

GERTRUDE.R
11/11/13

KIDWAI MEMORIAL INSTITUTE OF ONCOLOGY

DEPUTATION GUIDELINES

DR. M.H. MARIGOWDA ROAD, BANGALORE 560029

NO.KMIO:EST(1)/Misc/80/2003-04

Office of the Director,
Kidwai Memorial Institute
of Oncology, Dr.M.H.Mari
gowda Road, Bangalore-29.

Date: 22/1/2004.

C I R C U L A R

Sub: Deputation of KMIO Staff for attending
conferences/workshops/Seminars/Symposium/
Programme - regarding.

Ref: Circular NO.KMIO/GNL/4/91, Dt. 7.2.1991.
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In this office Circular dated: 7.2.1991 referred above; guidelines were issued to the staff of the Institute regarding deputation and allied matter.

Now the Government has reduced the release of Grants to the Institute considerably and inturn the Institute has to cut its expenditure. Therefore it is hereby ordered that until financial stability of the Institute is improved; no monetary assistance will be sanctioned to the staff of Kidwai Memorial Institute of oncology for attending conferences/Workshops/Seminars/Symposium/Programme within India or outside India.

DIRECTOR
2/1

Copy to:

01. All the Head of Depts./Units
KMIO, Bangalore for circulation among
the staff working under their control.
02. Officer incharge, PCC Mandyā/ Gulbarga,
03. Accounts Section,
04. P.A. to Director,
05. EST 2,3,4 and 5
06. Notice Board,
07. Office copy.

AMRUTHAVATHI

PROCEEDINGS OF THE DIRECTOR, KIDWAI MEMORIAL INSTITUTE OF ONCOLOGY, BANGALORE

Sub : Sanction of Special Casual Leave to the staff of the Institute for attending as examiners at the Universities outside the State - orders regarding.

Read : Proceedings of the meeting of the Governing Council of KMIO held on 13.07.1993.

* * *

PREAMBLE:

As per Annexure-B to the KCSCRs, special casual leave not exceeding 30 days in each calendar year may be granted to employees who are chosen or appointed as Examiners/ Supervisors in any of the Universities in Karnataka for attending the examinations and also for attending the meetings of the Academic Councils and the Faculties constituted by the Universities in Karnataka State. However, very often Professors, Assistant Professors, Lecturers and such other Officers of this Institute are invited by the Universities outside the Karnataka State to function as examiners etc., But it has not been possible to grant special casual leave in such cases in view of the existing rules as mentioned above. The matter was therefore placed before the Governing Council of the Institute at its meeting held on 13.07.1993. The Governing Council has accorded approval to permit the Director to sanction special casual leave to the officers of the Institute when they are invited by the Universities outside the State also as Examiners, etc. Accordingly the following orders are issued.

ORDER NO. KMIO/EST 2/980/93 DATED : 17.09.1993

The Kidwai Memorial Institute of Oncology is pleased to order that the employees of the Institute may avail special casual leave when they are chosen or appointed as Examiners/ Supervisors for attending examinations and also for attending the meetings of Academic Councils and the Faculties at Universities outside the Karnataka State also apart from the Universities within the State subject to the existing limit of 30 days

in a calender year for such assignments in the Universities both outside and within the state together. Other conditions stipulated in this regard in the Annexure-B to KCSRs will continue to apply.

An employee seeking special casual leave for the purpose, should submit application well in advance enclosing a copy of invitation received and proceed on leave only after it is sanctioned. The Director reserves the right to either sanction or refuse the special casual leave in the exigencies of patient care in the Institute.

A. Gautham N.
DIRECTOR 14/7/93

TO

1. The Medical Superintendent, KMIO.
2. Chief Administrative Officer, KMIO.
3. Financial Advisor, KMIO.
4. Resident Medical Off. KMIO.
5. All Heads of Departments/Units, KMIO.
6. Administrative Officer, KMIO.
7. Finance Officer, KMIO.
8. Hospital Maintenance Officer, KMIO.
9. Est. Superintendent, KMIO.
10. Est-1, KMIO.
11. Est-2, KMIO. 12. Est-3, 13. Rst-5.
14. Est-6. 15. P.A. to Director.
16. Office Copy.

sp.

6. ನಿರ್ದೇಶಕರು, ಇಂಡಿರಾಗಾಂಡಿ ಮುಕ್ತಾ ಆರೋಗ್ಯ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು-560029.
7. ನಿರ್ದೇಶಕರು, ಕನಾಕಟಿಕ ಮಧುಮೈಹ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು-560069.
8. ~~ನಿರ್ದೇಶಕರು, ಕಿದ್ದ್ವಾಯಿ ಸ್ಕೂಲ್ ಗಂಡಿ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು-560029.~~
9. ನಿರ್ದೇಶಕರು ಹಾಗೂ ಡೀನ್, ಹೈಸ್ಕೂಲ್ ಪ್ರೈಡ್‌ಕೇಯ ಕಾಲೇಜು ಮತ್ತು ಸಂಶೋಧನಾ ಸಂಸ್ಥೆ, ಮೈಸೂರು-570021.
10. ನಿರ್ದೇಶಕರು, ಕನಾಕಟಿಕ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಹುಬ್ಬಳಿ-580022.
11. ನಿರ್ದೇಶಕರು, ವಿಜಯನಗರ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಬಳಾಡಿ-583104.
12. ನಿರ್ದೇಶಕರು, ಮಂಡ್ಯ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಮಂಡ್ಯ-571401.
13. ನಿರ್ದೇಶಕರು, ಹಾಸನ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಹಾಸನ-573201.
14. ನಿರ್ದೇಶಕರು, ಶಿವಮೊಗ್ಗ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಶಿವಮೊಗ್ಗ-577201.
15. ನಿರ್ದೇಶಕರು, ಬೆಳಗಾಂ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಬೆಳಗಾಂ-590001.
16. ನಿರ್ದೇಶಕರು, ಬೀದರ ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಬೀದರ್-585401.
17. ನಿರ್ದೇಶಕರು, ರಾಯಚೂರು ಪ್ರೈಡ್‌ಕೇಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ರಾಯಚೂರು-584102.
18. ನಿರ್ದೇಶಕರು, ಧಾರವಾಡ ಮಾನಸಿಕ ಆರೋಗ್ಯ ಮತ್ತು ನರ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಧಾರವಾಡ-580008.
19. ಶಾಖಾ ರಕ್ಷಣೆ ಕಾರ್ಯಕ್ರಮ/ಹೆಚ್ಚುವರಿ ಪ್ರತಿಗಳು.

ಪ್ರತಿ:

1. ಮಾನ್ಯ ಪ್ರೈಡ್‌ಕೇಯ ಶಿಕ್ಷಣ ಸಚಿವರ ಅವು ಕಾರ್ಯಕರ್ತೆ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು.
2. ನಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯಕರ್ತೆಯವರ ಅವು ಕಾರ್ಯಕರ್ತೆ, ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಇಲಾಖೆ (ಪ್ರೈಡ್‌ಕೇಯ), ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು.
3. ನಕಾರದ ಉಪ ಕಾರ್ಯಕರ್ತೆಯವರ ಅವು ಸಾರಾಯಕರು, ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಇಲಾಖೆ (ಪ್ರೈಡ್‌ಕೇಯ), ವಿಕಾಸ ಸೌಧ, ಬೆಂಗಳೂರು.



ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ನಂಖ್ಯೆ: ಅಕುಕ್ 165 ಕೆವಿಎಂ 2012

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,

ವಿಕಾಸ ಸೌಧ,

ಬೆಂಗಳೂರು, ದಿನಾಂಕ 01.06.2012

ಸುತ್ತೋಳೆ

ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಪ್ರಾಧಿಕೀಯ ವರ್ಷದಲ್ಲಿ ನಾಯಕತ್ವ ಸಂಸ್ಥೆಗಳಲ್ಲಿ / ಅನ್ವಯಿತಗಳಲ್ಲಿ ಅಧಿಕಾರಿಗಳು / ವೈದ್ಯರುಗಳು / ಸಿಬ್ಬಂದಿ ವರ್ಷದಲ್ಲಿ ಕ್ರಿಯೆಗೆ ಹಲವು ಕಾರಣಗಳಿಗೆ ವರ್ಷದಲ್ಲಿ ಅನೇಕ ಭಾರಿ ವಿದೇಶ ಪ್ರಾಣ ಕ್ಷೇತ್ರಗಳಲ್ಲಿ ರೂಪುಂಡಿದ್ದು, ಇದರಿಂದ ಸರ್ಕಾರ ಅನ್ವಯಿತಗಳಲ್ಲಿ ಮತ್ತು ಸರ್ಕಾರ ವೈದ್ಯಕೀಯ / ದಂತ ಕಾಲೇಜುಗಳಲ್ಲಿ ದ್ಯೇನಂದಿನ ಕೆಲಸ ಕಾರ್ಯಗಳಲ್ಲಿ ಏರುಪೋರಾಗುತ್ತಿರುವುದು ಸರ್ಕಾರದ ಗಮನಕ್ಕೆ ಬಂದಿರುತ್ತದೆ. ಅಲ್ಲದೆ, ಇತ್ತೀಚಿನ ಸರ್ಕಾರಿ ಅನ್ವಯಿತಗಳಲ್ಲಿ ಹೆಚ್ಚಿನ ಚಿಕಿತ್ಸೆಗಾಗಿ ಅಧಿಕ ನಂಖ್ಯೆಯಲ್ಲಿ ರೋಗಿಗಳು ಆಗಮಿಸುತ್ತಿದ್ದು, ಈ ರೋಗಿಗಳಿಗೆ ಸಕಾಲದಲ್ಲಿ ಉತ್ತಮ ಚಿಕಿತ್ಸೆಯನ್ನು ಒದಗಿಸುವುದು ಸರ್ಕಾರದ ಆದ್ಯ ಕರ್ತವ್ಯವಾಗಿರುವುದರಿಂದ, ಸರ್ಕಾರಿ ನಾಯಕತ್ವ ಸಂಸ್ಥೆಗಳಲ್ಲಿ / ಅನ್ವಯಿತಗಳಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರ್ವಹಿಸುತ್ತಿರುವ ಅಧಿಕಾರಿಗಳು / ವೈದ್ಯರುಗಳು / ಸಿಬ್ಬಂದಿ ವರ್ಷದಲ್ಲಿ ವರ್ಷದಲ್ಲಿ ಏರುಪೋರಾಗುತ್ತಿರುವುದನ್ನು ನಿರ್ಬಂದಿಸುವ ಅವಶ್ಯಕತೆ ಇರುತ್ತದೆ.

ಆದ್ಯರಿಂದ, ಇನ್ನು ಮೂಳೆ ವಿದೇಶ ಪ್ರಾಣ ಕ್ಷೇತ್ರಗಳಲ್ಲಿ ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಪ್ರಾಧಿಕೀಯಲ್ಲಿ ಬರುವ ವಲ್ಲಾ ಸರ್ಕಾರಿ ನಾಯಕತ್ವ ಸಂಸ್ಥೆಗಳ ಕಾಗೂ ಅನ್ವಯಿತಗಳ ಅಧಿಕಾರಿಗಳು / ವೈದ್ಯರುಗಳು / ಸಿಬ್ಬಂದಿ ವರ್ಷದಲ್ಲಿ ವರ್ಷದಲ್ಲಿ ಏರುಪೋರಾಗುತ್ತಿರುವ ಅಧಿಕಾರಿಗಳು / ವೈದ್ಯರುಗಳು / ಸಿಬ್ಬಂದಿ ವರ್ಷದಲ್ಲಿ ವರ್ಷದಲ್ಲಿ ಏರುಪೋರಾಗುತ್ತಿರುವುದನ್ನು ನಿರ್ಬಂದಿಸುವ ಅವಶ್ಯಕತೆಯಿಲ್ಲ.



ಇವರಿಂದ:

Maheshwaran
(ಮುಕ್ತಬ್ಯಾಖ್ಯಾತಿ)

ಹಾರ್ಡರ್ಡ ಅಧಿಕಾರಿ ಕಾರ್ಯಕರ್ತೆ-2,
ಅರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಇಲಾಖೆ
(ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ)

1. ನೀರಾರ್ಕರು, ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ವಿದೇಶ ರಸಕ್ಕಾಯ, ಅನಂದರಾವ್ ಪ್ರತ್ಯೆ, ಬೆಂಗಳೂರು - 560009.
2. ನೀರಾರ್ಕರು ಜಾಸ್ತಿ ದೇಣಿ, ಬೆಂಗಳೂರು ವೈದ್ಯಕೀಯ ಕಾಲೇಜು ಪ್ರಾತ್ಯೆ ಸಂದರ್ಭದಲ್ಲಿ ನಂಂತರ ನಂಂತರ ನಂಂತರ ನಂಂತರ - 560002.
3. ನೀರಾರ್ಕರು, ಸೆಫೆಲ್‌ಯೆ-ಎರುವಾಲಜಿ ನಂಂತರ, ವಿಕೋರಿಯಾ ಅನ್ವಯಿತ ಆವರಣ, ಬೆಂಗಳೂರು - 560002.
4. ನೀರಾರ್ಕರು, ಶ್ರೀ ಜಯದೇವ ವೈದ್ಯಕೀಯ ವಿಜ್ಞಾನ ಕಾಗೂ ಸ್ಟೋರ್‌ಎಂಬ ನಂಂತರ, ಜನ್ಮಿತುವಾಟ್ ತನ್ನ, ಬೆಂಗಳೂರು - 560029.
5. ನೀರಾರ್ಕರು, ವಿನೋದಿವಸ್ ರಾಜೀವ್ ರಾಜೀವ್ ವಿದೇಶ ಕಾರ್ಯಾಲಯ ಅನ್ವಯಿತ ಪ್ರಾತ್ಯೆ ಸಂಕೇತದಾರಾ ನಂಂತರ, ಬೆಂಗಳೂರು - 560029.

5/1/12

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in a calender year for such assignments in the Universities both outside and within the state together. Other conditions stipulated in this regard in the Annexure-B to KCSRs will continue to apply.

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A. A. Ananthan
DIRECTOR 14/11/73

TO

1. The Medical Superintendent, KMIO.
2. Chief Administrative Officer, KMIO.
3. Financial Advisor, KMIO.
4. Resident Medical Officer, KMIO.
5. All Heads of Departments/Units, KMIO.
6. Administrative Officer, KMIO.
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10. Est-1, KMIO.
11. Est-2, KMIO. 12. Est-3, 13. Rst-5.
14. Est-6. 15. P.A. to Director.
16. Office Copy.

Sp.

PROCEEDINGS OF THE DIRECTOR, KIDWAI MEMORIAL INSTITUTE OF
ONCOLOGY, BANGALORE

Sub : Sanction of Special Casual Leave to the staff of the Institute for attending as examiners at the Universities outside the State - orders regarding.

Read : Proceedings of the meeting of the Governing Council of KMIO held on 13.07.1993.

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PREAMBLE:

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ORDER NO. KMIO/EST 2/980/93 DATED : 17.09.1993

The Kidwai Memorial Institute of Oncology is pleased to order that the employees of the Institute may avail special casual leave when they are chosen or appointed as Examiners/Supervisors for attending examinations and also for attending the meetings of Academic Councils and the Faculties at Universities outside the Karnataka State also apart from the Universities within the State subject to the existing limit of 30 days

- (2)
13. The recommending authorities are requested to see that deputation of staff members for such meetings should be fully justified with reference to the contribution of the deputee towards the subject and benefit by such participation to the Institute.
14. The above guidelines will be in addition to the other principles that may be assumed by the Director from time to time.

PKR*

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6. Staff members shall also be permitted to attend workshops, conferences, seminars, symposium etc organised by any of the recognised Institute in this country, if the organisers meet the entire expenditure of T.A. and D.A. of the participant. The absence for the duration of workshop, seminar etc., and the transit time is to be treated as on duty.

7. Faculty members shall also be permitted to attend the Seminary/Conference/Workshop/Symposium at their own cost treating his absence as on-duty if his paper has been accepted for presentation.

8. At any one given time normally not more than two of the senior staff members should attend conferences, seminars etc.

9. The above conditions are applicable also to conferences held abroad except that no exchange commitments will be undertaken by Institute. However the Institute will refer the matter to Governing Council if the Board finds that such participations promote the interest of the Institute or the member in his respective speciality. The Institute will bear the members' expenses including air fare, travelling and stay from grant giving authority (National or International). The Institute will also partly or fully subsidise on special cases depending on the merit of the case as decided by the Governing Council.

10. Application of these guidelines are subject to exigencies of Institute and its needs.

11. The staff members shall settle before permission in the prescribed form.

PRINCIPLES OF DEPUTATION OF STAFF TO ATTEND CONFERENCES/
WORKSHOP/SEMINARS/ SYMPOSIUM, WITHIN INDIA:

1. The Director may at his discretion and in consultation with the Head of the Department permit members of the Staff of Kidwai Memorial Institute of Oncology, Bangalore to participate in any of the academic/scientific activities. Such academic/scientific exercises are to be treated as part of the duties and functions of the members of the faculty.
2. Only those Officers presenting a paper or participating in a conference/workshop/seminar/symposium or any other scientific session at the invitation of the organisers (at the National level) and on, the papers to be presented has been accepted for presentation are deputed to attend as official delegates of the Institute. The T.A. & D.A. as per Rules and registration fee if any will be paid by the Institute. The absence of the officers during the period of deputation including to and fro journey will be treated as on duty.
3. The staff member is deputed for one national conference in his subject in a financial year, keeping in view his own speciality and interest of the Institute.
4. Each staff member may also be permitted to attend another conference in the same financial year at the national or state level in his subject.
5. For the second conference, seminar etc., the officer will be permitted to draw T.A. by rail/bus as per rules. No D.A. and incidental expenses or registration fees will be paid. The period of absence will be considered as special casual leave for the duration of the conference and of the journey.

No.KMIO/GNL/4/91,

Office of the Director,
Kidwai Memorial Institute
of Oncology, Hosur road,
Bangalore-560029

Dated: 7-2-1991

CIRCULAR

Sub: Guidelines for deputation of KIMIO staff
to attend Conferences/Workshop/Seminars/
Symposium/Programmes within India and outside
India.

- Ref: 1) O.M.No.KMIO/EST 1/743/84 dt: 27.9.1984
2) O.M.No.KMIO/EST 1/114/86 dt: 1.10.1986
3) O.M.NO.KMIO/EST 1/187/86 dt: 17.12.1986

In the O.M.cited at reference (1) above, certain principles of deputation of staff to attend Conferences/Workshop/Seminars/Symposium within India have been issued.

In the O.M. cited at reference (2) above, it has been emphasised that the requests/applications of the employees of the Institute for deputation for fellowship/specialised training/higher studies/conference/seminars etc., within India and outside India which are not routed through the proper channel need not be considered and such cases should be dealt with suitably as per service condition rules.

In the O.M.cited at reference (3) above, the rules regarding deputation of employees of the Institute/Grant of study leave to the employees of the Institute for higher studies/specialised training within India/Outside India have been issued.

A number of under-graduate and post-graduate courses have been started. And a number of requests are being received from the students for deputation. Similarly, the requests are being received from Residents, who are temporary resident surgeons, which are tenure posts, for deputation.

In the circumstances, it is felt necessary to consolidate the guidelines and issue fresh norms after reviewing the same. Accordingly, the following guidelines are issued regarding deputation and allied matter.

It has come to the notice of the Institute that many of the Medical and Non-Medical personnel are sending applications for being deputed to Conferences/Workshop/Seminars/Symposium and other programmes. It is unfortunate that many of the Heads of Departments are indiscreetly recommending such applications without assessing the utility of attending such conferences. Besides some of the Head of Departments are in the habit of forwarding applications of a good number of staff at a time which is likely to affect the work of the Department and patient care basing on Governing Council decision and vide other office orders, guidelines to be followed for such deputation have already been issued. Inspite of it, the office is getting a good number of applications. While reiterating the same, the following principles of deputation may be strictly adhered to hereafter. The applications which do not satisfy the following conditions need not be considered:

1. The Director may at his discretion, and in consultation with the Head of the Department, if need be, permit members of the staff of Kidwai Memorial Institute of Oncology, Bangalore to participate in any of the academic/scientific activities. Such academic/scientific exercises are to be treated as part of the duties and functions of the members of the faculty.
2. Only those officers, whose papers have been accepted, and who have been invited through the Institute by the organisers and whose participation would be beneficial to the patient care and the Institute, are deputed to attend as official delegates of the Institute. The T.A. and D.A. as per Rules and Registration fee, if any, will be paid during the period of deputation including to and fro journey will be treated as on duty.
3. The staff member is deputed for one national conference in his subject in a financial year, keeping in view his own speciality and interest of the Institute.

4. Each staff member may also be permitted to attend another conference in the same financial year at the national or state level in his subject.
5. For the second conference, seminar etc., the officer will be permitted to attend keeping in view his speciality and interest of the Institute (Acceptance of the paper and invitation of the organisers). No T.A. and D.A. and incidental expenses or registration fee will be paid. The period of absence will be considered as special casual leave for the duration of the conference and of the journey.
6. Staff members may also be permitted to attend workshop, conferences, seminars, symposium etc., organised by any of the recognised Institute in this country, if the organisers meet the entire expenditure of T.A., D.A. and Registration fee of the participant. However, depending upon the exigencies of work and presence of the official in the hospital, Director has the right to reject such applications.
7. Faculty members may also be permitted to attend the Seminar/Conference/Workshop/Symposium at his own cost treating his absence as on duty provided his paper has been accepted for presentation.
8. At any one given time, normally not more than 50% of the Senior staff members should attend the conference, seminars etc., In the case of smaller departments, where the faculty members are less than two, permission may be granted after ascertaining that the clinical work does not suffer.
9. The above conditions are applicable also to the conferences held abroad except that no foreign exchange commitment will be undertaken by the Institute. However, the Institute will recommend the matter to the Deputation Committee and to the Governing Council if the Director finds that such participations promote or aid the interests of the Institute or the development of respective speciality.
10. The recommending authorities are requested to see that deputation of staff members for such meetings should be fully justified with reference to the contribution of the deputee towards the subject and benefit by such participation to the Institute. They shall ensure that application of only minimum number of staff as far as possible, one in the department/unit, shall be forwarded lest their absence in the Department is deeply felt.

11. The duration of absence from work of the Institute for attending one or more conferences together should not be more than 12 days in a financial year. (Not applicable to International Conferences).
12. The officials, who go on deputation, outside India to attend Conferences, Workshops etc., is to put in not less than 10 years of service and below 50 years of age. They should have completed their period of probation satisfactorily. The officials, who go on deputation with India, but out side the State to attend Conferences, Workshops etc., should put in not less than 3 years of service and below 50 years of age and not less than one year of service if it is within the State.
13. No official of the Institute is authorised to correspond with the foreign agencies/organisors for the purpose of deputation for fellowship, specialised training, higher studies, conferences, seminars etc., on his own. Invitations obtained through personal correspondence with any foreign agency calls for disciplinary action.
14. No request for post facto approval for deputation shall be considered. It is observed that some of the officials are in the habit of giving their applications at the eleventh hour and without awaiting for the final orders, they are found to have attended the meeting. In such events, under no circumstances their applications will not be considered.
15. Without obtaining the prior approval and office orders from the Director, no official shall attend any sort of Conferences, Workshops, etc., even if he were to go on his own availing of whatever kind of leave at his credit.
16. The officials who are deputed to such Workshop, Conferences etc., shall choose the possible shortest way and while performing return journey they shall choose the same route. No permission shall be accorded for over-stay of the participants without any justifiable grounds.
17. As far as the rules of deputation in respect of the employee who goes on study leave for higher studies/ specialised training for a long duration within India or outside India, the conditions laid down in O.M. No.KMIO/EST(1)/187/86 dated: 17.12.1986 hold good.

*One and 1

18. When a person desires to go abroad on his own initiative, either for purposes of special courses of study or for a course of training or for participation in a study tour, which are related to the sphere of duties of the employee of the Institute, he will be given study leave. His lien will be kept in the Institute for the period of study leave and will be entitled to the benefits according to the study leave rules.

19. When the employee of the Institute is sent on deputation abroad by the Institute, he will be governed by the following terms and conditions, for the different purposes indicated below:

a) For a short term Conference/Workshop/Symposia etc.,

- i) He will be treated as on duty;
- ii) He will be paid during the period of deputation, the same pay and allowance as on duty in India;
- iii) The travelling and halting expenses may either be met by the sponsoring agencies or by the Institute;
- iv) In case, the travelling expenses met by the Institute, he is required to execute a bond in form prescribed;

b) When a faculty member of the Institute is invited as a Visiting Professor:

- i) The period of his visit abroad may either be treated as on duty or leave to the extent admissible;
- ii) He is entitled to receive either (1) the pay and allowances which he would have drawn had he remained on duty in India (2) The leave salary admissible to him for the period of his stay abroad or (3) he is permitted to receive the contribution from the sponsoring agencies in foreign exchange.
- iii) In case he receives both duty pay and allowances or leave salary and the contribution from the sponsoring agencies in foreign exchange, he should remit $(1\frac{1}{2})$ of the payment that he would be receiving from the sponsoring agencies subject to the limit prescribed in SR 12.

*One and half

.....6.

iv) In case he is sanctioned only extraordinary leaves, he will not be paid any salary in India and he will be permitted to retain the entire contribution from the sponsoring agencies;

v) He will be permitted to retain the leave during the above period.

vi) He is required to execute a Bond in the form prescribed;

c) When employees are sent abroad for undergoing any training under exchange programme:

i) He is permitted to receive any sustenance allowance for his period of training;

ii) The period will be treated as on duty and he would be given duty pay, and allowances;

iii) He is required to execute a bond in the form prescribed;

20. The posts of resident surgeons in the Institute are tenure posts. Keeping in view the nature of duties of these residents, their requests for deputation need not be considered. However, they may be permitted to attend conferences etc., within India permitting on LWA principles for shorter duration (say 2 or 3 days) and for one or two seminars/conferences in a financial year.

21. In the case of students of several courses other than super speciality courses, they may be permitted to attend one or two conferences in a year within India if it is found useful from his/her educational point of view without any financial commitment. In respect of students of super-speciality courses, they may be permitted to attend one or two conferences/seminars etc., in a year in case of presentation of papers within India and paying registration fee only if it is found useful from his/her educational point of view.

22. The other staff members of the Institute (non-faculty members) may be sent on deputation/study tour if it is found useful to the Institute from the Administrative point of view and in the interest of the patient care.

23. For any deviation of instructions, disciplinary action shall be initiated. The applications of the employees whose nominations are not routed through proper channels shall not be considered. The Head

of Department shall ensure that applications to attend conferences, workshops, seminars, symposiums shall be submitted to office well in advance. Applications received belatedly without giving adequate time shall not be considered.

24. The above guidelines, will be in addition to the other principles that may be issued by the Director from time to time.
25. Application of these guidelines are subject to the exigencies of Institute work and availability of funds.
26. The staff members shall send the proposal for permission in the prescribed form.
27. All the employees of the Institute including deputationists are requested to co-operate and ensure the compliance of the above guidelines and norms in the interest of patient care, administrative and financial discipline.

M. N.
DIRECTOR (1-1-91)

D. 4/2

Copy to:

1. All the Heads of Departments/Units for information and guidance and to circulate among all the Doctors/Scientific/Technical/Para Medical Staff working under their control.
2. Establishment Superintendent.
3. ~~EST~~ (2)/EST(6)
4. Accounts II.
5. Office Copy.

msv/-

KIDWAI MEMORIAL INSTITUTE OF ONCOLOGY

RULES REGARDING DEPUTATION OF EMPLOYEES OF THE INSTITUTE/
GRANT OF STUDY LEAVE TO THE EMPLOYEES OF THE INSTITUTE FOR
HIGHER STUDIES/SPECIALIZED TRAINING WITHIN INDIA/OUTSIDE
INDIA.

GENERAL :

1. The Institute may, with due regard to the exigencies of public service, depute or grant study leave to an employee for prosecution of a special course of study consisting of higher studies or specialized training in professional or technical subjects having a direct and close connection with the sphere of his/her duty.
2. An employee who is deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of the higher qualification or training acquired.
3. The Director shall draw up list of Institutions within India and Outside India and areas of specialized study or specialized training for which the employees of the Institute could be deputed or granted study leave.
4. The number of employees to be granted/deputed study leave at any point of time for higher studies or specialized training shall be kept at the minimum, not exceeding 10% of the staff working in the Institute.
5. The selection of a candidate for higher studies or specialized training shall be made strictly on the basis of seniority except for reasons to be recorded in writing.

CONDITIONS REGULATING DEPUTATION OF OR GRANT OF STUDY LEAVE TO AN INSTITUTE EMPLOYEES FOR PROSECUTION OF SPECIAL COURSE OF STUDY CONSISTING OF HIGHER STUDIES OR SPECIALIZED TRAINING WITHIN INDIA/OUTSIDE INDIA :

I. DEPUTATION OF EMPLOYEES OF THE INSTITUTE FOR HIGHER STUDIES/SPECIALIZED TRAINING WITHIN INDIA/OUTSIDE INDIA :

1. The employee of the Institute who has completed period of probation satisfactorily and has put in not less than 3 years of service and below 50 years of age may be deputed for prosecution of a special course of study consisting of Higher Studies/Specialized training in a professional or technical subject having a direct and close connection with the sphere of his duty at a recognised Institution within India or Outside India which should be of a definite advantage in public interest.
2. For short term duration of courses of training within a period of six months within India or Outside India the Employee who is required to be deputed should have put in 3 years of service and completed the period of probation satisfactorily.

3. The maximum period of deputation of a candidate for higher studies or specialized training shall not exceed the normal duration of the course of study or training. This period shall be treated as on duty. If an employee is unable to complete the course of higher studies within the normal duration of such course or higher study, he/she may be granted extension of time upto a maximum period of one year. This extended period shall be treated as such leave as is at his/her credit and the remaining period shall be treated as extraordinary leave.
4. An employee shall not ordinarily be deputed for higher studies or specialized training more than twice during his entire service. However, this restriction will not apply to the deputation of an employee for short term course of study or training, the duration of which does not exceed three months.
5. During the period of deputation, the employee shall be eligible to draw :
 - (i) Salary i.o., Basic Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance which he would have drawn but for his deputation for higher studies or specialized training. During the period of extension, the employee shall be eligible only for leave salary admissible under the rules.
 - (ii) Stipend equal to one-half of Daily Allowance at the place of study/training admissible under the rules. No stipend will be admissible during the extended period of study/training. If the period of deputation for higher studies or specialized training is of the duration of three months or less, the Institute employee shall be allowed to draw stipend equal to full Daily Allowance admissible under the rules. If the Institute employee is deputed for higher studies or specialized training at the same station/municipal limits including the urban agglomeration area, he will not be eligible for stipend.
 - (iii) Travelling Allowance as on tour from the Headquarters to the place of study/training and back or the first journey to join the course of study or training and return journey after completion of the study/training.

- (iv) Tuition fees, if any, prescribed for the course of study or training.
6. The Institute employee who is selected for deputation for higher studies or specialized training has to execute a bond in Form-I appended to these Rules before he is relieved of his duties. He will have no option to retire from service voluntarily either during the period of deputation or within a period of three years from the date of his return to duty after expiry of the period of deputation.
7. The Governing Council shall be the competent authority to sanction the deputation for higher studies or specialized training outside India. In the case of study/training within India, the Director shall be competent to sanction deputation if the duration of study/training is less than 6 months. Where the period exceeds six months, approval of Governing Council is necessary.

II. GRANT OF STUDY LEAVE FOR PROSECUTION OF HIGHER STUDIES/SPECIALIZED TRAINING :

1. The Institute may grant study leave to an employee for prosecution of a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duty at a recognised Institution within or outside India.
2. The grant of study leave to an employee shall be subject to the following conditions :
- (i) No study leave shall ordinarily be granted to an employee who has not completed the period of probation satisfactorily and has not completed 3 years of service and who is over 50 years of age.
- (ii) The maximum period of study leave shall be restricted to 4 years for the Doctorate Course/Training and three years for Post-Graduate or other courses of higher studies. Wherever the duration of the course/training has been prescribed, the period of study leave shall not exceed the same.

(iii) The period of study leave shall be debited to the leave account of the employee. The period of study leave which falls short of the Earned Leave/Half-pay-Leave at the credit of the employee shall be treated as Extraordinary Leave. During the period of study leave, the employee shall be eligible for leave salary (Pay, DA, HRA and CCA etc.) as admissible under the Rules.

(iv) The employee who has been granted study leave shall not have option to retire from service voluntarily either during the period of study leave or within a period of three years from the date of his/her reporting for duty after expiry of the study leave.

3. The Governing Council shall be the authority competent to sanction study leave for study outside India. The Director may sanction study leave not exceeding 6 months for study/training within India. Approval of Governing Council is necessary for study leave exceeding six months within India. Every application for study leave should be submitted through proper channel. The course of study contemplated by the employee and any examination which he/she is proposed to undergo shall be clearly specified in the application along with the information about the study leave facilities availed of previously.

4. The employee who is granted study leave shall execute a bond in Form-II appended to these Rules before he is relieved of his/her duties to join the course.

Sd/-

(A. RAVINDRA)

Sd/-

(ABHAY PRAKASH) (M. KRISHNA BHARGAV)

Sd/-

(M. KRISHNA BHARGAV)

/ COPY /

Office of the Director,
Kishan Memorial Institute
of Dentistry, 110, Basur Road,
Bangalore - 560 029,
Dated: 24.10.1986.

OFFICIAL MEMORANDUM

To Sub:- Deputation of employees of Kishan Memorial Institute of Dentistry, Bangalore for Fellowship/Specialized Training/Higher Studies/Conference/Seminar etc., within India and outside India-Instructions.

During discussion on the above mentioned subject, at the meeting of the Governing Council, the Governing Council members observed that the request/applications of the employees of the Institute for deputations for Fellowship/Specialized Training/Higher Studies, Conference/Seminar etc., within India and outside India which are not routed through the proper channel need not be considered. Further it is also pointed out that such cases should be dealt with suitably as per Service Condition rules.

All the employees of the Institute are therefore instructed that all correspondence to outside agencies inside India and outside India for the award of Fellowship, Specialized Training, Selection for Higher studies, participation and presentation of papers for conference, Seminar etc., should be routed through proper channel.

If there are any violations of the instructions, their request will not only be rejected but also disciplinary action will be taken as per rules.

All the Heads of Departments are requested to circulate the Official Memorandum to all the employees working under their control for strict compliance.

24.10.86
DIRECTOR.

COPY TO:

1. All the Head of Departments, KMID, Bangalore for guidance and implementation.
2. General circulation.
3. Concerned Section.
4. Personnel Section, KMID, Bangalore.

D. 100/EST/1/1/2000.

Office of the Director,
Mysore Research Institute
of Geology, Hosur Road
Bangalore - 560 029.

Dated 11 December 19

OFFICIAL PAPER

Sub : Rules regarding deputation of Employees
of the Institute/Grant of Study Leave
to the Employees of the Institute for
Higher Studies/Specialized Training
Within India/Outside India.

Whereas

The Governing Council at their meeting held on 29th July 1998
has approved the Rules and Conditions regarding deputation
of Employees of the Institute/Grant of Study Leave to the
Employees of the Institute for Higher Studies/Specialized
Training Within India/Outside India proposed by the deputa-
tion committee constituted by the Governing Council.

A copy of the said rules is enclosed for reference of Heads
of Departments of the Institute.

All the Heads of Departments are requested to circulate an
copy of the Employees working under their control for information
and guidance.

Place : Mysore Research Institute,
Mysore, 560 029
Date : 11 December 19

KIDWAI MEMORIAL INSTITUTE FOR ONCOLOGY, BANGALORE

(v)

PROCEEDINGS OF THE MEETING OF THE DEPUTATION COMMITTEE
CONSTITUTED BY THE GOVERNING COUNCIL FOR PREPARATION
OF RULES AND CONDITIONS FOR DEPUTATION OF EMPLOYEES
OF THE INSTITUTE/GRAVY OF STUDY LEAVE OF THE EMPLOYERS
OF THE INSTITUTE FOR HIGHER STUDIES/SPECIALIZED
TRAINING WITHIN INDIA/OUTSIDE INDIA.

Members Present:

Shri A Ravindra,
Secretary to the
Government
Health & Family Welfare Deptt.,
BANGALORE

Shri Abhay Prakash
Finance Secretary-II
to the Govt. of Karnataka
Finance Department
Vidhana Soudha
BANGALORE

Dr. H. Krishna Bhagava
Director
Kidwai Memorial Institute
of Oncology
Hosur Road
BANGALORE - 29.

The Committee met on 5.4.86 and 8.4.86 to discuss
and finalise the draft rules and conditions prepared
by the Director. After detailed discussions the
Committee finalised the Rules and Conditions (Annexure-I).

The Committee also went through the statement relating
to the employees of the Institute who had represented
for sanction of deputation. Considering the dates and
Conditions finalised, recommendation on each case was
made. The recommendations are shown in Annexure-II.

(25)

According to the decision of the Governing Council
the recommendations of the Committee may be given
effect to pending approval of the Governing Council.

In the circumstances, the Director was requested to
implement the recommendations pending approval of
the Governing Council.

(A. RAVI DRA)

(ABHAY PRAKASH)

(H. K. SHINA BHARGAVA)

RULES REGARDING DEPUTATION OF EMPLOYEES OF THE
INSTITUTE/GRAANT OF STUDY LEAVE TO THE EMPLOYEES
OF THE INSTITUTE FOR HIGHER STUDIES/SPECIALISED
TRAINING WITHIN INDIA/OUTSIDE INDIA.

GENERAL:

1. The Institute may, with due regard to the exigencies of public service, depute or grant study leave to an employee for promotion of a special course of study consisting of higher studies or specialised training in professional or technical subjects having a direct and close connection with the sphere of his/her duty.
2. An employee who is deputed or granted study leave for higher studies or specialised training shall not be entitled to claim any monetary benefit or seniority by virtue of the higher qualification or training acquired.
3. The Director shall draw up list of institutions within India and outside India and areas of specialised study or specialised training for which the employees of the Institute could be deputed or granted study leave.
4. The number of employees to be granted/deputed study leave at any point of time for higher studies or specialised training shall be kept at the minimum, not exceeding 10% of the staff working in the Institute.

(X) 1. As the appointment of a candidate for higher studies or specialised training shall be made strictly on the basis of seniority except for reasons to be recorded in writing.

CONDITIONS REGULATING DEPUTATION OF ONE CREDIT OF STUDY LEAVE TO AN INSTITUTE EMPLOYEE FOR PROSECUTION OF SPECIAL COURSE OF STUDY CONSTITUTING OF HIGHER STUDIES OR SPECIALISED TRAINING WITHIN INDIA/OUTSIDE INDIA

1. DEPUTATION OF EMPLOYEES OF THE INSTITUTE FOR HIGHER STUDIES/SPECIALISED TRAINING WITHIN INDIA/OUTSIDE INDIA:

1. The employee of the Institute who has completed period of probation satisfactorily and has put in not less than 3 years of service and below 50 years of age may be deputed for prosecution of a special course of study consisting of higher studies/specialised training in a professional or technical subject having a direct and close connection with the sphere of his duty at a recognised institution within India or outside India which should be of a definite advantage in public interest.

2. For short term duration of courses of training within a period of six months within India or outside India the employee who is required to be deputed should have put in 3 years of service and completed the period of probation notwithstanding.

The minimum qualification may be referred

3. The maximum period of deputation of a candidate for higher studies or specialised training shall not exceed the normal duration of the course of study or training. This period shall be treated as on duty. If an employee is unable to complete the course of higher studies within the normal duration of such course or higher study, he/she may be granted extension of time upto a maximum period of one year. This extended period shall be treated as such leave as is at his/her credit and the remaining period shall be treated as extraordinary leave.

4. An employee shall not ordinarily be deputed for higher studies or specialised training more than twice during his entire service. However, this limitation will not apply to the deputation of an employee for short term course of study or training, the duration of which does not exceed three months.

5. During the period of deputation, the employee shall be eligible to draw:

- (i) Salary i.e., Basic pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance which he would have drawn but for his deputation

KOZ
for higher studies or specialised training. During the period of extension, the employee shall be eligible only for leave salary admissible under the rules.

- (ii) Stipend equal to one-half of Daily Allowance at the place of study/training admissible under the rules. No stipend will be admissible during the extended period of study/training. If the period of deputation for higher studies or specialised training is of the duration of three months or less, the Institute employee shall be allowed to draw stipend equal to full daily allowance admissible under the rules. If the Institute employee is deputed for higher studies or specialised training at the same station/municipal limits including the urban agglomeration area, he will not be eligible for stipend.
- (iii) Travelling Allowance as on tour from the Headquarters to the place of study/training and back for the first journey to join the course of study or training and return journey after completion of the study/training.
- (iv) Tuition fees, if any, prescribed for the course of study or training.

(29)

6. The Institute employee who is selected for deputation for higher studies or specialised training has to execute a bond in Form I appended to these Rules before he is relieved of his duties. He will have no option to retire from service voluntarily either during the period of deputation or within a period of three years from the date of his return to duty after expiry of the period of deputation.
7. The Governing Council shall be competent authority to sanction the deputation for higher studies or specialised training outside. In the case, study/training within India, the Director shall be competent to sanction deputation if the duration of study/training is less than 6 months. Where the period exceeds six months, approval of Governing Council is necessary.

II GRANT OF STUDY LEAVE FOR PROSECUTION OF HIGHER STUDIES/SPECIALISED TRAINING:

1. The Institute may grant study leave to an employee for prosecution of a special course of study consisting of higher studies or specialised training in a professional or technical subject having a direct

(12) connection with the sphere of his duty at a recognised institution within or outside India.

2. The grant of study leave to an employee shall be subject to the following conditions:-
- (i) No study leave shall ordinarily be granted to an employee who has not completed the period of probation satisfactorily and has not completed 3 years of service and who is over 50 years of age.
 - (ii) The maximum period of study leave shall be restricted to 4 years for the Doctorate Course/training and three years for Post-graduate or other courses of higher studies. Wherever the duration of the course/training has been prescribed, the period of study leave shall not exceed the same.
 - (iii) The period of study leave shall be debited to the leave account of the employee. The period of study leave which falls short of the Earned Leave/Half-pay leave at the credit of the employee shall be treated as Extra ordinary leave. During the period of study leave, the employee shall not be eligible for leave salary (Pay, DA, HRA & CCA etc) as admissible under the Rules.

(iv) The employee who has been granted study leave shall not have option to retire from service voluntarily either during the period of study leave or within a period of three years from the date of his/her reporting for duty after expiry of the study leave.

3. The Governing Council shall be the authority competent to sanction study leave for study outside India. The Director may sanction study leave not exceeding 6 months for study/training within India. Approval of Governing Council is necessary for study leave exceeding six months within India. Every application for study leave should be submitted through proper channel. The course of study contemplated by the employee and any examination which he/she is proposed to undergo shall be clearly specified in the application along with the information about the study leave facilities availed of previously.

4. The employee/s, granted study leave / who shall execute a bond in Form II appended to these Rules before he is relieved of his/her duties to join the course,

Office of the Director
Kidwai Memorial Institute
of Oncology, Hosur
Bangalore - 560 029

27, September 1984

OFFICIAL MEMORANDUM

Sub: Guidelines for deputation of staff of
Institute for studies

ReF: Minutes of the Governing Council at its
meeting held on 30, June 1984 item-4, 12

Preamble:

For a developing Institute like Kidwai Memorial Institute of Oncology, there is urgent need to train personnel for all the branches of Oncology in order to offer satisfactory diagnostic, research and treatment services to the increased number of cancer patients. The staff of various departments are being exposed for various conferences, seminars, workshops and also for training purposes. The need for having guidelines in the matter of deputation was keenly felt and the subject was placed before the Governing Council at its meeting held on 30, June 1984. The Governing Council has approved the proposal.

ORDER NO. KMO/EST (1) /743/84, DATED: 27, SEPTEMBER, 84.

In the circumstances stated in the Preamble, the guidelines for deputation of staff of the Institute as appended to this order as issued for guidance for all the Heads of the Departments/Units.

The above guidelines shall come into force with immediate effect and until further orders.

Copy to:

DIRECTOR,

1. Medical Superintendent, KMO.
2. All the Heads of Departments/Units, KMO.
3. Administrative Officer, KMO.
4. Finance Officer.