

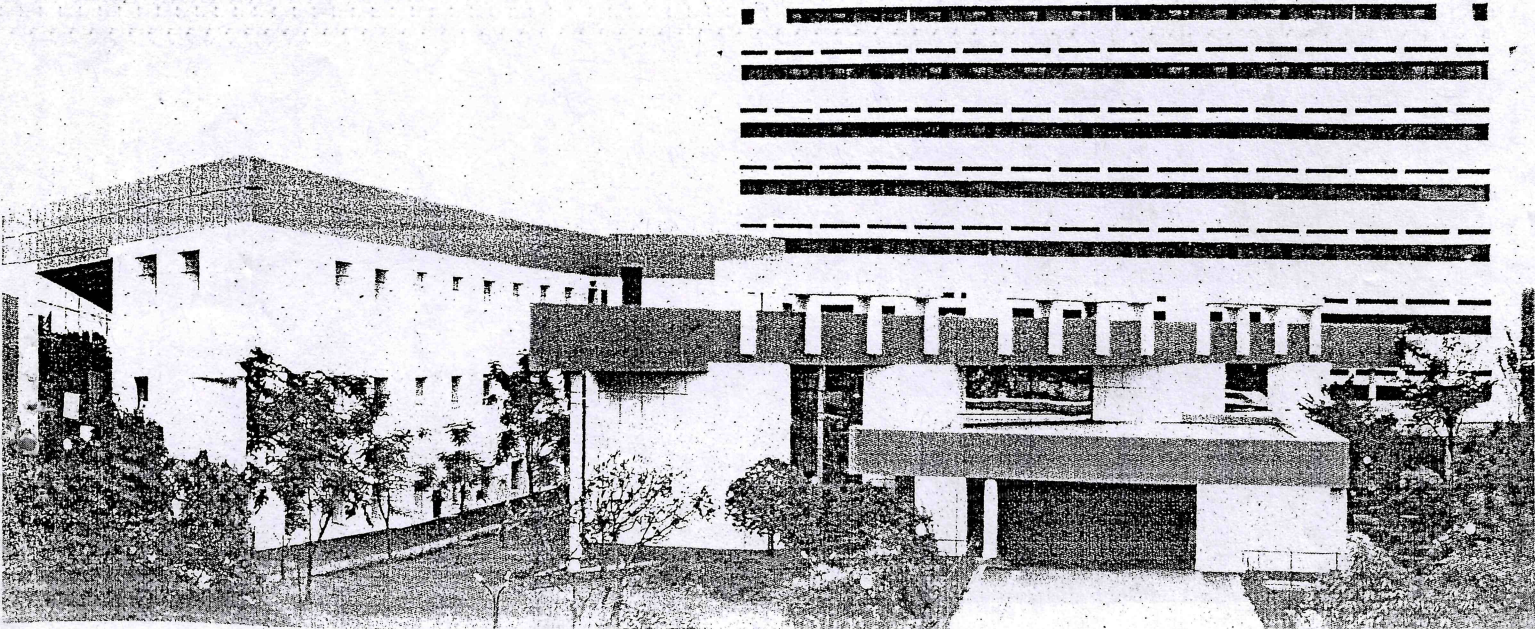
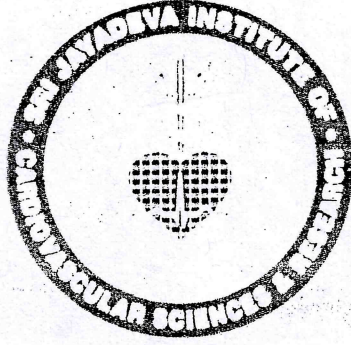
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Sri Jayadeva Institute of Cardiovascular Sciences and Research

Govt. of Karnataka - Regd. Autonomous Institute

BYE-LAW



**SRI JAYADEVA INSTITUTE OF
CARDIOVASCULAR SCIENCES &
RESEARCH, BANNERGHATTA ROAD
BANGALORE -69.**

BYE-LAW

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Note:- Amended the name of “Sri Jayadeva Institute of Cardiology” as “Sri Jayadeva Institute of Cardiovascular Sciences and Research” in the Annual General Meeting held on 22-05-2009 and Registered on 4-06-2009 in Registrar of Societies, Bangalore Urban District.

SEPARATE AND INDEPENDENT INSTITUTE OF CARDIOLOGY
(SRI JAYADEVA INSTITUTE OF CARDIOLOGY)

Today 'Heart Diseases' are fast increasing throughout the country including our State, affecting all ages. The heart disease is the commonest cause of death and suffering. Hence, to tackle this problem effectively, a well developed Cardiac Centre is absolutely necessary. All the adjoining states are having well developed cardiac centre to deal with this menacing problem. The donor of Cardiology Institute Late Sri. Channabasappa and the Government realised this need for such a centre in our state and started this Institute in 1972. While according sanction for creation of this Institute Government was convinced with the idea that this should be a Separate Independent Institute for developing fast and accordingly a Government Order No. HMA 25 MED 72 dated 27/9/1972 was issued for the creation of 'SEPARATE INDEPENDENT INSTITUTE OF CARDIOLOGY'. Though this has made a considerable progress over the years, it has not developed fully to the expectations of Government or the Donor. This is mainly because of constraints of funds and partly because it has not become a separate independent autonomous Institute as envisaged in the Government Order issued in the year 1972. In the last 10 years, we have been able to add only ground and first floors. This serves only for inpatients. This Institute is planned for 5 storeys and should accommodate about 200 inpatients. At this rate of progress we will not be able to achieve this in the near future. The cost of additional three floors will come to about 75 lakhs and equipping the additional accommodation with proper equipments will cost about atleast another one crore of rupees.

The recurring expenditure in providing advanced treatment to the heart patients is very expensive. Each Open Heart Surgical procedure costs the Government about Rs.5000/-, if we plan two open heart surgical procedures per week, in addition to routine, closed heart surgical procedures, the Government will incur expenditure of about 5 lakhs of rupees in this regard, every year. If we do Valve replacement (each valve costs Rs.5,000/-), apart from the cost of valve, 100 such

procedures will cost another 5 lakhs of expenditure, annually. Such operations, outside the State, will cost anywhere around Rs.20,000/-. We are regularly doing Cardiac Catheterisations and each cardiac catheterisations costs about Rs.200/- to the Government. We are doing about 150 to 200 Catheterisations a year, which will cost more than Rs.3 lakhs a year. In addition, we do closed heart operations and other Non-Invasive Investigations like Echo. The expenditure on these procedures will be about Rs. 5 lakhs annually.

The present budget allotted to this Institute is about 18 lakhs. When the Institute fully develops and if all the additional floors are constructed and commissioned, with a bed strength of 200, we require about 4 times the present staff. Then the additional budget required will be 4 times the present one. Thus we will be requiring about one crore for completing the building and equipping, and recurring expenditure of about 70 lakhs, every year.

Hence, the financial burden will be too much on the State Government. We can get assistance from International Agencies like W.H.O., Central Government and other Scientific and Philanthropic Organisations. To get financial assistance from agencies mentioned and from individual Philanthropists, it will be much easier, if this Institute is made Autonomous.

The following are some of the advantages of making this Institute Autonomous and Independent:-

1. It will be very easy to get financial assistance from other agencies as mentioned about and not entirely depending on State Resources.
2. Development of this Institute of Cardiology will be speedy and reach the level of competency expected by the Government and Donor.
3. This Institute can enter into useful collaborative study with other similar Institutions, both in India and abroad.

4. Utilisation of training facilities of well developed cardiac centres in the country will be made easier.
5. The exchanges of specialists between centres will be established and realised more easily without the constraints of the Governmental procedures.
6. The costly and sophisticated equipment which we require will be easily forthcoming from the International Agencies, if the Institute becomes autonomous.
7. For smooth and efficient working, to avoid constraints of Governmental procedures it will be ideal to make this autonomous Institute.
8. This will also help to recruit medical and para-medical staff who are dedicated and with special aptitude for the job with team spirit. If the Institute is autonomous the quality can be better ensured.
9. Continuity of the trained and skilled personnel, either as individual or as team, in the speciality and the permanency and stability are essential. This is feasible only if the Institute is made Autonomous.
10. If the Institute is autonomous, apart from providing curative and diagnostic facilities, research work and training of personnel can be taken up speedily and also preventive programmes against some of the menacing heart diseases can be launched.

In this regard, it is worth noting a similar Cardiac Centre has been started recently in Kerala, namely Sri Chitra Tirunal Cardiology Institute. This started as an autonomous centre and has developed fast and functioning now as one of the best centres of the South. In Bangalore city, itself Kidwai Institute of Oncology, which has become autonomous has developed fast.

Hence, for comprehensive working, for effectively taking up of the above objectives, this centre should become an Autonomous Centre.

**MEMORANDUM OF ASSOCIATION
OF
SRI JAYADEVA INSTITUTE OF CARDIOLOGY**
Victoria Hospital Complex, Bangalore - 560002.

1. **NAME** : The name of the Institution shall be Sri Jayadeva Institute of Cardiology.
2. The registered office of the Institute shall be situated at the Sri Jayadeva Institute of Cardiology, Victoria Hospital Complex, Bangalore - 560002.
3. **OBJECTS:** The objects of the Institute are:
 1. To achieve the full development of the Institute into an advanced cardiac centre for research training and relief in the field of cardiac diseases.
 2. To plan and develop the Institute into an advance centre for the comprehensive care of the cardiac patients research into the causation of serious cardiothoracic diseases and training of medical and para-medical personnel.
 3. To take over and manage the Jayadeva Institute of Cardiology, Bangalore and any other Institute with similar objects.
 4. To provide for total and comprehensive care of cardiothoracic patients.
 5. To take such measures as may be necessary for the control and prevention of heart disease among the people.
 6. To evolve, organise and supervise programmes to detect the cardiac problems, educate the public regarding the control of various heart diseases, which are prevalent in our country.
 7. To organise screening programmes for the detection of ischaemic heart disease in the vulnerable groups of the population, educating the public regarding the prevention of the disease.
 8. To promote collaborative efforts between the Institute and all health care organisations and Institutions all voluntary social and service organisations and institutions engaged in the care of the Cardiac patients.

9. To offer consultative services to other hospitals, nursing homes, general practitioners and other peripheral health care units.
10. To support, organise and encourage clinical and basic research programmes relating to the diagnosis and treatment of heart diseases.
11. To organise teaching and training of medical under graduates and post-graduates in the science of diagnosis treatment rehabilitation and research in heart diseases, with stress on prevention of heart disease in the community.
12. To provide for undergraduate and postgraduate teaching and to prescribe courses and curricula in cardiology and thoracic surgery.
13. To maintain books, Journals and other literature on heart diseases.
14. To support, organise and encourage scientific meetings, seminars, symposia and workshops.
15. To institute prizes, awards, scholarships, travel grants, research grants and stipends in the furtherance of the objects of the Institute.
16. To provide for publication of journals, research papers, public educational leaflets, brochures, handbooks and text books on various aspects of heart diseases;
17. To educate the public on all aspects relating to the causation, control and prevention of some of the heart diseases.
18. To organise and/or to promote exhibitions on heart diseases and control and preventive measures to be adopted both in urban and rural areas.
19. To invite representatives of Governments, Universities, and other organisations of Indian and Foreign countries to fulfil the objects.
20. To develop fruitful inter-relationship with Institutions and agencies within India.

21. To initiate and develop lines of communications of personnel, material and data among National and International Institutions and agencies.
22. To develop Co-operative efforts with International Institutions or agencies engaged in similar work and objectives and establish lines of communication for interchange of expertise, personnel, material and data.
23. To create administrative, technical, ministerial and other posts in the Institute and to make appointments there to in accordance with Rules and Regulations governing the Institute.
24. To appoint and hire services or to discharge/terminate the services of the personnel and to pay them salaries, wages, gratuities, provident fund and other allowances or remunerations in accordance with the rules and regulations of the Institute and Bye-laws of the Institute framed by the Governing Council from time to time.
25. To accept grants of money, securities and properties of any kind on such terms as may be expedient.
26. To invest and deal with funds and money of the Institute.
27. To raise from Banks or any other Financier or public or private undertakings loans and advances with or without securities.
28. To issue appeals and apply for money and funds in the furtherance of the objects of the Institute and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Institute may consider fit and proper.
29. To acquire and hold by gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Institute and to build, construct, improve, alter, demolish and repair such buildings, works and constructions as may be necessary for carrying out the objects of the Institute.

30. To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Institute for the furtherance of its objects or any of them subject to the prior approval of the Government of Karnataka.
31. To accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Institute, and
32. To do all such other lawful acts and things either alone or in conjunction with other organisations or persons as the Institute may consider necessary, incidental or conducive to the above mentioned objectives or any of them.

4. **GOVERNING COUNCIL:** The administration of the Institute shall be vested in the Governing Council. The composition of the first Governing Council shall be as follows:

- | | | |
|---|----|------------------|
| 1) The Hon'ble Chief Minister of Karnataka | -- | Chairman |
| 2) The Hon'ble Minister for Health & Family Welfare | -- | Co-Chairman |
| 3) Secretary to Govt. Health & FW Dept. | -- | Member |
| 4) Secretary to Govt. of Karnataka, Finance Dept. | -- | Member |
| 5) Secretary to Govt. of Karnataka, Planning Dept. | -- | Member |
| 6) The Director of Medical Education, Govt. of Karnataka | -- | Member |
| 7) Director of Health & Family Welfare Services Govt. of Karnataka | -- | Member |
| 8) Vice-Chancellor, Bangalore University or his nominee | -- | Member |
| 9) Two faculty Members to be nominated by the Chairman in consultation with the Director of the Institute | -- | Member |
| 10) Three members to be nominated by the Chairman in consultation with the Director. | -- | Member |
| 11) One representative of Sri Jayadeva Trust, Bangalore | -- | Member |
| 12) Director, Sri Jayadeva Institute of Cardiology | -- | Member-Secretary |

5. Any amendments in the Memorandum of Association pertaining to the composition of the Governing Council and other articles of the Memorandum of Association shall be subject to prior approval of the Government.

**RULES AND REGULATIONS
OF
SRI JAYADEVA INSTITUTE OF CARDIOLOGY
Victoria Hospital Complex, Bangalore - 560002**

1. **TITLE:** These rules and regulations shall be called the 'Sri Jayadeva Institute of Cardiology' Rules and Regulations, 1983.
2. **DEFINATIONS:** In these rules and regulations, unless there is any thing repugnant to the subject or context;
- a) 'ACT' means the Karnataka Societies Registration Act 1960 (Karnataka Act 17 of 1960)
 - b) 'CHAIRMAN' means the Chairman of the Governing Council.
 - c) 'VICE-CHAIRMAN' means the Vice-chairman of the Governing Council
 - d) 'GOVERNING COUNCIL' means the Governing Council of the Institute.
 - e) 'DIRECTOR' means the Director of the Institute.
 - f) 'INSTITUTE' means the Sri Jayadeva Institute of Cardiology, Bangalore
 - g) 'MEETING' means a meeting of the Governing Council
 - h) 'MEMBER' means a member of the Governing Council
 - i) 'REPRESENTATIVE OF THE GOVERNMENT' means a member of Governing Council in Sl. No. 3,4,5,6 and 7 of clause 4 of the Memorandum.
 - j) 'STATE GOVERNMENT' means the Govt. of Karnataka.
 - k) 'SOCIETY' means the Sri Jayadeva Institute of Cardiology, Bangalore.
 - * l) 'YEAR' means the year ending 31st March.

3. **OFFICE:** 1. The office of the Institute shall be at B'lore
2. The working hours of the Institute shall be as per requirements as determined from time to time by the Governing Council.

4. **AUTHORITIES OF THE INSTITUTE;**

The following shall be the authorities of the Institute:

- 1. The Governing Council
- 2. Such other authorities as may be appointed by the Governing Council from time to time.

* Amended in Special General Body Meeting held on 29/12/84 and Registered on 30/9/87.

5. THE GOVERNING COUNCIL:

- 1) The composition of the first Governing Council shall be as prescribed in Para 4 of the Memorandum of Association;
- 2) The Members nominated by the State Government shall hold office during the pleasure of the State Government and the other members shall hold office for a period of three years - Provided that:-
 - a. Members appointed by virtue of their office shall cease to be members when they cease to hold such office;
 - b. A member shall cease to hold office if he resigns or becomes unsound mind or is adjudged an insolvent or is convicted of a criminal offence involving moral turpitude.
- 3) The State Government reserves the right to reconstitute the Governing council of the Institute once in every three years at such other intervals as it may decide.

6. MEETINGS:

1. The Institute shall hold an Annual General Body Meeting each year as soon as may be after the expiry of the year;
2. The business for transaction at the annual general meeting shall be;
 - a) Confirmation of the minutes of the Previous General Meeting;
 - b) Consideration & approval of the Annual Report on the management of the Institute for the preceding year, together with audited copy of the Balance Sheet, Income & Expenditure Statement and the Auditor's Report;
 - c) Appointment of Auditors;
 - d) Consideration of any matter or matters brought before it with the permission of the Chairman.
3. The Institute shall hold at least four ordinary meetings in a year.
4. The Institute may also hold special general meetings whenever the Chairman thinks it necessary to convene or whenever a requisition in this behalf is made as provided in sub-section (3) of Section 11 of the Karnataka Societies Registration Act 1960.

5. a) Written Notice of every meeting shall be sent to all members either personally or through post to the address of the members as entered in the roll of members. Where the notice is sent by post, due service shall be presumed if the cover containing the notice properly addressed is posted.
- b) The accidental omission to give notice to or the non-receipt of notice by any member or other person to whom it should be given shall not invalidate the proceedings of the meeting.
- c) Every notice shall be sent:
 - i) In the case of annual general meetings, not less than 21 days before the date fixed for the meeting;
 - ii) *In the case of ordinary meetings, not less than 15 days before the date fixed for the meeting. However in case of emergency Governing Council Meeting not less than 3 days before the meeting.
 - iii) In the case of Special general meeting, not less than 21 days before the date fixed for the meeting.

6. Quorum and Procedure:

- a) The quorum for any meeting shall be five;
 - b) If within half an hour from the time appointed for holding a meeting, a quorum is not present, the meeting shall stand adjourned to a later hour on the same day or to any other date as the person presiding fixes.
 - c) In the case of special meetings, if within half an hour from the time appointed for holding a meeting a quorum is not present, the meeting shall stand dissolved.
7. *Every meeting should be presided over by the Chairman and in the absence of the Chairman, the Co-chairman or in the absence of the Co-chairman, the Vice-chairman or in the absence of all of them by any other members as the members personally presented at the meeting shall elect.
 8. Every member including the Chairman, shall have one vote. Every matter shall be decided by a majority of votes. In case of equality of votes in respect of any matter, the person presiding shall have a casting or second vote, provided that no decision shall be taken on matters relating to framing of amendment of Rules and Byelaws or on matters with financial implications in the absence of any representative of the State Government.

*Amended in the Special General Body Meeting held on 29/12/84 and Registered on 30/9/87

9. If a vacancy in the office of members occurs, the remaining members shall act as if no vacancy had occurred. No action or proceeding of the Governing Council shall be deemed invalid merely by reason of a vacancy on the Governing Council or of a defect in the appointment of a person acting as a Member of the Governing Council.
10. In the event of a dispute as to whether any member is validly appointed or any other dispute relating to the constitution of the Governing Council, the decision of the Chairman of the Governing Council shall be final.

7. REGISTER OF MEMBERS:

The Institute shall maintain a register wherein the address of the members and their occupation shall be entered. Changes in address shall be notified by the member concerned to the Director who shall enter the new address in the Register. If a member fails to notify his new address, the address in the Register of members shall be deemed to be his correct address.

8. *RESOLUTIONS OF THE GOVERNING COUNCIL BY CIRCULATION:

The Director with the permission of the Chairman or Co-Chairman in exceptional cases may sent the resolution by circulation from member to member of the Governing Council to be passed and it shall not be necessary to call a meeting for the purpose.

9. *ALLOWANCES TO MEMBERS:

Every member may receive travelling and daily allowances for attending meetings, at rates admissible to Grade 'A' (Senior Scale) officers of the State Government.

10. POWERS AND FUNCTIONS OF THE GOVERNING COUNCIL:

1. The official and non official members may receive travelling and daily allowances for attending meetings, as per Govt. of Karnataka D.P.A.R. Rules issued from time to time admissible to class 'A' officers.
2. The Governing Council shall have the powers to add to, amend, to alter or abridge all or any of the objects of the Society consistent with the Societies Registration act, 1960 and subject to approval of the Govt. of Karnataka.
3. The Governing Council shall have the powers to add, to amend, to alter the Rules and Regulations and Bye-laws of the Society consistent with the Societies Registration act and subject to approval of the Government of Karnataka.

- Amended in Special General Body Meeting held on 29/12/84 and Registered on 30/9/87.

4. Without prejudice to the generality of the foregoing, the Governing Council shall have the following powers and shall perform the following functions, namely;
- a) the framing of broad policies and procedures to carry out the objects of the Institute;
 - b) to make such Bye-laws as they shall think essential for the regulation of the business of the Institute;
 - c) to consider and sanction the budget estimates;
 - d) sanction of expenditure in accordance with the financial bye-laws;
 - e) to invest the funds of the Institute in Nationalised Banks or Trusted securities;
 - f) to borrow moneys on such terms and conditions as are deemed expedient;
 - g) to create posts and to make appointments thereto in accordance with the provisions of Rule 18 and 19;
 - h) *to enter into agreement or contracts with any Government or local authority or any other autonomous Institutions to obtain from such Government or authority any right, privilege, Concession affectually or otherwise for purpose of carrying out the objectives of the Institute;
 - i) to draw, accept, endorse, discount, execute, assign, and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government Securities, promissory notes, Bills of Exchange or other Instruments whether negotiable or not for the purpose of the Institute.
 - j) to pay all costs and expenditure incurred for the promotion, establishment and registration of the Institute;
 - k) to prescribe course of study at the Institute, add or omit any course thereto or therefrom and to award degrees, diplomas and certificates;
 - l) the admission and care of the patients at the Institute;
 - m) the conduct of business and the procedure to be adopted at the meetings of the Governing Council;

***Amended in the Special General Body Meeting held on 29/12/84 and Registered on 30/9/87**

- n) the finance and the accounts of the Institute;
- o) the amount and payment of fees and charges for treatment of patients provided that the Institute will continue to provide free treatment to all employees, Legislators and Ministers of the Government of Karnataka as also the Central Government servants. In respect of the patients of other categories the Institute will provide free treatment facilities to these whose annual Income does not exceed Rs. 4,800.00 per annum.
- p) the duties and functions of the Director, other officers and employees of the Institute;
- q) the discipline, suspension and dismissal of the officers and employees of the Institute;
- r) the admission of the students, trainees and research workers to the Institute;
- s) establishment and maintenance of pension, gratuity, provident fund or other funds for the benefit of the officers and employees of the Institute; and
- t) such other matters as may be necessary for the efficient administration and management of the Institute, provided that no proposal to enhance or upgrade or otherwise alter the pay scales of the various categories of employees of the Institute shall be taken up by the Governing Council without prior approval of the Government of Karnataka.

11. REPRESENTATION OF THE GOVERNING COUNCIL IN LEGAL PROCEEDINGS:

Unless the Governing Council decides otherwise, the Director shall represent the Institute in all Legal proceedings, whether civil, criminal, revenue or of any other description and shall have the authority to institute, conduct or defend any suit, complaint or criminal case or any legal proceedings on behalf of or against the Institute as also to sign or verify all pleadings, complaints, statements or applications to be filed before any court, arbitrator, Tribunal or any other authority as the case may be.

12. OFFICERS AND EMPLOYEES:

The staff of the Institute shall consist of:-

- 1. The Director
- 2. The Medical Superintendent
- 3. The Chief Administrative Officer
- 4. such numbers of:
 - a). Professors, Asst. Professors, Lecturers, Registrars, Research Assistants, Surgeons, Physicians, Asst. Surgeons, Residents and other members of the Medical and Scientific staff;
 - b) Such other officers and employees as may be required for the Institute and as may be determined by the Governing Council.

- c) The technical staff including the Director, shall be appointed on contract basis for 5 years at a time.

13. TRANSITORY PROVISIONS REGARDING OTHER STAFF:

Until the Governing Council determines otherwise:

- a) the construction, maintenance, repairs including water supply and electricity and such other works of all the buildings of the Institute shall be continued to be looked after and managed by the officers and employees of the public works department deputed by the State Government, from time to time;
- b) The improvement and maintenance and such other works relating to the gardens of the Institute shall be continued to be looked after and managed by the officers and employees of the department of Horticulture deputed by the State Govt. from time to time.

14. ABSORPTION OF STAFF:

- 1) The Institute shall, subject to sub clause (3) here below, give to all present employees of the Institute to seek an option from the Institute or to get repatriated;
- 2) The option to continue in the Institute or to get repatriated to Govt. Service shall be subject to decision of the Screening Committee constituted by the Governing Council and the availability of the particular post.
- 3) It shall be lawful to the Institute to retain and continue the services of such of the staff in the interest of satisfactory working of the Institute under the provisions contained in 14(1) until such time as the decision of the screening committee are given effect or until such time as the Institute recruits staff of its own in accordance with the Rules, Bye-laws to be framed by the Governing Council.
- 4) It shall be lawful for the Institute to obtain at any time after the commencement of these rules, the services of any official from the Govt. on deputation or to absorb in its service any servant of the Government, provided that for absorption into the service of the Institute the Officers / employees shall be found suitable by a screening committee

to be constituted by the Governing Council, provided that the terms & conditions on which any servant of the Govt. may be so absorbed shall not in any way be less advantageous than the terms and conditions containing to him immediately before the date of his absorption in the service of the Institute.

5. It shall be lawful for the Institute to recommend to the Govt. as decided by the Governing Council for withdrawal of the services of any official who is on deputation from the Government on the expiry of the terms of deputation or during the period of deputation.

15. APPOINTMENT OF DIRECTOR

Mode of recruitment:

- 1) *Appointment by the Governing Council by Direct Recruitment or on contract basis for a period of 5 years.

Minimum Qualification & Experience:

- a) Should be holder of a degree in Medicine of any university established by law in India;
- b) Should have any of the post graduate qualifications prescribed in Annexure A or B;
- c) Should have teaching experience of not less than 10 years after acquiring post graduate qualification of which not less than 5 years shall be in a post not lower in rank than of Prof. or any other equivalent post;
- d) Should have experience atleast of 20 years in Medical profession of which not less than 5 years shall be in a Cardiothoracic Centre/hospital or Institute.

Age Limit:

Max. 50 years but relaxable in special circumstances for which reasons to be recorded in writing.

Pay Scale:

Rs. 4550-5600

The Director shall be in overall administrative control and management of the Institute.

16. APPOINTMENT OF OFFICIATING DIRECTOR;

Notwithstanding anything contained in Rule 15, the Governing Council may appoint a person to officiate as Director in the absence of the Director.

*Amended in the Governing Council Meeting held on 2/7/1987 and Registered on 30/9/87

17. POWER OF DELEGATION:

The Director may delegate any of his powers, functions and duties to any Senior member of the staff of the Institute with the approval of the Governing Council.

18. APPOINTMENT OF MEMBERS OF MEDICAL ADMINISTRATIVE & SCIENTIFIC STAFF:

- 1) The appointment of Medical Superintendent, Chief Administrative Officer, Professors, Assistant Professors, Physicians and Assistant Surgeons shall be done by the Governing Council on the recommendation of the Selection Committee constituted by the Governing Council.
- 2) The appointment of Residents, Research Assistants, and such other staff shall be done by the Director on the recommendations of Selection Committee constituted by the Governing Council.
- 3) At least 1/3 of the medical staff of the Institute at all times shall consist of deputationist from Government of Karnataka. However, such deputationists shall not be entitled to deputation allowance or special pay on account of such deputation.

19. APPOINTMENT OF OTHER OFFICERS AND EMPLOYEES

The appointment of other Administrative Officer, Ministerial Nursing, Para-Medical, Ward Attendants and such other staff shall be done by the Director on the recommendations of the Selection Committee constituted by him and approved by the Governing Council.

***20. PROVISIONS REGARDING SERVICE CONDITIONS:**

The terms of service, salary, age of superannuation, conduct and disciplinary rules and such other related service matters in respect of persons appointed under rule 15, 18 & 19 except the appointments made by the Government and conditions laid down therein shall be governed by such bye-laws framed by the Governing Council (As per Annexure-II of C&R rules & other service rules).

***Amended in the G.C. Meeting held on 2/7/87 and Registered.**

****21. CORPUS FUND:**

1. The Corpus Fund of the Institute shall consist of
 - a) All grants released from State Govt. or Central Govt. from time to time
 - b) The donations from Philanthropic organisation/Philonthropists
 - c) The excess of income over the expenditure of the Institute at the end of each financial year or vice-versa
 - d) The funds generated from paying cases and other receipts
2. The corpus fund shall be invested or utilised in such manner as may be provided for the Byelaws made by the Governing Council.

22. PROPERTY AND FUNDS:

1. The Institute shall be the owner of all its properties, immovable and movable, including;
 - a) Corpus funds;
 - b) Grants, subventions, donations and gifts from the Central Govt. or State Govt. or a local authority or any donations and gifts from the Central Govt. or State Govt. or a Local Authority or any individual or body whether incorporated or not, for all or any of the purpose/or objects of the Institute.
2. The Governing Council shall be the custodian of the properties and funds of the Institute and shall manage the same prudently for the purpose of the Institute.

****Amended in the Annual General Body Meeting held on 8/7/93 and not Registered.**

23. APPLICATION OF THE INCOME OF PROPERTY:

The income and property of the Institute shall be applied solely towards the promotion of the objects of the Institute as specified in the Memorandum of Association and any such expenditure incurred shall also be subject to such restrictions as the Central Government or the State Govt. may from time to time impose in respect of grants or donations made respectively by them.

24. BUDGET AND ACCOUNTS:

1. The Governing Council shall frame the Annual Budget estimates for the ensuing year at its meeting to be held in or around August and shall forward copies to the Government. The budget estimates shall give under the various heads the following information in respect of receipts and expenditure, namely;
 - a) The actuals for the preceding year
 - b) The approved estimates for the current year
 - c) The revised estimates for the current year and
 - d) The estimates for the following year.
2. Money forming part of the Funds of the Institute shall be deposited in the name of Institute in an account or Accounts in a scheduled Bank of India act, 1934 (II of 1934) or invested in any trust securities or investments authorised by law and approved by the Governing Council. Withdrawal therefrom shall be by cheques signed by such persons or in such other manner as the Governing Council may from time to time authorise or specified in Byelaws made for this purpose.

25. AUDIT:

The Accounts of the Institute shall be audited annually by Chartered Accountant or accountants as defined in chartered accountant or Accountants Act 1949 (XXX VIII of 1949) appointed by the Governing Council provided that Government may, at any time, direct that the Accounts be audited by Auditors of the State Accounts Department of Government.

26. REPORTS:

The Governing Council shall submit annually to the Govt. Institute's report on the working of the Institute. Such report shall contain particulars regarding work of the Institute during the previous year and shall be accompanied by a Balance Sheet duly audited showing the Income and Expenditure of the Institute during the said year.

27. COMMITTEES:

The Governing Council may form committees consisting of Members and Non-members also for any purpose it considers necessary on such terms and conditions as it may fix.

*1. There shall be Standing Finance Committee. The composition of the Finance Committee shall be:

- | | | |
|--|----|----------|
| i) Commissioner & Secretary to Govt.,
Finance Department | -- | Chairman |
| ii) One nominee of the Commissioner & Secretary
to Government, Health & Family Welfare Dept., | -- | Member |
| iii) One nominee of the Secretary to Govt.,
Planning Department | -- | Member |
| iv) Director of Medical Education | -- | Member |
| v) Director of National Institute of Mental Health
& Neuro Sciences | -- | Member |
| vi) Director of the Institute | -- | Convenor |

*Amended in the Special General Body Meeting held on 29/12/84 and Registered on 30/9/87.

2. There shall be a Standing Academic Committee. The composition of the Academic Committee shall be as follows:

- i) One representative from Rajiv Gandhi University of Health Sciences
- ii) A representative each of the disciplines of:
 - a) Thoracic Surgery
 - b) Medical - Cardiology
- iii) Principal, Bangalore Medical College
- iv) One nominee of the Director of Medical Education
- v) One nominee of the Director of National Institute of Mental Health & Neuro Sciences;
- vi) Medical Superintendent of the Institute
- vii) Administrative Officer of the Institute
- viii) Director of the Institute - Convenor

*

28. DISSOLUTION AND WINDING UP:

The Institute may be dissolved and wound-up in accordance with the provisions of section 22 of the Act and the property of the Institute shall be applied on such dissolution in the manner provided by the act, after the approval by the Govt. of Karnataka.

***Amended in the Special General Body Meeting held on 29/12/84 and registered.**

29. *AMENDMENTS:

No amendment in the Name, Memorandum of Association or Rules of the Society shall be made except in accordance with the provisions of Section 9 and 10 of Karnataka Societies Registration Act 1960.

SIGNATORIES OF THE RULES AND REGULATIONS OF THE JAYADEVA INSTITUTE OF CARDIOLOGY - 560002.

Sl. No.	Name	Occupation and Address	Designation
1.	Sd/- Sri. P.G.R. Sindhia	State Minister for Health & Family Welfare, Government of Karnataka, Bangalore	Chairman
2.	Sd/- Sri. M.C. Das, I.A.S.	Commissioner & Secretary to Govt., Health & F.W. Dept., K.R. Circle, Bangalore-1	Vice Chairman
3.	Sd/- Sri. M. Sankaranarayanan, I.A.S.,	Commissioner and Secretary to Govt., Finance Dept., Bangalore -1	Member
4.	Sd/- Sri. M.K. Venkateshan	Additional Chief Secretary to Govt. of Karnataka, (Planning Dept.,) Bangalore-1	Member
5.	Sd/- Sri. N.K. Channappa	Director of Medical Education, Anandarao Circle, Bangalore-9	Member
6.	Sd/- Sri. Viswanathiah	Vice Chancellor, Bangalore University, Bangalore	Member
7.	Sd/-Dr. D. Chinniah	Head of Sri Jayadeva Institute of Cardiology, Bangalore -2	Member

SRI JAYADEVA INSTITUTE OF CARDIOLOGY
BANGALORE-560002
GENERAL BYE-LAWS

In exercise of the powers conferred by Rule 10(3) and (4) (b) of the Rules & Regulations of Sri Jayadeva Institute of Cardiology, Bangalore-560002, hereby makes the following Byelaws namely;

1. TITLE AND COMMENCEMENT:

These Byelaws shall be called the SRI JAYADEVA INSTITUTE OF CARDIOLOGY BYELAWS, 1983. They shall come into force from the date of their approval by the Governing Council.

2. DEFINITIONS:

In these Byelaws unless the context otherwise requires.

- a) 'INSTITUTE' means the Sri Jayadeva Institute of Cardiology, Bangalore-560002.
- b) 'GOVERNING COUNCIL' means the Governing Council of the Sri Jayadeva Institute of Cardiology, Bangalore-560002.
- c) 'CHAIRMAN' means the Chairman of the Governing Council.
- d) *'Co - Chairman' means the Co-chairman of Governing Council.
- e) 'DIRECTOR' means the Director of the Institute.
- f) 'APPOINTING AUTHORITY' in relation to any post in the Institute means the authority competent to make appointments to that post as indicated in the schedule.
- g) *'CONTROLLING AUTHORITY' means:
 - i) in relation to posts in classes A& B, the Governing Council; and
 - ii) in relation to posts in Class C & D, the Director.
- h) 'EMPLOYEE' means a person in the service of the Institute in any post and includes the Academic Staff.
- i) *Class A,B,C and D posts in the Institute shall correspond to State Civil Services Class A,B,C and D posts respectively.

***Amended in the Special General Body Meeting held on 29/12/1984 and Registered**

- j) 'ACADEMIC STAFF' means any member of the staff engaged wholly or partly in teaching / or research and so declared by the Director.
- k) 'RULES' means the Rules and Regulations of the Institute.
- l) *YEAR' means the year ending on 31st March.

3. WHOLE TIME SERVICE:

Unless in any case it be otherwise distinctly provided, an employee shall be twenty four hours employee of the Institute and may be called upon to perform any functions as required by the authority concerned.

- 4. The specialist staff may be permitted to offer their services to other Institutions, medical colleges, hospitals Nursing homes and such other Institutions outside the working hours of the Institute, provided that all material/monetary gains of such services shall be credited to the accounts of the Institute. The Institute may give to the employee concerned such percentage of his or her earnings as the Governing Council may decide from time to time.

5. PERMANENT & TEMPORARY POSTS:

- 1. The posts created by the Governing Council in accordance with clause 3 of sub clause (27) of the Memorandum of Association and Rule 10 sub-rule (4) (g), Rule 18 and 19 of Rules and regulations of the Institute may be either permanent or temporary as the Governing Council may specify from time to time.
- 2. Renewal of temporary posts may be determined by the Governing Council from time to time on the recommendations of the Director.
- 3. Notwithstanding anything contained in Rules & Regulations or in the Byelaws or in the Cadre & Recruitment Rules of the Institute, the Governing Council may invite a person of high academic distinction and professional attainment to accept post of professor / Surgeon / specialist / scientist on such terms and conditions as the Governing Council may approve from time to time.

***Amended in the Special General Body Meeting held on 29/12/84 and Registered.**

4. The Governing Council may appoint person of high academic distinction or professional attainment in any other University or Institute or Organisation in India or abroad for undertaking a joint project in accordance with Clause 3 sub-section (23) of the Memorandum of Association of the Institute.
5. *The Governing Council, may create such Honorary Consultants posts and can be appointed if only there is real lacunae in the service facilities and such incumbents must have necessary qualification and experience recognised by the Indian Medical Council and University, by persons of high standing in the profession and such appointments shall not be more than two at a time.
6. **PROBATION:**
- 1) Unless otherwise decided by the appointing authority in any case, every employee shall be on probation for a period of two years, provided that such probation is not applicable in the case of an employee who has undergone probation while in Government Service and such probation had been declared to be satisfactory.
 - 2) During the period of probation the employee shall be require to put in satisfactory service failing which his services shall be liable to termination at any time without any prior notice and without any reason being assigned for the same by the appointing authority.
7. **TERMINATION:**
- 1) All appointments shall be terminable on a notice in writing, either by the appointing authority or the employee without assigning any reason as set out below:
 - a) During the period of probation -- 1 Month
 - b) After completion of period of probation -- 3 Months
 - 2) The notice referred to in Bye-law 7 Sub-byelaw (1) above, shall not be necessary, if in lieu thereof an amount equal to the pay and allowances for the period of notice is paid.
 - 3) In the case of permanent appointment, if the order of termination is passed by any authority other than the Governing Council, an appeal shall lie to the Governing Council against the order within a period of 30 days from the date.

Amended in the Special General Body Meeting held on 29/12/84 and Registered.

8. RETIREMENT ON MEDICAL GROUNDS:

- 1) Not withstanding anything contained elsewhere in those byelaws, the appointing authority may retire an employee on three months prior notices from the service of the Institute on account of permanent physical or mental disability incapacitating him/her for further service, if so, certified by the Medical Board appointed by the Governing Council.
- 2) The decision of the appointing authority shall be final and binding on the employee concerned.
- 3) The notice referred to in Byelaw 8 Sub-byelaw(1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowances for three months is paid.

9. RETIREMENT ON MORAL GROUNDS:

- 1) Not withstanding anything contained in these Byelaws, the appointing authority may retire an employee on three months prior notice from the service of the Institute on account of moral turpitude or malpractices, if so proven by an enquiry institute by the appointing authority.
- 2) The decision of the appointing authority shall be final and binding on the employee concerned.
- 3) The notice referred to in Bye-law 9 Sub Bye-law (1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowances for three months is paid.

10. PERFORMANCE OF DUTIES:

Every employee shall perform such duties as have been entrusted to him and shall, to the best of his ability, carry out the lawful directions of the Governing Council, of the Director, or of any other authority he may be subject to.

11. QUALIFICATIONS FOR APPOINTMENT:

- 1) Age experience and other qualifications for appointment to all posts in the Institute shall be as prescribed under the Cadre & Recruitment rules (as per Annexure I of C&R Rules and other Service Rules).
- 2) No person who does not possess any medical qualification shall be appointed to the posts of Director, Medical Superintendent and Resident Medical Officer.
- ** 3) While making appointments to any of the posts, in the Institute the appointing authority shall take into consideration the policy of the Government with regard to the members of the Scheduled Castes/Tribes.
- 4) As far as may be practicable, the percentage of reservation prescribed by the State Government for the candidates belonging to the SC/ST and Backward Classes, in the matter of appointment to posts in the State Government shall be observed.
- 5) Such application fee, up to Rs.10/- as may be decided by the appointing authority for each category of post may be charged from candidates applying for appointments. Remission of 75% of fees shall be made in the case of SC/ST candidates.

*Amended in G.C. Meeting held on 2/7/87 and registered on 30.9.87

**Amended in the Special General Body Meeting held on 29/12/1984 and Registered.

12. ***CONSTITUTION OF SELECTION COMMITTEE FOR APPOINTMENTS:**

1) There shall be the following Selection Committee to make recommendations to the Governing Council/Director for appointments to the various posts:

a) ***FOR THE POST OF DIRECTOR:**

- | | | |
|------------------------------------|----|------------------|
| i) Chairman, Governing Council | -- | Chairman |
| ii) Co-Chairman | -- | Member |
| iii) Director of Medical Education | -- | Member |
| iv) One outside expert | -- | Member |
| v) Director, SJIC | -- | Member-Secretary |

****In view of framing of C&R rules for the Institute, it is felt the amendment is necessary.**

The G.C. however approved the following committees (on 2/7/87)

- | | | |
|---|----|------------------|
| i) Chairman, Governing Council | -- | Chairman |
| ii) Co-chairman, G.C. | -- | Member |
| iii) Two experts from outside the State
nominated by the Governing Council | -- | Member |
| iv) Director, Medical Education | -- | Member-Secretary |

b) ***FOR THE POSTS OF PROFESSORS/ SURGEONS/ SPECIALISTS/ CHIEF RESEARCH OFFICERS/CHIEF ADMINISTRATIVE OFFICER:**

- | | | |
|---|----|------------------|
| i) Co-chairman | -- | Chairman |
| ii) Principal, Bangalore Medical College | -- | Member |
| iii) One outside expert | -- | Member |
| iv) Vice-Chancellor, Rajiv Gandhi
University of Health Sciences or his nominee | -- | Member |
| v) Head of the concerned Dept. | -- | Member |
| vi) Director, SJIC | -- | Member-Secretary |

****Approved in the G.C. dated 2/7/87 but not registered.**

***Amended in the Governing Council held on 2/7/1987 and Registered.**

c) ***FOR THE POST OF ASST. PROFESSORS/LECTURERS/RESEARCH ASSTS./RESIDENTS:**

- | | | |
|--|----|------------------|
| i) Director, SJIC | -- | Chairman |
| ii) Prof. & Head of the Dept. of concerned speciality of Bangalore Medical College | -- | Member |
| iii) Nominee of the Secretary to Govt., HFW Dept. | -- | Member |
| iv) Nominee of Director of Medical Education | -- | Member |
| v) One representative from Rajiv Gandhi University of Health Sciences | -- | Member |
| vi) Head of the Dept. of concerned subject in the Institute | -- | Member |
| vii) Medical Superintendent | -- | Member-Secretary |

d) ***FOR THE POSTS OF GAZETTED /TECHNICAL/MINISTERIAL POSTS:**

- | | | |
|--|----|------------------|
| i) Director, SJIC | -- | Chairman |
| ii) One nominee of the Secretary to Govt. HFW Department | -- | Member |
| iii) One nominee of the Director of Medical Education | -- | Member |
| iv) Medical Superintendent, SJIC | -- | Member |
| v) Administrative Officer, SJIC | -- | Member-Secretary |

e) ***FOR OTHER CATEGORIES OF POSTS:**

- | | | |
|----------------------------------|----|----------|
| i) Director, SJIC | -- | Chairman |
| ii) Medical Superintendent, SJIC | -- | Member |
| iii) Administrative Officer | -- | Member |

2. The posts may be filled by invitation/promotion/open advertisement or deputation from State Government as may be deemed fit by the appointing authority.
3. The Selection Committee shall meet at Bangalore. It shall examine the credentials of all persons who are being considered for appointment to the post.

*Amended in the Governing Council held on 2/7/1987 and Registered.

4. The Selection Committee shall decide its own procedure for conducting the selection. It shall prepare a panel of names in order of merit.
5. Where a candidate has applied for any post, it shall be open to the Selection Committee to recommend him/her for appointment to any other post, whether it be equivalent or higher or lower than the post applied for.
6. When a vacancy occurs in any post owing to death, resignation or any other reason, within 6 months of the incumbent joining duty, the appointing authority may offer the appointment to the next candidate, if any, recommended by the Selection Committee.

13. ADVANCE INCREMENTS ON INITIAL APPOINTMENT:

1. The Selection Committee may recommend advance increments not exceeding seven on initial appointment in any particular case, having regard to the qualifications, attainments and such other similar aspects of the candidates.
2. The appointing authority shall take every such recommendation into consideration while fixing the initial pay of the person appointed.

14. APPOINTMENTS TO POSTS IN ADDITION TO SANCTIONED CADRE:

Notwithstanding anything contained in these Byelaws:-

- 1) The Governing Council may make appointments to posts other than those in sanctioned cadre on such terms and conditions as it may decide in each case.
- 2) Specialists and scholars may be invited by the Director to participate in the work of the Institute for specific period of such honoraria as may be fixed by the Governing Council.

15. APPOINTMENT DATE FROM WHICH, APPOINTMENT TAKES EFFECT:

All appointments shall take effect from the date on which the appointee reports himself/herself for duty at the Institute.

16. DEPUTATION AND PERMISSION TO VISIT/WORK AND STUDY OUTSIDE THE INSTITUTE:

- 1) The Director may depute members of the Academic and other staff to any place outside the Institute, but within India, for the training workshops, Seminars, Conferences or any other specified purpose in the interest of the Institute. If the period is in excess of six months, approval of the Governing Council shall be obtained.
- 2) The Governing Council may require in such class or classes of cases as it may be consider necessary, that the members of the Academic Staff concerned shall furnish an undertaking in writing to serve the Institute on return for such period as it may prescribe.

17. PROVIDENT FUND, PENSION AND GRATUITY BENEFITS:

- 1) The Governing Council may with the approval of the State Government constitute schemes providing benefit like Provident Fund, Gratuity, Pension etc., to the employees of the Institute. The Governing Council may frame rules for these schemes and may from time to time add to, amend, alter or vary the same.
- 2) Till such time a comprehensive scheme for those benefits is prepared, the employee shall continue to enjoy the benefits to which they were admitted.
- 3) Any employee who has been absorbed in service of the Institute at the time of establishment and who prior to such absorption was serving in the erstwhile Sri Jayadeva Institute of Cardiology under the State Govt., on deputation, may opt for the benefits available under the Institute or the earlier employer.

*Amended in the Special General Body Meeting held on 29/12/84 and Registered on 30/9/87.

18. LIMIT OF TOTAL ABSENCE FROM DUTY:

A permanent employee shall cease to be in the service of the Institute if he is continuously absent from duty for five years, whether with or without leave, unless such absence is on foreign service in India or because of suspension. In respect of the temporary employee and staff against temporary post, the limit of absence shall not be more than 3 months except in case of illness.

19. CONDUCT, DISCIPLINE AND PENALTIES:

Till appropriate rules are framed by the Governing Council in this behalf the Karnataka Civil Services Vol. I & II of 1957, as amended from time to time and Karnataka Civil Services (Classification, Control and appeal) Rules 1957 as amended from time to time shall apply mutates mutandis to the employees of the Institute provided that for purpose of this Bye-law.

1. * Class-A, Class-B, Class-C and Class-D posts in the Institute shall correspond to the Karnataka Civil Service Rules A,B,C & D posts respectively.
2. The appointing authority, the disciplinary authority for the penalties that may be imposed and the Appellate Authority in respect of Several posts in the Institute shall be as provided in the Schedule appended to these Byelaws.
3. In respect of State Governments borrowed by the Institute, the provisions of rules of the Karnataka Civil Services (Classification, Control & Appeal) Rules, 1957 shall apply and the Institute shall exercise the functions of the State Govt. for the purpose of the said rules.

***Amended in Special General Body Meeting held on 29/12/94 and Registered.**

20. SENIORITY:

- 1) The Chief Administrative Officer shall prepare and maintain in respect of each category of posts a complete and up-to-date Seniority list in accordance with the provisions herein after contained.
- 2) Seniority of employees in each category shall be determined by the order of Merit in which they were selected for appointment to the grade in question, those selected or on earlier occasion being ranked senior to those selected later.
- 3) Where two persons are appointed on the same date, the seniority between them shall be determined as follows:
 - i) A member recruited by direct appointment shall be senior to a member recruited otherwise;
 - ii) In case of members appointed by promotion Seniority shall be determined according to the seniority of such members in the cadres from which they are promoted;
 - iii) In case of members appointed by promotion from different cadres, their seniority shall be determined according to scale of pay, preference being given to a member who was drawing a higher scale of pay in his previous appointment and if the scale of pay drawn are also the same, then, by their length of service in those cadres from which they are promoted and if the length of service is also same, an older member shall be senior to a younger member.
 - iv) If two members join duty on the same day in the same position the older one shall be senior.
4. In case of any dispute arises over the Seniority list, the Chief Administrative Officer, on his own or at request of any such person submit the matter to the Governing Council, whose decision therein shall be final.

21. SUPERANNUATION:

- *1) The date of superannuation for all the employees shall be on their attaining the age of 58 years.
- 2) The appropriate authority if it is of the opinion that it is in the Institute's interest, shall have the absolute right to retire any employee by giving him/her notice of not less than three months in writing or three month's pay and allowances in lieu of such notices after he/she has attained the age of 50 years.
- 3) An employee may by giving notice of not less than three months in writing to the appointing authority retire from service after he has attained the age of 50 years or has completed 20 years of satisfactory service, provided that it shall be open to the appointing authority to withhold permission to any employee under suspension who seeks to retire under this clause.

22. PAST CASES:

For the period prior to the coming into force of these Byelaws, the rules and regulations applicable to the employees in the erstwhile Jayadeva Institute of Cardiology under State Government, shall so far as matters dealt with by these Byelaws are concerned apply.

23. INTERPRETATION:

- 1) In the case of any doubt or difficulty, the Governing Council shall interpret these Byelaws.
- 2) The decision of the Governing Council in this regard shall be final and binding on the employees.

24. OTHER CONDITIONS OF SERVICE:

In respect of matters not provided for in the rules as applicable to the State Government such as General conditions of service, travelling and daily allowances, leave salary, joining time, foreign service terms and orders and decisions issued in this regard by the State Government from time to time shall be applicable Mutates Mutandis to the employees of the Institute till the rules in this regard are framed by the Governing Council.

***Amended in Special General Body Meeting held on 29/12/84 and Registered.**

SRI JAYADEVA INSTITUTE OF CARDIOLOGY
BANGALORE-560002

FINANCIAL BYELAWS

*There shall be a standing Financial Committee. The composition of the Finance Committee shall be:

- | | | |
|---|----|----------|
| i) Commissioner & Secretary to Govt.,
Finance Department. | -- | Chairman |
| ii) One nominee of the Commissioner &
Secretary to Govt. Health & F.W. Dept. | -- | Member |
| iii) One nominee of the Secy. to Govt.,
Planning Department. | -- | Member |
| iv) Director of Medical Education | -- | Member |
| v) Director of National Institute of Mental
Health & Neuro Sciences | -- | Member |
| vi) Director of the Institute | -- | Convenor |

The standing Finance Committee shall meet at least twice a year and as and when required.

QUORUM:

Three members present at the meeting shall constitute the quorum.

1. FUNCTIONS OF THE FINANCE COMMITTEE:

The function of the Finance Committee shall be:-

- a) To consider and recommend for approval of the Governing Council the annual budget estimates of the Institute after fully taking into consideration inter alia the financial commitments of the Government of Karnataka to the Institute.

The budget estimates approved by the Governing Council on the recommendations of the Finance Committee shall be subjected to availability of funds. The budget proposals shall be forwarded to the Govt. of Karnataka with a request to make necessary provisions for funds.

***Amended in Special General Body Meeting held on 29/12/84 and Registered.**

- b) To consider and recommend for approval the Annual audited accounts of the Institute.
- c) To consider and recommend for approval the new financial proposals which may arise during the course of the year whether already provided for or not in the budget, and to approve the re-appropriations between previously approved major heads:
- d) To consider quarterly reports of receipts and expenditure submitted by the Director for information to examine from time to time the adequacy of resources of funds and the general financial position of the Institute and to make appropriate recommendations to the Governing Council.
- e) To consider all proposals for creation of new posts.

2. BUDGET ESTIMATES:

The annual budget showing the estimated receipts and expenditure of the Institute shall be prepared in two parts Part-I, relating to standing charges and Part-II relating to fresh charges. The budget estimates shall be prepared well in advance so that they may be examined by the Finance Committee and approved by the Governing Council not later than 1st October before being forwarded to the Government latest by 15th October of every year.

3. FINANCIAL POWERS OF DIRECTOR:

The Governing Council may delegate suitable financial powers to the Director subject to such restrictions and conditions as it may think fit to impose.

4. ALLOTMENT OF FUNDS:

The Director shall regulate and operate the budget as approved by the Governing Council.

5. FUNDS OF THE INSTITUTE:

All money received for and on behalf of the Institute shall be paid into an account opened in the name of the Institute in one or more Nationalised Banks authorised by the Governing Council. All payments exceeding Rs.500/- shall ordinarily be made by cheques except in the following payments to be made in cash.

- 1) Salaries and allowances of Class 'C' & 'D' staff,
- 2) Other classes of payments specially authorised to be made in cash by the Director.

6. CHEQUES:

All cheques on the bank shall be signed on behalf of the Institute by joint signatures of the Director and the Secretary and Treasurer until the post of Chief Administrative Officer/Administrative Officer and the accounts officer are created. Alternatively the Director shall specify the officers who shall sign the cheques. All cheques, bills notes and other negotiable instruments payable to the Institute may be endorsed on behalf of the Institute by the Director until the posts of the Administrative Officer/Accounts Officer are created.

7. CONTRACTS:

The Director or the Chief Administrative Officer/Administrative Officer if so authorised by the Director, shall sign and execute on behalf of the Institute all agreements/contracts, etc. which may be necessary for the appropriate conduct of business.

8. DRAWAL OF FUNDS:

Funds shall be drawn from the Bank on presentation of claims by the Director in the prescribed forms/bills. All bills will be scrutinised and passed for payment by the Accounts Officer. The pay & allowances bills of the employees may be signed by an officer declared to be the drawing and disbursing officer by the Director. The contingent and T.A. bill will be countersigned by the Director before these are passed by the Accounts Officer for payment. The monthly pay and allowances bills shall be received directly by the accounts officer and passed for payment by him.

9. ACCOUNTS:

The Institute shall prepare annual statements of accounts including balance sheet in the prescribed form enclosed. The Accounts Officer of the Institute will advise the Director on all matters concerning audit and accounts. So will be responsible to the Director for the accuracy and completeness of the accounts of the Institute in accordance with the Byelaws of the Institute.

Separate annual statement of accounts should be prepared in respect of funds received from sources other than the Government.

10. FORM OF ACCOUNTS AND OTHER FINANCIAL RULES:

The Governing Council shall have power to prescribe the form in which the accounts shall be kept and frame the rules regulating the finance and accounts matters. Till such time these rules are framed, the accounts of the Institute shall be maintained in the existing form and the Director is authorised to present the budget and accounts in a suitable form keeping in view the requirements of the Institute and its future pattern of Development.

11. CUSTODY OF CASH AND VALUABLE DOCUMENTS:

The Drawing and disbursing officer shall be responsible for the safe custody of cash and valuable documents such as Cheques (Books) , security deposits, Agreements and contracts fixed deposit receipts Government Securities Cash Book etc.

12. AUDIT:

The annual accounts of the Institute shall be audited by certified auditors appointed by the Governing Council. The accounts may also be subject to audit by the Accountant General of Karnataka.

13. FINANCIAL AND OTHER POWERS:

The financial and other powers as provided in the schedule to the Financial Byelaws shall be exercised by the Director. The Director may with the approval of the Governing Council delegate any of his powers to the officers subordinate to him.

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**DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO THE DIRECTOR, SRI JAYADEVA INSTITUTE
OF CARDIOLOGY, BANGALORE - 560002**

ITEM	POWERS	
1. *To declare stores as obsolete surplus of unserviceable	To declare stores a obsolete, surplus or unserviceable when the stores have become obsolete, surplus or unserviceable the normal course and where responsibility could not be fixed. For linen, furnitures utencils older than 8 years.	FULL POWERS
2. - Sanctioning loans & advances	<p align="center">For other equipments</p> <p>1) To sanction House Building/House purchase/House repair advances to the staff of the Institute (except deputationists) to the extent of admissibility prescribed by the State Govt. from time to time or until the Governing Council prescribes the scale of admissibility.</p> <p>2) To sanction Motor Cycle advance (to the extent prescribed by the State Govt. from time to time) to both Gazetted and Non-Gazetted Staff (Except) deputationists)</p> <p>3) To sanction Bicycle purchase advance to Non-Gazetted Staff (except deputationists) to the extent admissible as prescribed by the State Govt. from time to time or until it is prescribed by the Governing Council.</p>	<p>Rs. 50,000/-</p> <p>FULL POWERS</p> <p>FULL POWERS</p> <p>FULL POWERS</p>
<p>*Amended in the Special General Body Meeting of the Governing Council held on 29/12/84.</p>	<p>4) To sanction 80% of the amount of advance of TA and DA to the staff members being deputed to the other places on duty or for training etc.</p> <p>5) To sanction 80% advance on LTC or HTC when applied by the staff.</p> <p>6) To sanction temporary advances for withdrawal from G.P.F. for special reasons (vide schedule V of GPF rules)</p>	<p>FULL POWERS</p> <p>FULL POWERS</p> <p>Rs. 2,500/- each case.</p>

ITEM	POWERS	
3. To Purchase	<ol style="list-style-type: none"> 1. Library books, reference books and Journals after calling for quotations and observing rates of purchase or directly from the publisher; 2. To purchase if absolutely necessary for official purpose the Govt. of India publications and copies of the Administrative reports (if not supplied free). 3. To purchase wall-clock, time-pieces, bicycles and other articles of office equipment after observing rules of purchase. 4. To purchase hot & cold weather requirements for office. 5. To purchase top sheets and maps for use in office 6. To purchase diet articles.. 7. To purchase Linen, Bedding and clothing 8. Utensils and Crockery 9. Photographic Materials and Models 10. Glassware 11. Stationery Articles 12. To purchase Medicines, Chemicals, Drugs, Instruments, equipments, linen, diet articles, operating supplies, spares and accessories and other essential items from the rate contract of the stores purchase department or of the Directorate of Health & F.W. Services or from Govt. undertakings, Co-operative Societies Manufacturers, Sole selling agents. Authorised agents in consultation with the Purchase Committee of this Institute. 	<p>FULL POWERS</p> <p>FULL POWERS</p> <p>Rs. 50,000/-</p> <p>Rs. 500/-</p> <p>FULL POWERS</p> <p>FULL POWERS</p> <p>FULL POWERS</p> <p>Rs. 5,000/-</p> <p>FULL POWERS</p> <p>FULL POWERS</p> <p>FULL POWERS</p> <p>FULL POWER</p>

4) Repair and Maintenance	<p>Order for replacement of parts, servicing, repairs and maintenance:</p> <p>a) X-Ray and Cath Laboratory equipment</p> <p>b) Monitorscope, defibrillators, pacemakers, ECG machines</p> <p>c) Sterilizers, Microscopes and Other equipments</p> <p>d) Catheters, Transducers, Connectors, Oxygenators, Heart Valves</p> <p>e) Linen & bedding and clothing</p> <p>f) Furniture and Refrigerators</p> <p>g) Building - Annual Maintenance and repairs</p> <p>h) Clocks and time-pieces</p> <p>i) Original Minor works</p> <p>j) To accord administrative approval and expenditure for maintenance of building and petty works</p>	<p>Rs. 50,000/- each time</p> <p>Rs. 20,000/- each time</p> <p>Rs. 12,000/- each time</p> <p>Rs. 10,000/- each time</p> <p>Rs. 5,000/- each time</p> <p>Rs. 5,000/- each time</p> <p>FULL POWERS</p> <p>FULL POWERS</p> <p>Rs. 25,000/- each time</p> <p>FULL POWERS</p>
5) Reappropriation of Budget	<p>Reappropriation of Budget from one details head to another in the Institute budget provided it does not involves:</p> <p>a) Diversion of provision from plan to non-plan</p> <p>b) Expenditure on 'New Service'</p>	<p>Rs. One lakh per annum per detailed head.</p>
6) Payment of Arrears claims	<p>1) To sanction of payment of arrears (claims on account of contingent charges (including supplies and services) double payment.</p>	<p>Five years from the date of claim.</p>

	2) To sanction payment of arrears of salaries of staff. To incur expenditure on publication of official advertisements in news papers and Gazette	FULL POWERS
7) Purchase of Official Advertisement	To write-off the following subject to submitting of statement of such writeoff to the Governing Council: 1) Value of Stores or Institute money lost other than by fraud or negligence of any officer/official of the Institute 2) Irrecoverable items of the Institute ;revenues 3) Irrecoverable amounts of loan and advances.	One lakh per annum
8) To write off	To reduce or waive for any special reason (to be recorded) any fee for investigations, hospital stoppage charges, Ambulance charges, Radiography charges and other charges.	FULL POWERS.
9) To reduce or waive any service charges.	To fix up limits for Security Deposits to be paid by the persons holding cash, stores and other such items	FULL POWERS
10) Security of Institute's cash	To sanction charges for Insurance on special goods such as delicate instruments, glassware, or other fragile articles when such insurance is a condition of transport or when it is felt necessary.	FULL POWERS.
11) Charges for Insurance of goods	To hire private building, including lands for Institute's use in consultation with the House Rent Controller (if applicable) or the Executive Engineer of the Division or Revenue authorities as the case may be	Rs. 1,000/- P.M. in each case.
12) Hiring Private Building	To provide or acquire telephones to the Institute ;staff to whom it is considered necessary in the interest of administration and shifting of telephones from one place to another in case of necessity.	FULL POWERS
13) Providing New Telephones or shiftings	To meet contingent expenditure on Scientific Conference in the Institute or to meet the delegates fee, etc. from the Institute.	Upto Rs.2000/- each time.
14) Expenditure on Scientific Conferences.		

15) Expenditure on the meeting of Governing Council and such other Meetings convened by the Director	To incur expenditure for refreshments.	Rs. 1,000/- for each meeting.
16) payment of Sitting Fee/T.A. for the members coming from the outside the State	To make payment towards sitting fee for the meeting and also to pay TA for the members coming outside the state	FULL POWERS
17) Participation in the Exhibition	To incur expenditure for participating in any exhibition within the State	Rs. 2000/- each case.
18) Hiring Transport	To engage transport facilities to conduct CDC Camps.	Rs. 1000/- each case
19) Remuneration for Examiners Work	Accept remuneration as examiners for self or to sanction remuneration to the other examiners, or to permit the other staff to accept examination remuneration in accordance with the scale fixed by the concerned University or by the Governing Council	FULL POWERS
20) Delayed claims of refund	To sanction refund or excess credits of hospital stoppage charges or investigation charges provided such claims are supported by documents of original credits with non-payment certificate and the claim is preferred within 3 years of original credit and when it is clearly established that the claim and claimant is bonafied and genuine.	FULL POWERS
21) Retirement benefits	To sanction Retirement benefits to the staff as per the service conditions of the Institute	FULL POWERS
22) Incharge arrangements	To sanction incharge arrangements in posts which are vacant or during leave or absence periods and to authorise payment of charge allowance admissible as per rules (KCSR)	FULL POWERS

23) Sanction of Leave	1) To sanction maternity leave to married women attached to the Institute to the extent prescribed in the KCSR. 2) To sanction any kind of leave to the staff, other than disability leave	FULL POWERS FULL POWERS
24) Journey performed by staff	To permit the subordinate staff to perform journey between places connected by Railway and to claim, road mileage for up and down journey when such journeys are required to be performed in the interest of Public Service.	FULL POWERS
25) Sanction D.A.	To sanction daily allowance for halts of officer/official deputed on duty at admissible rates beyond 10 days.	FULL POWERS
26) Appointment of Part-time teacher and to fix up remuneration	To appoint part-time teacher/Professor in any speciality and to fix their remuneration (against sanctioned posts)	FULL POWERS
27) Appointment of Warden and Asst. Warden	To appoint wardens and Asst. Wardens of Hostels	FULL POWERS
28) Allotment of Residential Quarters	To allot quarters to the staff	FULL POWERS
29) Vacation of Quarters	To get the quarters of any staff vacated in the interest of the Institute or in view of misconduct of occupant or due to disciplinary proceedings	FULL POWERS
30) Penal Rent to Quarters	To fix up recover penal rent from the staff in case of failure to vacate the quarters within the prescribed time limit (as prescribed in KCSR or by the Governing Council)	FULL POWERS
31) Guest Lectures	To incur expenditure on Guest Lectures.	Upto Rs.1000/- in each case.
32) Funeral expenses	To incur funeral expenses as per scale laid down by the State Government or by the Governing Council	FULL POWERS
33) Demurrage and Wharfage charges	To sanction expenditure on demurrage and Wharfage provided they are not carried by the negligence of any staff member	FULL POWERS

34) Gifts to Institute	To accept gift or donation from public or Institution in the name of the Institute	Full Powers, subject to ratification by Governing Council
35) Expenditure under Poor Fund	To incur expenditure for poor patients from poor fund, to meet the cost of medicine, transport blood charges, providing crutches, instruments.	FULL POWERS
36) Condemnation of the barred drugs	To condemn and order for the disposal of time barred drugs under reasonable circumstances.	FULL POWERS
37) Uniform to Staff	To supply uniforms to the staff as per the scale fixed by the State Government.	FULL POWERS
38) Repair to Motor Vehicle	To repairs, replacement of parts, services overhauling including major parts.	FULL POWERS
39) Condemnation of Linen	To condemn linen which have become unserviceable by their fair wear and tear and to order its disposal.	FULL POWERS
40) Periodical Increments	To grant periodical increments to the subordinate staff in time scale subject to satisfactory work and good conduct.	FULL POWERS
41) Suspension of the Staff	To order for suspension of staff in respect of whom the Director is the appointing authority.	FULL POWERS
**42) Grant of Higher Initial Pay	To grant higher initial pay to the newly appointed staff in the Institute's scale of pay on the recommendations of the Selection Committee	Upto 5 advance increment
43) Filling up of vacancies	1) Temporary & Adhoc APPOINTMENTS TO CLASS B posts 2) To fill up all Class C & D Posts	Upto 6 months in each case
44) Travel by Air	To permit staff to travel by Air, while on duty or on tour or on deputation in case of emergency if such staff member is not ordinarily entitled to travel by air as per KCSR.	FULL POWERS
45) Grant of Travel Allowances	To grant travelling allowances to Non-official members attending commission of Enquiry etc.	FULL POWERS

*46) Accepting of Tender	To invite and accept tenders for stores drugs, buildings, diet articles, hospital necessities etc. A purchase committee has to be formed and purchase rules to be followed.	FULL POWERS
47) Visiting Professors and Special Lecturers. **Amended in the Special General Body Meeting held on 8/7/93 not registered. *Amended in the Special General Body Meeting of the Governing Council held on 29/12/84	To invite visiting professors for special lecturers to the Post Graduate students of the Institute and to meet TA/DA including the Air travel fare of such professors.	FULL POWERS To arrange to not more than 10 lecturers and to pay Honorarium to visiting Professors at Rs.100/- to 500/- depending on the status.
48) Grant of Casual Leave	To grant of 'Casual' Leave including special casual leave to staff including the Director himself	FULL POWERS
49) Appointment	To appoint Class III & IV employee against the sanctioned posts including leave vacancy exceeding 30 days.	FULL POWERS
50) Accepting Resignation	To accept resignation in respect of the official/officers where Director is appointing authority	FULL POWERS
51) Retirement on invalid grounds	To order for retirement of staff on invalid grounds, who by bodily, mentally or permanently incapacitation for public service.	Full powers, in respect of whom the Director is appointing authority.
52) Posting of staff	Posting of Staff, House Surgeon and Resident to different departments of the Institute	FULL POWERS
53) Reimbursement of Cancellation charges of Air ticket/Railway Ticket	Cancellation of Air/Railway Ticket of officers permitted to travel by Air, by Railway, wherever such cancellation of Air Fare/Railway Ticket is made in the interest of public service or due to circumstance beyond control.	FULL POWERS

54) Purchase of Blood	To purchase blood from the donors in the Institute and to issue to the patients ;by meeting the cost from the Institute's fund and in case of non-availability of blood Donor in the Institute, to purchase it from the approved blood bank in the city and to issue it to the needy patients.	FULL POWERS
55) Delegation of Powers to Subordinate staff	The Director may delegate any of his powers to the extent to be specified by him to his gazetted subordinate staff in administrative matters.	FULL POWERS
56) Grant of Leave	To sanction leave of any kind other than disability leave to all the staff	FULL POWERS
57) Grant of Study Leave	1) To sanction study leave to Class A and B Officers (Short term training with full pay) 2) To sanction study leave to class C and other with full pay	Up to 6 months Up to 2 years.
58) Casual Labour of contingent establishment	To appoint or engage casual labour on daily wages or to appoint on monthly salary (fixed salary) basis for class D and such other categories in emergencies.	For a period of not exceeding three months at a time.
59) Promotion of Staff	To promote Class D and Class C posts and among class 'C' by Seniority and experience with considerable qualification.	FULL POWERS
60) To meet the incidental expenses	To meet the incidental expenses by the Director of the Institute other than the powers already delegated	Rs. 5000/- each time.