

New Delhi, the

10/31  
February, 1984

To

5537  
13/3/84

The Registrar,  
Central Council of Indian Medicine,  
1-E/6, Swami Ramkrishna Nagar,  
New Delhi-110055.

Subject: Standing orders for the employees of  
the Central Council of Indian Medicine.  
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Sir,

I am directed to refer to your letter No. 8-4/83-Accts, dated the 21st September, 1984, on the subject noted above and to convey the sanction of the Central Government to the Standing Orders for the employees of the Central Council of Indian Medicine under sub-section (d) of section 12 of the Indian Medicine Central Council Act, 1970. A Copy of the sanctioned standing orders is enclosed.

Yours faithfully,

*R. S. Maphur*

( R. S. MAPHUR )  
UNDER SECRETARY TO THE GOVT. OF INDIA

PHON. 386893

( K. VENUGOPAL )

Director (M&P)

Director (M&P)

Director (M&P)

Director (M&P)

*See for immediate action*

*27/3/84  
11/3/86*

*make take up  
needs urgently*

*1-13/86*

*my Secretary*

*\*C.S.A.\**

*Stencils have been  
taken out  
& action is being  
taken.  
(by)  
14/3/86*

CENTRAL COUNCIL OF INDIAN MEDICINE  
NEW DELHI

STANDING ORDERS

The standing orders shall be called the CENTRAL COUNCIL OF INDIAN MEDICINE STANDING ORDERS.

EXTENT OF APPLICATION

1. The Standing Orders shall apply to all employees of Central Council of Indian Medicine. They shall not apply in whole and in part to any employee of the Central Council of Indian Medicine, between whom and the Council a specific contract or agreement subsists in respect of any matter dealt with in these Standing Orders or to any Council employees to whom the competent authority may, by general or special order, direct that they shall not apply in whole or in part. If any doubt arises as to whether these Standing Orders apply to any person or not the decision shall lie with the Central Council of Indian Medicine.
2. Nothing in these Standing Orders shall be construed to alter or interpret to his disadvantage the rule regulating the service of any of the Council's employees on the date of application of these Standing Orders.
3. The Power of interpreting, changing and amending these Standing Orders is vested in the Central Council of Indian Medicine.
4. In case where these Standing Orders do not make any provision, the Government of India Rules shall apply.

5. DEFINITIONS

Staff means employees of the Council appointed under Section 12 of the IMCC Act, 1970.

GENERAL CONDITIONS OF SERVICE

Conditions regarding Health and Age:

6. (a) No person may be substantively appointed to a permanent post under the Council without a medical certificate of Health signed by the Civil Surgeon of the district. The Council may however, in individual cases, dispense with the production of the medical certificate. Such certificate will not be required when a person is appointed to a particular post on contract basis for a fixed period. If however, subsequently such contract is converted into permanent employment under the Council, a certificate of Health will be required unless otherwise directed by the Council.

(b) Ordinarily the age limit will be as in Fundamental Rule, but the appointing authority shall reserve the right to waive the age limit, and the appointment of a person to a particular post will be determined by the suitability of the person for that particular post.

WHOLE TIME OF A COUNCIL EMPLOYEE AT THE DISPOSAL OF THE COUNCIL.

7. Unless in any case it be otherwise distinctly provided, the whole time of a employee of the Central Council of Indian Medicine is at the disposal of the Council and he/she may be employed in any manner required by the proper authority. No employee of the Council can engage in any trade, business or occupation involving profit or emoluments, without the previous sanction of the competent authority.

SUBSTANTIVE APPOINTMENT OR LIEN

8. Two or more Council employees cannot be appointed substantively to the same permanent post at the same time. A Council employee cannot be appointed substantively to a post on which another Council employee holds lien. The lien of a Council employee on a particular post can be suspended for a certain period or terminated by the order of the Council.

RETIRING BENEFITS

The person who joined the service of the Central Council of Indian Medicine before the...

Council of Indian Medicine - Contributory Provident Fund shall be entitled to subscribe to any of the following schemes:

1. Central Council of Indian Medicine-Contributory Provident Fund.

OR

General Provident Fund-cum-Pension-cum-Death-cum-Retirement Gratuity Scheme including Family Pension Scheme.

He will exercise his option to continue to be a member of any of the above scheme. The option once exercised shall be final.

A person who joined the service of the Central Council on or after 1st April, 1983 shall be entitled to General Provident Fund-cum-Pension-cum-Death-cum-Retirement Gratuity Scheme including Family Pension Scheme approved by the Central Government and amended from time to time. A person joining the service of the Central Council after leaving the service of another Statutory Body constituted under the Central Act shall in the event of permanent absorption in the Central Council shall be allowed retiring benefits in respect of his previous service rendered under the previous statutory body provided that there is no break of service except for the admissible transit period to join the new post in the Central Council. This shall also cover the cases of employees of University, Central Government and other Statutory Bodies receiving maintenance grant from the Consolidated Fund of India.

#### SUBSCRIPTION OF PROVIDENT FUND

9. The Central Council of Indian Medicine Contributory Provident Fund is established for the benefit of its employees including those appointed on fixed term or contract basis provided the latter (Employees on fixed terms or contract basis) are not in receipt of pension from elsewhere. The fund is subject to the provisions of the Contributory Provident Fund Act, 1952, as amended from time to time.

10. A temporary employee who has completed one year of continuous service in the Council shall be eligible to subscribe to the C.P.F.

a) All employees of the Council shall be required on completion of one years' continuous service or on confirmation, whichever is earlier, in the Council to join the Contributory Provident Fund.

11. The Fund shall be administered by the Registrar/Secretary in accordance with the following rules:

SUBSCRIPTION:

12. The <sup>rate</sup> of subscription shall be one-twelfth of the monthly pay exclusive of allowances and the amount so calculated shall be deducted from the monthly salary bill of the employee. The amount of contribution payable shall be rounded to the nearest five paise.

a. Members are required to continue their subscriptions while absent/on leave other than extra-ordinary leave without leave salary, calculated on full pay at the rate drawn prior to proceeding on leave.

b) In the case of long leave the deduction can be made as usual in the pay bills. In the case of privilege leave deductions will be made monthly as from the emoluments of employees present on duty.

BONUS/CONTRIBUTION BY THE CENTRAL COUNCIL OF INDIAN MEDICINE

13 a) The Council shall pay in the case of each subscriber a monthly contribution equal to the subscription realised from her/him under S.No.12.

b) The Family of a permanent employee who is a subscriber to the Central Council of Indian Medicine CPF and who dies while in service before completing 5 years service will be eligible for contribution equal to the difference between his 6 months emoluments and the amount of the Council's contribution, together with the interest thereon standing to his credit in the Fund. If, however, such an employee dies in the first year of service, her/his family will be eligible for a contribution <sup>equal</sup> to the difference between her/his two months emolument and the amount of Council's contribution together with the interest thereon, standing to her/his credit in the fund.

c) If such an employee dies after completing five years service her/his family will be eligible for contribution equal to the difference between his 6 months emoluments and the amount of the Council's contribution, together with the interest thereon standing to his credit in the Fund.

difference between her/his twelve months emoluments and the amount of Council's contribution, together with the interest thereon Standing to his credit in the Fund.

14. The subscription paid by the subscriber and the contribution of the Council shall be credited monthly to the separate amount of each subscriber.

#### INTEREST

15. The amount accruing to the Fund by subscriptions, contributions and interest thereon shall be placed in fixed deposit in the Bank of India or invested in such Government Securities as may be approved from time to time for the purpose by the Executive Committee. The securities may be disposed off as and when necessary by the Registrar/Secretary with the concurrence of the President.

16. The rate of interest to be paid to the accounts of subscribers shall be fixed from time to time by the Executive Committee or as earned.

17. No member who has been dismissed on account of dishonesty or other gross misconduct shall be eligible to receive any part of share in any sums at any time contributed by the Council to the fund in his account or accumulated interest or profits thereof. The Council shall be entitled to recover as the first charge from the amount for the time being at the credit of any member, a sum equal to the amount of any loss or damage at any time, sustained by the Council by reason of his/her dishonesty or negligence provided that such recovery shall be limited to the total amount of the Council's contribution and of any interest which has occurred thereon.

18. The accounts of the Fund shall be audited by the Auditors of the Comptroller and Auditor General of India.

19. Each subscriber shall be entitled to receive a detailed statement of his/her account for the year after the audit of account.

20. When a subscriber quits the service of the Council whether by resignation or dismissal, she/he shall be entitled to receive

the amount which has accumulated to her/his credit, provided that in all such cases of dismissal and in case of resignation by a person with less than 5 years service, the Executive Committee, upon his quitting the service, declare him so entitled.

NOTE In default of such a declaration, the said subscriber shall be entitled to receive the amount actually subscribed by him/her together with interest accruing to the same.

21. If a subscriber dies while in the service of the Council the amount at her/his credit shall be paid to the person nominated by him/her under Standing Order No.32 and in the manner specified by him/her in his/her declaration under the Standing Order.

22. Any contribution or interest withheld from a dismissed employee shall lapse to the Council.

#### WITHDRAWALS AND ADVANCES

23. No final withdrawal will be allowed unless the subscriber quits service or dies.

24. In case of urgent necessity, the Registrar/Secretary with the concurrence of the President may allow a subscriber an advance of a sum not exceeding 6 months pay limited to his own subscription.

All advances under the Standing Orders shall be arranged by the Registrar/Secretary, Central Council of Indian Medicine.

25. Such advances will be recovered in not less than 24 and not more than 36 equal monthly instalments, and such recoveries shall be credited as they are made to the account of the subscriber in the fund.

26. A member may at his/her option repay an advance in less than 24 instalments.

27. Recoveries will be made monthly, commencing from the first payment or a full month's salary after the advance is granted, but no recovery will be made from a subscriber when he/she is on leave of any kind other than casual leaves, if so requested.

28. After the principal of the advance has been fully repaid interest shall be recovered thereon at the rate of one fifth percent of the principal for such month or broken portion of a month during the period between the drawal and complete recovery of the principal. Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal but if the period between the drawal and complete recovery of the principal exceeds 30 months, interest may if the subscriber so desires, be recovered in two equal monthly instalments. Recoveries made under the Standing Orders shall be credited as they are made to the account of the subscriber in the fund.

29. When a subscriber has already taken an advance she/he will not be eligible for a new advance until the amount already advanced has been fully paid up.

#### PROTECTION OF COMPULSORY DEPOSITS AND BONUSES

30. Any sum standing to the credit of any member in the Fund at the time of his/her death and payable under the Standing Orders of the Fund to any dependent of the member, or to such persons as may be authorised by law to receive payment on his/her behalf, shall save where the dependent is the widow or child of the member vest in the dependent and shall be free from any debt or other liability incurred by the deceased or incurred by the dependent before the death of the member.

31. When the sum standing to the credit of any member in the fund becomes payable, the Registrar/Secretary may direct to be deducted there from and paid to the Council any amount due under a liability incurred by the member to the Council, but not exceeding in any case the total amount of the bonus credited to the account of the member and of any interest or increment which has occurred thereon.

#### DECLARATION

32. When a deposit account is first opened, the member concerned shall be required to give a declaration in the form printed as Annexure 'A' to these Standing Orders particularising the person or persons to whom he/she is desirous that the whole or any portion of her/his deposit shall be received in the event of his/her death, and the deposit shall subject to the other provisions of these



Standing Orders, be payable in accordance with such declaration. Such declaration should, whenever, possible, be in the handwriting of the member and must be signed by him/her. The declaration which should be attested by two witnesses in the presence of the declarant and of each other, will remain in force until it is revised or cancelled by means of a notice in writing given to the Registrar/Secretary in the form printed as Annexure 'AA' to these Standing Orders. Such notice or revised declaration shall also be similarly attested by two witnesses. On the marriage or remarriage of a member who is not Hindu, Mohammadan, Buddhist or other persons exempted from the operation of the Indian Succession Act, any declaration already submitted by him shall forthwith become null and void and fresh declaration shall be required.

33. A register of such nominee shall be kept in the office of the Council.

34. The books of the fund will be kept in the Office of the Registrar/Secretary, Central Council of Indian Medicine.

35. An account shall be opened in the name of each subscriber in which shall be credited:

- i) Additional subscription by the Subscriber.
- ii) The Subscriber's subscription as per S.O. No.12.
- iii) Contribution made by the Council.
- iv) Interest as provided by Standing Order No.15.
- v) Interest as provided by Standing Order No.16.

36. In these standing orders the 'expression 'family' means those persons who in the opinion of the Executive Committee were dependent on the member of the staff at the time when she/he died.

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DATE OF RECKONING PAY AND ALLOWANCES

37. Subject to any exceptions specifically made by an order of the Council, a Council employee shall/being to draw the pay and allowances attached to his/her post with effect from the date on which he assumes the duties of that post, if forenoon, the same day, if afternoon, the following day,

CHARGE OF OFFICE

38. The charge of a particular post must be handed over and assumed at the Council's office by the relieved and relieving employee respectively, both being present.

SERVICE BOOKS AND CHARACTER ROLLS

39 i) The Council shall maintain a Service Book and a Character Roll/Confidential Report for each employee in such form as may be prescribed by the Executive Committee.

ii) The entries in the Service Book of an employee shall be authenticated by the Registrar/Secretary and entries in respect of Registrar/Secretary by the President, Central Council of Indian Medicine.

CONFIDENTIAL REPORTS

40 a) Such authorities of the Council as may be prescribed by the Executive Committee shall report confidentially each year in the form prescribed by the Council on the work and conduct of the employees who had served under them for periods not less than four months in the calendar year immediately preceding and forward their reports to the Registrar not later than 31st January every year.

b) The Reviewing Officer, the next higher authority will have

the discretion to determine which unfavourable report or portion thereof are weighty enough to be communicated to the officer reported against. All adverse entries should be communicated within the three months period to the officials concerned. Any representation against the adverse remarks will have to be made within two months and would lie to the next higher authority than the Reviewing Officer.

#### INCREMENT

41. Every member of the staff to whose post a time scale is attached shall draw the increment of the scale when it accrues as a matter of course unless it is withheld. An increment may be withheld from a member of the staff by the competent authority if his conduct or work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether post-ponement shall have the effect of postponing future increments.

#### EFFICIENCY BAR

42. Where an Efficiency Bar is prescribed in a time scale the increment next above the bar shall not be given to a member without the specific sanction of the authority empowered to withhold increments.

43. In calculating the increments, the time scale should include the whole period of service of the member, whether working in his substantive post or is officiating in another post either temporary or permanent; for this purpose, the period spent on leave by the member, except extraordinary leave will also be included.

Provided, however, that

- a) In a particular case the President may, for the above purpose order the inclusion of the period of such extra-ordinary

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leave, if it is granted for illness or for any case beyond the control of the member.

- b) The period of service put in by a member appointed to a temporary post will be included if the post is eventually made permanent.

#### LEAVE

44. i) Every member of the staff shall be entitled to such leave as is allowed under the Government of India, the Central Civil Service (Leave) Rules, 1972, as amended from time to time.

Leave cannot be claimed as a matter of right. When the exigencies of public service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

- ii) No member of the staff shall absent himself from duty without the previous permission of the Secretary, in case of the staff and of the President in the case of the Registrar/Secretary.

In case of sudden illness or accident, such permission shall be obtained at the earliest opportunity from the respective authority.

#### EXTRAORDINARY LEAVE

45. The Authority which has the power to sanction leave may also grant Extraordinary leave.

#### RESIGNATION

46. Every member of the permanent staff is entitled to resign from the service after giving due notice. In the case of Registrar/Secretary, Assistant Registrars and Superintendent, the period of notice shall be three months, in the case of others a month's notice will be sufficient. If, for any reason, the services of any member are no longer required the Council should give the same notice to the member concerned, after the expiry of which his/her service will be terminated.

47. The service of a member of the staff can be dispensed without notice in the event of misconduct on his/her part or of a breach, or non-observance, of any of the Standing Orders to which he/she is subject to.

#### Penalties:

48. The Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended/modified from time to time will be applicable to the employees of the Central Council of Indian Medicine except for the following provisions:

- a) The authorities competent to impose any of the penalties specified in the Central Civil Service (Classification, Control and Appeal) Rules, 1965 shall be:
- 1) in case of the Group 'A' officers, the Executive Committee.
  - 2) in the case of Group 'B' and 'C' the President on recommendations of the Registrar/Secretary and in case of others, the Registrar/Secretary.

Payment of subsistence allowance:

49. A member of the staff, if suspended, under the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be entitled to subsistence allowance in accordance with the fundamental rules as modified/amended from time to time. Similarly, when the Council employee who has been dismissed, removed or suspended, is reinstated, shall be entitled to receive pay and allowances as provided in the fundamental rules.

Appeals

50. An appeal against an order imposing a penalty on the Group 'A' officers shall lie to the Council and an appeal against an order imposing a penalty on groups B & C staff lie to the Executive Committee and in case of the members of the Group D staff, to the President.

President's powers to review

51. Notwithstanding anything contained in these Rules the President may on his own or in consultation with the Council after calling for the record of the case review any order which is made or is appealable under the Central Civil Services (Classification, control and appeal) Rules, 1965 confirm, modify or set aside the order.

Duties

- 52.
1. The Superintendent shall be the ministerial head and shall have the same powers and status as those of a Superintendent in the Government of India Offices.
  2. He shall be responsible to the Registrar/Secretary, for the Office work and the maintenance of discipline in the office staff.
  3. He shall also be responsible for the correspondence and for putting up the papers with notes thereon to the Registrar/Secretary, for their final disposal, according to the provisions of the Act and the Regulations framed there under.

4. He shall perform such other duties as may be delegated and assigned to him by the Registrar/Secretary, for purposes of the Act.

53. The Deputy/Assistant Registrars of the Council shall assist Registrar/Secretary in the various matters and shall perform such other duties as may be delegated and assigned, to them by the Registrar/Secretary for purposes of the Act.

54. The ministerial staff will be responsible to the Superintendent for such duties as may be assigned to them.

#### Salary Allowances

Every member of the staff shall receive such salary and allowances as may be fixed by the authorities making the appointment.

55. 'Leave Salary, Travelling and other allowances'

The employees of the Central Council of Indian Medicine shall be entitled to leave salary, travelling and all other allowances as applicable to the Central Government employees from time to time. The travelling allowance to non-official/official members and employees of C.C.I.M. will be regulated as under:-

i) Non-Officials Those who are not in whole time employment under Central or State Govts. The non-official members of the Central Council shall be treated at par with Central Govt. Servant of the first grade for purposes of TA Rules.

The payment of TA etc. for attending the work of the Council will be made in accordance with Supplementary Rules 190 read with Appendix 10.

(ii) Officials

Those who are in whole time employment under Central or State Government. They will be paid TA etc. as applicable to them under Supplementary Rules of the Govt. of India.

(iii) Employees

The employees of the Central Council will be paid TA etc. as per Supplementary Rules of the Government of India as amended from time to time.

61. PENSION AND GRATUITY

The employees of the Central Council of Indian Medicine will be entitled to the benefits under Pension-cum-General Provident Fund-cum-Death-cum-Retirement Gratuity Scheme including Family Pension Scheme as per provision contained in the Central Civil Services (Pension) Rules, 1972 as amended from time to time provided he/she is not a member of Contributory Provident Fund of the Council.

The employees who joined the Central Council after 1-4-1983 will be governed by the above Pension Rules. They will not be entitled to C.P.F. benefits.

62. POWER TO RELAX

Notwithstanding anything contained in these standing Orders, the Ministry of Health & Family Welfare may, in the case of any employee, relax any of the provisions of these orders to relieve him of any undue hardship arising from the operation of such provisions, or in the interest of the Council.

(Sanctioned by the Ministry of Health & Family Welfare, New Delhi vide letter No.V.26012/4/82-AE dated 10.3.86) F.N.8-4/85 Act.

(iv) Air Travel

President, Vice-President of the Council will be entitled to travel by Air at their own discretion in connection with work of the Council.

In case of others, the President of the Council can permit them to travel by Air in accordance with the guidelines laid down by the Ministry of Finance for such travel from time to time.

Medical Facilities for employees

56. Employees of the Council and members of their families shall be entitled to such Medical aid as laid down under the rules for this purpose.

The Central Civil Services (conduct) Rules, 1964

57. The Central Civil Services (Conduct) Rules, 1964, as amended or modified from time to time will/be applicable to the employees of the Central Council of Indian Medicine:

58. REMOVAL OF DOUBTS

Where a doubt arises as to the interpretation or application of any of the provisions of these orders the matter will be referred to the Ministry of Health & Family Welfare for decision, which shall be final.

59. CREATION OF POSTS FOR THE OFFICE OF CENTRAL COUNCIL OF INDIAN MEDICINE

The Executive Committee shall create posts for the office of the Central Council in the approved pay scales applicable to the corresponding posts in the offices of the Central Government under section 12 of the Indian Medicine Central Council Act, 1970.

60. CONVERSION OF TEMPORARY POSTS INTO PERMANENT POSTS

Orders regarding conversion of temporary posts into permanent ones as applicable to the offices of the Government of India shall be applicable to the posts in the Central Council.