



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

WORKING SCHEDULE FOR FACULTY

1. The working Hours for all Faculty of all departments of college and hospital shall be from 09:00 A.M. to 04:00 P.M. from Monday to Saturday.
2. Lunch time will be between 01:00 P.M. to 02:00 P.M. However Lunch time should be adjusted in such a manner so that the work should not suffer.
3. Incoming and outgoing attendance shall be recorded by biometrics machine. For mid-day outgoing and incoming, movement register will be maintain in the department.
4. Attendance on Sunday, Holiday and emergency will be recorded by Biometrics Machine Only.
5. Compensatory leave will be granted to those who are on **Full Time duty at work place** on Sunday and Gazetted Holidays. Working for One or Two hours on call will not be considered for compensatory leave.



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

WORKING SCHEDULE FOR RESIDENT

1. Senior Residents and Junior Residents have to work as per rotational duty roster from (1) 08:00 A.M. to 02:00 P.M. (2) 02:00 P.M. to 08:00 P.M. and (3) 08:00 P.M. to 08:00 A.M. (Night Shift).
2. No compensatory off will be given to Senior Residents/ Junior Residents.
3. It is compulsory for all Senior Residents/ Junior Residents to work on Night duty as per roster on rotation basis.
4. All Sunday and Gazetted Holidays shall be working for Resident Doctors.
5. Weekly off will be permissible to all Residents.

WORKING SCHEDULE FOR NURSING STAFF

1. Nursing staff have to work as per rotational duty roster prepared by Nursing Superintendent from (1) 08:00 A.M. to 02:00 P.M. (2) 02:00 P.M. to 08:00 P.M. and (3) 08:00 P.M. to 08:00 A.M. (Night Shift)
2. All Sundays and Gazetted Holidays will be working for Nursing Staff.



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

3. Weekly off will be permissible for all the Nursing Staff.
4. No. compensatory off will be given to Nursing Staff.

WORKING SCHEDULE FOR NON-TEACHING STAFF

1. Working hours for Non-teaching staff will be from 09:00 A.M. to 05:00 P.M. from Monday to Saturday.
2. Lunch time for Non-teaching staff will be from 01:00 P.M. to 01:30 P.M.

WORKING SCHEDULE FOR (I.P.D.) INDORE PATIENTS DEPARTMENT

Numbers	Doctors	Time
1 st Round	Full Unit excluding One or Two Doctors in O.P.D.	09:00 A.M. to 11:00 A.M.
2 nd Round	---- do ----	03:30 P.M. to 04:00 P.M.
3 rd Round	SR & JR	08:00 P.M. to 09:00 P.M.



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

WORKING SCHEDULE OF O.P.D.

Monday to Saturday	09:00 A.M. to 04:00 P.M.
Gazetted Holidays	09:00 A.M. to 02:00 P.M.

WORKING SCHEDULE FOR OPERATION THEATER

Days	Timing
Monday to Saturday	09:00 A.M. to 04:00 P.M.
Emergency	24 Hours x 7 days

WORKING SCHEDULE FOR EMERGENCY SERVICES

Emergency Services shall be round the clock 24 Hours x7 days on all days including Sunday and Gazetted Holiday.



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

LEAVE POLICY

S.No	Type of Leave	Teaching Faculty	SR & JR	Non-teaching & Nursing Staff
1	Casual Leave	14	A total of 30 days in one year including (Gazetted Holiday + CL)	14
2	Earned Leave	15		15
3	Vacation (Summer & Winter one week each)	14		-
4	Academic Leave	10		-
5	Medical Leave	07		07
Total		60	30	36

➤ CASUAL LEAVE:

Casual Leave will be permitted on prorated basis. For 3 days late coming or early going (15 minutes), one casual leave will be deducted from the total casual leave. Disciplinary action including termination of service shall be proceed for frequent late coming or early leaving or mid-day leaving the department



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

➤ **EARNED LEAVE**

Faculty, Non-Teaching & Nursing Staff who has completed one year of service shall be eligible for earned leave. Earn leave can be accumulated upto maximum 30 days. Earn leave encashment is not allowed. 15 days prior sanction of earned leave is necessary. Earn leave cannot be availed for more than three times in a year.

➤ **VACATION LEAVE**

Only Faculty who has completed six months of service shall be eligible for vacation. 50% of the staff can proceed on vacation at a time. Vacation may be changed if there is MCI or University inspection.

➤ **ACADEMIC LEAVE**

Faculty who has completed six months of service shall be eligible for Academic leave for attending Workshop/Seminar/ CME/Conducting Examination/ or on Inspection duty of MCI after submission of documentary proof 15 days in advance.



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

➤ MEDICAL LEAVE

Medical leave will be granted on submission of medical certificate from a registered medical practitioner with counter signature of medical superintendent.

- Leave is not a right of the employee and leave can be rejected without assigning any reason.
- Inter fix Sundays/Gazetted Holiday shall be counted for Vacation/Earned/Academic and Sick leave.

➤ MATERNITY LEAVE

Maternity leave will be granted for a maximum of period 90 days without pay.



KANTI DEVI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2019/ 1509

Date: - 01.01.2019

General & Restricted Holidays of The Calendar Year 2019.

S. No	Date	Day	Name of Festival
1	26 th January, 2019*	Saturday	Republic Day
2	04 th March, 2019	Monday	Maha Shivratri
3	21 st March, 2019	Thursday	Holi / Hazrat Alis Birthday
4	13 th April, 2019	Saturday	Ram Navami
5	17 th April, 2019	Wednesday	Mahavir Jayanti
6	19 th April, 2019	Friday	Good Friday
7	18 th May, 2019	Saturday	Buddha Poornima
8	05 th June, 2019	Wednesday	ID-UL-Fitar
9	12 th August, 2019	Monday	ID-UL-Zuha (Bakrid)
10	15 th August, 2019*	Thursday	Independence day / Raksha Bandhan
11	24 th August, 2019	Saturday	Janmashtmi
12	10 th September, 2019	Tuesday	Muharram
13	02 nd October, 2019*	Wednesday	Gandhi Jayanti
14	08 th October, 2019	Tuesday	Dussehra (Vijaya Dashami)
15	29 th October, 2019	Tuesday	Bhai Duj
16	12 th November, 2019	Tuesday	Guru Nanak's Birthday
17	25 th December, 2019	Wednesday	Christmas Day

The above list is exclusive of the following festivals which are falling on Sunday:

1. Basant Panchami (10th February 2019)
2. Diwali (27th October 2019)
3. ID-E Milad (10th November 2019)

*These are National Celebration Days. All the faculty and staff members are required to attend the official functions in the morning without fail.

Restricted Holidays (Any Two)

S. No	Date	Day	Name of Festival
1	14 th January, 2019	Monday	Makar Sankranti
2	20 th March, 2019	Wednesday	Holika Dahan
3	02 nd September, 2019	Monday	Ganesh Chaturthi
4	07 th October, 2019	Monday	Maha Navmi
5	28 th October, 2019	Monday	Govardhan Puja

Note: - One staff is eligible for only two Restricted Holidays in a year. The Restricted Holidays cannot be merged with Earned Leave and when Casual Leave/ Compensatory Leave are more than three days.

1. Holidays are subject to approval by Management.
2. OPD and Emergency Services will be as per roster as usual on, Holidays.