

DISCIPLINE

Classification, Control and Appeal Rules

Rule-(51) Classification of services:

All the employees of the Trust and Trust Institutions are classified as follows for the purpose of Discipline.

Category 1: Medical Director, Chief Executive Officer, Head of the Institution, Director, Principal, Medical Superintendent, Dean, Vice Principal of the Medical College, Head of the Department and Civil department head.

Category 2: Teaching staff includes, Medical, Engineering, paramedical Nursing, Degree & P.U. College Polytechnic and School. Chief Accounts Officer, Director Admission & Admission Accounts ,Coordinator, Librarian, Liaison officer, placement officer.

Category 3: Technical staff includes Medical, Engineering, College, School, Hospital, Laboratory, Staff, Nurse, Polytechnic, ITI, Physical instructor, Warden, Hostel Manager, P.R.O., Facility Manager.

Category 4: Non-teaching and Administrative Staff includes Accountant, Superintendent, Manager, First division Assistant, Second division Assistant, Drivers, Attenders, Watchman, Electrician and Hostel Staff and all Staff of the Trust Office supervisor, Store supervisor.

Rule-(52) Control:

(1) The Managing Trustee as a measure of control may impose any of the penalties on the employee specified in the Rule except after;

a. Informing the employee in writing of proposal to take action against him her and of imputation of misconduct or misbehavior on which it is proposed to take action and giving him/her a reasonable opportunity for making such representation as he may make against the proposals;

b. The Managing Trustee may consider such representation or explanation, if any, as the case may be.

(2) The record of proceedings should be a "*speaking order*".

Rule-(53) Provisions Relating to Disciplinary Proceedings:

The Managing Trustee may, appoint any authority to make an inquiry into the conduct of any employee in respect of the following matters,

1. Summoning and enforcing the attendance of any person and examining him on oath.
2. Requiring the discovery and production of any document.
3. Receiving evidence on affidavit.
4. Issuing notice for the examination of witnesses or documents.
5. Any other matter, which may be specified in such notification. If any disciplinary proceeding against employee for misconduct or corruption is proved, it shall presume, unless the contrary is proved, that such employee is guilty of such misconduct.

Rule-(54) Nature of Penalties:-

One or more of the following penalties may be imposed on employee, namely.-

1. Minor Penalties:

- a) Fine;
- b) Censure;
- c) Withholding of increments;
- d) Withholding of promotion.

2. Major Penalties:

- a) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders. "*Pecuniary loss*" shall mean loss and interest from date of causing such loss at rate of 8% per annual, on the total loss caused by the employee.
- b) Reduction to a lower stage in the time scale of pay for a period with a specific direction as to whether or not the employee will earn increments of pay during the period of such reduction.
- c) Reduction to a lower, grades or service.
- d) Compulsory retirement;
- e) Removal from service.

Rule-(55) Disciplinary Authorities:-

The Managing Trustee, Chief Executive Officer & Medical Director is the Disciplinary Authority.

Rule-(56) Suspension:-

The Managing Trustee or the Medical Director or Chief Executive Officer empowered by the Managing Trustee in his behalf may place any employee under suspension.-

- 1) Where there is prima facie evidence of gross dereliction of duty against him.
- 2) An order of suspension made or shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- 3) Where a employee has been suspended by an authority other than the Managing Trustee and final orders in the inquiry pending against him have not been passed within a period of three months from the date of order of suspension, the Managing Trustee shall examine the case and take a decision whether to continue the said employee under suspension or not, as it deems fit.

Rule-(57) Authority to Institute Proceedings:-

- (i) The Managing Trustee may Institute disciplinary proceedings against any employee
- (ii) Appoint a Disciplinary Authority (Medical Director /Chief Executive Officer) to institute Disciplinary proceedings against any employee on whom that Disciplinary Authority is competent to impose under these rules any of the penalties specified.

Rule-(58) Procedure for Imposing Major Penalties.-

- 1) The Disciplinary Authority may itself inquire into the truth of misconduct or misbehavior against an employee or appoint any authority to inquire into the truth thereof and shall draw up.
 - (a) Articles of charge.
 - (b) A statement of all relevant facts including any admission or confession made by the employee;
 - (c) A list of documents by which and list of witnesses by whom, the articles of charge are proposed to be sustained;

(d) Shall serve to employee a copy of the same for his written statement of his defense.

2) (a) On receipt of the written statement of defense the Disciplinary Authority may itself inquire or appoint, an Inquiring Authority for the purpose. If the articles of charge have been admitted by the employee in his written statement of defense, the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think fit.

(b) The Disciplinary Authority by an order, appoint other employee to be known as the "*presenting officer*" to present on its behalf the case in support of the articles of charge.

3) The Disciplinary Authority shall, where it is not the Inquiring Authority forward to the Inquiring Authority.

(a) A copy of the articles of charge and the statement of imputations of misconduct or misbehaviors.

(b) A copy of the written statement of defense, if any, submitted by the employee.

(c) A copy of the statements of witness, if any.

(d) A copy of the order appointing the "*Presenting Officer*".

(4) The employee shall appear in person before the Inquiring Authority on such day and at such time within ten working days from the date of the receipt by him of the articles of the charge.

(5) If the employee who has not admitted any of the articles of the charge in his written statements of defense or has not submitted any written statements of defense appears before the Inquiring Authority, such Authority shall ask him whether he is guilty or has any defense to make and if he pleads guilty to any of the articles of charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(6) The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(7) The Inquiring Authority shall, if the employee fails to appear within the specified time or refuses to admits, direct the Presenting Officer to produce the evidence by which he propose to prove the articles of charge, and shall adjourn the case to a later date not exceeding ten days.

(8) On the date fixed for the Inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Disciplinary Authority. The witness shall be examined by or on behalf of the presenting officer and may be cross-examined, but not on any new matter, without the leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witness as it thinks fit.

(9) The Inquiring Authority may, in its discretion, allow the presenting officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjourned. The Inquiring Authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interests of justice.

(10) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witness produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiring Authority according to the provisions applicable to the witnesses for the Disciplinary Authority.

(11) The Inquiring Authority may, after the completion of the production of evidence, hear the presenting officer and the employee, or permit them to file written briefs of their respective case, if they so desire.

(12) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defense on or before the date specified for the purpose or does not appear in person before The Inquiring Authority or otherwise fails or refuses to comply with the provisions of this rule at any stage of the inquiry be *made ex parte*.

(13) After the conclusion of the inquiry, a report shall be prepared and it shall contain-

- a.** The articles of charge and the statement of the imputation of misconduct and misbehavior:

- b.** The defense of the employee in respect of each articles of charge;
- c.** An assessment of the evidence in respect of each article of charge;
- d.** The findings on each article of charge and the reasons there of.

If in the opinion of the Inquiring Authority the proceedings of the Inquiry establish any article of charge different from the original articles of the charge, it may record its finding on such article of charge.

Provided that the finding on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(14) The Inquiring Authority, shall forward to the Disciplinary Authority the record of inquiry which shall include.-

- (a)** The report prepared by it.
- (b)** The written statement of defense, if any submitted by the employee;
- (c)** The oral and documentary evidence produced in the course of the inquiry;
- (d)** Written statement, if any, filed by the presenting officer or the employee or both during the course of the inquiry; and
- (e)** The orders, if any made by the Inquiring Authority in regard to the inquiry.

Rule-(59) Action on the Inquiry Report:

(1) The Disciplinary Authority, may, for reasons to be recorded by it in writing , remit the case to The Inquiring Authority for further inquiry and report. The Inquiring Authority shall thereupon proceed to hold the further inquiry according to the provisions of rule.

(2) The Disciplinary Authority shall, if it disagrees with the findings of The Inquiring Authority on any article of charge record its reasons for such disagreement and record its own findings on such charge if the evidence on record is sufficient for the purpose.

(3) If The Disciplinary Authority having regard to its findings, on all or any of the articles of charge is of the opinion that one or more of the penalties should be imposed on the employee, it shall, make an order imposing such penalty.

Rule-(60) Communication of orders:

Orders made by the Disciplinary Authority shall be communicated to the employee along with the copy of report of the inquiry. It is not necessary to supply copies of the said inquiry if the Disciplinary Authority exonerates the employee.

Rule-(61) Joint Inquiry:

Where two or more employees are concerned, in any case the Disciplinary Authority may order for joint inquiry in a common proceeding.

Rule-(62) Appeals: No appeal shall lie against any order made by the Managing Trustee. On orders of the Chief Executive Officer and Medical Director, appellate authority is Managing Trustee

Rule-(63) Review: The Managing Trustee may at any time either on its own motion or otherwise after calling for records of the case, review any order passed under these rules and,

1. Confirm, modify or set aside the orders.
2. Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.
3. Remit the case to the Inquiring Authority.

Rule-(64) Service of Order, Notice etc: Every order, notice and other process made or issued shall be in person on the employee concerned or communicated by registered post. Where the employee refuses to receive or avoid such order or notice, the same may be served by affixing a copy on the notice board of the office or affix notice upon some conspicuous part of the employees' house in which he is known to have last resided or by publication in two daily newspapers having wide circulation.

Rule-(65) Dismissal, Removal and Suspension:

1. The pay and allowances of a Trust employee who is dismissed or removed or compulsory retired from service cease from the date of such dismissal or removal or compulsory retirement.
2. A Trust employee under suspension shall not seek any employment, business, profession or vocation and shall not leave the station without the permission of the Managing Trustee. Or the authority who has passed suspension order.
3. A employee who is placed under suspension shall be entitled 50% of the total pay, as subsistence allowance. If the suspension is revoked and on inquiry if the employee is found not guilty then the 50% of balance pay shall be given to the employee. If the employee is found guilty during the enquiry then 50% balance pay under suspension shall be forfeited to the trust.
4. Where the dismissal, removal or compulsory retirement of a Trust employee is set aside by a Court of Law and such Trust employee is reinstated without holding any further enquiry, the period of absence from duty shall be **regularised** and the Trust employee shall be paid pay and allowances in accordance with the directions, if any of the Court.

Rule-(66) Retrenchment of employees:

(1) An employee in an Institution may be retrenched by the Managing Trustee on the following grounds.

(a) Where the teacher pupil ratio falls below the Standard Staffing Pattern specified.

(b) Due to changes relating to curriculum or student strength the workload of a teacher in a particular subject does not warrant his continuation in a particular institution.

(c) Closure of school due to lack of infrastructural facilities, dispute within the management or between management and teachers or any other reasons which may be recorded in writing.

(d) The employee does not possess the required educational qualification.

(2) The procedure to be followed for retrenchment of an employee of a Institution shall be as follows:

(a) Where retrenchment is due to the employees becoming surplus, the junior- most employee in terms of seniority list maintained in accordance in the particular cadre and subject, shall be retrenched.

(b) Accord approval to retrench the employee so proposed by giving one month's notice or one month's salary in lieu of the same.

Rule-(67) MISCONDUCT:

- 1) The following acts of an employee shall be treated as misconduct:
- 2) Providing false information or failure to provide full particulars in the institution's employment application or candidate's own application in respect of his name, parents/ spouse's name, date of birth, residential address, particulars of family, cast, education, training particulars of past employment, references or any other information., as sought in the application.
- 3) Being in a state of drunkenness or under the influence of alcoholic liquor or any other intoxicants or drugs, possessing or selling or making business in alcoholic liquor or any other intoxicants or drugs, within the premises of the Establishment/ Institution.
- 4) Refusal to be searched at the entry or exit gate or any other place by the security staff/ superiors or by any other persons authorized by the management.
- 5) Punching, swiping or recording attendance by any other means, other than the one prescribed by the management or by proxy for another employee, or getting his/ her attendance marked by others, by proxy, or interfering with record of attendance of self or others.
- 6) Failure to display the card or failure to produce the identity card, whenever asked by the security staff or by any other superiors.
- 7) Failure or refusal to wear uniform, use of any protective gears/ equipments, while on duty or misuse or non-maintenance of uniform, shoes, protective gears and equipments.
- 8) Unauthorized use or handling of Institution's properties like plant, machineries, instruments, equipments, motor-vehicles, documents, records, registers etc.,

- 9) Failure or negligence to observe safe working methods, practices, instructions, safety rules, regulations or interference with any safety devices, equipments or wears.
- 10) Non-co-operation by self or with others in faithful discharge of duty or performance of work.
- 11) Failure or refusal to carry out an order of transfer, to work on any alternative job or machine, to perform overtime work, to work on a holiday/ weekly-off day or to report for out-station work.
- 12) Failure or refusal to observe instructions or orders of superiors and to maintain work related records as instructed by the superiors.
- 13) Failure to report for duty at the place of work or at the fixed working hours, remaining absent from the place of work, leaving work or work-spot without permission from the superiors.
- 14) Habitual late attendance on duty.
- 15) Habitual absence from work without sanction of leave, for 10 continues working days or more, in a year, or extending the sanctioned leave for more than 8 days without permission.
- 16) Negligence of duty or slow down in work or instigation thereof.
- 17) Failure to report to the doctor/s appointed by the institution, for medical check-up, whenever asked by the management.
- 18) Failure to produce the certificate of sickness and fitness, issued by the ESIC medical officer or in case non-ESIC employees, by any other doctor within two days of its issue to the Head of the department.
- 19) Drunkenness, fighting or riotous, disorderly, indecent or undisciplined behavior while on duty or in the premises of the Establishment/ Institution, or a conduct likely to cause breach of peace or endanger the life or safety of others.
- 20) Indulging in violence or assault or instigation thereof, murder or any attempt or threat thereof against any employees or others, either within or outside the premises of the Establishment/ Institution.
- 21) Threatening or abusing or insulting or assaulting any superior, co-employees or others.

- 22) Unauthorized possession of any lethal weapons; bootlegging, drunkenness or a conduct which violates common decency or morality of the community; within the premises of the Establishment/ Institution.
- 23) Canvassing for union membership or collection of any union fees, within the premises of the Establishment/ Institution.
- 24) Holding union or any other meetings inside the premises of the Establishment/ Institution.
- 25) Distributing or exhibiting any hand bills, pamphlets, posters, news papers or any other written or printed matters; or displaying by means of any signs or writings or other visible representation; or playing any recorded cassettes, floppies or mikes within or outside the premises of the Establishment/ Institution; against Establishment/ Institution's interest or reputation.
- 26) Shouting slogans against the management or the Establishment/ Institution or others, within the premises of the Establishment/ Institution.
- 27) Use of abusive language, in any form, against any superiors, managerial personnel or any other employee or others.
- 28) Making public statements, which are false, vicious or malicious against the institution or managerial personnel or others.
- 29) Failure to show due consideration, courtesy and respect to any superiors or managerial personnel or others, while in the premises of the Establishment/ Institution or outside.
- 30) Organizing, instigating, participating, abetting or acting in furtherance thereof any picketing or wrongful confinement or restraint of any superiors or managerial personnel or other employees or others, within the premises of the Establishment/ Institution or at their residence or at any other place.
- 31) Going on strike either alone or with others of any provision of agreement or instigating thereof.
- 32) Causing damage to Establishment/ Institution's property or to any medical or other Establishment/ Institution; or abetment or instigating or action thereof.
- 33) Commission of any act subversive of discipline or good behavior within the premises of the Establishment/ Institution or elsewhere.

- 34) Breach of any standing orders or any other laws applicable to the Establishment/ Institution or employees.
- 35) Theft, fraud, miss-appropriation or dishonesty in connection with the employer's business or property or mismanaging the Accounts.
- 36) Collection of any money for any reason, within the premises of the Establishment/ Institution without the permission of the management.
- 37) Money lending, borrowing; or betting; or gambling within the premises of the Establishment/ Institution. Or conducting private coaching classes or tuitions within or outside the premises of the Institutions.
- 38) Organizing or collecting or running or engaging or canvassing for any trade, business or sale of tickets, lotteries, raffles or chit funds or any other schemes within the premises of the Establishment/ Institution.
- 39) Fraud or theft or misuse or lending or sale of canteen coupons.
- 40) Taking or giving bribe; indulging in any corrupt practices or illegal gratification.
- 41) Unauthorized handling, interfering, tampering, falsification, defacement or manipulation or destruction of records in any form or any other property of the Institution.
- 42) Refusal to accept any written communication; any communication relating to his terms and conditions of employment or disciplinary or other matters issued by the management.
- 43) Disclosing any information relating to institution's activities or organizational or managerial or commercial or financial or any other matters of importance, to any one without the permission, in writing, by the Management.
- 44) Abruptly stopping the work, resulting in or causing loss or damage to the patients/ students/ others or plant or machinery or medical or other equipments/ instruments or any other property of the Institution.
- 45) Misuse or abuse of any facilities and amenities provided by the institution or failure to account for the same.
- 46) Sleeping or dozing while on duty.
- 47) Reading books, magazines etc, while on duty, which are not connected with the work.

- 48) Smoking/ chewing pan or other stimulants or spitting within the Institution's buildings and surroundings thereof or other places wherever it is prohibited except residential quarters and guest houses.
- 49) Spreading or encouraging casteism, racism regionalism, communalism or any other illegal feelings.
- 50) Carrying unauthorized persons or passengers or unauthorized use of Institution's vehicles.
- 51) Sub-letting or unauthorized use or occupation of Institution's residential or other buildings, or lands.
- 52) Refusal to give or giving false witness or failure to furnish full details in an enquiry.
- 53) Conviction in any court of law, for any criminal offence or offence involving moral turpitude.
- 54) Use of mobile/ cell phones or any other communication instruments audio-video gadgets etc, except on official purpose being inside the premises, class-rooms or any other place where the case of such instruments are prohibited.
- 55) Urinating and excreting within the premises other than specified place.
- 56) Sexual harassment which includes such unwelcome sexually determined behavior (whether directly or by implication) as:-
 - a) Physical contact and advances;
 - b) A demand or request for sexual favours;
 - c) Sexually colored remarks;
 - d) Showing pornography;

Any other unwelcome physical, verbal conduct of sexual nature.

Rule: (68) Inquiry and Disciplinary Authority

NAME OF THE INSTITUTION	NAME OF THE POST	ENQUIRY OFFICER	PRESENTING OFFICER	DISCIPLINARY AUTHORITY
	Medical Director	CEO	Principal, Paramedical	Managing Trustee

SIMS & RH	Dean	Medical Director	Principal, Nursing	Managing Trustee
	Principal	CEO	Principal, Nursing	Managing Trustee
	Vice Principal	CEO	Principal, Nursing	Managing Trustee
	Medical Superintendent	Medical Director	Associate Professor	Managing Trustee
	Head of the Department	Vice Principal	Director HR/IT	Managing Trustee
	Professor	Vice Principal	Director HR/IT	Managing Trustee
	Associate Professor	Vice Principal	Director HR/IT	Managing Trustee
	Assistant Professor	Vice Principal	Principal Nursing	Managing Trustee
	Senior Resident	Vice Principal	Assistant Professor	Medical Director
	Junior Resident /Tutor	Vice Principal	Senior Resident	Medical Director
	Causality Medical Officer	Medical Superintendent	Senior Resident	Medical Director
	Lady Medical Officer	Medical Superintendent	Senior Resident	Medical Director
	Epidemiologist Cum Lecturer	Vice Principal	Assistant Professor	Medical Director
	Statistician cum Lecturer	Vice Principal	Assistant Professor	Medical Director
SIMS &	Physical Education Director	Vice Principal	Office Superintende nt	Medical Director

RH	Technician	Director HR/IT	Tutor	Medical Director
	Second Division Assistant	Vice Principal	Office Superintendent	Medical Director
	First Division Assistant	Vice Principal	Office Superintendent	Medical Director
	Steno Typist	Vice Principal	Office Superintendent	Medical Director
	Lab / Dissection Hall Attendant	Director HR/IT	Librarian Medical College	Medical Director
	Office Superintendent	CEO	Librarian Medical College	Medical Director
	Account Officer/ Manager	CEO	Librarian Medical College	Medical Director
	Drivers	Director HR/IT	Librarian Medical College	Medical Director
	Attender	Director HR/IT	Librarian Medical College	Medical Director
	Pharmacist	Vice Principal	Junior Resident	Medical Director
SIMS & RH	Asst Pharmacist	Vice Principal	Junior Resident	Medical Director
	Medical Record Officer	Director HR/IT	PRO	Medical Director

SIMS & RH	Statistician	Medical Superintendent	PRO	Medical Director
	Coding Clerks	Medical Superintendent	PRO	Medical Director
	Record Clerks	Medical Superintendent	PRO	Medical Director
	Medical Social Worker	Director HR/IT	PRO	Medical Director
	Child Psychologist	Medical Superintendent	Nursing SUPTD.	Medical Director
	Dietician	Medical Superintendent	PRO	Medical Director
	Cashier	Director HR/IT	Office suptd.SIET	Medical Director
	Health Educator	Director HR/IT	PRO	Medical Director
	Chief Librarian	Principal	PRO	Medical Director
	Asst Librarian	Principal	PRO	Medical Director
	Artist	HOD - Anatomy	PRO	Medical Director
	Modeler	HOD - Anatomy	PRO	Medical Director
	Sr Technician	Vice Principal	Nursing suptd.	Medical Director
	Jr Technician	Vice Principal	PRO	Medical Director

SIMS & RH	Speech Therapist	HOD ENT	Nursing Suptd.	Medical Director
	Audio Visual Technician	HOD ENT	Network. Admin	Medical Director
	Nursing Superintendent	Vice Principal	PRO	Medical Director
	Dy Nursing Superintendent	Vice Principal	PRO	Medical Director
	Asst Nursing Superintendent	Vice Principal	Junior Resident	Medical Director
	Nursing Sister	Vice Principal	Junior Resident	Medical Director
	Staff Nurse	Vice Principal	PRO	Medical Director
	Public Health Nurse	Vice Principal	Office suptd. medical college	Medical Director
	Supervisor	Vice Principal	PRO	Medical Director
	Photographer Senior	Vice Principal	PRO	Medical Director
	Photographer Junior	Vice Principal	PRO	Medical Director
	Dental Mechanic	Vice Principal	Nursing Suptd.	Medical Director
	Dental Technician	Vice Principal	PRO	Medical Director
	Dhobi/Washer man/women	Vice Principal	PRO	Medical Director
Packer	Vice Principal	Insurance Coordinator	Medical Director	

SIMS &	Radiographer Technician	HOD	Medical Engineer	Medical Director
	Health Visitor	HOD Community Medicine	PRO	Medical Director
	Operation Theater Asst	Medical Superintendent	Medical Engineer	Medical Director
	ECG Technician	Medical Superintendent	Medical Engineert	Medical Director
	Matron	Medical Superintendent	Junior Resident	Medical Director
	Dark Room Assistant	Director HR&IT	Junior Resident	Medical Director
	Cataloguer	Director HR&IT	PRO	Medical Director
	Binder	Director HR&IT	PRO	Medical Director
	Audio Visual Assistant	Director HR&IT	Network Admin.	Medical Director
	Carpenter	Director HR&IT	JE civil	Medical Director
	Black Smith	Director HR&IT	JE	Medical Director
	Receptionist	Director HR&IT	Facility Manager	Medical Director
	Stretcher Bearer	Director HR&IT	Insurance Coordinator	Medical Director
	Ayah	Director HR&IT	Nursing Suptd.	Medical Director

RH	Stores & Purchase Officer	CEO	PRO	Medical Director
	Stores Asst	Director HR&IT	Medical Engineer	Medical Director
	Public Relations Officer	CEO	Office suptd.Medical	Medical Director
	Insurance Coordinators	CEO	Office Suptd.Polytechnic	Medical Director
	Blood Bank officer	Vice principal Medical	Medical Engineer	Medical Director
	Blood Bank Technician	Vice Principal	JMedical Engineer	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
SIET	Principal	CEO	Principal Polytechnic	Managing Trustee
	Vice Principal	CEO	Principal Polytechnic	Managing Trustee
	Head of the Department	CEO	Principal Polytechnic	Managing Trustee
	Professor	CEO	Principal Polytechnic	Managing Trustee
	Associate Professor	Vice Principal Medical	ITI Principal	Medical Director
	Asst Professor	Vice Principal Medical	ITI Principal	Medical Director
	Senior Lecturer	Director HR&IT	ITI Principal	Medical Director
	Lecturer	Director HR&IT	ITI Principal	Medical Director
	System Administrator	Director HR&IT	JE	Medical Director

Instructors	Director HR&IT	JE	Medical Director
Asst Instructors	Director HR&IT	Electrical Eng.	Medical Director
Technical Helpers	Director HR&IT	JE	Medical Director
Chief Librarian	CEO	Facility Manager	Medical Director
Asst Librarian	Vice Principal Medical	Facility Manager	Medical Director
Physical Education Director	Vice principal Medical	Facility Manager	Medical Director
Office Superintendent	CEO	Facility Manager	Medical Director
First Division Assistants, Accountant	Director HR&IT	Store In charge.	Medical Director
Second Division Assistants	Director HR&IT	Facility Manager	Medical Director
Attenders	Director HR/IT	Facility Manager	Medical Director
Drivers	Director HR&IT	Facility Manager	Medical Director
Placement Officer	CEO	Medical Engineer	Medical Director
Stores & Purchase officer	CEO	Office Superintendent.. Polytech.	Medical Director
Facility Manager	CEO	Office Superintendent. Engg.	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
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**Polytechnic
&
Degree
College &
PG**

Principal	CEO	Facility Manager	Managing Trustee
Vice Principal	CEO	Facility Manager	Managing Trustee
Head of the Department	CEO	Facility Manager	Managing Trustee
Professor	CEO	Facility Manager	Managing Trustee
Associate Professor	Director HR/IT	Facility Manager	Medical Director
Asst Professor	Director HR/IT	Facility Manager	Medical Director
Senior Lecturer	Director Hr/IT	Facility Manager	Medical Director
Lecturer	Director Hr/IT	Office Superintendent	Medical Director
System Administrator	Director HR/It	Network Admin.	Medical Director
Instructors	Director HR/IT	JE	Medical Director
Asst Instructors	Director Hr/It	Office Superintendent	Medical Director
Technical Helpers	Director HR/IT	Electrical Engineer	Medical Director
Chief Librarian	CEO	Facility Manager	Medical Director
Asst Librarian	Director HR/IT	Mess manager	Medical Director
Physical Education Director	Director HR/IT	Mess manager	Medical Director
Office Superintendent	CEO	Mess Manager	Medical Director
First Division Assistants	Director HR/IT	Network Admin.	Medical Director

Second Division Assistants	Director HR/IT	Facility Manager	Medical Director
Attenders	Director HR/IT	Electric Engineer	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
ITI	Principal	Chief Executive Officer	JE	Managing Trustee
	Training officer	Director HR & IT	Electrical Engineer	Medical Director
	Junior Training Officer	Director HR & IT	JE	Medical Director
	Workshop Attender	Director HR & IT	JE	Medical Director
	First Division Assistants	Director HR & IT	Facility Manager	Medical Director
	Second Division Assistants	Director HR & IT	Facility Manager	Medical Director
	Attenders	Director HR & IT	Facility Manager	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Primary & High School	Head Master	Chief Executive Officer	Warden Girls Hostel	Managing Trustee
	Assistant	Director	Engg. College	Medical

	Master/ Mistress	HR & IT	Superintendent	Director
	Physical Education / Craft Teacher	Director HR & IT	Engg. College Superintendent	Medical Director
	First Division Assistants	Director HR & IT	Engg College Superintendent	Medical Director
	Second Division Assistants	Director HR & IT	Engg College Superintendent	Medical Director
	Attenders	Director HR & IT	Engg College Superintendent	Medical Director
Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Nursing & Paramedi cal Sciences	Principal	CEO	Principle P.U. College	Managing Trustee
	Professor	CEO	Principal Degree college	Medical Director
	Associate Professor	Vice Principal Medical college	ITI Principal	Medical Director
	Asst Professor	Director HR/IT	Medical Engineer	Medical Director
	Lecturer	Director HR/IT	Insurance Coordinator	Medical Director
	Senior Tutor	Director HR/IT	Facility Manager	Medical Director
	Clinical Instructor	Director HR/IT	Insurance Coordinator	Medical Director
	Tutor	Director HR/IT	Facility Manager	Medical Director
	Lab Assistant	Director	Nursing Suptd.	Medical

		HR/IT		Director
	Instructors	Director HR/IT	Network Admin.	Medical Director
	Asst Instructors	Director HR & IT	Facility Manager	Medical Director
	Chief Librarian	Director HR & IT	Office Superintendent Medical College	Medical Director
	Asst Librarian	Director HR & IT	Office Superintendent Medical College	Medical Director
	Second Division Assistants	Director HR & IT	Office Superintendent Medical College	Medical Director
	First Division Assistants	Director HR & IT	Office Superintendent Medical College	Medical Director
	Attenders	Director HR & IT	Office Superintendent Medical College	Medical Director
	Physical Education Director	Director HR & IT	Office Superintendent Medical College	Medical Director
	Office Superintendent	Director HR & IT	Office Superintendent Medical College	Medical Director
	Drivers	Director HR & IT	Office Superintendent Medical College	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Distance Education	coordinator	Chief Executive Officer	Engg Office Superintendent	Medical Director
	Second Division Assistants	Director HR & IT	Engg Office Superintendent	Medical Director

	First Division Assistants	Director HR & IT	Engg Office Superintendent	Medical Director
	Attenders	Director HR & IT	Engg Office Superintendent	Medical Director
TRUST OFFICE				
Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Trust Office	Chief Executive Officer	Medical Director	Director Admission And Accounts	Managing Trustee
	Director HR & IT	C E O	Medical Engineer	Managing Trustee
	Liaison Officer	Chief Executive Officer	Office Superintendent Polytechnic	Managing Trustee
	Chief Accounts Officer	Chief Executive Officer	Principal Nursing College	Managing Trustee
	Director Admission And Accounts	Chief Executive Officer	Principal Nursing College	Managing Trustee
	Accountants	Chief Executive Officer	Principal Nursing College	Managing Trustee
	First Division Assistants	Director HR & IT	Office Superintendent Polytechnic	Medical Director
	Second Division Assistants	Director HR& It	Office Superintendent Polytechnic	Medical Director
	Network Administrator & All IT Staff	CEO	JE	Medical Director
	Facility Manager	Director HR & IT	Polytechnic Librarian	Medical Director
	All Technical Staff, Electrician,	Director HR & IT	JE Electrical	Medical Director

Trust Office	Plumbers			
	Civil Department	CEO	Network Admin.	Medical Director
	Cleaning Supervisors	Director HR & IT	PRO	Medical Director
	Technical Staff	Director HR & IT	PRO	Medical Director
	Gardener	Director HR & IT	PRO	Medical Director
	Helpers	Director HR & IT	Polytechnic Librarian	Medical Director
	Attenders	Director HR & IT	Polytechnic Librarian	Medical Director
	Drivers	Director HR & IT	Polytechnic Librarian	Medical Director
	Security	Director HR & IT	Mess Manager	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Hostel	Chief Warden/warden	Chief Executive Officer	P.U. Principal	Medical Director
	Deputy Warden	Director HR & IT	ITI Principal	Medical Director
	Manager	Director HR & IT	Store Keeper Medical College	Medical Director
	Accountant	Director HR & IT	Store Keeper Medical College	Medical Director
	Supervisor	Director HR & IT	Store Keeper Medical College	Medical Director
	Head Cook	Director HR & IT	Store Keeper Medical College	Medical Director
	Assistant Cook	Director HR & IT	Store Keeper Medical College	Medical Director
	Assistants	Director HR & IT	Store Keeper Medical College	Medical Director
	Helpers	Director HR	Store Keeper	Medical