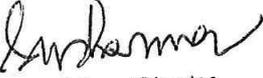


**MEMORANDUM OF ASSOCIATION OF
REGIONAL INSTITUTE OF MEDICAL SCIENCES
IMPHAL : MANIPUR**

- I. The name of the Society shall be "REGIONAL INSTITUTE OF MEDICAL SCIENCES"
- II. The Registered Office of the Society shall be at Lamphelpat, Imphal in the state of Manipur.
- III. The objects of the Society (hereinafter referred to as "Institute") shall be
 - (1) to impart, promote and diffuse knowledge and education for undergraduate and postgraduate in selected specialties of medical science including super-specialist, advanced learning and doctoral courses and to provide advanced and specialized medical facilities of the highest level in selected specialties, and to serve as a regional referral service centre for comprehensive health care for the North Eastern region;
 - (2) to create, provide, run and manage facilities and set up well equipped hospital(s) for comprehensive health care of excellence - including diagnosis, treatment, cure, prevention and rehabilitation;
 - (3) to impart and promote education and conduct training in all Para- medical and other supportive courses to enrich the quality of medical diagnosis, treatment and rehabilitation and for the purpose to establish institutions in the related fields ;
 - (4) to conduct research and development activities- basic or applied in any branch of medical science and related fields ;
 - (5) to provide, encourage, initiate or promote facilities for the discovery, improvement or development of new methods of diagnosis, understanding and prevention and treatment of diseases ;
 - (6) to develop and enrich the human resource value in medical science and other allied and supportive activities to meet the needs of the region;


निर्देशक / Director
क्षेत्रीय आरुविज्ञान संस्थान, इम्फाल
Regional Institute of Medical Sciences, Imphal

- (7) to hold examinations, grant and award certificates, diplomas and degrees in accordance with the rules and regulations of various national level regulatory authorities in medical and paramedical disciplines and the University affiliated to;
- (8) to contribute, co-ordinate and participate in various health care programmes undertaken by the Central and Beneficiary State Governments and other Government agencies including North Eastern Council;
- (9) to organize, arrange and encourage continuing medical education by way of seminars, conferences, workshops of either regional or national or international level in any speciality and to facilitate the participation, contribution and sharing to such continuing medical education programmes organized by other institutions and agencies and to carry out exchange programme including overseas with other institutions engaged in similar activities for sharing knowledge and expertise in the field of medical science;
- (10) to receive grants, contributions from the Government and other Government agencies, gifts, donations, subscriptions and loans from any organization, person either in the form of cash or movable or immovable assets in furtherance of the objects of the society and to accept donations for the purpose of instituting meritorious awards and prizes ;
- (11) to charge, collect fees from the students, trainees, patients for the services rendered ;
- (12) to acquire, take on lease or hire any immovable property and movable assets for the purpose of carrying out the objects of the Institute;
- (13) to sell, exchange and transfer any immovable property ;
- (14) to engage or appoint any person to teaching, non-teaching and supportive posts of any description, experts, consultants, architects, accountants etc. for carrying out the objects of Institute;
- (15) to invest the funds of the institute which are not required for immediate use in the securities of Central and State Government and other securities of public sector undertakings ;
- (16) to create and institute funds for specific purposes for furtherance of the objects of the Institute;

- (17) to frame rules and regulations from time to time for administration and management of the Institute;
- (18) to do any such act which is conducive and ancillary and incidental to the attainment of the objects of the Institute.
- IV. The overall management of the institute is entrusted to i) Board of Governors headed by Union Minister of Health and Family Welfare and ii) Executive Council headed by the Secretary Ministry of Health & Family Welfare, Govt. of India as under:

i) Board of Governors

- | | |
|---|------------------|
| 1) Union Minister of Health & Family Welfare,
Government of India | President |
| 2) Chief Minister of Manipur | Vice -President |
| 3) A representative of the Planning Commission,
Government of India | Member |
| 4) Health Ministers of the Beneficiary States | Members |
| 5) Secretary, Ministry of Health and Family Welfare,
Government of India | Member |
| 6) Secretary, Ministry of DONER, Government of India | Member |
| 7) Secretary, North Eastern Council, Shillong | Member |
| 8) Director General of Health Services, Government of
India | Member
Member |
| 9) Additional Secretary and F.A. , Ministry of Health &
Family Welfare, Government of India | Member |
| 10) Joint Secretary looking after the affairs of the
Institute in the Ministry of Health & Family Welfare,
Govt. of India | |
| 11) Vice-Chancellor, Manipur University | Member |
| 12) President, Medical Council of India | Member |
| 13) Director, Regional Institute of Medical Sciences,
Imphal | Member Secretary |


निदेशक / Director
क्षेत्रीय आयुर्विज्ञान संस्थान, इम्फाल
Regional Institute of Medical Sciences, Imphal

ii) **Executive Council**

- (1) Secretary, Ministry of Health and Family Welfare, Government of India, Chairman
- (2) Secretary, North Eastern Council, Vice- Chairman
- (3) The Director General of Health Services, Government of India or his Representative, Member
- (4) Additional Secretary & FA, Ministry of Health and Family Welfare, Government of India or his Representative, Member
- (5) Joint Secretary looking after the affairs of the Institute in the Ministry of Health & Family Welfare or his representative, Member
- (6) Joint Secretary, Ministry of DoNER, Government of India, Member
- (7) Commissioner/Secretary, Health and Family Welfare of beneficiary states or their representatives not below the rank of Director, Members
- (8) Medical Superintendent, RIMS Hospital, Member
- (9) A representative of the Academic staff of the Institute to be elected by faculty members every two years, Member
- (10) Director, Regional Institute of Medical Sciences, Impha, Member Secretary

V. **** Declaration:**

We, the several persons whose names and addresses are subscribed hereunder are desirous of forming into a society in pursuance of this Memorandum of Association

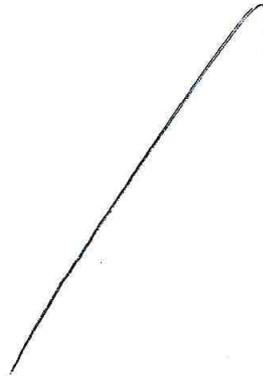
Sl.No	Signature	Designation	Address
1	Sd/- Suresh Kumar	Deputy Secretary	Ministry of Home Affairs, New Delhi
2	Sd/- Sharad Kumar	Dy. Director General of Health Services	Directorate General of Health Services, New Delhi

3	Sd/- R.K. Midha	Deputy Secretary	North Eastern Council Shillong
4.	Sd/- R.K. Dorendra Singh	Chief Minister	Manipur, Imphal
5.	Sd/- R. Goswami	Principal	North Eastern Regional Medical College, Imphal
6.	Sd/- S.K. Sudhakar	Secretary (Health)	Govt. of Manipur, Imphal
7.	Sd/- N.B. Roy	Director of Medical Health & F.P. Services	Govt. of Manipur, Imphal
8.	Sd/- O. Lyngdoh	Director of Health Services	Govt. of Meghalaya
9.	Sd/- A.K. Bhattacharjee	Director of Health Services	Govt. of Arunachal Pradesh, Shillong

*** Abstracted from the Bye-Laws of the then North Eastern Regional Medical College Society registered under Societies Registration Act 1860 Reg. No. 1777 of 11.12.75*

On the notification of the Memorandum of Association, the existing constitution of the Institution so far as it corresponds to the articles of this Memorandum of Association shall cease to operate.


निदेशक / Director
क्षेत्रीय आयुर्विज्ञान संस्थान, इम्फाल
Regional Institute of Medical Sciences, Imphal



**RULES AND REGULATIONS OF
REGIONAL INSTITUTE OF MEDICAL SCIENCES
IMPHAL : MANIPUR**

1 The words and expressions contained in these Rules and Regulations shall have the same meaning as in the Act or statutory modifications thereof. However, the following words and expressions shall have the meanings expressed against each, unless they are repugnant to the subject or context.

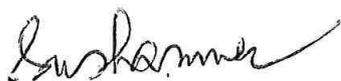
2 **Definitions**

- i) The 'Act' means The Manipur Societies Registration Act, 1989 *Definitions*
- ii) 'Beneficiary States' means the states of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura
- iii) 'Board of Governors' or 'Board' means the Board of Governors of the Institution which is the highest authority of the Institute
- iv) 'Chairman' means the Chairman of the Executive Council
- v) 'Chief Accounts Officer' means the Chief Accounts Officer-cum-Financial Advisor of the Institute
- vi) 'Director' means the Director of the Institute who is the Chief Executive Officer of the institute
- vii) 'Executive Council' or 'Council' means the Executive Council of the Institute constituted under these Rules
- viii) 'Institute' means Regional Institute of Medical Sciences
- ix) 'Member' means a member of the Board of Governors or the Executive Council, as the case may be
- x) 'President' means the President of Board of Governors of the Institute
- xi) 'RIMS Hospital' means The Regional Institute of Medical Sciences Hospital
- xii) 'Rules' or 'Regulations' means these Rules and Regulations of the Institute.

The words and expressions used in these Rules and not defined in these Rules shall have the meaning assigned to them in the Act

The words in singular form shall mean plural if the context so requires and vice-versa.

The words in masculine shall include feminine also.



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निर्देशक / Director
क्षेत्रीय आयुर्विज्ञान संस्थान, इम्फाल
Regional Institute of Medical Sciences, Imphal

3 The following shall be authorities of the Institute -

The Board of Governors, the Executive Committee or any other Committees constituted or authorities appointed from time to time by the orders of the Board of Governors or the Executive Council shall be authorities of the Institute.

4 Admission into and allocation of the seats in the Institute

The Institute was established with main object of catering the needs of the North Eastern States except Assam in the field of medical education and therefore, the admission into the Institute for undergraduate and postgraduate courses in the medical science or any other allied fields shall be reserved for the students to be nominated by the beneficiary states according to the seats allocated to them till such a time the Executive Council otherwise decides .

5 Board of Governors

The Board of Governors shall consist of the following members

- | | | |
|---|------------------|--|
| 1) Union Minister of Health & Family Welfare, Government of India | President | <i>Composition
of
Board of
Governors</i> |
| 2) Chief Minister of Manipur | Vice -President | |
| 3) A representative of the Planning Commission, Government of India | Member | |
| 4) Health Ministers of the Beneficiary States | Members | |
| 5) Secretary, Ministry of Health and Family Welfare, Government of India | Member | |
| 6) Secretary, Ministry of DONER, Government of India | Member | |
| 7) Secretary, North Eastern Council, Shillong | Member | |
| 8) Director General of Health Services, Government of India | Member | |
| 9) Additional Secretary and F.A. , Ministry of Health & Family Welfare, Government of India | Member | |
| 10) Joint Secretary looking after the affairs of the Institute in the Ministry of Health & Family Welfare, Govt. of India | Member | |
| 11) Vice-Chancellor, Manipur University | Member | |
| 12) President, Medical Council of India | Member | |
| 13) Director, Regional Institute of Medical Sciences, Imphal | Member Secretary | |

In addition to above, the Board of Governors shall have the power co-opt any two members who shall be considered resourceful for the purpose of the Institute.

- 6 The term of ex-officio members shall co-terminus with the tenure of their respective offices. *Ex-officio member*

7 The powers and functions of the Board of Governors shall be

- (1) The Board of Governors shall be the highest and ultimate authority of the Institute which shall have the power to do all necessary acts for the attainment of the objects of the Institute specified in the Memorandum of Association. *Powers and functions of Board of Governors*
- (2) The Board of Governors shall be empowered to carry out the following functions -
- to adopt the annual budget of the Institute approved by the Executive Council ;
 - to consider and adopt the annual report, audit report and audited accounts of the Institute for the purpose of placing before the parliament ;
 - to take a final decision on the matters which are referred to by the Executive Council and Director of the Institute ;
 - to review the functioning of the institute ;
 - to do any other acts that are consistent with the objects of the Institute.

8 Executive Council

- i) There shall be an Executive Committee consisting of the following members *Executive Committee & Composition*
- (1) Secretary, Ministry of Health and Family Welfare, Government of India Chairman
 - (2) Secretary, North Eastern Council Vice- Chairman
 - (3) The Director General of Health Services, Government of India or his Representative Member



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- | | | |
|---|---------|------------------|
| (4) Additional Secretary & FA, Ministry of Health and Family Welfare, Government of India or his Representative | Member | |
| (5) Joint Secretary looking after the affairs of the Institute in the Ministry of Health & Family Welfare or his representative | Member | |
| (6) Joint Secretary, Ministry of DoNER, Government of India | Member | |
| (7) Commissioner/Secretary, Health and Family Welfare of beneficiary states or their representatives not below the rank of Director | Members | |
| (8) Medical Superintendent, RIMS Hospital | Member | |
| (9) A representative of the Academic staff of the Institute to be elected by faculty members every two years. | Member | Member Secretary |
| (10) Director, Regional Institute of Medical Sciences, Imphal | | |
- ii) The term of the office of the members of Executive Council shall be co-terminus with the term of their respective offices. *Term of office*
- iii) The management and administration of the Institute shall vest to the Executive Council and accordingly shall have the following powers and functions : *Powers and Functions*
- a) to supervise the overall administration and management of the Institute ;
 - b) to consider and approve the budget estimates including revised and supplementary expenditure recommended by the Finance Committee and appraise the same to the Board of Governors;
 - c) to consider and approve creation, upgradation and abolition of posts and revision of scale of pay and allowances in the light of the recommendations of the Finance Committee;
 - d) to consider all the proposals for expenditure beyond the powers delegated to the Director ;

- e) to prepare annual report of the Institute for presenting to the Board of Governors;
- f) to review the finance of the Institute from time to time through periodical control statements and to give advice thereon ;
- g) to review the progress of the work of the Institute and to hold enquiries into the affairs thereof ;
- h) to consider and approve the academic, scientific and technical programmes of the institute;
- i) to review the functioning of the various committees and give directions to such Committees ;
- j) to frame Bye-laws and procedures for conduct of the affairs of the Institute;
- k) to enter into an agreement for co-operation with any other educational institutions having objects wholly or partly similar to those of the Institute in such a manner as considered expedient ;
- l) to exercise such powers and discharge such duties as the Board of Governors may confer upon or entrust to from time to time ;
- m) the Council may wherever necessary amend the bye law rules and regulation of the institute after obtaining concurrence of the Ministry of Health & Family Welfare, Government of India.

9 Standing Finance Committee

- i) There shall be a standing Finance Committee of the Institute which shall be constituted by the Executive Committee, consisting of not more than eight members. The composition of the committee shall be:

*Composition
of Finance
Committee*

- a) Addl. Secretary & FA, Ministry of Health & Family Welfare, Government of India -Chairman
- b) Director, RIMS, Imphal -Member
- c) Joint Secretary looking after the affairs of the Institute in the Ministry of Health & Family Welfare -Member
- d) Joint Secretary, DoNER -Member
- e) Chief Accounts Officer –cum- Financial Adviser RIMS, Imphal. -Member Convenor



ii) The functions of the Finance Committee shall be to consider the following business and make recommendations thereon to the appropriate authorities:

*Functions of
Standing
Finance
Committee*

- a) Annual Accounts of the Institute showing Receipts and Payments, Income and Expenditure Account and Balance Sheet
- b) Annual budget estimates including revised and supplementary estimates
- c) All the proposals for the creation of post
- d) All financial matters pertaining to the Institute not specifically delegated or assigned to any Authority or Committee of the provision of the Institute.

iii) The term of office of ex-officio members of the Standing Finance Committee shall be co-terminus with the term of their respective offices and in the case of other members, the term shall not be more than 3 years.

*Term of
Office*

iv) Any casual vacancy arising in the Standing Finance Committee shall be filled in by the Chairman of the Executive Council.

10 Constitution of other Committees

The Executive Council shall have the power to constitute from time to time various committees including Academic Committee, Construction Committee, Selection Committee, and Purchase Committee for such purpose, comprising of such number of members upon such terms as may be deemed necessary and any casual vacancy in the committee may be filled in by the Chairman. The composition of the Selection Committee and Purchase Committee for the time being shall be-

*Constitution
of other
committees*

Selection Committee/DPCⁱ

For the post of Group – 'A'

A. (Asstt. Professors & above (excluding Director), Medical Superintendent, Deputy Director (Admn.), Chief Accounts Officer – cum- Financial Adviser, Senior Librarian, Librarian, Tutor- Dental Collegeⁱⁱ)

(1)	Director General of Health Services, Government of India	Chairman
(2)	The Joint Secretary looking after the affairs of RIMS, Imphal in the Ministry of Health & Family Welfare, Govt. of India	Member
(3)	One member of the Executive Council, Society of RIMS, Imphal (by rotation)	Member
(4)	One expert in the subject concerned from outside the Institute	Member
(5)	The Director, R.I.M.S., Imphal	Member Secretary

(In case of promotion, the Expert in the concerned subject will be the Head of the Department concerned or any officer not below the rank of Professor in the concerned Department. In case of appointment of Chief Accounts Officer –cum-Financial Adviser, RIMS, the Addl. Secretary & F.A, Ministry of Health & Family Welfare, Govt. of India will be the Subject expert.)

B. For the posts Group – 'B' [Group – B non-teaching posts and for the post of Tutor of Nursing College]

(1)	The Director, RIMS, Imphal	Chairman
(2)	Director/Dy. Secretary looking after the affairs of RIMS, Imphal in the Ministry of Health & Family Welfare, Govt. of India	Member
(3)	One member of the Executive Council, Society of RIMS, Imphal or a nominee of the beneficiary States not below the rank of Deputy Secretary/Joint Director (by rotation)	Member
(4)	Medical Superintendent, RIMS Hospital, Imphal	Member
(5)	One expert in the Subject concerned*	Member
(6)	Dy. Director (Admn.), RIMS, Imphal	Member Secretary

* For recruitment of Nursing Officer (Staff Nurse), the Nursing Advisor, MoH&FW, GoI or his/her nominee shall be the subject expert.



C. For the post of Group 'C' & 'D':

(1)	The Director, RIMS, Imphal	Chairman (except for hospital staff)
(2)	Medical Superintendent, RIMS Hospital, Imphal	Chairman (for hospital staff)
(3)	One member of the Executive Council, Society of RIMS, Imphal or a nominee of the beneficiary States not below the rank of Deputy Secretary/ Joint Director (by rotation)	Member
(4)	Medical Superintendent, RIMS Hospital, Imphal	Member
(5)	Dy. Director (Admn.), RIMS, Imphal	Member Secretary

D. For the posts of Sr. Resident and CMO on tenure basis:

(1)	The Director, RIMS, Imphal	Chairman
(2)	Medical Superintendent, RIMS Hospital, Imphal	Member
(3)	A member from outside the Institute not below the rank of Associate Professor/ Joint Director.	Member
(4)	Concerned HoD/ Principal.	Member
(5)	Dy. Director (Admn.), RIMS, Imphal	Member Secretary

E. For crossing Probation period and Confirmation:

(1)	The Director, RIMS, Imphal.	Chairman
(2)	Medical Superintendent, RIMS Hospital, Imphal	Member
(3)	Concerned HoD/ Principal.	Member
(4)	Dy. Director (Admn.), RIMS, Imphal	Member

F. For appointment of Staff on contract basis.

(1)	The Director, RIMS, Imphal	Chairman
(2)	Medical Superintendent, RIMS Hospital, Imphal	Member
(3)	A member from outside the Institute not below the rank of Deputy Secretary/ Joint Director.	Member
(4)	Dy. Director (Admn.), RIMS, Imphal	Member Secretary

- a) Separate composition to be prescribed for Committees to select Teaching and Non-Teaching personnel.
- b) Induction of an expert from outside the Institute may continue to be optional for Non-teaching posts.
- c) There must be mandatory inclusion of two outside experts from the speciality concerned to be nominated by Secretary, Ministry of Health & F.W. form out of panel of at least ten names approved in advance by the Executive Council.
- d) Similarly, for teaching posts below the level of Professor, there may be mandatory inclusion of one expert to be nominated as above.

Purchase Committeeⁱⁱⁱ

(1)	The Director, RIMS, Imphal	Chairman
(2)	Medical Superintendent, RIMS Hospital, Imphal	Member
(3)	The concerned Principal/HOD, RIMS, Imphal	Member
(4)	Director, NEIGRIHMS or his nominee (when the value of the individual equipment/item is more than Rs. 30 lakh)	Member
(5)	One expert Member to be nominated by the Principal, Gauhati Medical College (when the value of the individual equipment/item is more than Rs. 30 lakh)	Member
(6)	Dy. Director (Admn.), RIMS, Imphal	Member Secretary



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11. President

The President of the Board of Governors shall be President of the Institute and exercise such powers and discharge such functions as laid down in these Rules or as may be required.

12. Director of the Institute

12 (1)

- i) There shall be a Chief Executive Officer designated as the Director of the Head of all academic, scientific and administrative functions of the institute and be overall in-charge of day to day affairs of the Institute.
- ii) The Director of the Institute shall be appointed by the President of Board of Governors (BOG), RIMS (Hon'ble Union Minister of Health and Family Welfare, GOI) with the concurrence of the Central Government from a panel of names recommended by "a Search cum Selection Committee as approved by the Union Minister of Health & Family Welfare in his capacity as President of the Board of governors, RIMS & DOPT". The term of office of Director shall be five years or till the incumbent attains the age of sixty five years whichever be earlier. An incumbent Director shall be eligible for re-appointment for another term provided the procedure laid down hereinbefore is followed. Authority for approval of extension in tenure of Director will vest with the ACC (*).
- iii) Notwithstanding anything contained hereinabove, the President, RIMS may appoint a person to officiate as director either during temporary absence of the regular incumbent or where the office of Director falls vacant for any reason for a period not exceeding six months at a time within the concurrence of the Central Government. However, in respect of unanticipated vacancies (the regular appointments to which require ACC approval) the administrative ministry may, with the approval of the Minister in charge, order additional charge arrangements subject to maximum period of six months, with effect from the date of occurrence of the vacancy and also subject to the condition that the officer to whom the additional charge is assigned is the senior most officer in the next lower grade and is clear from vigilance angle. (**)

- iv) The Director shall be entitled to such salary and other allowances and shall be governed by such conditions of service in respect of leave, pension, provident fund and other matters as may be prescribed under the Regulations in this behalf.
- v) The Board of Governors shall, if it is of the opinion that it is in the public interest to do so, have the right to terminate the term of office of Director at any time before the expiry of his term by giving him a notice of not less than three months in writing or three months' salary and allowances in lieu thereof. The Director shall also have the right to relinquish his office at any time before the expiry of his term by giving to the institute a notice of not less than three months in writing, failing which he shall have to pay the institute three months salary and allowances.
- vi) The Director shall act as the Member Secretary to the Board of Governors and the Executive Council.
- a) The Director shall exercise such powers and discharge such functions as may be prescribed under the Rules and Regulations or as may be delegated to him by the Board of Governors or the President of the Board of Governors or by the Executive Council or by the Chairman of the Executive Council.
- b) The Director shall have the power to allocate the duties to officers and employees of the Institute.
- c) The Director shall have the power to constitute a sub-committee(s) for various purposes and set the term thereof to assist him in the smooth administration of the affairs of the institute.
- d) The Director may delegate any of his powers, duties and functions to an officer of the institute to such an extent as he considers expedient in the exigencies of work. Such delegations shall be reported to the Board of Governors which shall either ratify the delegations or annul or modify it.
- e) In any emergency, the Director shall have the authority to take any suitable action which is considered expedient and in the interest of the institute and report to the President, Board of Governors immediately and later on to the Board of Governors of such action.



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12(2)

The President shall have the power to suspend operation of any action taken under sub-clause (1) pending its consideration by the Board of Governors. It will be competent for the Council to revoke or modify such action if it is considered to be inconsistent with the Rules and Regulations governing the Society or are not in conformity with established practices of prudent Financial and Personnel Management.

12(3)

The powers conferred on the Director under this clause shall not extend to creation, abolition or upgradation of posts or modification in scales of pay and allowances.

(This is in consonance with the latest guidelines issued by GOI/DOPT vide O.M. No. AB-14017/11/2004-Estt. (RR), dated 30th July 2007*

*(**) This is in line with the latest guidelines issued by GOI/DOPT vide O.M. No. 28/13/2006-EO(SM-II), dated 3rd July, 2006 and is also being followed in other parallel institutions.*

13 Other employees of the Institute

- i) The Executive Council may from time to time create necessary posts for the proper functioning of the Institute and the conditions of service in respect of leave, pension, provident fund and other matters may be governed as such prescribed under Rules.
- ii) The Executive Council may from time to time create necessary posts for appointment on honorary and visiting basis upon such terms as it may determine.

*Creation of
post*

14 Meetings

14.1 Meeting of the Board of Governors

- i) The Board of Governors shall meet at least once in a year which shall be termed as Annual Board Meeting. Any other meetings of the members than Annual Board meeting shall be called special meeting of the Board. *Annual Board Meeting*
- ii) The usual business of the Annual Board Meeting shall be
- a) to consider and adopt annual report of the Institute
 - b) to consider audit report and audited accounts of the Institute
 - c) to approve the annual budget of the Institute
 - d) any other business with the permission of the president or as proposed hereinafter by a member may also be transacted in the Annual Board Meeting. *Business in the meeting*
- iii) At least 14 days notice specifying the time, date and place of the meeting as fixed by the President shall be served to all the members. A meeting with shorter notice less than seven days also may be convened provided that the members present in the meeting approve such shorter notice. Any accidental omission in the issue of notice to any member shall not invalidate the proceedings of the meeting. *Notice of the meeting*
- iv) The quorum for the meeting shall be seven members personally present and within half an hour of the time fixed for the meeting if the quorum is not present the meeting may be adjourned to such date, time and place and in such adjourned meeting if the quorum is not present the members present thereat shall be quorum for the meeting to transact the business. *Quorum*
- v) The President of the Board shall be chairman of the meeting and in case of his inability, the Vice-President of the Board shall be chairman of the meeting. In case of inability of both the President and the Vice-President, the members present shall elect one amongst themselves to be chairman of the meeting to transact the business of the meeting. *Chairman of the meeting*



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vi) The President may, in the same manner as prescribed hereinabove, call a special meeting whenever he may think necessary or on a requisition in writing by not less than five members. Any valid requisition so made by members shall state the object(s) of the meeting and shall be signed by all requisitionists.

*Special
and
requisition
meeting*

vii) Any member desirous of moving a resolution in a meeting shall give notice to the Secretary of the Board and such a proposed resolution shall be circulated along with notice and agenda of the meeting. However, if such a proposal for the resolution is received after issue of the notice of the meeting but within seven days of the meeting, the proposed resolution shall be placed in the meeting.

*Proposal
for
resolution
from
members*

viii) All the disputed questions in the meeting shall be resolved by votes or consensus. Each member shall have one vote and in case of a tie the chairman of the meeting shall have a casting vote.

ix) Any other business than the usual business of the Annual Board Meeting may, if the President thinks expedient, be dealt with by circulation of the agenda along with the proposed resolution under registered cover amongst the members for the time being in India at their usual address giving them a clear 15 days time for the replies to be received and if no replies shall be received within the said period the resolution circulated shall be deemed to have been approved by the members concerned. Any such resolution by circulation and approved by a majority of the members shall be as effective and binding as if the same had been passed in a meeting of the Board.

*Meeting by
circulation*

x) Nothing in these Rules and Regulations shall prevent the President from exercising all the powers of the Board of Governors in case of the emergencies for the furtherance of the objects of the Institute and such action taken shall be reported in the next immediate meeting of the Board of Governors for ratification.

*Power of
President
in
emergency*

14.2 Meeting of Executive Council

- i) The Executive Committee shall meet as often as it considers expedient provided that at least once in every three months the Executive Committee shall meet in a meeting for the conduct of its business *Number of meetings a year*
- ii) At least 14 days notice specifying the time, date and place of the meeting shall be served to all the members. A meeting with shorter notice also may be convened provided that the members of the Executive Committee present in the meeting approve such a shorter notice. *Notice of the meeting*
- iii) Seven members of the Executive Committee present in person shall be quorum for the meeting. Within a half hour of the time fixed for the meeting if the quorum is not present the meeting may be adjourned to suitable time of the same day unless the Chairman shall fix another date, time and place, time and place of the meeting and in such an adjourned meeting the members present thereat shall be quorum for the meeting and accordingly the business of the meeting may be transacted. *Quorum*
- iv) The Executive Committee may, in its meeting, transact any business other than those reserved for the Board of Governors for development, management and administration of the Institute. *Business of the meeting*

14.3 Meeting of the other committees

The meeting of other Committees shall be regulated either as per terms of their appointment or as regulated amongst the members of the respective committees or as required by the Director.

15 Funds of the Institute

- i) The funds of the Institute shall consist of – *Grants*
- a) all the grants, contributions from or through Government of India or State Government
- b) all the moneys received from any agency by way of grants for specific purposes, gifts, donations, subscriptions, loans and borrowings
- c) all the fees and other charges received by the Institute from its activities
- d) all moneys received by the Institute in any manner or from any source



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- ii) all the moneys credited into the fund shall be deposited in any branch of a nationalized bank
- iii) The fund shall be under the custody and control of the Director and withdrawals from the Fund shall be made by cheques or by any method effecting withdrawal of the fund, signed by the Director jointly with Chief Accounts Officer or singly by the Chief Accounts Officer upto a certain limit duly authorized by the Director in this behalf. All other negotiable instruments tendered in favour of the Institute or drawn on the Institute shall be endorsed/ accepted in the same manner as authorised for signing the cheques.

*Operation
of the fund
and bank
account*

16 Budget of the Institute

- i) The Annual Budget of the Institute showing estimated receipts and expenditure shall be prepared in two parts in such a form as may be laid down by the Government of India and shall be submitted to the Government of India within the time fixed by them.
- ii) The budget shall indicate the following information :
- a) The actual receipts and expenditure (Capital and Revenue) of the preceding year
 - b) The revised estimates of receipts and expenditure for the current year along with actuals upto the preceding quarter of the current year
 - c) The estimates of the receipts and expenditure for ensuing year
 - d) Explanatory Notes in support of the allocations sought or any other details as required.

17 Accounts and Audit

- i) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of account consisting of Receipts and Payments Account, Income and Expenditure Account and Balance Sheet in such a form as the Government of India or Comptroller and Auditor General of India may prescribe from time to time.
- ii) The accounts of the Institute shall be audited by the Comptroller and Auditor General of India and any expenditure in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India.

iii) The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of the accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor- General of India has in connection with audit of the Government accounts and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the Institute.

iv) The accounts of the Institute as certified by the Comptroller and Auditor - General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the Central Government.

18 Annual Report

The Institute shall prepare for every year a report of its activities during the year ending on 31st March and submit the same to the Central Government with such number of copies thereof as required within the period as set by the Central Government. The Central Government shall cause a copy of the report to be laid before each House of the Parliament.

*Annual
Report*

19 Returns and Information

The Institute shall furnish to the Central Government such reports, returns and other information as they may require from time to time.

Returns

20 Directives of the Central Government

The Institute shall adopt/carry out the directives/guidelines as may be issued from time to time by the Central Government for efficient administration of the Institute.

*Directives
of Central
Govt.*

21 The Institution may or may be sued in the name of the Director.

22 Authentication

All orders of Board of Governors and Executive Council shall be authenticated by the signature of the Director of the Institute or of any other officers of the Institute as authorized to do so by the President or the Chairman as the case may be.

*Authenti-
cation of
orders*



All other instruments shall be authenticated by the signature of the Director of the Institute or of any other officers of the Institute as authorized to do so in this behalf.

*Authentic-
ation of
Instruments*

23 Income and Property of the Institute

- 1) The income and property of the Institute whenever derived shall be applied solely for the promotion of its objects as set forth in the Memorandum of Association, nevertheless in respect of the expenditure of grants made by the Central Government it may be incurred for such purpose and to such limitation as that Government may impose.
- 2) All the income and property of the Institute either movable or immovable shall vest to the Director, who shall hold the same on behalf of the Institution save the assets created out of the specific grants where by the terms of sanction of the grant the right of ownership in the property is vested to the granting authority in which case property shall vest to the Director to hold the same as trustee.
- 3) No portion of the income or property aforesaid shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to persons who, at any time are, or have been members of the Institute or to any one or more of them or to any person(s) claiming through any or more of them provided that nothing herein contained shall prevent the payment in good faith any remuneration to any member thereof or other persons in return for any service rendered to the Institute.

24 Property on dissolution

Upon the dissolution of the society, its assets, after satisfaction of its debts and liabilities, shall not be distributed amongst or paid to any member but shall be dealt with in the manner as the Central Government may determine.

*Property
on
dissolution*

25 Repeals and savings

- 1) Upon the adoption these Rules and Regulation the existing regulations and orders in force immediately before such shall, in so far as it provides for any of the matters contained in these regulations, cease to operate
- 2) Notwithstanding such cessation of operation, anything done or any action taken under the said rules, regulations or orders shall, in so far as such thing or action is not inconsistent with the provisions of these regulations, be deemed to have been done or taken under the corresponding provisions of these regulations and shall continue in force until superseded by anything done or any action taken under these regulations.

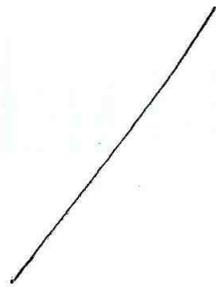
26 Interpretation

If any doubt about the interpretation of any of the provisions of these regulations the decision of the Board of Governors shall be final and binding.

*Interpreta-
tion*



निर्देशक / Director
क्षेत्रीय आयुर्विज्ञान संस्थान, इम्फाल
Regional Institute of Medical Sciences, Imphal



**BYE- LAWS OF
REGIONAL INSTITUTE OF MEDICAL SCIENCES**

1 Short Title

These Bye-laws may be called the Bye-laws of the Regional Institute of Medical Sciences, 2007

2 Definitions

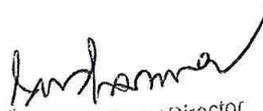
- i) 'Chairman' means the Chairman of the Executive Council
- ii) 'Chief Accounts Officer' means the Chief accounts Officer -cum -Financial Advisor of Institute
- iii) 'Deputy Director (Administration)' means the Deputy Director (Administration) of the Institute
- iv) ' Director' means the Director of the Institute appointed under Rule 13 of the Regulations
- v) 'Executive Council' means the Executive Council of the Institute
- vi) 'Fundamental Rules' means the Fundamental Rules as applicable to the Central Government servants
- vii) 'General Financial Rules' means the General Financial Rules , 1963 framed by the Central Government for financial management and control
- viii) 'Institute' means the Regional Institute of Medical Sciences
- ix) 'Medical Superintendent' means the Medical superintendent of the teaching hospital of Regional Institute of Medical Sciences
- x) 'Members of the Teaching Faculty' means the Professor, Additional Professor, Associate Professor, Assistant Professor and Lecturer
- xi) 'President' means the President of the Board of Governors of the Institute
- xii) 'Rule' or 'Regulations ' means the Rules and Regulations of the Institute
- xiii) 'Schedule' means the schedule to these Bye-laws
- xiv) 'Supplementary Rules' means the Supplementary Rules as applicable to the Central Government employee who are subjected to the Fundamental Rules of the Central Government
- xv) 'Treasury Rules' means the treasury rules of the Central Government



- xvi) The words and expressions used in these Bye-laws and not defined in these Bye-laws shall have the meaning assigned to them in the Rules

3 Procedure for Recruitment and Promotion

- i) For the time being the posts of the Institute shall be classified into *Classification*
the following categories
- Academic
 - Clinical, Scientific and Technical
 - Accounts and Administration
 - Auxiliary and supportive
- ii) Recruitment Rules: Age, qualification, experience etc. for a post shall be prescribed by the Institute with the approval of the Executive Council in conformity with those prescribed for the corresponding post by the Central Government or any other Central Government establishment engaged in similar objects or any other regulatory authority established under any act of Parliament.
- iii) The Institute shall follow the pattern of grading of the post as may *Grading of post*
be prescribed from time to time by the Central Government and for the time being the posts shall be grouped into the following grades
- Group A Scale of pay with a maximum not less than Rs 13,500/-
 - Group B Scale of pay with a maximum not less than Rs 9,000/- but less than Rs 13,500/-
 - Group C Scale of pay with a maximum of over Rs 4,000/- but less than Rs 9,000/-
 - Group D Scale of pay with a maximum of which is Rs 4000/- or less
- iv) The Appointing Authority for the post of Director shall be *Appointing Authority*
President of the Board of Governors. The Appointing Authority for posts under Group A shall be the Chairman of the Executive Council and for the post under Group 'B', 'C' & Group 'D' the Director shall be the Appointing Authority.


निदेशक / Director
क्षेत्रीय आयुर्विज्ञान संस्थान, इम्फाल
Regional Institute of Medical Sciences, Imphal

- v) The Executive Council may from time to time frame schemes viz. Time Scale Promotion and Other Rewarding/ Incentive Schemes for the employees covering both teaching and non-teaching in line with the instructions, guidelines, etc. issued by the Central Government in this behalf or those adopted by All India Institute of Medical Sciences or any other Central Government Institutions of similar status as the case may be. *Time scale promotion and other incentive schemes*
- vi) The other terms and conditions of service relating to medical fitness, probation, confirmation, fixation of pay and granting of advance increments shall be governed by the relevant Rules issued by the Central Government from time to time in respect of their employees. *Other Terms of service*
- x) Reservation of vacancies in various posts for scheduled castes, scheduled tribes; OBC, etc shall be regulated in accordance with the decision of the Executive Council taken in line with the directives of the Central Government issued from time to time. *Reservation of vacancies for SC & ST*

4 Seniority

- i) Seniority of the employees of the Institute in each category shall be determined by the order of merit in which they are selected for appointment to the grade in question; those selected on earlier occasion being ranked senior to those selected later provided that *Earlier selection senior to later*
- a) the inter-se seniority of employees other than the teaching staff of the Institute shall be determined by the length of continuous service on post in a particular service *Length of continuous service*
- b) in case of members recruited by the direct appointment, the order of merit determined by the Selection Committee shall not be ignored in fixing the seniority *Order of merit in selection*
- c) in case of two members appointed on the same day, their seniority shall be determined as follows-
- i) a member recruited by direct appointment shall be senior to a member recruited otherwise

- ii) a member appointed by promotion shall be senior to a member appointed by transfer
- iii) in case of members appointed by promotion or other transfer seniority shall be determined according to seniority of such members in appointments from which they were appointed or transferred ; and
- iv) in case of members appointed by transfer from different cadres their seniority shall be determined according to their pay, preference being given to a member who was drawing higher rates of pay in his previous appointment and if the rates of pay are also the same, then their length of service in those appointments and if the length of service is also the same, then the member who is older in age shall be senior to a younger member.

further provided that

- a) these bye-laws shall not apply to a member appointed purely on provisional basis pending their passing prescribed qualifying test.
- b) in case of members whose probation period is extended the date of appointment for the purpose of these Bye-laws shall be deemed to have been deferred to the extent the period of probation is extended.

5 Leave

The grant of leave and leave salary shall be regulated by the Central Civil Services (Leave) Rules 1972 as amended from time to time provided that none of the departments or part thereof in the Institute shall be treated as vacation department. In respect other special leaves the orders issued by the Central Government from time to time shall be applicable to the employees of the Institute.

Leave of the employees



6 Medical Attendance

The Central Service (Medical Attendance) Rules, 1944 as amended from time to time shall apply to the employees of the Institute. However, the Director may issue from time to time subsidiary rules for the convenience of the employees of the Institute.

7 General Provident Fund, Pension and other retirement benefits

- i) The eligible employees of the institute shall be entitled to the pension, gratuity and other retirement benefits as may be prescribed from time to time by the Central Government under the CCS (Pension) Rules, 1972 with mutatis mutandis. As regards to the management of the fund, the Executive Council may, from time to time, appoint an authority for the purpose.

*Pension and
other retirement
benefits*

- ii) The eligible employees of the Institute shall subscribe to the fund at the rates and manner as prescribed under the General Provident Fund (Central Services) Rules, 1960. The management of the fund may be entrusted to an authority as appointed by the Executive Council. The existing trust of the fund shall be deemed to be an authority for the purpose till such an authority is appointed by the Executive Council.

*G.P.F. and
management of
fund*

8 Superannuation

The age of the superannuation of the employees shall be governed by the rules framed or orders issued from time to time in this regard by the Central Government. Orders issued by the Institute in pursuance of such Rules or Orders of the Central Government shall continue to be enforced until the same is superceded by an order issued under this provision of the Bye-Law.

9 Conduct, Discipline and Penalties

The following Central Government Rules shall apply mutatis mutandis to the employees of the Institute :

*Applicability of
other C. C. S.
Rules*

- i) The Central Civil Services (Conduct) Rules, 1964



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- ii) The Central Civil Services (Classification, Control and Appeal) Rules, 1965

For the purpose of the above Rules the authorities for various categories of posts are set out in the **Schedule-II** to these Bye-laws.

10 Finance and Accounts

- i) The Chief Accounts Officer—cum-Financial Advisor shall be responsible for the proper maintenance of the accounts as far as practicable on accrual basis and preparation of the financial statements or any other statements relating to the financial matters of the Institute. It is his responsibility to ensure that the system of accounting followed is effective and adequate so as to render the desired information in the presentation of financial statement. *Maintenance of accounts on accrual basis*
- ii) The Chief Accounts Officer shall be controller of the expenditure of the Institute and all the proposals involving a financial implication shall be disposed of with his concurrence for ensuring efficient financial administration. *Concurrence of expenditure*
- iii) The Chief Accounts Officer or Accounts Officer so authorised by the Director shall check all the bills to be paid out of the funds of the Institute and also all the receipts and collections into the fund to ensure the observance of financial propriety. Further, he shall perform such duties and exercise such powers as may be delegated to him by the Director from time to time. *Checking of bills of payments*
- iv) An internal audit section may be set up and manned by the employees of the Institute or such work of internal audit, if considered necessary, may be assigned to an independent professional firm. The nature and scope of the work of internal audit may be determined from time to time by the Director in consultation with the Chief Accounts Officer. *Internal audit system*

- v) All the payments of the expenses of the Institute except out of Imprest shall be made either by account payee crossed cheques drawn upon the account maintained with the bank or by crossed demand draft.
- vi) An imprest money of Rs 5,000 or of an amount as considered reasonable by the Director may be kept with Chief Accounts Officer for meeting petty expenses of the Office of the Director.
- vii) For smooth functioning, the Director may also sanction imprest money of such amount as he considers appropriate, to be kept with the Medical Superintendent, Heads of Departments and Sections for meeting day to day petty expenses.
- viii) Any advance for expenses given shall be adjusted by expenses or refund of unspent money immediately after the work or occasion for which the advance is sanctioned is completed. No further advance shall be sanctioned until the previous advance is fully settled.

*Payment by
crossed cheque*

*Imprest money
with CAO/FA*

*Imprest money
of departments/
sections*

*Timely
adjustment of
advance*

11 Investment of Fund

The Institute may invest the moneys, funds which are not required for immediate use, in the terms deposits of the nationalized bank in which the account of the Institute is opened or in the bonds and instruments of Central and State Government.

12 Sanction of the Expenditure

- i) In exercise of powers delegated under these Rules the Director may sanction an expenditure within the approved budget allocation to the extent of limits prescribed under *Schedule- I* to this Bye-laws and may delegate such sanctioning power to other employees of the Institute and make appropriation from one head of expenditure to another in consultation with the Chief Accounts Officer provided that the funds allocated in the budget for non-recurring / capital expenses shall not be appropriated for meeting the recurring/revenue expenses. Report of such appropriation shall be placed before Executive Council.

*Sanction,
appropriation of
expenses*



13 Advance for T.A., Pay etc to the Employees

The payment of advance to the employees shall be governed by the General Finance Rules, 1963.

Advance to employees

14 Deputation of the employees for attending conference, seminar etc.

With the approval of the Chairman of the Executive Council the Director may frame rules from time to time for deputation of the faculty members/ non-faculty members of the Institute inside or outside the country to participate in seminars, workshops, conferences, etc. in line with the pattern followed in All India Institute of Medical Sciences.

Conference, seminars etc

15 Medical Superintendent

The Medical Superintendent of the Regional Institute of Medical Science Hospital shall be responsible for the general administration of the teaching hospital, co-ordinate the functioning of various departments and sections and for the purpose shall regulate the working of the employees connected with the services of the hospital. He shall perform such duties and exercise such powers as may be delegated to him by the Director from time to time.

16 Deputy Director (Administration)

The Deputy Director (Administration) shall assist the Director relating to general establishment, recruitment/ appointment and shall be responsible for the maintenance of service records of the employees of the Institute, roster for reservation of ST & SC etc. in recruitment and promotion against the vacancies of post, maintenance of leave accounts, establishment register, records relating to superannuation/ retirement etc. He shall perform such duties and exercise such powers as may be delegated to him by the Director.

Duties of Deputy Director (Admn)

17 Courses of studies, specialised training, research

With the approval of the Executive Council the Director may institute courses of studies, specialized training and research at the Institute and may institute studentship, fellowship on such terms as approved by the Executive Council.

18 Execution of Contracts etc

All contracts and other instruments on behalf of the Institute shall be executed by the Director or by such other officers of the Institute as may be authorized.

*Execution on
behalf of
Institute*

19 Repeals and savings

- i) Upon the adoption of these Bye-laws the existing Bye-laws in force immediately before such shall, in so far as it provides for any of the matters contained in Bye-laws, cease to operate.
- ii) Notwithstanding such cessation of operation, anything done or any action taken under the said Bye-laws or orders shall, in so far as such thing or action is not inconsistent with the these Bye-laws, be deemed to have been done or taken under the corresponding Bye-laws and shall continue in force until superseded by anything done or any action taken under these Bye-laws.



SCHEDULE-1
to
RULES AND REGULATIONS
Extent of Powers
[Bye-Laws -3, 4,5,6,7,8,9,12,13]

Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
1.a	Write off of loss of irrecoverable values of stores or money due to fraud theft etc.	Upto Rs.10,000/- in each case (Rs. Ten thousand)	Upto Rs.2.00 lakh in each case.	-	-	Full Powers
b.	Loss of income, bond money or irrecoverable advance.	Upto Rs.10,000/- in each case.	Upto Rs.2.00 lakh in each case.	-	-	Full Powers
c.	Deficiencies and depreciations in the value of stores.	Upto Rs.10,000/- in each case.	Upto Rs.2.00 lakh in each case.	-	-	Full Powers
2.	To incur (i) Contingent expenditure and other consumables. (ii) expenditure on the purchase of stores. ^{iv}	Full power within the sanction budget Upto Rs. 5 cr. in each case in open tender and Rs. 1 cr. in each case subject to maximum of Rs. 10 cr. per annum in case of single tender/ proprietary contract/ limited tender.	- Full Powers	-	-	-
3.	To incur expenditure on procurement of Hospital equipments. ^v	Upto Rs. 5 cr. in each case in open tender; Rs. 1 cr. in each case subject to maximum of Rs. 10 cr. per annum in case of single tender/ proprietary contract/ limited tender	Full Powers	-	-	-
4.	To incur expenditure on Consumable for Hospital.	ii) upto 1 crore	Full Powers			
5.	Major/Minor work, Maintenance of Building and petty works.					
a	Minor /Original works ^{vi} [major works of Rs 20 lacs and above on the recommendation of Construction Committee]	Rs. 5 cr. on each occasion subject to maximum of Rs. 30 cr. per year	-	Full Powers	-	-
b	Ordinary repairs.	Full powers for minor repairs subject to budgetary provision (other than annual repairs).	-	-	-	-
c	Annual repairs.	Full powers subject to budget provision.	-	-	-	-

Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
6.	Power to sanction recoverable advances	Full powers in respect of all Officers and employees except for himself.	In case of Director	-	-	-
7.	Power to sanction advances/final withdrawal out of the General Provident Fund.	Full powers in respect of all Officers and employees except for himself.	In case of Director	-	-	-
8.	Destruction of official records connected with accounts.	Full powers subject to the conditions laid down in Appendix 13 to the G.F.R.	-	-	-	-
9.	Powers to direct the payment on the last working day of a month the pay and allowances of Employees of the Institute where the first four days of the following month are public holidays.	Full powers	-	-	-	-
10.	Power to order the retention of undisbursed pay and allowances of establishment for any period not exceeding three years.	Full powers	-	-	-	-
11.	To sanction the re-employment of superannuated persons in temporary vacancies.	Full powers in the case of Group 'B' & 'C' employees upto the age of 62 yrs. one year at a time or as per scheme of Central Government	Full powers in the case of Group 'A' Officers upto the age of 62 yrs. one year at a time. In case of academic faculty beyond 62 as per scheme of Central Government	-	-	-
12.	To retain the Institute's employees upto the age of 65 years (where the service of the employee is indispensable)	Full powers in case of Group 'B' & 'C' officers.	Full powers in case of Group 'A'. In case of academic faculty as delegated above	-	-	-
13.	To allow mileage allowance by a route other than the shortest or the cheapest.	Full powers provided selection of the route is in Institute's interest.	-	-	-	-



Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
14.	To permit Group 'D' employees to draw next higher class railway fare when accompanying an officer on tour	Full powers	-	-	-	-
15.	To decide whether a particular absence is absence on duty within the country.	Full powers for academic purposes and for one month in other cases.	Full powers beyond one month other than academic	-	-	-
16.	To impose restriction on the exchange of daily allowance for mileage allowance by Group 'C' & 'D' employees travelling in a public or hired conveyance.	Full powers	-	-	-	-
17.	To countersign his own travelling allowance bills and those of other employees.	Full powers	-	-	-	-
18.	To waive provision (a) to supplementary Rule 209 and to authorise departures from supplementary Rule 211 regarding combination of holidays with leave.	Full powers	-	-	-	-
19a	Grant of Casual Leave	Full powers	Casual Leave of the Director			
b	Grant of Leave	Full powers for all categories of post	Full powers in the case of Director			
c	Maternity / Paternity Leave	Full powers	Full powers in the case of Director			
d	Special Disability Leave	Full powers	Full powers in the case of Director			
20.	To direct that an Officer on leave shall be considered to be occupation of a residence.	Full powers for the period of original deputation or the period of leave sanction.	Full Powers for the Director	-	-	-
21.	Allotment of Residential Quarters	Full powers, except in the case of Director subject to FR-45-A	In case of Director of subject to FR-45-A.	-	-	-

Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
22.a	Power to make Appointment.					
i.	Ad-hoc/Temporary/contract	Full powers for Group B, C & D posts, Lecturers, Asstt. Prof., not exceeding a period of six months with prior permission of Executive Council.	Full powers of all other Group A posts and in other case beyond six months with prior permission of Executive Council			
ii.	Permanent	Full powers for all manpower in case of funded Research Project/ Scheme/ Programmes etc., not exceeding a period of six months at a time provided they are included in the sanction/approved by the funding agency.	Group A & B Posts Subject to recommendation of Selection committee	Full Powers		
b.	Power for framing/modifying of R/R for submission to Ministry for approval	Group B, C & D posts. Subject to recommendation of Selection committee Powers to prescribe, in conformity with other corresponding post by the Central Government or any other Central Government establishment engaged in similar objects or any other regulatory authority established under any act of Parliament				
23.	Powers to confirm after successful completion of the period of probation for all employees.	Full power for Group A, B, C & D employees except for Director	Full Power for the Director	-	-	-
24.	Powers to accept resignation and voluntary retirement of the employees of the Institute and to issue NoC on applying to another similar or higher post. ^{vii}	Full powers for all staff except Professors and Director	Full Power for Professors	-	Full Power for Director	-

Sushama

25.	Power to permit the Officers of the Institute while going abroad for attending meeting, seminars, conferences, workshop, symposia etc. or for short assignments	Full powers except in the case of Director on the basis of leave of the kind due and admissible upto the period of 30 days provided the faculty member concerned receives proper invitations from the sponsors of the meetings etc.	Full powers beyond a period of 30 days in the case of employees and full powers in respect of Director.	-	-	Remark : Subject to direction issued by the Central Govt. from time to time.
26.	Powers for treating the absence, as on duty for participation in the International scientific conferences Symposia/seminars etc. abroad by the members of the faculty.	Full powers upto a maximum of 15 days inclusive of travel.	Full powers beyond a period of 15 days	-	-	Remarks: Subject to direction issued by the Central Govt. from time to time.
27.	Powers to allow retention of lien in the Institute of employees when they are appointed elsewhere. ^{viii}	Full power for all staff except Professors upto a maximum of 2 years.	Full powers for Professors.	-	-	-
Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
28.	Powers for fixation of pay of Institute of employees under normal rules.	Full powers	-	-	-	-
29.	Powers to permit the Officers of the Institute to go abroad in connection with the work of the Institute and treatment of absence as on duty.	Full powers upto 30 days provided there are no financial implications other than the period spent in connection with the work of the Institute being treated as on duty.	Full powers beyond a period of 30 days.	-	-	Remarks Subject to direction issued by the Central Govt. from time to time
30.	Powers to accept Research grant if these are for duration not exceeding 3 yrs.	Full powers subject to the general policy of Govt. of India	-	-	-	-
31.	Powers to accept the terms and conditions on foreign service in respect of the deputationist of Central/ State Govt. where the terms are of usual nature.	Full powers	-	-	-	-
32.	Power to grant advance increments on the recommendations of the Selection Committee.	Full powers upto three advance increments.	Full powers beyond three advance increments.	-	-	-
33.	Power to grant		-	-	-	-

	advance increment under FR.27 to employees of Research Schemes on their appointment to regular posts in the Institute.	Full powers on the merit of each case.				
34.	Power to relax the provision of SR.12 where the subsistence allowances to be received is in the nature of daily allowance and no honorarium is involved.	Full powers	-	-	-	Remarks : Subject to the direction issued by the Central Govt. from time to time
35.	To decide an Institute employee to be ministerial staff	Full powers	-	-	-	-
36.	To suspend a lien	Full powers provided that he is authorised to make appointment to the posts on which the lien is held.	Full powers for all other posts.	-	-	-
Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
37.	To transfer the lien of an Institute employee from one post to another.	Full powers in respect of post for which he is appointing authority.	Full powers in case of Group B employees	Full powers in case of Group A employee	-	-
38.	To transfer an Institute employee from one post to another.	Full powers in all cases	-	-	-	-
39.	Fixation on pay and allowances of an Institute employee treated as on duty under FR (9) (6) (b).	Full powers in the case of Group B,C& D employees	Full powers in the case of Group A employees	-	-	-
40.	Counting extra ordinary leave for increments	Full powers in all cases	-	-	-	-

Sankaranna

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41.	To sanction grant of and to permit acceptance of honorarium	Full powers upto a maximum of Rs.5000/- in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year. In the case of Group A&B employees the matter shall be reported to the Executive Council. This is further subject to annual limit of Rs.50,000/- and guidelines issued by the Govt. (Department of Personnel & Training), from time to time.				
42.	Power to appoint an employee to hold temporarily to officiate in more than one post and the amount of compensatory allowance to be drawn	Full powers subject to rules applicable to similar classes of Central Govt. employees	-	-	-	-

Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
43.	To declare the grade of fee paid to part time employee (for purpose of T.A.)	Full powers	-	-	-	-
44.	To decide the shortest or cheapest of two or more routes	Full powers	-	-	-	-
45.	To allow mileage allowance by a route other than the shortest or cheapest	Full powers provided selection of the route is in Institute's interest	-	-	-	-
46.	To decide the point of commencement or end of journey in a station.	Full powers	-	-	-	-
47.	Powers to require a medical Certificate of fitness before return from leave	Full powers	Full powers in the case of Director	-	-	-

48.	Extension of leave to cover overstay	Full powers provided that the employees on leave will, on return, be under the administrative control of the Institute	Full powers in all other cases	-	-	-
49.	To sanction transfer to foreign service in India and to fix the pay in foreign service	Full powers in respect of Group B, C & D employees, subject to the conditions mentioned in column 5 against serial No.30 in Appendix of the P&T complement of Fundamental and Supplementary Rules Vol.II.	Full powers in respect of Group A employees	-	-	-
50.	To decide the date of repatriation of employee who takes leave before repatriation from foreign service	Full powers	-	-	-	-
51.	Power to sanction the undertaking to work for which a fee is offered and acceptance of a fee	Full powers Subject to FR -46 read with SR -11 and orders issued by the Govt. of India in this behalf	-	-	-	-
Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
52.	Travel by Air by Officers in relaxation of rules	Full powers in case of urgency and necessity	-	-	-	-
53.	Powers to fix amount of hire or charges where an Institute employee is provided with means of local accommodation at the expense of the Institute etc. but pay all the cost of its use or propulsion.	Full powers	-	-	-	-
54.	To grant travelling allowance to non-official attending commission enquiry etc. and to fix their grade.	Full powers	-	-	-	-
55.	To declare who shall be controlling officer	Full powers provided that	-	-	-	-



	and to make rules for his guidance	Institute employee is not declared his own controlling officer				
56.	To grant leave when a medical board has reported that there is no reasonable prospect of the employee being fit to return to duty	Full powers	-	-	-	-
57.	To permit calculation of joining time by route other than that which travellers ordinarily use	Full powers	-	-	-	-
58.	To extend joining time within a maximum of 30 days	Full powers	Full powers beyond 30 days	-	-	-
59.	Authorising an Institute employee to proceed on duty to any part of India	Full powers in case of Group A, B, C & D	-	-	-	-
60.	Powers to alter in the case of clerical errors in the date of birth recorded in the Service Rolls of Institute employees	Full powers in case of Group C & D employees subject to the provisions of GFR	Full powers in the case of Group A employees subject to the provisions of GFR	-	-	-
Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
61.	Disposal obsolete surplus and unserviceable stores, movable & immovable	Full powers. On the recommendation of the Condemnation Board set up for the purpose by the Institute	-	-	-	-
62.	Power to sanction advances to Institute employees on tour transfer etc.	Full powers in case of Institute employees, holding permanent or temporary posts subject to the limit and conditions laid down in Rule 231 to 234 of G.F.R.	-	-	-	-
63	Power to engage lawyer to institute, defend the authority	Full Power				

	of the institute and fix their professional fees and other charges					
64	To engage any expert, technician, professional accountant etc whose services are considered necessary and fix their professional fees and other charges	Full Power				
65	Power to sanction advance for law suit to which Institute is a party	Full Powers				
66.	Power to prescribe the form of security bond to be executed by a subordinate authority entrusted with the custody of case, stores etc.	Full powers	-	-	-	
67.	Power to sanction advances of pay on the eve of important festivals	Full powers	-	-	-	



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Sl. No.	Nature of Powers	Director	Chairman Executive Council	Executive Council	President	Governing Body
1	2	3	4	5	6	7
68.	Outsourcing of services/ manpower (such as Kitchen, Laundry, Housekeeping, Security etc.) ^{ix}	Rs. 5 Cr. in each case subject to maximum of Rs. 20 Cr. per annum in open tender; Rs. 1 Cr. in each case subject to maximum of Rs. 5 Cr. per annum in Single Tender/ Proprietary Contract/ Limited Tender	-	Full power		
69.	Agreement or contract for technical collaboration including Govt. PSU, Autonomous Bodies. ^x	Rs. 0.5 Cr. on each occasion	-	Full power		

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SCHEDULE-11

[See Bye-Law 3(vi) & (9)]
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The Appointing, Disciplinary and Appellate Authority for the various posts

Sl. No.	Description of posts	Appointing authority	Disciplinary Authority	Authority competent to impose penalties & penalties which it may impose with reference to Rule ii of the Central Civil Service (Classification, Control, Appeal) Rules 1965.	Appellate Authority
1	2	3		4	5
1.	Director	President, Board of Governors	President, Board of Governors	President, Board of Governors	Central Government
2.	All other Group 'A'	Chairman Executive Council	Chairman Executive Council	Chairman, Executive Council	President Board of Governors
3.	Group 'B'	Director	Chairman Executive Council	Chairman, Executive Council	President Board of Governors
4.	Group C&D	Director	Director	Director	Chairman Executive Council


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- ⁱ Modified/amended vide office order no. M/1/2014-RIMS(45) dated 25th February, 2015 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 45th meeting held on 20th Nov, 2014
- ⁱⁱ The post of Tutor, Dental College was included under the Group A Selection Committee Modified/amended vide office order no. M/1/2017-RIMS(48) dated 25th January, 2024 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 48th meeting held on 15th May, 2019
- ⁱⁱⁱ Modified/amended vide office order no. M/1/2014-RIMS(45) dated 25th February, 2015 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 45th meeting held on 20th Nov, 2014
- ^{iv} Modified/amended vide office order no. B/2671/2013-RIMS Pt(II): dated 5th March, 2024 in pursuance of the decision of the Board of Governors, Society of RIMS, Imphal in its 14th meeting held on 17.01.2024
- ^v Modified/amended vide office order no. B/2671/2013-RIMS Pt(II): dated 5th March, 2024 in pursuance of the decision of the Board of Governors, Society of RIMS, Imphal in its 14th meeting held on 17.01.2024
- ^{vi} Modified/amended vide office order no. B/2671/2013-RIMS Pt(II): dated 5th March, 2024 in pursuance of the decision of the Board of Governors, Society of RIMS, Imphal in its 14th meeting held on 17.01.2024
- ^{vii} Modified/amended vide office order No. M/1/2023(51): dated 6th April, 2024 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 51st meeting held on 08.03.2024
- ^{viii} Modified/amended vide office order No. M/1/2023(51): dated 6th April, 2024 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 51st meeting held on 08.03.2024
- ^{ix} Modified/amended vide office order no. B/2671/2013-RIMS Pt(II): dated 5th March, 2024 in pursuance of the decision of the Board of Governors, Society of RIMS, Imphal in its 14th meeting held on 17.01.2024
- ^x Modified/amended vide office order no. B/2671/2013-RIMS Pt(II): dated 5th March, 2024 in pursuance of the decision of the Board of Governors, Society of RIMS, Imphal in its 14th meeting held on 17.01.2024
- Modified/amended vide office order no. M/1/2023(51): dated 20th June, 2024 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 51st meeting held on 08.03.2024
- Modified/amended vide office order no. M/1/2023(52): dated 19th August, 2024 in pursuance of the decision of the Executive Council, Society of RIMS, Imphal in its 52nd meeting held on 19.07.2024



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