



**1, PRABHU DAYAL MARG, SANGANER AIRPORT, JAIPUR-302029**

**Phone No.: 91-141-3924700 | Fax No.: 91-141-3924738**

**www.iihmr.org**

## **WELCOME TO IIHMR**

### **POLICY ORIENTATION FOR THE NEW ENTRANTS**

#### **IIHMR UNIVERSITY-JAIPUR**

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**E-mail: [iihmr@iihmr.edu.in](mailto:iihmr@iihmr.edu.in) | URL: <http://www.iihmr.edu.in>**

#### **IHMR-BANGALORE**

**#319, HULIMANGALA, NEAR ELECTRONIC CITY PHASE-1,**

**BANGALORE-560105**

**Phone No.: 080-30533800/803 | Fax No.: 080-28521504**

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#### **IIHMR-DELHI**

**Plot no. 3, HAF POCKET, SECTOR 18A, DWARKA, PHASE-II,**

**NEW DELHI-110075**

**Phone No.: 011-30418900 | Fax No.: 011-30418909**

**E-mail: [info.delhi@iihmr.org](mailto:info.delhi@iihmr.org) | <http://delhi.iihmr.org>**

#### **IIHMR-KOLKATA**

**PLOT NO. 20 (BESIDES HERITAGE GROUP OF INSTITUTES), NAZIRABAD,**

**P.O. UCHHEPOTA, P.S., SONARPUR, KOLKATA-700150**

**Phone No.: 033-64158788**

**The guidelines that follow are meant for new and prospective members of the IIHMR. They are aimed to get familiarized with the work culture of IIHMR, so that they may derive the utmost benefit from the available facilities and from peer group solidarity.**

## **1. BACKGROUND**

IIHMR has the basic objective of contributing towards improving standards of health through improved management of health care delivery. This is attempted through research, training, education, consultation and publications. The IIHMR has a multi-disciplinary character and is a premier Group of Institutes of health management in India. It aims to make relevant contributions to the government and non-government programmes and participate in institutional networking in a national and global perspective. The management philosophy, personnel policies and practices of the IIHMR derive their character from these commitments.

## **2. ENVIRONMENT**

The growth prospect of the IIHMR undoubtedly depends on team effectiveness rather than individual brilliance. It hence, becomes necessary that a conscious effort be made by all concerned to create and develop an environment of mutual trust, cohesiveness and dependence, through a process of sharing knowledge and information without relationships becoming hierarchical, but at the same time respecting the values of organizational norms. The IIHMR believes that this is an essential requirement at all levels in its fraternity and would project it as an essential element in its recruitment and internal growth processes.

## **3. ORGANIZATION**

The organization structure is designed in such a way as to facilitate group processes and as such, one to one reporting resulting in a linear structure has been avoided.

## **4. WORKING HOURS**

The official working hours are from 9:30 am to 5:30 pm including 30 minutes lunch break from 1:30 pm to 2:00 pm. However, timings may be relaxed to suit the needs and circumstances at the discretion of the Management. Late coming is discouraged. In and out attendance is to be marked in the biometric thumb impression machine available at the Reception. Employees reporting after 9:45 am will have to apply for Contingency Leave. However, permission may be granted by the Heads of the Departments/concerned faculty in extraordinary cases to meet the unforeseen circumstances or circumstances beyond one's own control. However, in such cases, information of late coming should be given to the Reception or HR Department. Reaching office between 9:30 am and 9:45 am, without any information, will be treated as late coming and 3 such late comings will be treated as half day CL. The staff going out for any work during office hours should submit an application signed by their reporting officers to HR Department and mark an entry in the Staff in & out register at Reception.

## **5. HOUSING**

On campus housing facility is available for the employees of the IIHMR in Jaipur and Bangalore. It can be availed by forwarding the requisition for housing to the concerned HR Department. However, it depends on the availability.

## **6. CANTEEN**

Canteen facility is open for the staff. The staff is required to have their lunch in the canteen.

Also, they can get meals from the canteen by paying on the spot or in advance. The staff is requested not to order anything immediately prior or in between any of the meals.

## **7. GUEST HOUSE**

The staff can avail of the Guest House facility for their friends or relatives as per IIHMR Policy. They can send a request to the Guest House In-charge/Admin Department and the facility may be provided based on the availability.

## **8. RECEPTION**

The Reception at IIHMR is a 24 hours facility. Phone facility is available for all the staff for official communication.

## **9. LAB AND LIBRARY**

Library, Lab and IT Assistance is available for all the staff during the working hours. Staff can apply for the Library membership, official Email Id, internet access and desktop/laptop, pen drive, data card (if eligible) during the orientation.

## **10. SALARY STRUCTURE**

IIHMR has a following salary structure based on time scale;

<b>Grade</b>	<b>Pay Scale</b>
X	120000-12000-180000-22000-290000
X-1	80000-8000-120000-15000-195000
A-1	48000-4000-68000-7000-103000-12500-165500
A-2	37400-3100-52900-5500-80400-9800-129400
A-3	26000-2150-36750-3800-55750-6900-90250
A-4	18300-1500-25800-2650-29050-4800-63050
A-5	12000-600-15000-900-19500-1200-25500
A-6	10000-500-12500-700-16000-900-20500
S-1	34000-1700-42500-2350-54250-3100-69750
S-1A	32000-1600-40000-2200-51000-2900-65500
S-2	24000-1200-30000-1700-38500-2200-49500
S-3	15000-750-18750-1050-24000-1400-31000
S-4	12000-600-15000-900-19500-1200-25500
S-5	9500-550-12250-750-16000-1000-21000
S-6	8000-450-10250-600-13250-850-17500
S-7	7000-350-8750-500-11250-650-14500-900-19000

No Dearness Allowance is payable to any grades since it has been merged in the basic pay.

For PF, Gratuity and LTA related queries, staff may contact concerned HR Department.

### **11. SALARY DISBURSEMENT**

The employees of IIMR are required to open their A/C with any of the HDFC Bank Branches or as specified by the Management. Salary is directly credited to the employee Account. Employees can seek assistance from the concerned Accounts Department for opening a bank account.

### **12. JOINING EXPENSES**

Employees joining IIMR from outstation locations will be reimbursed joining expenses as follows:

<b>Grade</b>	<b>Joining Expenses</b>
A1 to A5 and S1 to S5	II AC rail fare or equivalent for self, spouse and two dependents
A6, S6 and S7	2nd Class rail fare or equivalent for self, spouse and two dependents

They will also be eligible for relocation/transportation expenses equivalent to their one month basic salary.

Employees will have to claim the joining expense within first month of the joining IIMR by applying the requisition along with the original tickets to the concerned HR Department.

### **13. CONVEYANCE REIMBURSEMENT**

Personnel of the IIMR owning vehicles will be eligible for reimbursement of running expenses involved in use of vehicles for the official work at the following rates:

Car	Rs.10.00 per km. (For grade A1 to A4 & S1 to S4 only)
Scooter/Motor Cycle	Rs. 6.00 per km. (For all grades)

### **14. TRAVEL/DAILY ALLOWANCE**

<b>Grade</b>	<b>Travel Eligibility</b>
A1 to A3, S1 to S3 & S1-A	Air Economy Class or equivalent
A4,A5 & S4,S5	2nd AC Rail or equivalent
A6 & S6	3rd AC Rail or equivalent
S7	2nd Class Rail or equivalent

- Reservation charges– For seat/ sleeper berth are reimbursable on production of bills/receipt.
- Tatkal Seva charges – Reimbursement allowed in emergent circumstances only for Railway journeys undertaken for official purposes.
- Internet/e-ticketing charges– Reimbursable for the tickets booked through the website of Indian Railways.
- Cancellation charges- For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable.

- All the official air/train/bus tickets should be booked through the concerned Administration Department.

**For outstation official travel of Staff: Per Diem Rates for stay & food expenses**

**For Grade A1 to A3, S1 to S3 & S1-A**

For Metros	Per diem (Flat rate) Rs. 1350/- per day Without bills. No incidentals will be payable.
Kolkata/Delhi/Chennai /Mumbai/Bangaluru/ Hyderabad/Ahmedabad	Maximum Per diem Rs. 3200/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
State Capitals other then metros cities	Per diem (Flat rate) Rs. 1350/- per day Without bills. No incidentals will be payable.  Maximum per diem Rs. 2400/- per day on production of bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
For all other places	Per diem (Flat rate) Rs.1350/- per day without bills. No incidentals will be payable.  Maximum per diem Rs. 1800/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.

**For Grade A4 & S4**

For Metros	Per diem (Flat rate) Rs. 1100/- per day without bills. No incidentals will be payable.
Kolkata/Delhi/Chennai /Mumbai/Bangalore/ Hyderabad/Ahmedabad	Maximum per diem Rs. 2400/- per day on production of Bills or stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
State Capitals	Per diem (Flat rate) Rs. 1100/- per day without bills. No incidentals will be payable.  Maximum per diem Rs. 1800/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.

For all other places	Per diem (Flat rate) Rs. 1100/- per day without bills. No incidentals will be payable.  Maximum per diem Rs. 1350/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
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**Grade A5, A6, S5 & S6**

For Metros	Per diem (Flat rate) Rs. 900/- per day without bills. No incidentals will be payable.
Kolkata/Delhi/Chennai /Mumbai/Bangaluru/ Hyderabad/Ahmedabad	Maximum per diem Rs. 1800/- per day on production of Bills for stay & food charges and Rs. 225/- per day will be payable as incidental charges (fixed) without bill.
State Capitals	Per diem (Flat rate) Rs. 900/- per day without bills. No incidentals will be payable.  Maximum per diem Rs. 1350/- per day on production of Bills for stay & food charges and Rs. 225/- per day will be payable as incidental charges (fixed) without bill.
For all other places	Per diem (Flat rate) Rs.900/- per day without bills. No incidentals will be payable.  Maximum per diem Rs. 900/- per day on production of Bills for stay & food charges and Rs. 225/- per day will be payable as incidental charges (fixed) without bill.

**Grade S7**

For Metros	Per diem (Flat rate) Rs. 700/- per day without bills. No incidentals will be payable.
Kolkata/Delhi/Chennai /Mumbai/Bangaluru/ Hyderabad/Ahmedabad	Maximum per diem Rs.1350/- per day on production of with bills for stay & food charges and Rs. 150/- per day will be payable as incidental charges (fixed) without bill.

State Capitals	<p>Per diem (Flat rate) Rs. 700/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 900/- per day on production of bills for stay &amp; food charges and Rs. 150/- per day will be payable as incidental charges (fixed) without bill.</p>
For all other places	<p>Per diem (Flat rate) Rs.700/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 600/- per day on production of bills for stay &amp; food charges and Rs. 150/- per day will be payable as incidental charges (fixed) without bill.</p>

**Travel between JPR-DEL-JPR, JPR-MUMBAI-JPR, JPR-CHANDIGARH-JPR, JPR-BHOPAL-JPR, JPR-LUCKNOW-JPR, JPR-SHIMLA-JPR, from Delhi to Chandigarh, Bhopal, Punjab, Lucknow etc. and from Bangalore to all southern state and Mumbai should be done by train to the extent possible. Wherever the Institute is able to provide guesthouse facilities, the same must be availed. In case of guest house facilities availed, only 50% of flat per diem will be allowed.**

- The above per diem charge includes stay & food expenses. No other incidental expenses are payable. For journey/travel time, only incidental expenses will be payable at the rate of 40% of the above flat per diem charges. Local travel within the city will be paid extra on actual undertaken by auto/Taxi/other public transport.
- Outstation Travel continuous more than 60 days will be treated as deputation. Per Diem per month charges while on deputation or transfer to field/project office will be calculated at the rate of 50% of basic salary per month. In that case, local conveyance will be reimbursed as per actual.
- Per diem charges for within municipal/Delhi-NCR area will be as follows:
  - Tour not exceeding 8 hrs - Nil
  - Tour exceeding 8 hrs but not exceeding 12hrs - 70% of flat per diem
  - Tour exceeding 12hrs - 100% of flat per diem
- Travelling and per diem charges are reimbursed or paid by project sponsoring agency on actual expenses incurred and on production of actual bills of Travels; in that case travel and per diem charges may vary from the above rates and will be applicable as per project sanctioned budget, subject to approval of the Head of the concerned Campus.

All official travel must be approved by the authority in approved format (Tour Programme) before start of the travel.

All the Travel bills are required to be submitted in approved format to Accounts Department within 3 days of return from the tour.

## **15. HOLIDAYS**

The IIHMR declares 11 days of paid holidays, inclusive of 3 optional holidays in a year. The optional holidays can be availed from January to December and cannot be clubbed with Earned Leave.

List of closed and optional holidays will be given to the employee at the time of joining during the orientation.

Weekly Off at the Institute shall be Sunday, unless otherwise substituted. 2<sup>nd</sup> & 3<sup>rd</sup> Saturday of every month shall be closed.

## **16. LEAVE**

The IIHMR provides four types of leaves to its staff or as mentioned in his/her appointment letter.

### **a. EARNED LEAVE (EL)**

Earned Leave (EL) will be computed at the rate of 24 days for every year calculated on quarterly basis from April to March. Those joining services at any time after the 1<sup>st</sup> day of April will have their EL computed proportionately from the date of joining. EL can be availed only four times in a year. A maximum of 60 days EL can be carried over to the subsequent year. Accumulated EL beyond 40 days can be en-cashed on the basic pay on the basis of March basic salary every year against adjustment of equivalent days of accumulated leave. The decision to sanction the leave is purely at the discretion of the Management. The Earned Leave cannot be clubbed with RH or CL. Sundays and holidays which fall during the spell of the EL will also be treated as leave.

### **b. CONTINGENCY LEAVE (CL)**

Contingency Leave (CL) is meant to meet situations arising out of sickness or any other personal contingencies. Maximum CL allowed during a year is 10 days, calculated on half yearly basis for the period from April to March and will be credited before. Those joining at any time after 1st April will have their CL computed proportionately from the date of joining. An employee can avail half-day/full day CL with prior approval. Un-availed portion of CL will get lapsed at the end of every financial year. There would be no encashment of CL. EL and CL cannot be clubbed. Sundays and holidays which fall during the spell of the CL will not be treated as leave.

### **c. MATERNITY LEAVE**

The provision of maternity benefits shall be provided for a period of 12 weeks to female employees up to the birth of first two children on production of medical certificate.

### **d. PATERNITY LEAVE**

The Paternity Leave will be granted to male employees up to the birth of first two children, to a maximum of two weeks during the confinement of his wife at hospital or at home provided the employee has been working for two years at IIHMR. The Paternity Leave is granted with full pay and cannot be combined with other type of leaves. The Paternity Leave can be availed only in two blocks for each child birth.

**A leave application form signed by self and approved by the reporting authority is required to be submitted with the concerned HR Department well in advance. The same is applied for the tour program. One copy of Tour Program is to be submitted to A/C Dept. and other one to HR Department.**



### **17. INCREMENTS & PROMOTIONS**

IIHMR has an increment system but grant of increment shall be discretionary. Increments shall be granted only upon satisfaction of authorities as to performance of the employee. Increments will be on the basis of time scale prescribed and will normally be effected in April every year. However, the time scale will not be a constraint for rewarding notable performances. IIHMR may also reward good performance by providing in cash or in kind or otherwise. Those confirmed on regular basis on or before 1<sup>st</sup> October (i.e. six months) shall be eligible for increment in April next year. Though, normally, increments will be granted to every person, poor performance or other negative factors may lead to increment not being granted. A probationer will not be entitled to get increment during probationary period.

The IIHMR promotion policy is tuned to providing promotion/growth opportunities to its existing employees. Promotion will be based on performance and suitability for the higher position.

### **18. RETIREMENT**

Age of retirement at the IIHMR is 58 years. Any person who has attained 58 years of age on any day in a month shall retire normally on the last day of the said month.

### **19. NOTICE PERIOD**

The services of any person can be terminated and withdrawn by either side giving written notice as per personnel policy of IIHMR.

### **20. EXIT**

Those leaving the services of the Institute will go through an exit interview with the concerned HR Head.

All employees shall be issued the following certificates upon their request;

Experience Certificate

Salary Certificate

Income TDS Certificate

### **21. MEDICLAIM INSURANCE AND PERSONAL ACCIDENT:**

Employees will have the benefit of Group Medical Insurance for self, spouse and two children. IIHMR has a personal accident insurance scheme for the employees. For queries related to Medi-claim & Personal Accident Insurance, staff may contact concerned HR Department.

Employee may submit the details of spouse and children at the time of joining to the concerned HR Department.

## **22. PROFESSIONAL DEVELOPMENT**

IIHMR encourages participation of its personnel in seminars/conferences as per policy. For participation in external and internal programs, prior approval of the Campus Head is necessary.

Faculty and Research staff is encouraged to write publications and same will be awarded as per the publication policy.

Individual consulting provision is available for faculty as per IIHMR personnel policy.

## **23. SAFE WORKPLACE FOR WOMEN:**

IIHMR is committed to follow the guidelines stipulated by Hon'ble Supreme Court of India with regard to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. IIHMR is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. IIHMR will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

## **24. PROFESSIONAL CODE OF CONDUCT FOR SMOOTH FUNCTIONING & COHESIVE ENVIRONMENT AT IIHMR**

- Employees should maintain a professional work environment keeping team-spirit, mutual respect and trust of utmost importance.
- Employees must come clean, well-groomed and in appropriate formal attire.
- Employees should keep office premises neat and clean, dispose waste items in dustbins only and if they find any waste lying on the floor then they should volunteer or immediately ask the Housekeeping Department.
- Employees should not waste the electricity, switch off all the electrical equipments and shut down the computers when not in use. Remember, it is for the individual and nations benefit.
- Employees should not waste paper, water or other green resources in order to boost eco-friendly practices.
- Maintain a balanced approach in personal and professional life.
- Employees should keep their personal belongings and valuables in lock and key. IIHMR is not responsible for any theft or loss.
- Employees are not allowed to smoke at their workstations, they may use the allocated smoking zone.
- Drugs and alcohols are strictly prohibited in the Campus.
- Employees are not allowed to carry any kind of arms and ammunition to workplace.

Every employee of IIHMR is expected to perform his/her duties under policy guidelines keeping in view the dignity and decorum of IIHMR.

For any other policy matter, please refer to the personnel policy of IIHMR.

## **CONTACT PERSON**

For any query or emergency that arises at IIHMR or in the field, staff may contact concerned HR /Administration Department or GM, Corporate (Admin, HR and Planning).