

CHAPTER 9

MISCELLANEOUS MATTERS

9.1 ADVANCES

The Institute grants the following advances to its employees, on the same terms and conditions as in the Central Government.

- (1) **LTC Advance:** The amount of the advance depends upon the status/salary of the employee concerned as per Govt. of India Rules. The advance is adjusted on submission of LTC bills.
- (2) **Advance in connection with the medical treatment:** The advance is admissible to the employees themselves or their spouse/dependents who are required to undergo indoor treatment. The amount depends upon the estimated expenditure worked out by the Hospital. The advance is recoverable from medical reimbursement bill in lump-sum.
- (3) **House Building Advance:**

The amount of advance depends upon the salary of the employee concerned subject to conditions prescribed for it. The maximum amount is Rs.7.50 lacs. The advance is subject to various rates of simple interest from the first installment and is calculated on the balance outstanding on the last day of each month. The entire amount of advance with interest is repayable in the maximum period of 20 years, i.e. 180 monthly installments for principal amount and 60 monthly installments for principal for interest. The Govt. of India rules are followed for this purpose.

9.2 BENEFIT SCHEMES

9.2.1 Group Savings Linked Insurance Scheme (GSLIS)

A Group Insurance Linked Savings Fund Scheme is in operation at the Institute since _____. The salient features of this Scheme are given in **Annexure 9.1**.

9.2.2 MNITJ Staff Welfare Scheme

The scheme has been operational since _____. All permanent members of the Institute are eligible for membership. Those who apply for membership and subscribe to the funds of the Scheme are considered as members. The scope of Scheme is to provide financial assistance to staff enrolled as members of the scheme to meet their immediate needs and to provide for other facilities as may be approved by the executive committee from time to time.

The funds of the scheme are built-up from the following sources:

- i) Contribution from members.
- ii) Any grant from the Institute.

9.3 MEDICAL SERVICES

The Institute has a dispensary which provides out-patient medical facilities for the students, members of the staff and their families. The Dispensary has a team of Medical Officers including lady doctor, Homeopathic doctor and Ayurvedic doctor is under the charge of a Medical Officer. It has a two paramedical staff.

Medical Attendance, Treatment and Reimbursement

The medical attendance, treatment and reimbursement rules given in Annexure 9.2.

9.4 HONORARIUM AND OVER TIME ALLOWANCE (OTA)

9.4.1 HONORARIUM FROM INSTITUTE FUNDS

The rules for payment of OTA/Honorarium have been notified from time to time. Honorarium is admissible to external examiners for evaluating Ph.D. thesis, External Examiners for evaluating Projects/dissertations of UG/PG programmes, guest lectures and invited lectures.

9.4.2 Payment of OTA etc. for work of Sponsored Projects, Consultancy and other Projects in the Institute

1. The institute receives funds under Non-Plan, Plan, Thrust Areas, Modernization and other schemes of MHRD; research projects sponsored by outside agencies; consultancy; testing; charges for services and facilities provided by the Institute; and collaborative projects etc.
2. All work (administrative, secretarial, store, technical etc.) connected with the functioning of the Institute, irrespective of the source of funding, is normal Institute work, which may be assigned to an Institute employee by a supervisor authorized to do so.
3. To cope with the quantum of work, Institute may appoint, from time to time, temporary staff on projects against approved posts or by pooling together the funds of more than one project on the recommendation of the concerned PIs and HOD/HOC. All such staff will supplement the Institute staff in carrying out the work with the understanding that such staff will take up the project work to which they are appointed on a priority basis. Staff appointed on the projects will be governed by the terms and conditions of their appointment.
4. If the workload in a Department/Centre/Unit increases to a level where extra hours are considered necessary, the Institute staff entitled for OTA may be asked to carry out work outside the normal working hours. For such work, he/she will be paid OTA as per approved rates, or as per unit rates specified in approved schemes, from the project or Institute funds, as appropriate in each case.

9.5 RULES FOR PART-TIME REGISTRATION IN THE INSTITUTE/PERMISSION TO REGISTER FOR A DEGREE COURSES / ATTENDING COURSES AFTER

OFFICE HOURS FOR TECHNICAL, MINISTERIAL SUPPORTING STAFF AND ADMINISTRATIVE OFFICERS

I. Part-Time Registration for various Courses within the Institute.

1. The staff member must have spent a minimum of five years in the Institute and should be a permanent employee before his/her request for part-time registration for M.Tech. / MBA / Ph.D. is considered.
2. He / She must satisfy the minimum eligibility criteria laid down by the Department/Centre for part-time registration.
3. Part-time registration can only be allowed if the Head of the concerned Department Centre/Section/ Unit/Cell certifies that this will not adversely affect in the day-to-day discharge of his/her responsibilities.
4. The courses for which part-time registration is desired must be related to his/her duties and responsibilities.
5. A staff member can avail of facility of part-time registration in the Institute only twice during his/her entire service and there should be a gap of minimum five years between the end of first registration period and the beginning of second registration period.
6. The staff member must serve the Institute for a period of minimum three years after availing of the facility of part-time registration in the Institute.

II. Permission to Register for a Degree Courses.

Permission can be granted to any staff member of the Institute for this purpose provided Head of Department/Centre/Section/Cell certifies that these will not in any way affect the discharge of his/her duties.

III. Permission to register for a Degree in Institutions located in and around Jaipur.

1. If this requires attending classes during office hours or leaving the office one to two hours before the close of the office hours, rules as applicable to part-time registration for various courses within the Institute will apply.
2. In case it does not involve leaving the office early, permission can be granted to any staff member for this purpose provided Head of Department/Centre/ Section/Unit certifies that this will not in any way affect the discharge of his/her duties. Granting of permission for any one of the above purposes does not automatically entitle a staff member to avail of leave of the kind due. The Heads of Deptts./Centres/Sections/Cells are requested to kindly bring the contents of these rules to the notice of their respective Staff members. The above Rules supersede all the earlier notifications on this subject.

9.6 SECURITY

The Security Unit of the Institute is headed by the Coordinator Security who is assisted by a team consisting of Security Officer and Security Guards. Security Guards are hired from the private Security Agencies. The Unit works round the clock, on Sundays and Holidays. The security personnel are engaged in manning the different security posts in the Institute and their

job is to provide effective security cover for men and material of the Institute and ensure that security measures are strictly adhered to.

9.6.1 Use of Loudspeakers in the Campus

As per the directions of Hon'ble High Court of Rajasthan and the provisions of the Rajasthan Police Act, the following procedure is adopted for use of loudspeaker by the residents of the campus of the Institute:

1. No Cone-Speakers and Public Address system shall be used in the campus from 10.00 p.m. to 6.00 a.m.
2. Prior written permission for use of loudspeaker for any function, including religious functions, between 6.00 a.m. to 10.00 p.m. should be obtained from the Registrar.
3. The level of sound should be kept low.

The violation of this procedure may lead to suitable action on the part of Institute/ Prosecution by the Police Authority.

9.7 CENTRAL VIGILANCE COMMISSION

The jurisdiction of the Central Vigilance Commission in the matters of MNIT Jaipur has been accepted by the Board of Governors. The Chairman, Board of Governors is authorized to appoint either the Registrar or any one of the Professors of the Institute, as may be recommended by the Director, as Chief Vigilance Officer at the Institute in accordance with the procedure prescribed for the purpose by the Central Vigilance Commission.

9.7.1 Legal Defence

Whenever an Officer of the Institute is sued by the employees/students/others in a Court of Law for his actions taken in the discharge of his official duties, his legal defence is arranged by the Institute at Institute expenses.

9.7.2 Legal Matters

The Registrar is authorized to exercise such powers and perform such duties in regard to any litigation to which the Board of Governors/or the Chairman, Board of Governors, may be a party and to sign all documents and power of attorney on their behalf, in his capacity as Secretary of the Board.

The Coordinator (Legal) has been delegated the powers and responsibilities for representing the institute and the Director in all the litigations to which the Institute and/or the Director may be a party and to sign all documents and power of attorney on their behalf.

Further (i) the Coordinator (Legal) is generally authorized to execute all legal documents, contracts and agreements, for and on behalf of the institute after due approval of the same by the

competent authority, and (ii) the Coordinator (Legal) shall not be personally liable in respect of anything under such legal documents, contracts/ agreements.

Detailed Guidelines for handling legal cases and obtaining legal advice are at **Annexure 9.3**

9.8 FACILITIES

Children's Educational Allowance

The Board of Governors has accepted the recommendations of the Finance Committee to make applicable the Central Government rules for providing (i) Educational Allowance for the children of the employees studying at outstations, and (ii) reimbursement of tuition fees to the employees in respect of their children, in accordance with the Government of India rules issued from time to time.

9.9 PUNCTUALITY

Need for maintaining discipline and punctuality in attending office and being available at the place of duty during scheduled working hours on the part of all employees of the institute has been stressed from time to time.

- (i) The attendance register, except for the personal office of the officers, may be maintained by the supervisory officers, at the level of the Superintendent or equivalent. They should mark the daily attendance, as per latest punctuality circular and submit it daily to the next higher officer (Branch Officer or equivalent).
- (ii) The next officer (Branch Officer or equivalent) should monitor the implementation in respect of the latest punctuality circular atleast once in a week.
- (iii) The officer next in the line (controlling officer of the level of Registrar/HOD, Dean etc.) should monitor the punctuality/attendance at random.
- (iv) A report about the monitoring should be presented to ECS by the controlling officers at 3 monthly intervals i.e. its regular meetings.

The timing of the Institute is from 8.00 a.m. to 5.00 p.m. with one hour lunch break from 12.00 noon to 1.00 p.m.

All staff members should report for duty in the Institute at 8.00 a.m. sharp and mark their attendance in the Attendance register. Likewise they should sign the attendance register at 5.00 p.m. while leaving the Institute at the end of the day.

They shall remain present at their seats throughout the working hours. If and when it becomes necessary for any staff member to leave place of his/ her duty for more than a few minutes he/she must inform about his/her whereabouts to the Section incharge.

Late comers should indicate the time of their arrival in the attendance register.

Staff employed on essential services/shift duties will continue to follow the existing timings/duty roaster/ as decided by their Heads of Departments/ Centres/ Sections/ Units/ Programmes concerned.

ANNEXURES

CHAPTER 9

Annexure	Title	Page
9.1	Group Savings Linked Insurance Scheme	
9.2	Medical Attendance, Treatment and Reimbursement	
9.3	Guidelines to Handle the Legal Cases and to obtain the Legal Advice from Institute Legal Adviser	

ANNEXURE 9.1
(Refers 9.2.1)

GROUP SAVINGS LINKED INSURANCE SCHEME

Eligibility:

All regular employees who are on the rolls of the Institute on the effective date of the scheme are eligible to join the scheme. It would be the condition of the employment that all new employees shall have to join the scheme. New employees will be admitted into the scheme only on the annual renewal dates. No member who has once joined the scheme will be allowed to withdraw from the scheme at any stage. The employees are admitted to the scheme on a simple test of insurability i.e. no absent from duty on ground of sickness on the date of commencement of the scheme.

Insurance Coverage and Accidental Benefit:

The new GSLI scheme provides the following insurance coverage to the members of the scheme. The total monthly premium payable, the quantum of insurance coverage, insurance premium and savings for various groups of staff are given as under:

Group	Maximum sum insured Rs.	Monthly premium Rs.	Savings Rs.	Accidental benefits Rs.	Monthly premium Rs.	Total monthly premium Rs.
A	3, 50,000	350	227.50	1, 50,000	10	360
B	2, 50,000	250	162.50	1, 50,000	10	260
C	1, 75,000	175	113.75	1, 50,000	10	185
D	80,000	80	52.00	80,000	5	85

Salary Range:

Post carrying a pay or a scale of pay	Group
With a maximum of not less than Rs. 13,500/-	A
With a maximum of not less than Rs. 9,000/- but less than Rs. 13,500/-	B
With a maximum of over Rs. 4,000/- but less than Rs. 9,000/-	C
The maximum of which is Rs. 4,000 or less	D

Benefits

- (A) On unfortunate death of an employee, the insurance amount will become due for payment. The accumulated saving amount with interest standing to the credit of the

deceased will also be paid to the person nominated by the employee. The rate of interest at present is 11% compounded annually.

- (B) On cessation of service and on retirement, the entire amount accumulated with interest standing to the credit of the employee in his saving account will be refunded.
- (C) In case of accidental death, the nominee of the deceased employee will be paid the sum insured; saving amount with the interest, the accumulated saving amount with the interest standing to the credit of the deceased and accidental benefit will be paid to the person nominated by the employee.

Tax Benefit:

Entire monthly contribution paid into the Scheme by the employees, will be treated as payment of insurance premium and allowed deductions under Section 88-C of the Income Tax Act, 1961. The benefits paid under the policy both at retirement or death will be treated as policy proceeds and exempted from income tax. The Institute shall maintain the records of members in respect of the balance which accumulates from year to year to their credit and may issue the annual statements to the employees. LIC will, however, maintain the group accounts. The statement of consolidated amount standing to the credit of the Group will be issued every year by LIC. The new scheme is optional for the existing employees and compulsory for all the future appointees. An existing employee not joining this scheme now will not be allowed to join the scheme later unless specific concurrence of the LIC is obtained and the person concerned is medically examined and other formalities are observed.

ANNEXURE 9.2
(Refers 9.3)

MEDICAL ATTENDANCE, TREATMENT AND REIMBURSEMENT

INTRODUCTION

The Institute has a dispensary which provides out-patient medical facilities for the students, members of the staff and their families. The Dispensary has a team of Medical Officers including lady doctor, Homeopathic doctor and Ayurvedic doctor is under the charge of a Medical Officer. It has a two paramedical staff.

Eligibility

Staff members of the Institute and members of their family are entitled to Medical Attendance and Treatment including reimbursement. Summarized information in this regard is given in subsequent paragraphs.

Family

The term '**family**' shall mean wife or husband of a member of staff, as the case may be, and parents, children and step children wholly dependent on the member of staff. For the purposes of determining dependency, the following will be the criteria:-

- (a) **Son:** Till he starts earning or attains the age of 25 years, whichever is earlier.
- (b) **Daughter:** Till she starts earning or gets married whichever is earlier irrespective of the age limit.
- (c) **Parents:** Who are residing with the staff member and whose income from all sources including pension does not exceed Rs. 1500/- p.m. When a dependent son/daughter reaches the age of 18 years and in respect of dependent parents, the concerned staff member must fill up the form for updating the records with the Establishment Section and get the medical records revalidated every year.

When husband and wife employed:

- a) When both husband & wife are employed in the Institute, either of them can choose to prefer the claim of medical facilities on behalf of self and family, by declaring the fact, through a joint declaration.
- b) When the spouse of a staff member is employed in a State/Central Govt. / another Autonomous/Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer by declaring the same through a joint communiqué.
- c) When the spouse is employed in a private organization where the medical facility is not available or when it is available for self only, a letter to this effect should be produced from the employer of the spouse.

Recognized Hospitals:

All staff members and their families should generally avail of the medical facilities at the Institute Dispensary and Government Hospitals in Jaipur.

In pursuance of the decision taken by the Board of Governors at its 23rd meeting held on 23rd March, 2012 vide agenda item no. 23.3.12, in future Institute should approve only those Diagnostic Centres / Clinics / Hospitals which are approved under CGHS and are preferably accredited. The accreditation status needs to be reviewed by the Institute on regular basis. It has also been decided that for the purpose of reimbursement of medical expenses, the Medical Attendance Rules applicable to Central Government employees be followed strictly. Reimbursement on account of medical expenses should be within the maximum permissible limits under such rules.

The list of 09 hospitals approved for general treatment, 07 hospitals for specialty treatment, 01 hospital for super specialty treatment, 01 hospital for Cancer treatment, 06 hospitals for eye treatment, 01 hospital for Dental treatment and 04 Diagnostic Centres is as below:

List of recognized Hospitals and Diagnostic Centers buy the CGHS, Jaipur

S. No.	Name of Hospitals / Diagnostic Centers with address	Treatment Admissible
	General Purpose	
1.	Bhandari Hospital & Research Centre, 138-A Vasundhara Colony, Gopalpura Bye Pass, Jaipur 302018	General and Specialized purpose (Lithotripsy / TURP and Laparoscopic surgery and Joint Replacement).
2.	Dhanwantri Life Care Pvt. Ltd. 67/56 A, Near Mandra Bus Stand, New Sanganer Road, Jaipur 302020	General Purpose including Joint Replacement
3.	Apex Hospitals Pvt. Ltd. SP-6, Malaviya Industrial Area, Malaviya Nagar, Jaipur - 302017	General purpose (Laparoscopic surgery and IOL Implant)
4.	Imperial Hospital & Research Centre, Near Main Circle, Shastri Nagar, Jaipur	General purpose
5.	S.K. Soni Hospital, Vidhyadhar Nagar, Jaipur	General purpose
6.	Rungta Hospital, Malaviya Nagar, Jaipur - 302017	General purpose
7.	Soni Hospital, 38 Kanota Bagh, Jawahar Lal Nehru Marg, Jaipur - 302004	General and Specialized purpose (TURP, Laparoscopic surgery, Neurosurgery, IOL Implant and Orthopedic Joint Replacement) including Cardiology & Cardiothoracic Surgery
8.	Jain ENT Hospital, Satya Vihar, Lal Kothi, Jaipur	Single Specialty ENT only
9.	Tagore Hospital & Research Institute, Se-7, Tagore Lane, Shipra Path, Mansarovar, Jaipur -	Multi Specialty General Purpose

	302010	
	SPECIALITY (SELECTIVE)	
1.	Jaipur Hospital, Lal Kothi, Tonk Road, Near SMS Stadium, Jaipur - 302015	Nephrology, neurosurgery & GE GI Surgery, Eye Care [Cataract / Glaucoma, Retinal and Vitreo Retinal Surgery, Strabismus, Occuloplasty & Adnexa]
2.	Heart & General Hospital (A unit of Cardiac care & Allied Health Pvt. Care Ltd.) Vivekanand Marg, C-Scheme, Jaipur	Cardiology & Cardiothoracic
3.	S.R. Kalla Memorial Gastro & General Hospital, 78, Dhuleshwar Garden, Behind HSBC Bank, Sardar Patel Marg, Jaipur	Endoscopic Surgery and Super Specialty in urology including Dialysis, Gastroenterology and G.I. Surgery except Liver Transplant, Endoscopic / Laparoscopic Surgery
4.	Gandhipati Purushottam Shekhawati Hospital & Research Centre, A/2, Opp. Time Square Central Spine, Vidhyadhar Nagar, Jaipur 302023	Multi Specialty General Purpose including Joint replacement in Urology including Dialysis, Orthopedic Surgery including joint replacement & Arthroscopic Surgery, Neurosurgery, Endoscopic / Laparoscopic Surgery and ENT
5.	Marudhar Hospital A 93-99, Singh Bhoomi Khatipura, Jaipur	General Purpose
6.	Monilek Hospital & Research Centre, Sector 4, Jawahar Nagar, Jaipur 302004	General Purpose including Joint Replacement (Rental Transplant, Haemodialysis, Lithotripsy/ TURP, Laparoscopic surgery, IOL implant, Orthopedic joint replacement)
7.	Jaipur Hospital Lal Kothi (A unit of Sharma East India Hospital & Medical Research Ltd.) Lal Kothi, Near SMS Stadium, Tonk Road, Jaipur	General Purpose including Joint Replacement, Laparoscopic surgery, IOL implant, Orthopedic joint replacement)
	SUPER SPECIAITY	
1.	Fortis Escorts Hospital (A unit of fortis Health Management (North) Ltd., J.L.N Marg, Malaviya Nagar, Jaipur 302017	Super Specialty
	CANCER HOSPITAL	
1.	Bhagwan Mahaveer Cancer Hospital and Research Centre, Jawahar Lal Nehru Marg, Jaipur 302017	Exclusive Cancer Hospital
	EYE CARE CENTRES	
1.	Anand Hospital & Eye Care Centre, 21 Bharat Mata Lane, Jamna Lal Bajaj Marg Jaipur	Eye Care / Cataract / Glaucoma, Retinal and Vitreo-Retinal

		Surgery, Strabismus, Occuloplasty & Adnexa and other specialized treatment
2.	J.P. Eye Hospital, Behind Times of India, Tonk Road, Jaipur 302015	Eye Care / [Cataract / Glaucoma], Strabismus, Occuloplasty & Adnexa
3.	Jaipur Calgary Charitable Eye Hospital & Research Center Trust, Malaviya Nagar, Jaipur 302017	Eye Care
4.	K.C. Memorial Eye Hospital, Malan ka Churaha, Malaviya Marg, C-Scheme, Jaipur 302001	Eye Care
5.	Jain Eye Clinic & Hospital K/4/A, Fateh Tiba, M.D. Road, Jaipur 302004	Eye Care
6.	Sharda Nursing Home 39, Hospital Road, C-Scheme, Jaipur	Eye Care
DENTAL CLINIC		
1.	N.K. Dental Hospital B-5, Divya Marg, 11, Greater Kailash Colony, Opp. Petrol Pump, Near Appex Mall, Lal Kothi, Tonk Road, Jaipur	Dental Care Centre
DIAGNOSTIC AND IMAGING CENTRE		
1.	Soni Hospital (A unit of Soni Medicare Ltd.) 38, Knota Bagh, JLN Marg, Jaipur	USG only
2.	OKAY Diagnostic Research Centre Pvt. Ltd. 4, Vivekanand Marg, C-Scheme, Opp. SMS Hospital, Jaipur	Diagnostic Laboratory and Radiology
3.	S.K. Soni Hospital (A unit of Soni Hospitals Pvt. Ltd) Sec-5, Vidhyadha Nagar, Jaipur	Diagnostic Laboratory, MRI, CT and USG
4.	Ape Hospital Pvt. Ltd. Lab Infinity Scans, SP 486 Malaviya Industrial Area, Malaviya Nagar, Jaipur	CT, Ultra-Sound, color Doppler, X-ray for general & specialized purpose (Laparoscopic surgery and IOL implant), Super Specialty in Neurology & Neurosurgery orthopedic surgery including arthroscopic

Medicines

- MNIT Dispensary will keep in stock medicines of various brand names as decided by the Committee of Medical Officers. The Medical Officers of MNIT Dispensary shall normally prescribe medicines which are in the stock of MNIT Dispensary.
- The staff and their families may take OPD treatment at recognized hospitals and purchase their medicines from any pharmacy; the amount will be reimbursed to them as per **Annexure A**.

Tests

- The tests prescribed by the MNIT Dispensary or by any recognized Government Doctor may be carried out from Recognized hospitals/Labs.

-

Special Category and Ceilings

For prolonged and complicated nature of treatment such as kidney transplant, bypass surgery, open heart surgery, complicated injuries/diseases like Leprosy, Cancer & TB etc., if the treatment is taken in an Institute recognized hospital, actual expenditure to the eligible extent subject to a maximum ceiling of Rs. 1.5 lakh for the entire treatment of any specific illness during the entire service of the staff member, will be reimbursed.

Emergency Treatment

- In case of a life threatening emergency the staff members may consult a private medical practitioner for immediate treatment in the absence of Govt./Municipal/ Recognized hospital within a reasonable distance. The emergency treatment may be availed only for a very short spell of time and the Medical Officer should be consulted as soon as possible.
- The claims for emergency treatment should be submitted to the MO with an application detailing the circumstances under which the treatment was availed from the private medical practitioner along with a certificate from the treating doctor showing the nature of illness and the line of treatment followed. Such claims may be considered on the recommendations of the Medical Board.

Medical Attendance/Treatment for Students

- a) All bonafide students (full time only) of the Institute are entitled to free medical attendance & treatment available in the MNIT Dispensary.
- b) Treatment of chronic cases or prolonged illness requiring special medical treatment for a long period will be the responsibility of the parents/guardians of the student.

Medical Reimbursement

OPD Treatment

- For OPD treatment, the cost of radiological, pathological investigations, medicines purchased from the market may be preferred in the form meant for OPD treatment only. The reimbursement claim as well as the cash memos should be necessarily signed by the Govt. Doctor.

- Proper break up of charges for various investigations, minor procedures etc. must be provided along with the claim.
- The claim form duly completed by the staff member may be forwarded to Accounts Section.

Indoor Treatment

- For indoor treatment including the hospital bills, stay charges, operation & allied charges, investigation charges, cost of medicines supplied by the hospital/purchased from market etc. may be preferred in the medical claim form meant for indoor treatment. The form duly filled in by the staff member and signed by the CMO may be forwarded to Accounts Section. All medical claims should be preferred as early as possible as but not later than 3 months after the date of admission to the hospital.
- The reimbursement of admissible items in respect of indoor treatment in recognized hospitals will be made after the charges are certified by the Consultant and/or Medical Superintendent of the treating recognized hospital as per entitlement.

Tests

The reimbursement for tests shall be made on the basis as per Institute rules.

No Reimbursement

The Institute will not reimburse expenditure on medical attendance availed in an unrecognized hospitals except in emergency based on the recommendations of the Medical Board.

- Cost of spectacles is not reimbursable.
- Cost of dentures as well as treatment for Orthodontia is inadmissible
- Medicines and other items which are declared by the Govt. of India as inadmissible and published in the CSMA Rules will not be reimbursed.
- The facility of Medical Attendance/Treatment does not extend to the sponsored students as well as to the dependents of students No reimbursement/supply order is permitted in respect of students or their spouse/ dependents.

General

- The Medical Officer of the Institute should obtain and update on medical charges at Govt. Hospitals and other recognized hospitals. A schedule of such charges may be made

available to the staff whenever needed by them at MNIT Dispensary and in the Accounts Section of the Institute.

- Separate claims should be preferred for each patient.

Misuse of Medical Reimbursement Facility

In case of misuse of medical reimbursement facility, concerned employees of the Institute will be denied all medical privileges for the next three years. If the misuse is repeated for the second time, concerned employee will lose the benefits of the Medical facilities for the rest of his service at MNIT Jaipur not withstanding any other action that may be initiated under the Conduct Rules of the Institute.

Interpretation of Rules

Any doubt or dispute arising about the interpretation of these rules shall be referred to the Board of Governors, whose decision shall be final and binding on all.

ANNEXURE 9.3
(Refers 9.8.2)

**GUIDELINES TO HANDLE THE LEGAL CASES AND TO OBTAIN THE LEGAL
ADVICE FROM INSTITUTE LEGAL ADVISER**

The Board of Governors had resolved that whenever an Officer of the Institute is sued by employees/students/others in a Court of Law of his actions taken in the discharge of his official duties, his legal defence will be arranged by the Institute at Institute expense.

Procedure for Handling Court cases filed against officers by employees/students

1. The notice alongwith a copy of the plaint/writ sent by the Court will be received directly in the Legal Cell.
2. The Legal Cell will send a copy of the plaint/writ to the Section against whom the plaint/writ has been filed, for supply of parawise comments to the Legal Cell and if possible also to advise the name of Advocate (from the approved panel) for engagement as Institute Counsel.
3. In case the Department/Section on whose action, the case has been filed and to whom a copy of the plaint is forwarded by the Legal Cell needs some feedback/ records, from other sections/departments, getting such feedbacks/records will be responsibility of that Section itself and not of the Legal Cell. However, wherever required the assistance of the Registrar/Coordinator (Legal) may be sought.
4. The parawise comments duly signed by the concerned HOD/Officer alongwith necessary supportive document will be forwarded to the Legal Cell who will process the case for engaging an Advocate and with the assistance of that Advocate file the legal reply to the plaint/writ in the Court of Law.
5. Further processing of the case in the Court will also be the responsibility of the Legal Cell. However if, certain additional information/documents are urgently needed by the Institute Counsel or the evidence of a particular official concerned of that Department/Section is required, the same will be arranged by that Department/ Section under the guidance of the Institute Counsel with intimation to the Legal Cell. The coordination between the Institute and the Institute Counsel will be the responsibility of the Legal Cell.