	1500	21509	26000	1300	41600	Stage 2
8	11380	1932	1649	300	194	954	1138	3000	1500	22047	27000	1350	43200	Stage 3
9	11770	1932	1719	310	200	986	1177	3000	1500	22594	28000	1400	44800	Stage 4
												0	0	Level 3
10	12160	1932	1780	320	207	1018	1216	3000	1500	23133	29000	1450	46400	Stage 1
11	12570	2856	1852	330	214	1051	1257	4000	1500	25630	30000	1500	48000	Stage 2
12	13320	2856	1960	350	226	1114	1332	4000	1500	26658	31000	1550	49600	Stage 3
13	14260	2856	2090	375	243	1193	1426	4000	1500	27943	32000	1600	51200	Stage 4
												0	0	Level 4
14	15180	2856	2214	400	259	1272	1518	4000	1500	29199	33000	1650	52800	Stage 1
15	16120	2856	2349	425	275	1351	1612	4000	1500	30488	34000	1700	54400	Stage 2
16	18910	5000	2727	500	323	1588	1891	4000	1136	36075	40000	2000	64000	Level 5
17	30370	5000	4432	800	517	2544	3037	4000	1847	52547	60000	3000	96000	Level 6 & 7
18	38350	5000	5810	1000	649	3189	3835	0	2421	60254	65000	3250	104000	Level 8 & 9
19	59210	5000	8856	1550	1004	4937	5921	0	3690	90168	105000	5250	168000	Level 10 & 11
20	69090	5000	10505	1800	1168	5741	6909	0	4377	104590	120000	6000	192000	Level 12

General Initial Gross Salary Chart for the Month of July 2017 For Paramedics Staff only														
Basic Pay Scale	Basic Pay	Conveyance Allowance	House Rent Allowance	Adhoc Relief Allowance 2013	Adhoc Relief Allowance 2015	Adhoc Relief Allowance 2016	Adhoc Relief Allowance 2017	Health Professional Allowance	Medical Allowance	Total	Proposed salary			Equivalent MTI Level
											Minimum (Rs.)	Increment @5% of the Minimum	Maximum (Rs.)	
12	13320	2856	1960	350	226	1114	1332	10000	1500	32658	35000	1750	56000	Level 5
14	15180	2856	2214	400	259	1272	1518	10000	1500	35199	38000	1900	60800	Level 6
16	18910	5000	2727	500	323	1588	1891	10000	1136	42075	45000	2250	72000	
17	30370	5000	4432	800	517	2544	3037	10000	1847	58547	70000	3500	112000	Level 8

General Initial Gross Salary Chart for the Month of July 2017 For Charge Nurse and Head Nurse only																
Basic Pay Scale	Basic Pay	Conveyance Allowance	House Rent Allowance	Adhoc Relief Allowance 2013	Adhoc Relief Allowance 2015	Adhoc Relief Allowance 2016	Adhoc Relief Allowance 2017	Health Professional Allowance	Ration Allowance	Dress Allowance	Medical Allowance	Total	Proposed salary			Equivalent MTI Level
													Minimum (Rs.)	Increment @5% of the Minimum	Maximum (Rs.)	
16	18910	5000	2727	500	323	1588	1891	10000	8000	3100	1136	53175	55000	2750	88000	Level 8
17	30370	5000	4432	800	517	2544	3037	10000	8000	3100	1847	69647	75000	3750	120000	Level 9

**General Initial Gross Salary Chart for the Month of July 2017
For Doctors**

Basic Pay Scale	Basic Pay	Conveyance Allowance	House Rent Allowance	Adhoc Relief Allowance 2013	Adhoc Relief Allowance 2015	Adhoc Relief Allowance 2016	Adhoc Relief Allowance 2017	Health Professional Allowance	Non Practicing Allowance	Medical Allowance	Total	Proposed salary			Equivalent MTI Level
												Minimum (Rs.)	Increment @5% of the Minimum	Maximum (Rs.)	
17	30370	5000	4432	800	517	2544	3037	42000	3000	1847	93547	105000	5250	168000	Level 12
18	38350	5000	5810	1000	649	3189	3835	42000	3000	2421	105254	115000	5750	184000	Level 13
19	59210	5000	8856	1550	1004	4937	5921	42000	3000	3690	135168	150000	7500	240000	Level 14
20	69090	5000	10505	1800	1168	5741	6909	42000	3000	4377	149590	170000	8500	272000	Level 14

**General Initial Gross Salary Chart for the Month of July 2017
For Faculty Doctors**

Basic Pay Scale	Basic Pay	Conveyance Allowance	House Rent Allowance	Adhoc Relief Allowance 2013	Adhoc Relief Allowance 2015	Adhoc Relief Allowance 2016	Adhoc Relief Allowance 2017	Health Professional Allowance	Non Practicing Allowance	Medical Allowance	Total	Proposed salary package			Equivalent MTI Levels
												Minimum (Rs.)	Increment @5% of the Minimum	Maximum (Rs.)	
18	38350	5000	5810	1000	649	3189	3835	60000	3000	2421	123254	130000	6500	208000	Level 16
19	59210	5000	8856	1550	1004	4937	5921	60000	3000	3690	153168	165000	8250	264000	Level 17
20	69090	5000	10505	1800	1168	5741	6909	60000	3000	4377	167590	180000	9000	288000	Level 18

8.2 Policy for Honorarium /over Time

8.2 .1 Purpose:

To compensate the Non-Faculty Employees for their duties/work, over and above the normal duty hours.

8.2.2 Policy statements:

- i. Non Technical staff employee and technical staff who are the full time Regular Non-Faculty Employees will be entitled for over time.
- ii. Daily wage and part time Non-Faculty Employees will not be entitled to overtime pay.
- iii. Non-management shift workers, and day workers (non-shift, day workers) who work over their scheduled hours for the month will be entitled to overtime pay.
- iv. Whenever possible, Non-Faculty Employees who work overtime should be granted an identical amount of time off within the pay period. The time off will be in lieu of overtime pay.
- v. Overtime pay will be calculated at one and half times the regular hourly rate for each hour of overtime worked during regular working days and double for each hour worked during gazette holidays.
- vi. Shift workers who are scheduled to work on Sundays will not receive overtime pay.
- vii. Non-shift workers who are not normally scheduled to work on Sundays and work on a Sunday will receive overtime pay.
- viii. Non-Faculty Employees must get their overtime authorized by their Department Heads before they will be paid for it.
- ix. If an employee works overtime without getting permission first, the Department Head may choose not to authorize the overtime, and the employee will not get paid.
- x. Overtime pay will be calculated on the employee's current pay on single shift basis.

8.2.3 Procedure:

- i. Whenever possible, an employee should get permission from his/her Department head before working overtime. If an employee does not get permission first, it is possible that the Department head will not authorize the overtime, and that the employee will not be paid for it.
- ii. After completing the overtime, the employee will complete an "Overtime Authorization Form" (blank forms can be obtained from the Department of Human Resources) and get it approved by the Department head The Department head will send them to the Department of Human Resources. (If an employee has worked overtime on a Sunday, the "Overtime Authorization Form" must be sent to the Department of Human Resources).
- iii. The Department of Human Resources will prepare a monthly overtime statement and send it to the HD/MD/Dean for approval.
- iv. The Department of Human Resources will prepare the Monthly overtime statement on the 23rd day of every month. The total overtime hours for each employee will be reflected in the "monthly salary Report".

8.2.4 Form Required:

- i. Overtime Authorization Form

9. Other Benefits

9.1 Medical Cover:

All Non-Faculty Employees defined under Section 2, sub section (x) and their families shall be entitled to the benefits of free medical facility within the Institution. In case the medical facility is not available within the institution, proper referral to appropriate Institution will be offered.

9.2 Pension:

- a. For Civil Servants, Pension will be provided by parent department as per the Civil Servants Act 1973 & Rules therein.
- b. For Institutional Employees who were regular Civil Servants, recruited/opted under the 2002 Ordinance (Amended 2006); Pension will be provided under Section-11 of 2002 Ordinance read with Section-16 (2) of MTI Reforms Act 2015.
- c. Regular Civil Servants, who opted for Institutional Employment under MTI Reforms Act 2015, shall be entitled to Pension as per the MTI Reforms Act 2015.
- d. Institutional Employees appointed under MTI Reforms Act 2015 or recruited directly by Institutional Management Committee under Medical Institution Rules 2001, who contributed towards C.P Fund, after completion of 10 years of satisfactory service, BoG may offer them an option for Private Pension Fund.
- e. Institutional Employees who opt for C.P Fund, but either are not given option for Private Pension Fund or the employee decided not to opt for Private Pension Fund, shall receive C.P Fund on the existing terms & conditions.

10. Attendance Policy

- i. In order to facilitate a timely and accurate record of employee's attendance, a central Electronic Attendance system is installed in the Hospital, however, an Attendance Register would be made available to each Department/Section head to ensure marking of manual physical attendance as a double check and to cater to situations when there is a problem in the Electronic Attendance System.
- ii. The Attendance Register shall be used to collate the monthly attendance of all Non-Faculty Employees.
- iii. A designated staff member of the HR department shall be the sole custodian of the Electronic Attendance System.
- iv. Each Manager/Section in charge shall be the sole custodians of the Manual Attendance Register. Any unauthorized circulation, viewing, tampering, additions, deletions, and any other act that in any shape or form affects the sanctity of the Attendance Register shall be construed as a willful misconduct and person(s) responsible shall be liable to disciplinary proceedings in accordance with provisions of Disciplinary Policy.
- v. All Non-Faculty Employees are expected to be punctual in attendance. There shall be a grace duration of 15 minutes and all Non-Faculty Employees marking their attendance within the 15 minutes' grace period shall be treated as present on time. Non-Faculty Employees showing up for duty beyond the grace period shall be treated as late. Two late arrivals in a month shall be condoned for all Non-Faculty Employees. Late attendance for 3 days will be treated as absence for one day and salary deductions shall result for such absentees on the basis of one absence for each 3 days of late arrivals in a month.

- vi. The Attendance policy, however, has the provision to accommodate occasional late arrivals. In case where force majeure prevents an employee to turn up for work in time, he or she can seek the immediate supervisor's consent for late arrival and the Department/Section in charge shall have the authority to condone late arrivals under mitigating circumstances. Such condonation shall be conveyed by the respective Department/Section in charge to the HR in writing before salary finalization.
- vii. If no mark is made for a day, it will be considered as absence and marked as such by the Department/Section In charge in the manual Attendance Register unless a formal leave application is duly sanctioned in due course and process.

10.1 Tardiness

10.1.1 Purpose

MTI KTH expects its Non-Faculty Employees to turn up for work at the prescribed time since it is absolutely essential for an optimum utilization of its human resources. Tardiness is the singular most irksome impediment that not only affects the work plans for the day but it also creates confusion and leads to waste of material as well as human resources that may be required to make up for the lost time.

10.1.2 Policy Statement

In order to discourage habitual tardiness, the following guiding principles shall be applicable in extreme cases:-

- i. All Non-Faculty Employees are expected to be punctual in attendance. There shall be grace duration of 15 minutes and all Non-Faculty Employees marking their attendance within the 15 minutes' grace period shall be treated as present on time. Non-Faculty Employees showing up and leaving duty place beyond the grace period shall be treated as late arrival and early departure. Three late arrivals and early departures in a month shall be condoned for all Non-Faculty Employees. Late attendance for 3 days will be treated as absence for one day and salary deductions shall result for such absentees on the basis of one absence for each 3 days of late arrivals and early departure in a month.
- ii. Three late arrivals in a month shall result in a verbal warning by the immediate supervisor.
- iii. Twelve or more late arrivals in a quarter would result in the following:
 - (1) Deduction of one annual leave for each three late arrivals.
 - (2) Issuance of initial warning.
 - (3) All departmental/Section In charges, will send a consolidated monthly tardiness report for their departments to the HR Department.
 - (4) The HR Department will prepare a summary of the Tardiness report and submit the same to HD/MD/Dean as the case may be.

Department/Section In-charge shall indicate, in writing, to each employee intimating the nature of disciplinary action taken against him or her on account of tardiness with a copy to Director Finance for necessary action on his part.

11. LEAVE PLOICY: As per policy approved by BoG.

11.1 Policy for Performance Appraisal

11.1.1 Purpose:

To build up efficient system of work evaluation of the Non-Faculty Employees and also providing guidelines to the appraisers to evaluate their staff objectively, which will help to improve job performance, facilitate professional development, and enhance organizational effectiveness. The hospital will introduce computerized performance evaluation module and this will ensure transparent and absolutely fair assessment and evaluation.

11.1.2 Policy Statement:

The policy regarding performance Appraisals is as follows:

- a) Appraisal shall be initiated for all Non-Faculty Employees i.e. who are not on probation.
- b) Salary increases will be based on job performance.
- c) A performance Appraisal will be done in December each year and any salary increase that is awarded will be effective from January 1 each year.
- d) Performance appraisals will be done by the immediate supervisor and will be reviewed by the next higher level of management before being discussed and signed with the employee. Any adverse remarks will be communicated to the employee.

11.1.3 Performance Management Process:

Performance management process includes four stages: setting Objective, implementing objectives, performance rating and impact of the result of performance appraisal.

i. Setting Objectives

The core of performance management is **Management by Objectives (MBO)** which requires the managers to set specific measurable objectives for their departments.

The performance targets setting require:

- Adhere to SMART Regulations; target should be specific, measurable, achievable, realistic and time-bound.

- Target should be challenging and in direct proportion to position and grade.
- Department targets should be in accordance with the company's target.
- In case where the department position is falling simultaneously under the Technical head and the Administrative head, the objectives shall be set by both the Administrative head and the Technical Head.

ii. Implementing Objectives (Communication and Coaching)

- Performance management is an ongoing, daily responsibility for Supervisors.
- Reviews must contain comments on duties that are rated unsatisfactory, Acceptable, Commendable, or Outstanding, and feedback to the Non-Faculty Employees in a timely manner. The performance rating and the analysis of each factor should be discussed with subordinates. If someone is rated below unsatisfactory category; supervisor should coach them to improve performance to fulfill the targets, making improvement plan with subordinates together and guide them to attend related training.
- Communication should go through all stages of performance management.

iii. Performance Rating

Firstly, employee should accomplish the self-appraisal based on their roles in departmental objectives completion, secondly administrative and technical heads evaluate and rate the performance, finalizing the score and category, then feeding back the results to Non-Faculty Employees and communicate with them.

The result of performance appraisal includes two parts: categories and score. The score is given based on their contribution of departmental objectives completion.

The appraisal categories and required score will be as follows:

E = excellent (Outstanding)	90 – 100%
V.G = Very Good	75 – 89%
G = Good	56 – 74%
S = Satisfactory	41 – 55%
U = Unsatisfactory (Adverse)	under 40%

The performance rating could be defined as under:

E = Excellent: Where the employee's performance is consistently exceptional greatly exceeds the job expectations in all or most of areas. This rating is given to only a small percentage of Non-Faculty Employees.

V.G. = Very Good: Job performance is above job expectations in most areas and recognition is warranted.

G = Good: Job performance is above basic standards in all areas and up to expectations in most areas.

S = Satisfactory: The performance hardly meets the basic job expectations in most areas and no improvement has been observed.

U = Unsatisfactory: the performance never meets the basic standards, even in the minimum of areas.

Percentage of Non-Faculty Employees qualifying in each Main head for every category:

The maximum and minimum number of Non-Faculty Employees in each category will be as follows:

<u>E = Excellent:</u>	up to 5%
<u>V.G = Very Good:</u>	up to 42%
<u>G = Good:</u>	up to 42%
<u>S = Satisfactory:</u>	Minimum 10%
<u>U = Unsatisfactory:</u>	Minimum 1%

- The above percentage shall apply to all Grades.

iv. Impact of the results of performance appraisal:

- Annual performance awards, as well as salary adjustment, promotion and job rotation should be relative to the result of performance appraisal.
- Management shall announce the quota (through Director Finance) for rewards and salary increments annually as per the Budget
- HR department shall formulate the method for distribution of rewards.

11.1.4 Policy & SOP for Grievance

i. Purpose:

To ensure that employee real or even perceived grievance are recognized and action is taken to redress the same.

ii. Policy Statements:

- a) When an employee has problem related to work assignment, the first point of communication must be the immediate supervisor.
- b) If the employee is not satisfied with the response of the immediate supervisor and wishes to pursue the matter with higher management, the employee must inform the immediate supervisor that he/she will seek the advice of the next level of management.
- c) If the next level of management cannot resolve the problem to the employee's full satisfaction, a "grievance Advice Form", obtained from the Human Resource Department should be completed by the employee and sent to the Manager of Human Resources.
- d) The HRD will discuss the problem with the Divisional head and the Hospital Director/Medical Director, who may discuss the problem with the employee and with the immediate supervisor, and then make the final decision on the matter.
- e) The decision of the Hospital Director/Medical Director/Dean as the case may be shall be final.

iii. Procedure:

1. When a hospital employee has a grievance that cannot be resolved through discussions with his/her immediate supervisor or the next level of management, the employee must follow the following procedure.
 - a) The employee must formally register his/her complaint on a "Grievance Advise Form". A blank form may be obtained from the Human Resources Department.
 - b) The employee must send one copy of the completed "Grievance Advise Form" to his/her department head, and one copy to the Human Resources Department.
 - c) After reviewing the "Grievance Advice Form", the Human Resources Manager will discuss the problem with the HD/MD/Dean as he case may be who may then discuss the matter with the employee and his immediate supervisor in order to gain a better understanding of the problem.
 - d) Inquiry Committee will make a decision on how to handle the matter.
 - e) The decision of the Hospital Director/Medical Director/Dean as the case maybe shall be final.

11.2 Policy for Resignation/ Retirement:

11.2.1 Purpose:

To ensure that the hospital as well as the employee receive adequate notice and that all financial matters are resolved amicably and finally when an employee resigns or is Retired.

11.2.2 RETIREMENT FROM SERVICE

An employee shall retire from service on attaining the age of superannuation (60 years). The employee of the institution shall have a right to retire after completion of twenty five years qualifying service; provided that an employee, who intends to retire before the age of superannuation shall at least three months prior to which he intends to retire, submit a written intimation to the appointing authority, indicating the date on which he intends to retire. When an employee resigns voluntarily, Department/Section In charge shall conduct an exit interview

and shall inquire about the reasons for leaving of the employee and fill up a mandatory exit interview form. Feedback shall be properly recorded to note areas in which the Hospital needs to make improvements and any other impression the employee may have about the Hospital.

11.2.3 Resignation from Service

- i. Non-Faculty Employees may give 24 hours written notice when resigning during probation period. Ideally the verbal notice should not be less than 07 days.
- ii. After confirmation of the employee 30 days' notice is required or compensation in lieu thereof. Management may request the employee to work the 30 days' notice period or give pay in lieu.
- iii. For any 24-hour resignation after confirmation a prior approval from HD/MD/Dean as the case maybe is required for the processing of resignation by Department.
- iv. During the notice period, Non-Faculty Employees will not be entitled to any leave benefit except leave without pay.
- v. Non-Faculty Employees leaving the Organization due to resignation/Retirement/termination must complete a "Clearance Certificate" obtaining signatures of all the Departmental heads, before final payment will be issued.
- vi. A resignation once tendered, submitted to the competent authority, approved by him and approval thereof is communicated to the concerned employee can never be withdrawn in any circumstances.

11.2.4 Procedure:

- vii. The employee must give a written notice of resignation to his/her Departmental head. If the employee is on probation, a 24-hour notice period is required; after confirmation, a 30-day notice period is required.
- viii. The Departmental head will forward the Non-Faculty Employees' resignation letter to the HD/MD/Dean through HR Department as soon as received.
- ix. If the employee is on probation (i.e. the employee has given a 24 hours notice), the HR department will immediately issue a "Clearance Certificate" on the employee's last working day.
- x. The employee must complete the "Hospital Clearance Certificate", have it signed by all the Departmental heads indicated on the certificate and submit upon completion the signed form to the HR department before leaving the hospital on his/her last working day.
- xi. The Finance Department WILL PREPARE THE FINAL DUES LETTER WITHIN 7 DAYS OF RECEIVING THE "Clearance Certificate". The Department will forward one copy of the letter to the employee, one copy to employee's personal file.
- xii. Non-Faculty Employees leaving service without any information shall be treated as absconders depending on the advice of the HOD. They will be liable to deduction of one-month salary in lieu of notice in case they turn up for terminal settlement subsequently.