

OFFICE OF THE CHAIRMAN
INSTITUTIONAL MANAGEMENT COMMITTEE (IMC)
MTI KTH/KHYBER MEDICAL COLLEGE/KCD,
PESHAWAR

MINUTES OF 3RD IMC MEETING HELD ON WEDNESDAY DATED 5TH JULY, 2017, AT KHYBER TEACHING HOSPITAL, PESHAWAR.

The 3rd meeting of the IMC MTI KTH/Khyber Medical College/KCD was held on Wednesday dated 5th July, 2017 at 12:00 Noon under the chairmanship of Professor Dr. Noor-ul-Iman, Chairman, IMC MTI KTH/Khyber Medical College/KCD.

The following attended the meeting

- 1- Dr. Nek Dad Khan, Hospital Director - Member
- 2- Professor Dr. Jamila Naib, Standing in for Medical Director - Member
- 3- Professor Dr. Ghulam Rasool, Dean KCD – Member
- 4- Director Finance - Member
- 5- Director Nursing – Member

The meeting started with recitation from the Holy Quran by Professor Dr. Noor-ul-Iman, Chairman, IMC KTH, Peshawar.

The following agenda items were discussed and decided accordingly:-

I. Khyber Medical College Agenda Items: -

Agenda Item No.1	Litigation Bills
Case detail	Please see detail in the attachment as per <u>Annexure-I</u>
Discussion	Litigation bills were discussed related to legal adviser and the following decisions were taken.
Decision	Payment on account of litigation charges will be borne by the concerned segment of the Institution (KTH, KMC, KCD). However, to avoid any inconvenience to legal adviser if the budget under the relevant head is not available of the concerned segment of the Institution then payment will be made by other segment of the Institution accordingly to be decided by the HD.
Agenda Item No.2	Leave Regulations
Case detail	Please see detail in the attachment as per <u>Annexure-II</u>
Discussion	
Decision	<ul style="list-style-type: none"> • These rules may be called as leave regulations MTI KTH 2017. • Leave Policy (4) Ex-Pakistan Leave upto 30 days will be granted by concerned Dean/HD/ND and Ex-Pakistan Leave beyond 30 days will be granted by the BoG • Earned Leave 3(II) Earned Leave is not applicable to the initially recruited employees during probation period. Those promoted to a higher grade shall not be affected. • Earned Leave 3(IV) Earned Leave beyond 365 days shall be lapsable • Earned leave already accumulated before the approval of the leave regulations 2017 shall remain intact • Casual leave (4) shall be 20 days per year. • Sick leave (5a) upto maximum 545 days leave on medical grounds by authorized medical attendant. However, sanctioning authority has the right to obtain second opinion. • Sick leave (5d) Employees will accrue 1.5 days (as out patient) from every one month, for a total of 18 days per year • Condition of 4months shall be deleted from maternity leave • Hajj Leave (11) shall be sanctioned by the Hospital Director. It shall not be restricted to one time during the whole service. Umra leave may be

