

EASTERN MEDICAL COLLEGE

Kabila, Cumilla, Bangladesh



ADMINISTRATIVE AND SERVICE RULES MANUAL

**Approved by
Governing Body of Eastern Medical College
on
March 04, 2017**

EASTERN MEDICAL COLLEGE

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1. SHORT TITLE APPLICATION AND COMMENCEMENT:

- a) These regulations have been framed by Management Board.
- b) These regulations shall apply to all full-time regular employees of Eastern Medical College & Hospital.
- c) These regulations are also applicable to the employees of college and hospital on contract.
- d) These regulations shall come in to force from the and an employee not agreeing to accept these regulations may leave the service of EMC&H by giving one month notice in writing from the date as may be notified by the Management Board.

2. DEFINITIONS: IN THESE REGULATIONS:

- a) “Appointing, authority” means the authority designated by Management Board of EMC&H.
- b) “Authority” means the competent authority.
- c) “Competent authority” means the authority designated by the Management Board to be competent authority for the relevant functions.
- d) Governing body means the supreme authorized body which will consists of Members headed by Chairman, Principal of College, Director of Hospital, Professors of College nominated by the Principal & the Director.
- e) “Employee” means an officer or a member of the staff of EMC&H.
- f) “Family” means the spouse(s) and children of the employee up to the age of 25 years and father and mother if they are dependent wholly on the employee.
- g) “Regular employee” means an employee who will get pay according to specified scale.
- h) “Permanent employee” means an employee who has been made permanent by competent authority after completion of 2 years of regular satisfactory job.
- i) “Schedule” means the schedule annexed to these regulations.
- j) “Appointment Sub-committee” means the selection board constituted by the Management Board of EMC&H for the concerned purpose.
- k) “Specified Post” means a post specified in the schedule.
- l) “Temporary employee” means an employee who is not permanent.
- M) “Secretary” means the secretary of Management Board of the EMC&H.

Explanation: In these regulations “Training” includes academic studies evading to degree, diploma, fellowship, research or giving assistantship, etc. framed by their agency or by the Hospital Authority. Financing the training programme wholly or in part, leave for such training programme will be at the discretion of College/ Hospital Authority.

3. APPOINTMENT, PROMOTION, SENIORITY, RETIREMENT:

The employees shall be divided into six broad classes:

Classification of employees:

- a) Medical
- b) Scientific
- c) Respective professional (nurses, medical technologists, accounts, library, etc.)
- d) Social welfare
- e) Engineering
- f) General (Administration, Public relation, etc.)

Subject to such general and specific order as may be given by Management Board of EMC&H from time to time, the employees of college and hospital may be categorized into such sub-classes and grades as the Management Board of EMC&H decides as regular.

4. PROCEDURE FOR RECRUITMENT AND PROMOTIONS:

- a) Subject to other provisions in these regulations, all appointments to specified posts shall be made in accordance with the provisions of the schedule.
- b) Unless otherwise provided in these regulations, no person shall be appointed or promoted to a specified post unless he/she has the requisite qualifications and in the case of direct appointment, he/she is also within the age limit fixed by the Management Board of EMC&H from time to time in the schedule. Provided that the requisite qualifications and age limit may (with the approval of the Management Board EMC&H) be relaxed to such extent as it may decide considering the circumstances and also in the case of otherwise exceptionally qualified candidates.
- c) No person shall be eligible for appointment to a regular specified post if he/she is not citizen of Bangladesh, permanent resident or domiciled in Bangladesh.
- d) Contract service:
 - i. Must be an officer not below the rank of professor or equivalent.
 - ii. The contracted period shall not exceed 02 (two) years.

5. ADVERTISEMENT FOR RECRUITMENT:

Generally, all appointments shall be made by the appointing authority after proper advertisements, unless otherwise decided by the competent authority in special case.

6. MEDICAL EXAMINATION:

- a) No person shall be appointed without a medical fitness certificate from such medical authority or Medical Board as may be required by the Management Board.
- b) Where it is found that an employee is indecent or incapable of performing his/her functions for reasons of infirmity of mind or body, the Management Board may at any stage, require the employee to undergo a medical examination by such medical authority or Medical Board as the Management may appoint and the decision of the authority board as regards the fitness for his/her retention in service shall be final.

7. PROBATION:

- a) Employees of all categories other than on contract shall be on probation for a period of one year.
- b) In the event of such employee failing to show satisfactory progress during his/her first probationary period, the appointing authority may, at its discretion, extend his probationary period by a maximum of another three months after which job may be terminated if not found satisfactory.
- c) After successful completion of the probationary period he/she will be absorbed as a regular employee.

8. FIXATION OF SENIORITY:

- a) Seniority of the employees, on first appointment in their respective post or on promotion shall be regulated in accordance with the provisions of the schedule and as follows and shall be counted from the date of his/her joining.
- b) If more than one persons are appointed at the same time, the appointing authority of the Management shall fix the seniority of the candidate on the basis of the recommendations of the appointment subcommittee/ Board in consideration of the result of test/ examination if any and the merit of the candidates in their respective professional/ academic examinations and past experiences in the respective field(s). The seniority thus fixed shall be taken as the inter-seniority in a specified post.
- c) In between the persons directly recruited and persons promoted to a specified post(s) on the same date, the promotee shall get the seniority over the direct recruit.
- d) The authority shall maintain a seniority list of its staff in accordance with various grade of employee and from time to time these shall be circulated for information to all concerned by gradation list.
- e) The provision of this regulation shall not affect the seniority of employees fixed by the competent authority before the commencement of this regulations.

9. PROMOTION:

- a) Subject to the other regulation as laid down in the schedule, the promotion of any employee to a higher post may be considered on the basis of seniority cum merit and ACR.
- b) No one shall have a right to claim for promotion to higher post only because of seniority in service.
- c) No person shall be eligible for promotion to a higher post unless he/she has the satisfactory records of services and the minimum qualifications and experience as laid down in the schedule.

10. TERMINATION OF SERVICE:

The service of an employee only may be terminated by the Management Board of EMC&H when found guilty of such an offense punishable to termination as specified in the disciplinary rules in force.

11. RESIGNATION:

- a) A permanent employee shall not resign from his/her post without giving one calendar month advance notice in writing, failing which he/she shall be liable to pay the sum equal to his pay for one month. In exceptional circumstances the Management Board of EMC&H may waive or reduce the notice period.
- b) An employee on probation shall not resign without refunding his/her full pay for one month that he/she has received during his/her period of probation.

12. RETIREMENT:

An employee shall retire from service on the completion of 65 (sixty-five) years of age. If the Government revise the retirement age and any change in the Government regulation, it will also be applicable to the Medical College and Hospital staff.

13. OPTIONAL RETIREMENT:

An employee shall have option to retire from service at any time after he/she has completed 25 years of service by giving notice in writing to the appointing authority at least 30 days prior to the date of his intended retirement provided that such option once exercised shall be final and shall not be permitted to be modified or withdrawn. If an employee is found physically or mentally unfit, he or she may be allowed to retire at the advice of Medical Board (authorized by the Management Board) with benefits as decided by Management Board of EMC&H.

14. SERVICE RECORD:

- a) A record of service of each employee shall be maintained in the form prescribed by the Medical College and Hospital.
- b) A "Confidential report" on the work and conduct during each calendar year for all employees shall be written in the last month of the calendar year in the form prescribed jointly by Heads of the respective departments and superior authority of respective branch and finally by the Principal for Registrar to Professor and by Director, Hospital for RP, RS, Consultants, Medical Officers.
- c) An employee shall have no access to his confidential report. He/she shall be informed of any adverse remarks in order to give him/her an opportunity to explain his/her position or to correct himself/herself.

15. TRANSFER:

An employee of the Medical College and Hospital may be transferred from one department to another for the interest of the College or Hospital.

PAY, INCREMENTS, ALLOWANCE, MEDICAL FACILITIES, ETC.

16. SCALE OF PAY:

- a) The scales of pay of the employees of the Medical College and Hospital shall be those as may be prescribed by the Government and new scale approved by the Management Board from time to time as specified in the Schedule.
- b) Pay scale may be allowed as per Government rules or new scale approved by the Management Board.

17. PAY ON PROMOTION:

On promotion from one grade to another, the pay of an employee will normally be fixed at the stage in the higher grade which is next above his pay in the lower grade. Any loss of pay shall be protected by granting increments.

18. SPECIAL PAY OR ALLOWANCE:

Special pay or allowance including technical allowances to an employee by the competent authority considering the nature and the place of duty will be paid by the authority, as per rule. The rate of such pay and allowance shall be determined by authority as per rules framed, from time to time, for this purpose.

19. INCOME TAX:

Income tax of the employee will be given by the employer otherwise the employee will be given one month's full salary extra.

20. INCREMENT:

- a) In case of exceptionally qualified candidates, the competent authority may fix his/her initial pay by giving few increments as may be decided by it to an employee on his/her first appointment to a specified post.
- b) An annual increment shall be given as a matter of routine course, unless it is withheld by the competent authority by expressed order in writing on the ground of any adverse report against him. If the increment is withheld, authority shall state the reason and period for which it is withheld.
- c) In exceptional cases, competent authority may grant more than one increment to an employee.

21. ADDITIONAL CHARGE ALLOWANCE:

An employee holding additional charge of one or more higher or equal posts in addition to his own post, may be allowed by the competent authority for additional charge allowance as per their rules made in tills behalf.

22. CONVEYANCE ALLOWANCE:

- a) Conveyance allowance will be paid to the employees as per Government rule at such rates and on such conditions as may be prescribed by the competent authority from time to time.
- b) If a transport cannot be provided to an employee who is entitled to it for official work outside, he/she may be entitled to reimbursement or conveyance charges at rates determined by the competent authority.

23. HOUSE RENT ALLOWANCE:

House rent allowance may be paid to the employees at such rate and on such condition as may be determined by the competent authority from time to time.

24. WASHING ALLOWANCE:

Washing allowance may be paid to such employees of Medical College & Hospital who have been supplied liveries or washing arrangement may be made instead (when allowance will not be applicable/washing alternatively arrange will be made for authority supplied liveries).

25. OVERTIME ALLOWANCE:

The competent authority, at such rates and subject to such conditions may consider overtime allowance to such employees as may be decided by it. The rate should be uniformly made considering the scales of pay of the employees.

26. NON-PRACTICING ALLOWANCE:

If a Medical Doctor in employment of the Medical College & Hospital is not allowed to do private practices, he/she shall, in Lieu thereof, be granted non- practicing allowance at such rates and on such conditions as may be determined by the Management Board.

27. MEDICAL FACILITIES:

- a) The employee and his/her family may be allowed medical facilities on such scales and terms and conditions as the Government may determine from time to time.
- b) If an employee of Medical College & Hospital meets an accident while on duty, the EMC&H will bear expenses of treatment of the concerned employee, as decided by the competent authority.
- c) Each employee and his/her family will be entitled to get Medical Services at free of cost within limit of EMC&H service.
- d) The retired, employee will get medical facilities for himself/herself and his spouse only.

28. RESIDENCE FACILITIES:

The authority may provide residential facilities as and when it can afford to its employees, on such terms and conditions as may be determined by the competent authority.

29. UNIFORMS:

The Medical College & Hospital may supply uniforms free of cost to such of its employee as may be determined by it from time to time.

30. FESTIVAL ALLOWANCE:

Festival allowance will be allowed as per Government Rule.

31. TIME SCALE:

The scale will be allowed as per Government Rule.

32. TELEPHONE ALLOWANCE:

Principal and Director are entitled to get telephone allowance or any person as per Government Rule.

33. NEXT HIGHER SCALE FOR BLOCK POST:

An employee who has already reached the maximum of his/her scale of pay but has not scope for promotion may be allowed the next higher scale of pay as per Government Rule.

34. TRAINING:

The terms and conditions of training of the employee of EMC&H shall be as follows:

- a) Preliminary selection of employee for nomination against offers of training facilities allocated by the EMC&H or other agencies shall be made by the authority if his/her job is permanent and at least of 3 years duration of regular service in EMC&H. After selection of candidate(s) by such selection Committee, EMC&H may constitute in this behalf and send the recommended names of the candidates to the appropriate authority for approval.
- b) If the course of studies is considered to be in the interest of the EMC&H considered by the competent authority, it may permit an employee to undergo such studies on his/her self-arranged Fellowship/MD/MS/M.Phil/Ph.D/ Assistantship, etc. and such training shall be considered as training within the meaning of training under this regulation.
- c) Study leave (Recommendation for Financial Benefits):

When a permanent doctor is allowed for study leave, he/she may have the following financial benefits shown in the breakdown:

- i. The basic pay will be awarded to the employee for the duration of the leave period.
- ii. No doctor will be allowed more than one year study leave unless he/she has been selected as a full-time student/trainee for the purpose of higher study.
- iii. No doctor will be entitled for the financial benefit if he/she receives scholarship/fellowships from other sources.
- iv. Study leave will be for one year at a time, but for a successful candidate it may be extended by the competent authority as per requirement.
- v. Not more than one person will be allowed to enjoy study leave/financial benefits from each department in one calendar year.
- vi. Leave with full pay will be allowed when a doctor does complete his/her 03 years of service in EMC&H.
- vii Leave with half pay (50% of the basic pay) when a doctor does not complete 03 years of the service in EMC&H.

35. OBLIGATION OF TRAINEES:

All trainees will be required to fulfill the following conditions:

- a) The trainees shall -
 - i. Sign a declaration in the form prescribed by the EMC&H authority.
 - ii. Execute a surety in the form prescribed by the EMC&H.
 - iii. Complete any other formalities which the EMC&H authority may require.
- b) i. Trainees shall join the EMC&H immediately on the expiry of the fellowship, scholarship, assistantship or approved duration of training whichever is earlier and must serve for a period of 5 years or a period as decided by the competent authority.
- ii. Failure to comply with any of the obligations mentioned under sub regulation (i) shall render the employee liable to disciplinary action including termination or dismissal from service, recovery of bond money, etc. as may be determined by competent authority.

36. SUBJECT TO FULFILLING NECESSARY CONDITIONS, FOLLOWING TYPES OF LEAVE MAY BE GRANTED TO EMPLOYEES OF EMC&H:

- a) Casual leave
- b) Earned leave
- c) Sick leave
- d) Maternity leave
- e) Special disability leave
- f) Study leave
- g) Quarantine
- h) Leave preparatory to retirement/ grant of lump amount in lieu of leave left over
- i) Leave on half average pay
- j) Recreation leave

(a) Casual Leave:

Casual leave not more than 20 days in a calendar year may be granted to an employee provided that:

- i) Not more than 03 days leave be taken at a time.
- ii) Casual leave is not combined with any other kind leave of preceded or succeeded by any holidays.
- iii) Any unutilized casual leave during a calendar year will be lapsed.

(b) Earned Leave:

- i) Earned leave shall be calculated according to Government rule.
- ii) The maximum period of earned leave which can be taken at one time by an employee is 120 (one hundred twenty) days. However, this maximum limit may be extended upto 180 (one hundred eighty) days when earned leave in excess of 4 (four) months is added with sick leave or any leave for the purpose of pilgrimage or for higher education and training as stated hereinafter.

(c) Sick Leave:

- i) An employee shall be entitled to sick leave only having adjusted his accumulated earned leave and such sick leave shall not exceed 30 (Thirty) days in a calendar year on production of valid Medical Certificate.
- ii) In the event of prolonged illness, the competent authority may sanction further sick leave upto a period not exceeding another 15 (fifteen) days on half salary and any further period in every exceptional situation on such terms and conditions as it deems fit and proper by competent authority.
- iii) An employee on sick leave requiring extension thereafter must apply to the competent authority before the expiry of the leave to enable the competent authority to communicate its decision to the employee concerned in time.

(d) Maternity Leave:

- i) Maternity leave to a female employee may be granted for period not exceeding 6 (six) months at a time.
- ii) Maternity leave shall be granted only twice during the entire period of a female employee of the EMC&H.

(e) Study Leave:

Leave may be granted for the purpose of higher education, training and/or any other genuine purpose (Research) etc.

(f) Quarantine:

Quarantine leave is leave of absence from duty necessitated by order not to attend office on consequence of the presence of infectious diseases in the family or household of an employee. Such leave may be granted by the head of the department on the certificate of a Medical Officer for period not exceeding 21 days or, in exceptional circumstances, up to 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine or other leave shall be subject to the maximum period of leave admissible under these Regulations. No substitute should be appointed in place of an employee absent on quarantine leave. An employee on quarantine is not treated as absent from duty and he will get normal pay as on duty.

(g) Leave preparatory to retirement/ grant of lump amount in lieu of leave left over:

An employee shall be entitled to leave preparatory to retirement subject to availability of leave as follows:

A permanent employee will get 12 months salary of which 6 (six) months in full pay and 6 (six) months in half pay. The date of his retirement in service shall take effect on the expiry of the leave. In addition to leave preparatory to Retirement (LPR) as admissible under as above rules for an employee, shall be entitled to a lump amount in cash in lieu of leave left over after availing of LPR not exceeding 12 months pay to be calculated on the basic pay drawn immediately before commencement of LPR. For this purpose, conversion will be allowed as per Government Rule.

Those who retire without availing of LPR shall also be entitled to the above benefit, in their case, the lump amount in cash in lieu of leave left over at the time of

retirement. Not exceeding 12 months pay to be calculated on the basic pay drawn immediately before retirement, shall be payable after retirement.

(h) Leave on Half Average Pay:

Leave on half average pay may be granted upto a maximum period of 90 days to an employee when he/she has no other leave due at the direction of Management Board of EMC&H.

(i) Recreation Leave:

Employee of the EMC&H may be granted to avail recreation leave for a period of 15 days as per seniority one by one in every 03 years at the direction of the Management Board.

37. RATES, CALCULATION, ETC. OF LEAVE:

Rates, calculations, etc. of the Employee of the EMC&H will be as per Government rules with the direction of the Management Board.

38. GENERAL REGULATIONS ABOUT LEAVE:

- a) An employee shall not absent himself from duty, or leave his place of posting on any ground whatsoever without obtaining prior leave from the competent authority.
- b) An employee shall not also absent himself from duty on the ground of illness without applying for leave and submitting a medical certificate in support thereof.
- c) The day of an employee's leave will be the working day of the leave shall be the working day immediately preceding the day on which he reports back to duty.
- d) An employee shall not overstay any leave sanctioned to him, without obtaining extension thereof from the competent authority. An employee who overstay any leave without obtaining prior extension thereof from the competent authority shall not draw any salary for the period of such overstay unless post facto sanction is obtained from the competent authority, and shall further be liable to disciplinary action.
- e) The period of any such overstay, apart from any penalty as may be imposed by the competent authority, shall not also be counted towards service unless it is sanctioned by the competent authority.
- f) Notwithstanding anything contained in these Regulations Leave cannot be claimed as a matter of right and the competent authority shall have 'the right to refuse leave when such refusal appears necessary for the interest of the organization.

39. GENERAL CONDUCT:

- a) An employee shall conform to and abide by these Regulations and shall observe, comply and obey lawful orders and directions which may, from time to time, be given by any person under whose jurisdiction, superintendent or control he may, for the time being be posted and/or placed on duty.
- b) No employee shall directly or indirectly participate in or subscribe or in any way involved in political activity or movement within the EMC&H premises or in any activity subversive to the state.

- c) No employee shall directly or indirectly do or involve himself in any commercial business or transaction in any matter relating to EMC&H
- d) An employee shall 'serve the EMC&H honestly, sincerely, and diligently and shall maintain strict secrecy regarding the affairs of the EMC&H. He shall show all courtesy and attention to all persons de in the course of his employment, all efforts should be made to preserve and maintain the high dignity and reputation of different units of the EMC&H.
- e) An employee shall not make any personal representation to the member(s) of the Management Board. All representation must be addressed to the Executive Chairman of the Board of Trustee through proper channel. If the immediate higher authority refuses or delays forwarding the representation to the Executive Chairman, then in such situation representation may be sent directly with a copy to the immediate higher authority.

40. DISCIPLINARY PROCEEDING:

Without prejudice to other provisions contained in these Regulations an employee who commits a breach of any of these regulation or who displays negligence or indolence or who knowingly does anything detrimental to the interest of EMC&H or contravenes instructions issued to him in connection with his official work or is found guilty of any other, act of misconduct or has been convicted of an offense involving immoral in nature, shall be liable to one or more penalties described hereafter.

41. EXPLANATION:

Without prejudice to the generality as aforesaid the term "misconduct" includes, for the purpose of these Regulations, the following acts, omissions and commissions.

- a) "Insubordination" or "disobedience" to any lawful or reasonable order of the superior.
- b) "Absence from duty" without permission and "negligence in duty".
- c) "Irregular & untimely attendance' hampering of normal responsibilities & duty.
- d) "Willful damage" to or loss of EMC&H goods or property of EMC&H,
- e) Theft, fraud or dishonesty in connection with the property of EMC&H.
- f) Drunkenness, gambling, riotous, disorderly or indecent behavior while on duty.
- g) Collection or canvassing for collection of money within office premises for any purpose not approved by the EMC&H authority.
- h) Refusal to comply with an order of transfer, or directly or indirectly trying to influence the management to cancel on order of transfer.
- i) Habitual indiscipline and leaving duty without permission, absence from the seat or place or work without permission from immediate hi authority during the working hours.
- j) Undue delay in execution of work, refusal or negligence to carry out reasonable order of the superior.
- k) "Habitual negligence of duty" or neglect or work.

- i) Writing anonymous letters or criticism of the superiors and misbehaving with the superiors or colleagues or subordinates or any lawful visitor of EMC&H.
- m) Threatening or intimidating an employee of the EMC&H within or outside the office,
- n) Attending office unconventionally attired.

42. PENALTIES:

There shall be the following penalties:

a) Minor Penalties:

- i) Censure/Reprimand.
- ii) Withholding of confirmation, increment or promotion a specified period.
- iii) Recovery from pay of the whole or part or any pecuniary loss caused to the EMC&H by negligence or breach of order.

b) Major Penalties:

- i) Termination by way of punishment.
- ii) Compulsory retirement with or without retirement benefit, if any.
- iii) Removal from service.
- iv) Dismissal from service.

43. GROUND FOR MINOR PENALTY:

- a) Insubordination or disobedience to any lawful or reasonable order of the superior.
- b) Absence from duty with out permission or negligence in duty.
- c) Habitual irregular and untimely attendance or resulting in negligence of duties.
- d) Damage to or causing loss to property of EMC&H.
- e) Collection or canvassing for collecting or money within office remises for any purpose not approved by the EMC&H.
- f) Guilty of misconduct.
- g) Improper or non-use of uniform while on duty.
- h) Refuse to comply with any normal order at trying to influence the management to cancel order, In this Regulation an employee who commits a breach of any these order or is guilty of any above grounds shall be liable to one more penalties described, hereafter.

44. GROUND FOR MAJOR PENALTIES:

Without prejudice to the generally who displays negligence or indolence or who knowing does anything detrimental to the interest of the EMC&H or following specific charges and conduct or has been convicted of a major ground of penalties hereafter.

- a) Drunkenness, gambling, riotous, while on duty.
- b) Theft, fraud or dishonesty in connection with the property of the EMC&H.
- c) Threatening or intimidating an employee of the EMC&H outside the, office,
- d) He has assumed style of living beyond his ostensible means or
- e) Is engaged or is reasonably suspected of being engaged, in subversive
- f) Activities or is reasonably suspected of being associated with other engaged in subversive activities and whose retention in service considered prejudicial to EMC&H authority subject to the provision of these regulation, may draw proceeding impose on him or disciplinary charge on him after inquiry, the authority may give one or more penalties.
- g) Has committed offense liable for minor penalty on three or more occasions or guilty of misconduct.
- h) Legal opinion must be taken if necessary.

45. TERMINATION AND/OR REMOVAL FROM SERVICE SHALL DISQUALIFY ANY EMPLOYEE FOR FUTURE EMPLOYMENT IN EMC&H.

46. DISCHARGE/RETIRED ON MEDICAL GROUND:

Where an employee, in the opinion of the management, is incapable or has ceased to be capable by reasons of infirmity of mind and/or body, the competent authority may discharge him on medical ground and pay him such compensation as may be decided by the Management Board of EMC&H to be read concurrently with clause, of retired on medical ground.

47. BAR TO RESIGN OR RETIRE UNDER SUSPENSION:

An employee under suspension or charge sheeted under these regulations shall not resign or retire of his own option from service until the case is finalized. However, the competent authority in a proper case may allow him to resign or retire, as the case may be, for the interest of the EMC&H.

48. ENQUIRY PROCEDURE:

- a) Before imposing any penalty under regulations (see under penalties) the employee concerned shall be informed in writing about the charge(s) and also he given opportunity to answer to the charge(s) in writing. Where the employee admits the charge(s) or where he fails to answer to the charge(s) within the period specified, the competent authority shall pass order in writing awarding him one or more penalties referred to in regulations (see under penalties) according to gravity o offense. If he denies the charge(s) an inquiry shall be held to the charge(s) before

taking final decision in this' regard. While making the inquiry, proper Opportunity should be given to the employee to defend himself.

- b) That on the basis of report of the Inquiry' officer/committee, the competent authority shall award penalty considering the gravity of the offense.
- c) An employee against whom disciplinary action is proposed to be taken may be placed under suspension, if necessary for the purpose of proper inquiry. The competent authority may also direct him to proceed on leave as may be admissible.
- d) While under suspension the employee shall receive subsistence or grant equal to half of his pay and shall continue to be entitled to medical and housing allowance/accommodation facilities if any.
- e) An employee put under suspension is not found guilty shall be entitled to full salary for the period of his suspension after adjustment of the Subsistence grant and other benefits received by him during the period of his suspension and further the period of suspension shall be treated as on service.

49. APPEAL:

- a) An employee shall have the right to appeal to the management board once only against order imposing any penalty within 30 day of such order.
- b) The appeal shall be sent through his immediate superior officer, who shall forward the same to the competent authority with his comments and full particulars of the case.
- c) Every appeal shall comply with the following requirements:
 - i. It shall contain all material statements and ground relief upon and specify the relief sought for.
 - ii. Incase of any allegation against such superior officers and advance copy thereof may be submitted direct to the competent authority with due indication of such fact, in the original copy.
 - iii. It shall be preferred within one month from the date of communication of the order appealed. Against which appeal provided that the competent authority may allow extension of time on request in a proper case.

50. TRAVELING ALLOWANCE:

a) Traveling allowance may be given for:

- i. Official tour
- ii. When compulsory recall from leave
- iii. To give evidence in a court of law, etc.
- iv. To obtain medical treatment, in necessary

v. To attend a course of training sponsored by the EMC&H

b) Kind of traveling allowance:

Mileage allowance, daily allowance, actual cost of traveling and conveyance are the different kinds of traveling allowance which may be drawn in different circumstances as may be prescribed by the competent authority.

c) Mileage allowance:

- i. Mileage allowance is an allowance calculated on the basis of distance traveled and given to meet the cost of journey.
- ii. For the purpose of calculating mileage allowance, journey between two places shall be taken by the shortest of all practical routes specified by the competent authority.
- iii. The shortest route is that by which the traveler can most speedily reach his destination by the normal mode of traveling. The competent authority may decide upon the shortest route where alternative routes exist.
- iv. If an employee travels by a route which is not shortest but cheaper his mileage allowance will be calculated on the route actually used.
- v. The EMC&H office or such other point as the EMC&H may determine in this behalf shall be the point for counting of miles for mileage allowance in respect of journey. The rates to be paid for this type of travel will be fixed by the EMC&H, from time to time, according to the grades of employees.

51. RETIREMENT BENEFITS, GRATUITY, ETC.

Retirement benefits and Gratuity

- a) The provision of this chapter shall be applicable to all employees for whom was subscribed to the Contributory Provident fund of EMC&H is common and who in future options for such contribution.
- b) Option referred to above once exercised shall be final.
- c) Employees in service of EMC&H shall automatically be entitled to gratuity and other benefits under this chapter, provided he fulfills the conditions.

52. OPTIONAL RETIREMENT:

A permanent employee of the EMC&H shall have the right to retire after completing 25 years of qualifying service. A permanent employee may retire after 15 years of service on medical ground, will have benefit according to the recommendation of Medical Board as authorized by the competent authority as per Govt. rule.

53. PAYMENT:

The payment of benefits under this Chapter will be made according to the procedure as may be prescribed by the EMC&H from time to time,

54. GENERAL PROVIDENT FUND:

The EMC&H shall establish a Contributory Provident Fund for its employees who can be members of the said Fund as per its Rules and the Regulation.

55. GRATUITY:

Rules regarding the payment of gratuity framed from time to time by the EMC&H shall be applicable to the Employee of EMC&H. An employee shall receive gratuity at the rate of 2 ((Two) last basic pay for each completed year of service. He will not be entitled to gratuity unless he has completed 5 (five) years of satisfactory regular active service in the EMC&H for the purpose of gratuity service in the last year for a period of 180 days shall be treated as one year.

56. GROUP INSURANCE:

The permanent employee whose service has been confirmed will be entitled to group insurance benefit as per insurance Scheme Policy.

(Clause 57 to 68 implies for contract service only)

57. APPOINTMENT OF CONSULTANTS:

Normally there should not be any occasion to appoint a Consultant in the Medical College for EMC & Hospital. However situation may so arise where (or some special subject or job) a fully qualified person with the prescribed teaching experience to fit in against a teaching job may not be available. In such a situation the authorities may select and appoint a qualified person as a Consultant or senior Consultant against a teaching post in the pay scale commensurate with the educational qualification, experience and reputation of the person on contractual basis.

58. APPOINTMENT ON HONORARY/ADVISORY/SUPERNUMERARY BASIS:

Appointment on Honorary Advisory/ Supernumerary basis for a result oriented task is usually discouraged because the person so appointed can not be expected to meet the needs of the time due to his preoccupations where the students and patients are paying for the services as per demands of the circumstances. However, eminent Teachers may deliver some lectures on Honorary/ Advisory

Supernumerary basis for the benefit of the students without causing any dislocation to the schedule. In exceptional circumstances any eminent teacher may be appointed on whole time basis on contract as covered in the definition of these Rules to fill in a vacant post which could not be filled in easily. Teachers appointed as Supernumerary Professor shall not be eligible for, nor will be assigned with administrative responsibility of any nature.

59. GUEST/PART TIME TEACHERS:

Guest/ Part time Teachers may be invited to teach some Specialized subjects in the best interest of the students on a part of honorarium for each lecture commensurate with the expertise of the guest' teacher to be determined by the authorities from time to time. Part time teachers may' be appointed on monthly salary basis if considered expedient.

60. EMERITUS PROFESSOR:

A Medical Teacher of out standing merit, reputation, contribution to the medical profession and valuable service to the Medical College for EMC & Hospital may be selected by the Selection Board for appointment as Emeritus Professor without any age limit on similar benefits as are admissible to the Emeritus Professor of the University of Dhaka.

61. PROBATION PERIOD:

An employee except those employed on work charge basis will be appointed initially for a probationary period of one year. He shall devote his whole time to his duties and at all times obey the rules including the Conduct Rules prescribed for these purpose. At the end this first year the service may be terminated without any notice and without assigning any reason there of by either parties. The authorities having observed the employee during this one year period may decide to retain the employee in his post for an indefinite period or as long as his services are required and may intimate tin's in writing. In case the employee is not relieved of his duty at the end of the First year and in the absence of any advice in writing it will be assumed that the appointment has been extended indefinitely. The authorities may extend the probationary period beyond one year for further 3 months in writing if considered necessary in order to arrive at a decision. This rule will not apply to the Emeritus Professor.

62. RESIGNATION, RETIREMENT, RETENTION IN SERVICE:

- (a) Any employee may resign from his post by giving one months notice in writing or as laid down in the letter of appointment or on refund of salary there of provided that no employee can leave his service until accepted and he has handed over his charge:
- (b) An employee will retire from the service on attaining the age of his superannuation as prescribed in these Rules.
- (c) A superannuated employee may be retained in the service as prescribed in these Rules in the interest of the Institution.

63. EMOLUMENTS, SALARY, REMUNERATION, HONORARIUM:

These will be determined on the basis of experience, 'past service in the Government of the Peoples Republic of Bangladesh, in' the scales as applicable in the case of the employees of the government or the University of Dhaka where there is no equivalent post in the Government of Bangladesh. The Project being a registered organization under the Government will follow the law of the country in these regards. Provided further that the fresh entrants will be entitled to the Pay Scales as mentioned in this service Rule and the retired employees will be entitled to the pay equal to that admissible to the post held by a serving incumbent in the service or the University of Dhaka with all admissible benefits. An Honorarium equal to one month's pay may be

granted to any employee during a calendar year for the efficient performance his duty as a reward.

64. NON-PRACTICING ALLOWANCES:

If a Medical doctor in employment of the Medical College for Women Hospital is not allowed to do Private Practice he shall, in lieu of, be granted Non Practicing allowance as determined by the Board of Trustees.

65. RECOVERY OF PECUNIARY LOSS FROM PAY:

For a breach of discipline, carelessness and indifference towards the protection and maintenance if any property/money resulting in damage, loss or theft of such property/money the price of the property/money will, be recoverable from the defaulter as applicable in the case of the Government employees as laid down in the rules framed by the Government from time to time.

66. PROMOTION AND ANNUAL CONFIDENTIAL REPORTS:

Employees others than Adhoc Appointees Contractual appointees and Work charge workers will be eligible for promotion to the higher rank till attaining their superannuating age and never after attaining the superannuating age in accordance with the same rules as applicable the use of the Teachers and non teachers of the University of Dhaka and the Government of Bangladesh in the case of those employees whose equivalent posts are not available in the University of Dhaka. Annual Confidential Report will be relied upon for promotions and will be initiated every year.

67. FIXATION OF PAY FOR EMPLOYEES RETIRED FROM THE GOVERNMENT POSTS:

The persons who retired from the G posts will be entitled to the pay of the post against which they are employed and benefits of the posts and all allowances without any discrimination among any class of employees in compliance with the equality provision of the constitution.

68. ACCOMMODATION:

A few rented accommodation are available for a few Nurses and the Pupil Nurses for the time being. Measures to be taken to provide some accommodations for the Resident and other staff if as & when required'

JOB DESCRIPTION OF THE STAFF OF EMC&H

Principal

Qualification & Experience: As per Govt. of Bangladesh health services & BMDC

- a) Principal shall be the administrative head of the College. He/She shall be answerable to the Management.

- b) He/She shall be responsible for the work and discipline of all staff and students of the college. He/She will issue orders for guidance of staff and shall sanction leaves of the staff and arrange replacement, change or alter duty roster and modify attendance from time to time and notify holidays,
- c) 'He/She shall be responsible for efficiency and cleanliness of the college and shall take action against neglect, disobedience, carelessness, interference or disturbances in smooth running of the college and shall report to the Management Board in case of repetition of the offences for necessary action. He/She shall carry out routine inspection of all section of the college at least 3 days per week.
- d) He/She shall be responsible for upto-date accounts for all incomes of the college and shall sanction for purchases of essential items within provision of the budget.
- e) He/She shall initiate the proposals of alterations, expansion of the college if and when necessary. He/She shall supervise and control the works of all staff and report irregularities if any to the Management Board.
- f) He/She will also issue the completion certificates and arrange payments of bills as per rules.
- g) 'He/She shall be the drawing and disbursing officer of all payments and make arrangement to deposit all incomes to the banks and shall keep Tk. 20,000/-(Twenty thousand) only with him/her to meet emergencies.
- h) He/She shall be assisting the Management to prepare the Annual Budget of the college.
- i) He/She shall process all requisition of the college and place them before concerned Sub-Committee of the Management Board.
- j) He/She shall watch that the college records are not shown to any outsider without permission in writing.
- k) He/She shall make inquiries about the loss and damage of college properties and shall order to write off any irrecoverable or unrealizable dues of the college and loss and damage up to the amount Taka 5,000/- (Five thousand) only after the failure of all attempts for recovery.
- l) He/She shall preside over meetings with the Teachers, Students and other staff of the College for the smooth running of the institution.
- m) He/She is authorized to sanction the use of any portion of the building and ground of the college for any entertainment or any other function for the benefit of the college staff or student.
- n) He/She shall have the power to suspend employees of grade 3 & 4 and shall institute inquiry against him/her & referred the matter to the concerned Sub-committee for necessary action. For employees above grade 3 principal shall point out the act of irregularities or breach of discipline to the employee concerned. In case of unsatisfactory explanation of the matter he/she will process the same to the concern sub-committee for further action.
- o) He/She will write ACR for all college staffs, Professor, Associate Professor, Asst. Professor, Registrar and in case of professor he will forward his/her views to the concern sub-committee for necessary action.

Director

Qualification: MBBS and Masters in Medical Administration preferable Or equivalent qualification.

- a) Director shall be the administrative head of the Hospital. He/She shall be answerable to the Management Board.
- b) He/She shall be responsible for the work and discipline of all staff both medical and non-medical and issue orders for guidance of staff and shall sanction leaves of staff and arrange replacement, change or alter duty roster and modify attendance from time to time and notify holidays.
- c) He/She shall be responsible for efficiency and cleanliness the Hospital and shall take action against neglect, disobedience, carelessness, interference or disturbances in the smooth working of the Hospital and shall report to the Management Board in case of repetition of the offenses for necessary action. He shall carry out- routine inspection all the parts of the Hospital at least 3 days in a week.
- d) He/She shall watch the interest of both in-patients and out patients and listen to their complaints, if any and do needful for remedy. He/She shall certify a patient 'INDIGENT if satisfied and exempt a patient from payment of bed charges, X-ray or other fees.
- e) He/She shall be responsible for up-to-date accounts for all incomes of the Hospital and shall sanction for purchases of essential drugs and other items within the provision of the budget.
- f) He/She shall initiate the proposals of alternations, additions or expansion of the Hospital if any when necessary and report for approval of the management Board. He shall supervise and control the works, report any irregularity to the Management Board. He will also issue the completion certificates and arrange payments of bills as per rules, maintaining all formalities.
- g) He/She shall be drawing and disbursing officer of all payments and deposit all incomes to the banks and shall keep Tk. 20,000/- (Twenty thousand) only with him to meet emergencies.
- h) He/She shall be assisting Treasurer of Management Board to prepare the Annual Budget of the Hospital.
- i) He/She shall process all requisition and contracts of the Hospital and place them before concerned sub-committee of Management Board for approval. Prior to the submission of such requisition he/she should discuss the finance sub-committee for available funds.
- j) He/She shall watch that the Hospital records are not shown to any outsider without his permission in writing.
- k) He/She shall make inquiries about the loss and damage of Hospital properties and shall order to write off any irrecoverable or unrealizable dues of the hospital and loss and damage up to the amount Tk. 5,000/- (Five thousand) only after the failure of all attempts for recovery.

- l) He/She shall preside over the meetings with the Professor/consultants and others staff regarding the distribution of beds, working condition and facilities and shall lay particular stress on the smooth working of the inpatient and out-patient departments. He/She shall provide facilities to the professor/consultants and other medical staff to arrange meetings at least once a month.
- m) He/She is authorized to sanction the use of any portion of the building and grounds of the Hospital for any entertainment a any other function for the benefit of the hospital or patients or medical facilities in general.
- n) He/She shall have the power to suspend employees of grade 3 & 4 and shall institute inquiry against him/her & referred the matter to the concerned Sub-committee for necessary action. For employees above grade 3 Director shall point out the act of irregularities or breach of discipline to the employee concerned, In case of unsatisfactory explanation of the matter he/she will process the same to the concern sub-committee for further action.
- o) He/She will write Annual confidential report of all Hospital staff in case of consultant, he/she will forward his views to, Management Board for necessary action.
- p) Director shall have the power to appoint employee temporarily to meet the emergencies, subject to the approval by the concern sub committee for the purpose.

Vice Principal

- a) The Vice Principal will work under immediate supervision & control of the principal. He/She will, deputize the principal in his absence & pass order on matters where immediate actions are needed. He/She will, however avoid decision where matters concerning important administrative & financial implications are involved.
- b) He/She will process all matters relating to teaching, accounts & administrative matter for the decision of the principal. He will attend correspondence of routine matters & may sign important letters & orders where drafts are approved by the principal in the absence of the principal.
- c) He/She will recommend the leave of the college staff & the students & make temporary arrangement during his absence with the approval of the principal.
- d) He/She will see that proper service books of till staff are maintained & kept up-to-date & place before the principal from time to time. He will made arrangement for safe custody of all securities either of staff or students.
- e) He/She will supervise the income & expenditure of the college & will sign cash book & account book daily & verify cash balance daily. He shall examine all vouchers & bills before they are placed to the principal for approval.
- f) All requisitions from different departments of the college should pass through the vice-principal. In case of excess quantity & costly items, not exceeding Taka 10,000/- (Ten thousand) only sanction of the principal should be obtained earlier.
- g) He/She will examine the stock ledger of store & make physical verification of stores twice in a year.
- h) He/She will ensure that sufficient stock of material are maintained for all emergencies as per available fund. He will also see that all articles or equipments

are kept in serviceable condition. He will find out the drugs & other articles whose date of use has, already expired or damaged & he will bring the matter to the notice of the principal.

- i) He will bring to the notice of the Principal all irregularities, wastes or misuse & also any abnormal expenditure & breach of discipline.

Professor/Associate Professor (Clinical)

(Criteria set by BMDC)

- a) Must have FCPS, FRCS, MRCP, MD, M,Phil. or equivalent in all.
- b) They are directly responsible for care and treatment of patients and for the maintenance of discipline of their respective wards. He/She will teach the students & make arrangement for teaching as a whole for his/her respective subject.
- c) They will keep proper records of their wards.
- d) All entries in the bed-head tickets & their entries should be supervised by them.
- e) They may recommend for required medicines, x-rays, appliances and special diets for the patients and, may recommend free treatment if patient is poor.
- f) They will see that the diets of patients under their care are so arranged that the list does not exceed sanctioned limit.
- g) They will see that the patients obey hospital rules and that no patient occupy any bed or cabin longer than it is necessary and they will discharge any patient who will persist in disobeying them with intimation to the Director.
- h) They will visit the hospital at 8-30 A.M. daily & remain in the hospital until the duty hours is over.
- i) They will attend out-patient department daily and dispose of cases referred to them.
- j) They will attend urgent calls in the hospital whenever required.
- k) They will also look into overall disciplines of the Hospital staff when they go in rounds and report the irregularities if any to the Director for action.
- l) He will write confidential report of staff under him.

Professors & Associate Professor of Basic Science

(Criteria set by BMDC)

- a) He/She will teach the students and will make arrangement for teaching for his respective subject.
- b) They will also look into over all discipline of the staff & students of their respective department and report the irregularities if any to the principal for action.
- c) He will write confidential report of staff under him.

Deputy Director

- a) The Deputy Director will work under immediate supervision and control of the Director. He will deputize the Director in his absence and pass orders on matters where immediate actions are needed. He will, however, avoid decisions where matters concerning important administrative and financial implications are involved.
- b) He will process all matters relating to accounts, stores, medical or non medical and 'administrative matters concerning staff for decisions of the Director.
- c) He will attend correspondences of routine matters and may sign important letters and orders whose drafts are approved by the Director in the absence of the Director.
- d) He will be the immediate in charge of the office and store department. He will recommend the Leave of the members and make temporary arrangement during leave vacancies with the approval of the Director.
- e) He will see that proper service books of all staff are maintained and kept up-to-date and place before the Director from time to time. He shall make arrangement for safe custody of all securities either of staff or contractors and defaulters of any collection of securities, should be brought to the notice of the Director immediately.
- f) He will sign cash books and accounts books daily and verify cash balances daily. He will supervise the income & expenditures of the hospital,
- g) He shall examine all vouchers, and before they are place before the Director for approval.
- h) He will supervise Hospital funds, developmental or non-developmental and their accounts and shall be satisfied that in above matters the orders of the Director are carried out.
- i) All requisitions from the wards for medicines or other articles should pass through the Deputy Director. In case of excess quantities and costly medicine, exceeding Taka 5,000/- (Five thousand) only sanction of the Director should be obtained earlier.
- j) He will take order of the Director to make purchases of articles for the Hospital and shall check bills, invoices of articles supplied and see that the articles are entered in the ledger.
- k) He will receive requisitions for replacement of articles due to loss, damage or unserviceability or requisitions of repair and satisfy himself after making for inquiries for replacement and make report of his findings to the Director.
- l) He will examine stock ledger of stores, furniture, equipments and appliances and make physical verification of stores twice in a year. He will ensure that sufficient stock of bedding Clothing Dressings, etc. are maintained for all emergencies as per funds permit. He will also see that all articles or equipment are kept in serviceable condition. He will also find out the drugs and other items whose date of use has already expired or damaged and he will bring the same to the notice of Director.
- m) He will see that the ward stock-book and indent book for drugs. Bedding, Clothings, equipments and furniture are properly kept and written up, and that they are signed by the Sister/Senior Nurse in charge of, the respective wards.
- n) He will see that all articles including gifts to the Hospital are entered in stock book and relevant records and will take necessary measures if there is any irregularities.

- o) He will make daily ward round. He will do the needful for maintenance & control of vehicles including Ambulance.
- p) He will closely scrutinize all expenses and whenever the budget grants are likely to be exceeded or are considered insufficient, he will bring the matter to the notice of the Director.
- q) He will bring to the notice of the Director all irregularities, wastage, loss or misuse and also any abnormal or excess expenditure and breach of discipline.

Registrar

- a) They will attend hospital daily from 8:00 AM until 1 pm (including Friday & holidays) and will in addition pay an evening visit to their wards for one hour.
- b) They shall record their time of arrival and departure in the Attendance Register maintained by the Resident Medical Officer.
- c) They will be responsible that the registers of in-patients are kept up-to-date and complete. Two such registers will be maintained
 - (i) On the dates of admission, and
 - (ii) On the dates of discharge or death.
- d) Entries in these books will be made from the admission book of emergency room, from the discharge registers of the ward nurses and from the Bed-Head tickets received from the House staff and must be verified by personal daily rounds in the wards. This must be done daily.
- e) They will prepare the monthly returns of in-patients and the annual returns for both in-patients and out patients and any special return or report that may be called for.
- f) Their daily round in the wards must commence punctually at 8:00 am. They will see all new cases and will aid and assist the students in charge of cases to write proper and useful notes and will report to their respective physicians and surgeons the names of those students who fail to do so within 24 hours after admission of the patient.
- g) The registrars shall be in charge of all history sheets, charts, etc. of discharged patients. These should be arranged methodically and stored nearly according to instructions.
- h) They will be responsible for the notes on all Hospital cases and must see that the case sheets are both accurate and complete in every detail, laboratory findings, diagnosis, operation notes and operation findings
- i) The registrars shall earmark all interesting cases for the Annual Report and will carry out such statistical or special note taking as desired by the Director or the visiting staff.
- j) They will report in writing to the Director on or before 8th of each month that all monthly returns of in-patients of the previous month have been completed.
- k) The Registrars will supervise the work of their respective Internee and students and will see that all clinical room work is properly and correctly carried out.

- l) They will visit the outdoor on their seniors days and will arrange for the admission of patients selected in accordance with the Rules for admission.
- m) Each Internee will detail two students -- one senior and one junior — to act as assistant to the Registrars.
- n) The obstetrical and surgical registrars are responsible for the demonstration of all instruments relating to midwifery and surgical cases to the students. All Registrars will hold special tutorial classes for the failed final students arranged by the Director.
- o) They will carry out all orders given to them either by the Director Professors or visiting staff.
- p) The Registrars will go round the wards with the visiting staff in rotation. The surgical registrars will be present at all operations performed up to 1:00 pm and will personally make notes of proceedings.
- q) They will report at once any misbehaviour or lack of duty of their respective house staff or students to the professor.
- r) They will submit a monthly statement to the Director showing the undue stay of each discharged case in their unit with the diagnosis and on the surgical side, the date of admission date of operation, diagnosis and date of discharge.
- s) They will see that they receive regularly every morning from the respective staff nurses, the particulars of patients discharged, dead or transferred on the previous day, containing the following information:
 - (i) Name of the patient
 - (ii) Date of admission
 - (iii) Bed with ward or cabin number
 - (iv) Date of discharge, death or transfer; and
 - (v) Physician or Surgeon in charge of the case.
- t) They will see that the history sheets of discharged and deceased patients are received by them in accordance with the reports of the staff nurses and the discharged slips of the house staff within three days at the latest. If history sheet is not received by them within the specified time, they will at once report the fact to the Director.
- u) The history sheets must on no account be given to anybody by the Registrar except to the Professors, visiting physicians and Surgeons. These officers may have the history sheets when required on written requisitions on the Registrars. The Registrars will see that the history sheets sent to these officers are received back by them within a reasonable time, failing which they will report the fact to the Director.
- v) They will not permit history sheets to be taken on loan from them by the house staff. The later can only consult these documents in the Registrars office and in presence of the Registrars.
- w) Registrars will themselves personally check the report made daily by staff nurses of discharge, death etc. and they should bear in mind the fact that it is their duty to know every case personally in their respective wards.

- x) The registrars will see that all history sheets dating six months back are not left loose, but are bound up in volumes. Requisition for binding up the history sheets in volumes should be sent to the Administrative Officer by the first week of every month. Each individual history sheet should be numbered consecutively (to ensure that no sheet is missing) in accordance with the date of discharge of death and bound up in volumes.
- y) Registrars to Professors of Midwifery, Professor of Ophthalmic Surgery, Professor of Medicine and Professor of Surgery are responsible for the proper filing of the monthly returns and for the compilation of Annual Returns of the whole Hospital. They can take the assistance of the other Registrars in compiling the Annual Returns.
- z) They will inform the District Health Officer of all cases of, admission of infectious diseases, i.e. diphtheria, cerebrospinal meningitis etc.
- aa) They will check every morning their respective vacant bed which are supplied by the House staff to the officer on duty.
- bb) They shall keep the permits for operation under lock and key until such time as the history sheets of the relative patients are received by them when, these comments shall be properly affixed to respective history sheets for preservation.
- cc) The Registrar to the Professor of Surgery will verify all surgical stores of the Medical College Hospital including operation theatres vice every year (once in April and once in October).

Asst. Registrar

- a) These Assistant Registrars are appointed by the Board of Management. These Assistant Registrars required by the Director to live in and will reside in the quarters allotted to them All Assistant Registrars will record their time of arrival and departure in the attendance register maintained in the respective departments. These registers will be scrutinized weekly by the Director.
- b) Assistant Registrar will be detained for duty in the Hospital by the Director.
- c) They are immediately under the orders of the Professors, Associate Professors and Surgeons of the Hospital. For the purpose of discipline they are under the Resident Surgeon, and will report to him on arrival and departure and will sign the book provided for the purpose. Orders for them will be issued in the Resident Surgeon order book.
- d) They are responsible for the care and treatment of patients in their wards and for the carrying out orders of all Visiting staff.
- e) They will see and attend all new admissions before the termination of their morning visit.
- f) The Assistant Registrars are responsible for seeing that all documents of patients are carefully written up. Details of examination on admission, treatment, etc., must be completed as soon after admission as possible.
- g) On discharge of a patient, the Assistant Registrar will carefully revise the bed head ticket, will make such additions and alterations as necessary, will make an entry of the exact time and date of discharge and also the final condition on discharge. The

ticket thus completed will then be put up together with the diet and treatment sheets, etc., to the Professor, Physician and Surgeon concerned, who will countersign it. All documents will then be sent to the Registrar of the Division along with a record slip which will be signed and returned by the Registrar. The Registrar will submit weekly to the Director a list of all discharges for which no records have been received from the wards.

- h) In the event of a medical case requiring surgical treatment, the Assistant Registrar concerned will first ascertain from the corresponding Assistant Registrar on the surgical side if a bed is vacant. The case will then be transferred under the orders of the Physician in consultation with the Surgeon. A corresponding procedure will be adopted in transfer of surgical cases to Medical Wards.
- i) Assistant Registrar whose admission day it is, must be present and on duty for the 24 hours, on other days they may go out in the afternoon or evening when their work is finished.
- j) No Assistant Registrar will sleep out at night without the permission of the RS/RP.
- k) Delirious patients, who by their violence or noisiness frighten or disturb other patients, are to be reported to the Resident Medical Officer who will remove them to another place, if possible.
- l) If a member of the Assistant Registrar or any officer on duty considers it necessary for a patient to be kept under Physical restraint the necessary orders will be given in person and a note made on the Medical History sheet which will then be sent to the Resident Surgeon/Registrar for inspection and approval.
- m) The Assistant Registrars are responsible that attendance rolls of students in their wards is regularly kept up and posted up daily and that every student for duty in the surgical wards or out patients Department is in possession of these instruments e.g. Dressing forceps, Artery forceps (two) probe, scissors and dissecting forceps.
- n) They will see that students use their own instruments when cases for dressing are entrusted to them and that these instruments are kept clean and serviceable.
- o) When death occurs the Assistant Registrar concerned or in his absence when the latter is off duty, the Emergency Medical Officer will personally inspect the corpse while in the ward and will then enter on the bed head ticket of the patient — “Seen dead” stating the time and adding his signature.
- p) When death is anticipated the Assistant Registrar will inform the relatives, if possible. If relatives are not available and cannot send information to them then the report with details including address of relatives to the Hospital Secretary for action. If the Hospital Secretary is not present then the report in details to the Emergency Officer who will send a messenger to the relatives. Great care must be taken to carry out these instruction by all concerned.
- q) Death certificates should be written in block letters and signed only by the Assistant Registrar-in-charge of the case. It must in all cases be initialed by the Resident Medical Officer. Death certificate will be handed over to the ward Master, through whom alone all dead bodies will be disposed of. Particular care must be taken to see that the religion of deceased is stated correctly. The certificate must not be made out in duplicate.

- r) Assistant Registrar will come on duty daily at 8:00 am and will remain on duty until the work is completed and all orders of the visiting staff carried out. They will take an evening visit to their wards and this must be completed by 8:00 pm.
- s) They will be properly dressed when on duty.
- t) The Assistant Registrar will on the first of every month put on the notice, wards of their divisions, a roster of their students for duty during the ensuing month.
- u) Student on emergency duty are under the orders of Emergency Medical Officer who will maintain discipline and apportion duties. Students are to attend promptly to order issued by the emergency Medical Officer.
- v) Assistant Registrar will make arrangements for the requisite number of duty students by alteration of the roster in the event of an student being prevented from doing duty for sickness or other unavoidable causes.
- w) The Assistant Registrar will submit to their Registrars on 7th of each month a return of the cases in their wards during the previous month.
- x) As far as possible Assistant Registrar will instruct their students in clinical work. The services of students should be utilized as far as possible in minor details of treatment.
- y) They will maintain discipline among the students in their charge and will see that they do not congregate unnecessarily in wards and departments. They will note in each history sheet, the name of the student in charge of the case. They will report to Registrar any breach of discipline on the part of students, nurses or patients,
- z) Assistant Registrar will see that all patients are treated with humanity and kindness. They are to treat all ward calls forwarded on red slips as very urgent and will attend to them personally at once.
- aa) When an Assistant Registrar received information that a case requiring immediate operation has been sent to the theatre he will initial the slip and at once proceed to the theatre and await the instructions of the Resident Surgeon.
- bb) When an Assistant Registrar is incapacitated by illness, he will at once inform the Registrar so that steps may be taken to appoint a substitute.
- cc) Attention of all Assistant Registrar is drawn to rules regarding diet.
- dd) All diets and extra ordered and all articles of food allowed from outside shall be recorded in writing on the patients diet sheet by the Assistant Registrar concerned. All extras will be initiated by the appropriate senior staff. Only Medical Officers responsible for the treatment of patients will order diets. No other members of the Hospital staff are authorized to do this.
- ee) The Assistant Registrar will place students on duty to watch all urgent or serious cases of illness, or operation cases for whom special attention may be necessary.
- ff) Assistant Registrar shall furnish all reports called for by the Police about any patient in their wards and shall notify to the office the admission or discharge of any patient on whose accounts payments are due to the Hospital.
- gg) They shall see the privilege of visiting patients at authorized hours is not abused and will not allow visitors outside visiting hours without the written permission of Professor-in-charge, Deputy Director or Director.

- hh) When any operation has to be performed the Assistant Registrar will stare in a book provided for the purpose the time of operation and will send it to the theatre sister for information.
- ii) Assistant Registrar will see that clinical forms are finally and intelligently filled up and will only ask for such examinations as are necessary for the diagnosis of the case.
- jj) Assistant Registrars will work under the direction of the Registrar concerned and will carry out all orders given by him.
- kk) Assistant Registrars will see that leave to patients is granted only in very exceptional circumstances and on grounds of extreme urgency.
- ll) The hours of absence will be noted on the bed head tickets by them. Any patient overstaying his leave or returning intoxicated should be reported to the Professor-in-charge at once for discharge from the Hospital.
- mm) Wastage of water, gas or electric current must be prevented by all and all cases of leakage will be reported to the Administrative Officer.
- nn) The Assistant Registrars will see that paying patients have paid up all their dues to the Hospital before patients are discharged. They are required to follow strictly the rules regarding "Paying Patients".
- oo) Assistant Registrars will see that their "Vesper Orders" are sent down to the Dispensary before 8:00am daily so that patients on stat order may get their medicines at the prescribed hours,
- pp) In the event of a case of infectious disease being discovered in the wards information will at once be given to the Professor-in-charge.
- qq) Assistant Registrars are liable to realize/collect for any loss, damage or breakage of Hospital property which is proved due to negligence from the defaulters.

Clinical Pathologist

- a) The Senior Clinical Pathologist shall be in-charge of the department. All Medical and Non-Medical staffs shall work under his supervision.
- b) This department will responsible for all kinds of examinations except Serological and Bacteriological examinations.
- c) The Senior Clinical Pathologist shall maintain stock ledgers of all articles and appliances of the department and shall be responsible for the up-keep and proper functioning of the department.
- d) Daily record register of all examinations performed shall be maintained. Paying and Non-Paying cases are to be maintained separately.
- e) The department shall remain open daily from 9:00 am to 3:00 pm or till the work is finished except Sundays and holidays. On Fridays it shall remain open from 8:30am to 12:00 noon.
- f) All requisitions and the examinations must reach the Laboratory by 10:00 am from the hospital indoor.

- g) The Assistant Registrar or the Nurse-in-charge will be responsible for sending the specimens of urine, stool, sputum, biopsies, gastric suction and biochemical examination materials.
- h) The Laboratory would be responsible for obtaining the specimens for routine blood examinations such as HB%, TC, DC, ESR etc.
- i) The outdoor section of the Clinical Pathology shall cater for the patients of the out-patient department and shall remain open from 8:30 am to 1:30 pm or till the work is finished. A specimens and requisitions for examinations are to be brought by 10:30 am to the outdoor pathological laboratory.
- j) Emergency examinations during working hours from the OPD requisitioned by the Medical 'Officer/RS/RP from the Hospital indoor by the Clinical Assistant or Senior Assistant Registrar shall be done on the same day without delay.
- k) Emergency examinations between 10:00 pm and 7:00 am shall be done by the respective Assistant Registrar. In case the visiting staff thinks that the pathological examination is to be done by a pathologist between the hours of 10:00 pm and 7:00 am the pathologist on duty shall come to do the necessary examination.
- l) The charge for paying cases shall be according to the rates fixed by the Authority.
- m) Emergency pathological examination between 3:00 pm and 10:00 pm shall be done by the Officer on duty. on requisition.
- n) On Fridays and holidays the doctor on duty from :00 pm to 10:00 pm shall attend the emergency call from 7:00 am to 3:00 pm.

Anaesthetist

- a) Anaesthetist are responsible for anaesthesia of patients.
- b) The choice of the anaesthetic agent and the technique shall be arrived at by the combined judgment of the Surgeon and the anaesthetist, or in the absence of an Anaesthetist the Surgeon alone.
- c) All anaesthetist shall work under the supervision of the Chief Anaesthetist who shall allot duties to them.
- d) Pre-anaesthetic care and premedications are the responsibility of the Anaesthetist.
- e) The Anaesthetist shall see anaesthetised patient from time to time in the Post Operative Room.
- f) The duty hours of the Anaesthetist shall be 8:00 am to 2:00 pm daily except Fridays and Holidays.
- g) The Anaesthetist on duty shall be available for giving anaesthesia after the duty hours and on holidays for emergency operations.
- h) One anaesthetist shall be on duty from 2:00 pm to 10:00 pm and another from 10:00 pm to 6:00 am on all days.
- i) On Fridays and holidays the doctor on duty for the afternoon, shall attend emergency operation from 6:00 am to 2:00 pm also.

- j) All requisitions for anaesthetist during their off duty hours shall be done through the respective Registrar. Requisitions after 10:00 am shall be done only for really emergency cases who require immediate operation.
- k) All irregularities and any untoward incidence shall be reported to the Director by the Chief Anaesthetist.
- l) The Chief Anaesthetist or the Anaesthetist doing duty in his place shall report to the Director about any death of patient occurring on the table with the short notes within 24 hours.
- m) The Chief Anaesthetist will give clinical teaching and demonstration regarding anaesthesia to the students.
- n) One Anaesthetist will be the in-charge of Post-operative ward and another will be the in-charge of Intensive Care Unit.

Resident Physician/Surgeon

- a) Must be FCPS/FRCS/MRCP/MRCOG/MD/MS or equivalent qualification recognized by BMDC.
- b) In the absence of the Consultants, the Resident Physician/Surgeon will be in charge of the wards. All matters of importance including emergencies will be referred to them for disposal.
- c) Resident Physician/Surgeon will be in-charge of 'the out-patients department and Emergency Department. They will see the referred patients and will admit the patient, whenever needed.
- d) They will supervise the works of the medical officers and they will see that proper order and discipline is maintained in the out-patient department.
- e) Their jobs are whole time & residential. They will maintain duty Roster of Medical Officers.
- f) Resident Physician/Surgeon are responsible for admission of patients as laid down in the rules for admission.
- g) Sick Staff, will report to the Resident Physician/Surgeon for treatment.
- h) They will countersign all requirements like Drugs, Equipments, bandages. Dressings etc. in the absence of the Consultants/Professor,
- i) They will see that no clinical reports, X-Ray findings and other Hospital records are shown to any body except the medical staff concerned of the Hospital.
- j) They will report to the Deputy Director unusual occurrences of hospital.
- k) They will bring to the notice of the Director of any person discharged who have no place to go.
- l) Resident Surgeon will arrange emergency operations and they will inform the professor/consultants if necessary.
- m) Resident Physician will consult Professor/Consultant of the department if necessary.

Lecturer/Medical Officer

- a) Must be MBBS recognized by BMDC
- b) Medical Officer will work under the consultants/professor and Resident Physician/Surgeon & Registrar.
- c) They are responsible for care and treatment of patients and for carrying out all orders of the Professor/Consultants, RP/Registrar.
- d) They will see and attend to new admissions as soon as such admission is made.
- e) They are responsible for writing all documents of the patients and entering details of examination and treatment and investigation.
- f) On discharge of a patients a Medical Officer will carefully enter the discharge certificates giving the date, time of discharge and entering the final diagnosis and result of the treatment. Similar entries shall be made on the Bed-Head Tickets. All documents shall be sent to Resident Physician/Surgeon for counter signature.
- g) In the event of a medical case requiring surgical treatment the medical officer concerned shall report it to consultant/RP/Registrar who will refer the case to his counter-part and an arrangement shall be made to transfer the cases by order of the RP/RS and similar procedures shall be followed in other cases.
- h) When a death occurs, the Medical Officer concerned or in his absence, the Emergency Medical Officer, personally inject the dead body while in the ward and shall enter on the bed-head ticket of patient 'Seen dead' stating, the time, date and adding his signature. Death certificate should be written in block letters stating the cause of death by the Medical Officer and this shall be countersigned by the RP/RS/Registrar.
- i) The death certificate is to be handed over to the ward master or the person responsible for disposal of dead bodies after entering the Registrar.
- j) Medical Officer shall report for duty at 8:00 AM and shall remain on duty till the work-hour is over and duty is to be handed over to the next Medical Officer. All the orders of the consultants are to be carried out before departure.
- k) When a Medical Officer receives information that a case requires immediate operation he will discuss with RS, according to the advice of the RS, he will do the needful for early operation if necessary.
- l) Medical Officer shall be strict with the rules regarding diet prescribed for the patients and they shall not order extra diet without the permission of the consultant/professor.
- m) All diets and extra items of food allowed for the patients from outside shall be ordered by the Medical Officer.
- n) Medical Officer shall furnish all reports called for by the police about any patient in their wards with prior permission of the Director and Deputy Director.

- o) Medical Officer shall 'see that the privilege of visiting patient at authorized hours is not abused and will not allow visitors outside visiting hours without written permission of the consultants and RP/RS.
- p) The Medical Officer shall inform the operation theatre in a book provided for the purpose, the number of cases to be operated, the time and the nature of operation.
- q) The Medical Officer shall be responsible that all cases requiring X-Ray examination and other Clinical Examination are sent to the respective Department.
- r) Medical Officer will see that the paying patients have paid all the du of the Hospital before the patients are discharged.
- s) In case of infectious being diseases in the ward, the Medical Officer shall immediately inform the RP/RS.
- t) Medical Officer are liable to pay for any loss, damage or break-age of hospital property which is proved due to their negligence.

Emergency Medical Officer

- a) Must be MBBS recognized by BMDC
- b) The duties, amongst the Emergency Medical Officers in the Emergency room shall be arranged by the RS by rotation.
- c) Emergency Medical Officer shall be responsible directly to the RS.
- d) During duty hours, emergency Medical Officers shall see all cases attending the Emergency Department and are responsible for their care and treatment.
- e) Emergency Medical Officer is responsible for admission of cases in the hospital during his time of duty.
- f) The emergency Medical Officer shall see all serious and urgent cases after their admission & ensure whether treatment is started promptly or not.
- g) Emergency Medical Officer will keep the records of all accidents, injury cases, poisoning and suspected poisoning and will inform the higher authority for needful.
- h) In the event of the death of patient in the Emergency room, lie shall write seen dead with time, date and cause of death on the ticket before the body is removed and record should be kept properly.
- i) The Emergency Medical Officer on duty. Will keep the records in the duty-room-book during his period of duty. He must not leave the hospital till he has been relieved in person by the relieving officer.
- j) Emergency Medical Officer will be responsible for the proper upkeep of the department. Any defect noticed by him will be reported to the Resident Surgeon at once.

Medical Officer Stores

- a) Must be MBBS recognized by BMDC

- b) The General stores for bedding, furniture, sundry goods, medicines, etc. shall remain under the charge of the medical officer stores.
- c) He will be responsible for maintenance of stock account of all articles.
- d) He will receive requisitions from wards and other departments and submit the same to the Deputy Director for approval and orders.
- e) He shall supervise all items of the stores and shall see that they have reached the proper destination. He will obtain signed receipts from indenting officers in support of issue and preserve them for verification and audit purposes.
- f) He shall submit the statement of such stores to Deputy Director/ Director/ Principal about present stock from time to time add also submit the requirements for purchases. He shall maintain a book prescribed for tills purpose.
- g) On receipt of the articles supplied by the contractors, against indent shall be entered in the book maintained for the purpose and place it before the Dy. Director for inspection.
- h) All the articles received after being approved by the Dy. Director shall enter them into the respective stock ledger.
- i) He will prepare annual stationery indent and get it approved by the Deputy Director and Director.
- j) The stock of furniture in use of different departments & wards of the hospital are to be maintained and the Medic& Officer stores shall I maintain a general stock book of all furniture in use.
- k) He will arrange to repair all furniture in use whenever required.
- l) He will attend the condemnation Board to help checking the articles sent for condemnation from different departments of the Hospital and he will see that all articles declared condemned and unserviceable by the condemnation board, are placed disposal.
- m) He shall draw up a statement of condemned but salable articles and submit it to the Deputy Director.
- n) He shall verify all bills & vouchers of purchased items.
- o) He will assist the Dy. Director and other officers in the matter of verifications of stock in the central stores.
- p) He will submit a statement in a prescribed form giving particulars of all articles purchased locally during a month by the 1st week of the next month.
- q) He shall carry out any other order/orders given by the Director or Dy. Director relating to management of stores.

Hostel Superintendent

- a) She will be responsible for hostel seat allotment, discipline of the students, she will also look after the hostel mess,
- b) She will maintain the time of visitors to the hostel. She will be responsible about discipline of the hostel.

Assistant Hostel Superintendent

- a). She will assist Hostel Superintendent in all matters.
- b) She will act as acting Hostel Superintendent in absence of Hostel Superintendent.

Matron

- a) Matron is Direct in-charge of the Hospital nursing Staff,
- b) She will be responsible to the Deputy Director/Director/Principal.
- c) She will supervise the works of the nurses, give round to various wards and department like operation theatre, labour room and particularly to look cleanliness of the wards and departments of the Hospital.
- d) She will accompany the Deputy Director/Director on his us rounds of the Hospital.
- e) She will deal with the breaches of discipline of the nursing staff and will refer serious breaches of discipline to the Deputy Director/Director for action.
- f) She will supervise the welfare of the nursing staff and will inspect the nurses hostel weekly.
- g) She will also satisfy herself that the massing arrangement are satisfactory and the food is properly cooked and served,
- h) She will check the upkeep of the ward stock book will sign them every 3 (Three) months.
- I) She will listen to the greivences and complaints of the nursing staff and report them to the Deputy Director.
- j) She will satisfy herself that a cordial relation exist between the nursing staff and other staff of the Hospital.

Assistant Matron:

- a) Asst. Matron shall have to assist the Matron in her works and shall' be responsible to comply with the works allotted to her by the Matron on the approval of the Deputy Director and the Director.
- b) She will officiate as a Matron in her absence.

College Academic Secretary

- a) He/She must be a MA or equivalent. In exceptional circumstances qualification may be relaxed to a graduate (general).
- b) College Academic Secretary will be direct in-charge of the office.
- c) He/She will keep proper service books of all the teachers and staff up- to-date & will place before the Vice Principal/Principal from time to time. He/She shall make

arrangement for safe custody of all security materials/securities of the college and will bring to the notice of the Vice Principal/Principal immediately.

- d) He/She will be overall in-charge of record keeping of all the students and of all professional examinations. He/She 'will arrange' advertisement in the newspaper for the 1st year MBBS admission & recruitment of teachers. He/She will be responsible for 1st year admission. He/She will arrange conduct and writing of minutes of Academic Council meeting and Governing Body meetings.
- e) He/She will also be responsible registration of the 1st year MBBS students.
- f) He/She will be the Liaison Officer with Chittagong University/BMDC.

Assistant Academic Secretary

- a) He/She must be a graduate (general).
- b) He/She is responsible to academic secretary for discipline.
- c) He/She will check in all matters of the college and other jobs.
- d) He/She will be overall in-charge of record keeping of all the students, conduction of all professional examination, new 1st year admission, Registration of the candidates.
- e) He/She will be the liaison officer with Chittagong University/BMDC.
- f) He/She will be responsible for collection and recording of minutes of Academic Council and Governing Body meetings.
- g) He/She will act as Academic Secretary in absence of Academic Secretary.

Account Officer of the College & Hospital

- a) He is directly responsible for the account section of the hospital/college. He will sign cash books daily & verify cash balances daily. He will see that all charges of paying beds, cabins, X-rays & other investigation & other income of the college/hospitals are being collected properly.
- b) He will examine all vouchers & bills before they are put to the Dy. Director/Director/Vice Principal/Principal.
- c) He will maintain the bank accounts & deposit & withdraw of money from the bank as per direction of the Director/Principal.
- d) He will process the annual budget of the hospital/college.
- e) He will prepare the pay bills of hospital/college staff & will add the increment as per rule.
- f) He will arrange the duties of the staff under him. If there is any irregularities or breach of discipline, he will bring it to the notice of the Dy. Director/ Director/Vice Principal/Principal.

Store Keeper

- a) His hours of duty are from 8:00 am to 12:30 pm and from 3:30pm to 5:30 pm.

- b) He is in of sundry goods, furniture, bedding and clothing, thans of gauze and bandage cloth, coal, repairing materials and stationery.
- c) He is responsible for the maintenance of stock account of these articles.
- d) He has to draw up summery of requisition received from various wards and departments and submit the same to the Administrative Officer approval and orders for issue.
- e) He has to supervise personally all issues of the above stores and to see that they have reached the proper destination. He has to obtain signed receipts from the indenting officers in support of issue and preserve them for verification and audit purposes.
- f) He has to submit to the Administrative Officer statements of such stores as are required to be purchased. He has to maintain a book prescribed for this purpose. When the statement is sanctioned both by the secretary and the Director he has to draw up indents on contractors and get them signed by the Administrative Officer.
- g) On receipt of stores supplied by the contractors against indents referred to in the preceding paragraph, he has to enter them in a book maintained for the purpose and inform the secretary for his inspection.
- h) On the stores received being approved by the Secretary, he has to enter them into the respective stock ledgers.
- i) He is to prepare annual stationary indent and to take delivery there of from the stationary office.
- j) The stock of furniture in use in different wards of the hospitals and departments are maintained by the respective ward masters, but the storekeeper has to maintain a general stock book of all furniture in use throughout the hospital.
- k) He has to maintain the attendance registrar of the carpenters and the blacksmith and supervise their work.
- l) He has to attend to repairs of all furniture and maintain a register for the purpose.
- m) He has to supervise the manufacture of splints by the carpenters and the blacksmith.
- n) He has to attend the condemnation board which is held quarterly to help checking of articles sent for condemnation from the different wards and departments of the hospital.
- o) He is responsible to see that all articles declared condemned and unserviceable by the condemnation board are destroyed.
- p) From condemned linen of other wards he is to manufacture rag for cleaning purposes and splints.
- q) He has to draw up statements of condemned but saleable article and submit the same to the Administrative Officer.
- r) He has to verify bills for all stores purchased and endorse necessary certificates required under the rules.
- s) He is to assist the Administrative Officer in the matter of the verification of stock in the central stores.

- t) He is to report to the Administrative Officer all irregularities that may come to his notice.
- u) He has to submit a statement in a prescribed form giving the particulars of all purchases made locally during a month by the first week of the month following and.
- v) Any other orders that may be given to him by the Director or the Administrative Officer.

Nurse/Sister:

- a) Sister is the nearest supervising authority of the nursing staff of the hospital.
- b) She will be responsible to the Asst. Matron/Matron.
- c) She will deal with the works as allocated by the Asst. Matron/Matron.
- d) She will see to the upkeep of the wards stock book and will check and sign them, at least fortnightly.
- e) She will be responsible for the maintenance of discipline in the Nurses Hostel in addition to her duties.
- f) Sister O.T. will be responsible for the cleanliness. Smooth operation works, availability of the patients ready for operation in time.

Ward Masters:

- a) He shall work under direct s of Dy. Director and the Director.
- b) The duties of ward masters are such that no definite duty hours are prescribed.
- c) He will take roll calls of the IV Employees under them in time of arrival to his duty and will see that they carry out their duties.
- d) He will maintain strict discipline among the Grade ix and x Employees and see that they attend on duty in clean and well-dress in uniforms.
- e) After 6-00 P.M. one Ward Master will remain on duty till next morning.
- f) The Deputy Director will arrange the duty roster of the ward masters.
- g) They will see that the menials or any other allied persons do not report to the Dy. Director/Director directly.
- h) They will be present at the time of distribution of pay of Grade IV Employees and will identify them.
- i) They will see that the outdoor departments under their jurisdiction are properly locked up after working hours.
- j) They will be in-charge of all furniture in the respective departments and will maintain a stock register of the same in a book.
- k) They will report to the Deputy Director all breakages and losses.
- l) They will verify the stock of furniture in use twice in a year and get the verification approved by the Dy. Director.

- m) They will look after the general cleanliness, sanitation of the wards, blocks and departments under their care and satisfy themselves by going round at least three times a day.
- n) They will see that all fittings and fixtures, electric light, fans are in working order and will report to the Dy. Director if any misuse, breakage, leakage or defect.
- o) They will strictly follow the rules regulating to the custody of patients property and valuables.
- p) They will see that the standing orders laid down for visitors and patients are strictly followed.
- q) They will report forth-with when a patient absconds with or without to properties to the Medical Officer concerned and to the Resident Physician/RS/Dy. Director.
- r) The Ward Master in charge of the morgue will arrange for dead body to be handed over to the relatives together with death certificate and will take down their signature in a book maintained for the purpose.
- s) Unclaimed bodies will be handed over to the appropriate, burial societies with the knowledge to the Dy. Director & Director.
- t) He will personally see that proper respect is shown while handling dead and attend when dead bodies are dispatched from the morgue and make out necessary challans and keep reference of the challans in the death Register.
- u) Ward Masters will carry out any other duties which may from time to time allotted to them by the Director and the Deputy Director.

Ward Boys

- a) They will do 8.00 hours duty as per roster circulated by the Ward Master.
- b) They will assist the nursing staff in making beds, changing pillow covers, placing mosquito-nets and carry out orders of the doctors and nursing staff for the interest of the patient.
- c) They will attend to the comforts of the patients, accompany ill patients to X-Ray and other departments.
- d) They will carry medicines from the medical stores and other odd jobs.
- e) During meal time they will assist the distribution of diets to the patients, supply water and clean utensils.
- f) They will clean beside tables, tools and other furniture including windows and doors.
- g) They will request visitors to leave the wards after the schedule visiting hours and request visitors not to enter the wards beyond visiting time and report to the doctors or nurses on duty in case of refusal to leave the wards.
- h) They should always be in clean uniforms and maintain disciplines

Aya

- a) They will assist the nursing staff making up beds and cleaning linen
- b) They will dust all furniture, clean windows and doors, plates, knives, forks and spoons and all feeding utensils.
- c) They will carry patients too ill to walk from wards to operation room, X-ray department and other departments when necessary, also from the admission and emergency rooms to the wards.
- d) They will carry medicines and bottles, etc. to and from the dispensary and stores and go for hot water as often as it is required by the nurse.
- e) They will put up and take down mosquito nets on patients' beds night and morning.
- f) They will assist the cooks during the distribution of patients diet.
- g) Their hours of duty are as laid down by the superintendent.
- h) They will carry out all orders of the nursing staff given in the interests of the patients.

Cleaner

- a) They will do 8.00 hours duty as per rosters made by the Ward Master.
- b) They will give bedside urinals to patients who are unable to leave the beds, wash soil-linen, clean bedpans, urinals, bowls and other soil materials.
- c) They will sweep floors and disinfect the respective wards and adjoining areas as often as necessary.
- d) They will help the ward boys in carrying patients and stretchers, in shifting and changing beds and carry specimens of stools, urine, sputum and other materials to the a laboratory for examination.
- e) They will carry out the orders of the nursing staff & matrons for cleanliness of the wards and comfort of the patients.
- f) They will be under control of the wards masters who will take roll calls, supervise their works and arrange replacement, if necessary.

Rules Relating to Patients

- a) Patient who are not confined to bed will please allow their beds to be made in the morning and ambulatory patients are requested to help the nursing staff to keep beds and wards tidy.
- b) Bedridden patients will be attended by the nurse and ward boys.
- c) Patients should remain in the bed during the visit of the Medical staff.
 - i. Patients are not allowed to.
 - ii. Touch the bedhead tickets.
 - iii. Spit on the floor.
 - iv. Strew waste on the floor.

- v. Smoke in the Ward.
- vi. Shout or make unnecessary noises.
- vii. Loiter in the stairs, landings or enter the operation theater.
- v. out when the Medical Officer are on round.
- ix. Show disrespect to the medical and nursing staff or be rude to the ward boys and sweepers.
- d) Patients on admission will please make over all valuable etc. to the ward master with an inventory made and signed by him.
- e) No boxes or articles of kit except such things as shaving or washing instruments, hairbrush, comb are allowed to be kept. Money and valuables will be handed over to the ward master who will issue a receipt.
- f) On discharge these valuable will be returned to the patient and on death to the nearest relatives.
- g) Patients not confined to bed shall take their meals at places provided for the purpose.
- h) Patients must be in bed, by 9-00 P.M. and remain quiet after that hours.
 - i) They are not to sit other patients bed at any time.
- j) Patients who are not confined to bed will tend the latrine and will not use the urinals and bedpans.
- k) Patients will be allowed to leave on exceptional circumstances by the Consultants for a specified period and over staying will be liable to discharge from the Hospital.
- l) Patients will not be rude or strike employees of the Hospital but shall report to the consultants or medical office any negligence on the part of the Hospital employees.
- m) The patient will not play gramophone, wireless or transistors or any musical instrument in wards except at times laid down by the Director. They may however use portable radios with headphones.

Notice:

- C) The above pay scale will be effective for all the staff in the Medical for College for Eastern Medical College & Hospital Comilla from 1st January 2005.
- d) Contract job employees salary will be decided by the MB of EMC&H but the salary will not be less than the amount he/she was drawing in the same institute or in the Govt. Institute.
- e) House Rent and Medical Allowance will be pay as per Govt. rules/pay Scale.
- f) Charge allowance: (I) If any Prof./ Assoc Professor of the college perform duty as principal / Vice Principal in addition to his won duty will be entitled to get charge allowance of Tk. 5000 and Tk. 3000 per month respectively. (ii) If any teaching staff work in upper grade on current charge will be entitled to get additional allowance of Tk 2000 per month.
- g) RS/RP/AR will be provided with accommodation.

- h) The above scale may be changed as per Govt. Pay scale change or whenever required.
- i) If scale is given then clinical professors are entitled get 10 % commission from the patient they admitted and basic subject professors will get 40 % of their basic pay.
- j) Income tax of the employee will be given by the employer otherwise the employee will be given one month's full salary extra.
- k) All staff will enjoy the Eid bonus or other festival bonus at the rate of their basic pay or as per the contract rule of MB of EMC&H.
- l) All Doctors working in the EMC&H will get distance allowance as approved by the MB of EMC&H.
- m) SI. No- 22 will be entitled to get Tk 100/ month as Tiffin Allowance.
- n) Daily basis employee will get Tk. 100 / day and after completion of 5 years they will be taken in regularized service in .Grade-XIX.
- o) In special circumstances BOT may give special allowance to attract teachers in addition to normal pay scale.

This Service rule may be amended from time to time and as and when required by the committee by management Board of EMC&H.

Eastern Medical College

Kabila, Comilla

for all direct recruitment departmental candidates will have to be given preference, degree & diploma not mentioned in the schedule will be evaluated as per recommendation of PSC & BMDC

Sl. No.	Name of the specified post	Method of recruitment	For Promotees	For Direct Recruitment	Pay
1	Principal	Promotion/Direct recruitment	Professor with 7 years experience or as per BMDC	MBBS of equivalent degree recognized by BMDC. Registration from BMDC & 12 years experience after post graduate degree FCPS/FRCS/ MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	40000/- fixed or NPS Grade-I + 25% and + 5000/- charge allowance + Car + Driver + Telephone or which one is more
2	Director	Promotion/Direct recruitment	Professor with 7 years experience/ Dy. Director with 12 years experience or as per BMDC	MBBS of equivalent degree recognized by BMDC. Registration from BMDC & 12 years experience after post graduate degree on Hospital Administration/ FCPS/FRCS/MRCP/ MRCOG/MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	35000-39000/- fixed or NPS Grade-II + 25% and + 5000/- charge allowance + Car + Driver + Telephone
3	Vice-Principal	Promotion/Direct recruitment	Professor with 3 years experience or as per BMDC	MBBS of equivalent degree recognized by BMDC. Registration from BMDC & 12 years experience after post graduate degree FCPS/FRCS/MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	35000-39000/- fixed or NPS Grade-II + 25% and + 3000/- charge allowance

Sl. No.	Name of the specified post	Method of recruitment	For Promotees	For Direct Recruitment	Pay
4	Professor	Promotion/Direct recruitment	Associate Professor with 5 years experience with 8 articles published in any recognized medical journal or as per BMDC	MBBS of equivalent degree recognized by BMDC. Registration from BMDC & 8 years experience after post graduate degree FCPS/FRCS/ MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	35000-39000/- fixed or NPS Grade-II + 25% or which one is more
5	Associate Professor	Promotion/Direct recruitment	Assistant Professor with 3 years experience with 3 articles published in any recognized medical journal or as per BMDC	MBBS of equivalent degree recognized by BMDC. Registration from BMDC & 1 years experience after post graduate degree FCPS/FRCS/MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	30000-34000/- fixed or NPS Grade-III + 25%
6	Assistant Professor	Promotion/Direct recruitment	5 years teaching experience or as per BMDC	MBBS of equivalent degree recognized by BMDC. Registration from BMDC & 1 years experience after post graduate degree FCPS/FRCS/MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	25000-29000/- fixed or NPS Grade-IV + 25%

Sl. No.	Name of the specified post	Method of recruitment	For Promotees	For Direct Recruitment	Pay
7	Dy. Director	Promotion/Direct recruitment	5 years Hospital Administration experience	MBBS or equivalent degree recognized by MBBS. Registration from BMDC & 4 years experience after post graduate degree FCPS/FRCS/ MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	35000-39000/- fixed or NPS Grade-II + 25% or which one is more
8	Sr. Consultant (in hospital)	Promotion/Direct recruitment	5 years experience	MBBS or equivalent degree recognized by BMDC. Registration from BMDC & 5 years experience after post graduate degree FCPS/FRCS/MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. and Post graduate diplomas or equivalent degree	30000-34000/- fixed or NPS Grade-III + 25%
9	RS/RP (in hospital)	Promotion/Direct recruitment	4 years experience	MBBS or equivalent degree recognized by BMDC. Registration from BMDC & 1 years experience after post graduate degree FCPS/FRCS/MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. or equivalent degree	25000-29000/- fixed or NPS Grade-IV + 25%
10	Jr. Consultant (in hospital)		4 years experience	MBBS or equivalent degree recognized by BMDC. Registration from BMDC & 1 years experience after post graduate degree FCPS/FRCS/MRCP/ MRCOG/ MD/MS/ Ph.D/M.Phil. etc. & Post graduate diplomas or equivalent degree	25000-29000/- fixed or NPS Grade-IV + 25%

Sl. No.	Name of the specified post	Method of recruitment	For Promotees	For Direct Recruitment	Pay
11	Registrar	Promotion/Direct recruitment	5 years experience as MO	MBBS or equivalent degree recognized by BMDC. Minimum 5 years satisfactory service as MO.	15000-18000/- fixed or NPS Grade-VII + 25%
12.	Asst. Registrar	Promotion/Direct recruitment	4 years experience as MO	MBBS or equivalent degree recognized by BMDC. Minimum 4 years satisfactory service as MO. No financial benefit will be given for Asst. Registrar ship.	15000 fixed or NPS Grade-VII + 25%
13.	Lecturer/ Medical Officer	Direct recruitment	-	MBBS or equivalent degree recognized by BMDC.	15000 fixed or NPS Grade-VII + 25%

Sl. No.	Name of the specified post	Pay
14.	Chief Accountant / Academic Secretary	NPS Grade- VI+25%
15.	Sr. Accountant / Admin Officer / (Personal Officer) Computer Programmer / Matron	NPS Grade- VII+25%
16.	Account Officer/Asst. Computer Programmer / Librarian/ PS to Principal & Director/ Asst. Matron	NPS Grade- IX+25%
17.	Senior Medical Technologist/Asst. Librarian/Asst. Academic Secretary/Student Co-ordinator/Store	NPS Grade- X+25%
18.	Medical Technologist/ Lab Technologist/Cashier/Cashier/ Senior Sister/Medical Technologist/ Lab Asst./Store Keeper/Computer Operator / Head Asst.	NPS Grade- XI+25%
19.	Lab Technician/ Asst. Store Keeper / Ward Master	NPS Grade- XII+25%
20.	Electrician / Lab. Asst. / Artist/ Driver / Sr. Office Asst.	NPS Grade- XV+25%
21.	Typist / Painter / Office Asst/ Tel Operator / Receptionist / Ticket Clerk / Plumber / Projector Operator / Lab Attendant / Aid Nurse	NPS Grade- XVI+25%
22.	MLSS/Aya/ Cleaner/ Sweeper/ Mali/ Darwan/ Night Guard/ Security Guard/ Cook	NPS Grade-XIX+25%