



**GOVERNMENT OF MAHARASHTRA  
INDUSTRIES AND LABOUR DEPARTMENT**

# **REPORT**

**ON THE**

**General Service Conditions of  
Employees in Private Hospitals  
and Dispensaries**

**IN**

**Bombay Division**

**(Excluding Greater Bombay)**



**1975**

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## CHAPTER I

### Introductory

Statutory minimum wage is primarily an instrument of 'social protection' to workers. Such protection has been extended to a large number of workers employed in different industries in the State of Maharashtra during last 25 years. The guiding principles followed in the application of Minimum Wages to various employments has been that where labour is unorganised, its bargaining capacity is weak and as a result, wages are comparatively very low, and that protection of statutory minimum wages be afforded to such labour as early as possible.

In furtherance of this objective the Government of Maharashtra thought it proper to study the general service conditions and other related matters of employees in private hospitals and dispensaries in the State of Maharashtra, for administrative convenience and homogeneity, the Government appointed various committees for various divisions like Greater Bombay, Poona, Aurangabad (Marathwada), Nagpur (Vidarbha) and Bombay (excluding Greater Bombay).

### Constitution of the Committee

The Government of Maharashtra, through its resolution (Appendix 'A') Industries and Labour Department, No. IDA. 1372/Lab-II, dated 18th August, 1972, constituted this committee consisting of the following persons to study general service conditions of employees in private hospitals and dispensaries in Bombay Division (excluding Greater Bombay) and to advise Government regarding their wages and other related matters, if any. The Bombay Division comprises the districts of Thana, Kolaba, Ratnagiri, Nasik, Dhulia and Jalgaon.

Since there was a typographical error, the Government through its resolution (Appendix 'B') No. IDA. 1372/Lab-II, dated 9th October, 1972, amended its earlier resolution to read "and to study general service conditions of employees in private hospitals and dispensaries" in place of "to study general service conditions of employers in private hospitals and dispensaries". The constitution of the Committee is as below :—

*Chairman*—Shri T. R. Bhagwat, Deputy Commissioner of Labour, Bombay.

*Members*—(Doctors' Representatives).

- (1) Shri (Dr.) V. N. Bedekar, L.C.P.S., Gokhale Road, Naupada, Thana.
- (2) Shri (Dr.) M. H. Sarode, M.B.B.S., Station Road, Jalgaon.
- (3) Shri (Dr.) D. R. Barde, D.O.M.S., Barde Hospital, Tilak Road, Nasik.

*Employees' Representatives*—

(1) Shri Shamrao Ramchandra Chaudhary, President, Hospital Kamgar Union, C/o. Pratap Charitable Hospital, Amalner.

(2) Shri Bhila Trimbak Nhavi, President, General Hospital Karmachari Sangh, Jalgaon.

(3) Shri S. N. Bhalerao, General Secretary, Sarva Shramik Sangh, Jalgaon.

(4) Secretary, Shri A. I. Pathan, Assistant Commissioner of Labour, Bombay.

Meanwhile since Shri T. R. Bhagwat was deputed as a full-time Chairman of the Cloth Markets Labour Board and Cotton Markets Labour Board, the Government *vide* its resolution, No. IDA. 1372/Lab-II, dated 9th April, 1973, appointed Shri G. K. Dhutia, Deputy Commissioner of Labour, Bombay, as the Chairman of the Committee.

#### Terms of Reference of Committee

The terms of reference of the Committee as specified in Government resolution constituting the Committee are as under :—

“ To study the general service conditions of employees in private hospitals and dispensaries in Bombay Division (excluding Greater Bombay) and to advise Government regarding their wages and other related matters, if any ”.

#### Time-limit for submission of Report

The Committee was required by the Government to submit its report to Government within a period of six months from the date of its constitution. As the Committee was unable to submit the same, the Government was approached in the matter requesting the time-limit upto 30th June 1973, in the first instant. The Government extended the same *vide* Government Resolution, No. IDA.1372/Lab-II, dated 9th April, 1973 (Appendix 'C').

In the meantime Shri A. I. Pathan, Assistant Commissioner of Labour, Bombay who was working as the secretary of the Committee was transferred as the Assistant Commissioner of Labour, Sholapur. The Committee felt that it would be a great loss to the Committee if Shri A. I. Pathan's services are not available at the stage of drafting the report. The Commissioner of Labour and Director of Employment, Bombay therefore kindly consented to spare the services of Shri Pathan for Committee's work.

Since the Committee could not complete the report by 30th June, 1973, for various reasons, extension of time-limit for submission of report was sought upto 15th August, 1973. The Government of Maharashtra thus extended the time-limit upto 15th August, 1973, *vide* its resolution, No. IDA.1372/Lab-II, dated 30th July, 1973 (Appendix 'D').

#### Approach and procedure adopted

The Committee in its first meeting held in Bombay on 15th September, 1972, decided to collect the factual information from various private hospitals and dispensaries in the Bombay Division (excluding Greater Bombay). Since the spreadover of the division was vast, the Committee thought it fit to obtain the information about existing service conditions through a questionnaire. A questionnaire (Appendix 'E') was, therefore, designed for the purpose. A list of private hospitals and dispensaries in the division was obtained through various sources like district statistical authorities, Branches of Indian Medical Association and various leading pharmaceutical firms like Glaxo Laboratories, Cipla, CIBA and Unichem Laboratories. The Committee in its first meeting

held at Bombay has finalised the questionnaire and questionnaire forms were issued to about 450 institutions in the Division. Since the initial response was poor, reminders were issued but to no vain. Since the spreadover of the Division was vast, and since it was not expedient to contact all the establishments personally, a select list representing a fair section of private hospitals and dispensaries from various districts was prepared for intensive follow-up. A list alongwith blank questionnaire form was sent to the Assistant Commissioner of Labour and Government Labour Officers of the area, with a request to contact the establishments personally and elicit the information. Unfortunately, this approach also did not help much. The Committee, therefore, decided to hold meetings of the Doctors through various branches of the Indian Medical Association in order to explain the object of the Committee and impress upon them the desirability of furnishing information in the questionnaire form. The Committee therefore held meeting of the Doctors at Jalgaon on 21st March, 1973 in which 24 Doctors were present. The meeting arranged through the Indian Medical Association at Bhusaval on 22nd March, 1973 was attended by 13 doctors. Similarly, doctors were present at Amalner on 21st March, 1973, and 11 doctors at Dhulia on 24th March, 1973 and 13 doctors at Kalyan on 8th May, 1973, 3 doctors at Thana on 8th May 1973, 5 doctors at Ratnagiri on 9th May, 1973, 8 doctors at Sawantwadi on 10th May, 1973 and 4 doctors at Vengurla on 11th May, 1973.

In all the above meetings the aims and objects of the Committee were fully explained to the Doctors, their doubts were cleared and blank questionnaire form were again distributed to all the Doctors who were present. All the Doctors promised to send the questionnaire forms duly filled in either directly or through the Secretary of the Indian Medical Association. Indian Medical Association branches at Districts and Taluka places also promised to submit a memorandum to the Committee.

To the utter surprise of the Committee, nothing came out of the promises although demi-official letters were addressed to the Secretaries of the Indian Medical Association and a representative was sent to collect the same. Unfortunately, therefore, the Committee had to be content with the 70 questionnaire forms received after such hectic follow up and persuasion. The break-up of the questionnaire forms district-wise is as follows :—

TABLE No. 1

Name of the District	Total No. of questionnaire
1. Thana District .. .. .	19
2. Kolaba District .. .. .	4
3. Ratnagiri District .. .. .	9
4. Nasik District .. .. .	6
5. Dhulia District .. .. .	15
6. Jalgaon District .. .. .	17
Total ..	70

The Committee experienced that employees in private hospitals and dispensaries in Bombay Division were not unionised to the extent workers in other fields are. The Committee therefore decided to record oral evidence of the employees in all the districts. Wide publicity was given through local newspapers, letters and through the medium of radio. The evidence recording sessions held by the Committee are as under :-

TABLE NO. 2

Date	Place	Number of employees/union representatives present
26th February, 1973	.. Nasik ..	2
21st March, 1973 to 24th March, 1973.	{ Jalgaon ..	3
	{ Bhusaval ..	3
	{ Amalner ..	3
8th May, 1973	.. Thana ..	<i>Nil</i>
8th May, 1973	.. Kalyan ..	<i>Nil</i>
9th May, 1973	.. Ratnagiri ..	2
10th May, 1973	.. Sawantwadi ..	1
11th May, 1973	.. Vengurla ..	1
		15

## CHAPTER II

## Existing Working and Service Conditions

As stated in chapter No. 1, 70 questionnaire forms were received duly filled from the institutions. Out of the 70 institutions who responded 62 are hospitals and 8 are dispensaries, the details of which according to the type of hospitals is given below :—

TABLE NO. 3

Serial No.	District	For men only	For women only	For Children only	Combine	Total Hospitals
1	Thana ..	....	6	....	9	15
2	Kolaba ..	....	1	....	3	4
3	Ratnagiri ..	....	2	....	6	8
4	Nasik ..	....	1	....	5	6
5	Jalgaon ..	....	2	....	13	15
6	Dhulia ..	1	2	....	11	14
		1	14	....	47	62

*Hospital types.*—It would be seen from the above table that majority of the Hospitals are of combined nature that is for men, women and children. Out of these 62 hospitals, one hospital is exclusively for men, 14 exclusively for women and 47 are combined.

The types of hospitals according to the speciality in treatment of disease is summarised in table No. 4 given below :—

TABLE NO. 4

Serial No.	District	General Diseases	Maternity	Convalescent Home	Nursing Home	Sanitorium
1	2	3	4	5	6	7
1	Thana ..	9	6	....	....	....
2	Kolaba ..	2	2	....	....	....
3	Ratnagiri ..	5	3	....	....	....
4	Nasik ..	1	2	....	2	....
5	Jalgaon ..	7	3	....	2	....
6	Dhulia ..	5	4	....	....	....
	Total ..	29	20	....	4	....

  

T.B.	Leprosy	Mental Disease	Eye	E.N.T.	Other	Total
8	9	10	11	12	13	14
....	....	....	....	....	..	15
....	....	....	....	....	....	4
....	....	....	....	....	....	8
....	....	....	1	....	....	6
1	....	....	1	....	1	15
1	....	....	3	....	1	14
2	....	....	5	....	2	62



Out of 62 hospitals, 29 hospitals cater to general diseases, 20 are maternity hospitals and 4 are Nursing Homes. There are 2 hospitals for treatment of T. B. one at Jalgaon and one at Dhulia. There are 5 hospitals which are specialised in treatment of eye diseases out of which one is at Nasik, one at Jalgaon and 3 are at Dhulia.

Majority of the hospitals namely 45 are private hospitals whereas 13 are Trust/Charitable hospitals and 4 are managed by Missionaries. Out of 62 hospitals 8 hospitals receive aid from Government whereas 54 depend entirely on their own finance. The details of these hospitals districtwise is as below :—

TABLE No. 6  
*Type of Hospitals*

Serial No.	District	Missionary			Trust/Charitable or not			
		Total	State aided	Not aided	Total	State aided	Not aided	
1	2	3	4	5	6	7	8	
1	Thana	..	..	..	5	2	3	
2	Kolaba	..	..	..	2	1	1	
3	Ratnagiri	..	1	..	2	1	1	
4	Nasik	..	..	..	..	..	..	
5	Jalgaon	..	1	..	3	2	1	
6	Dhulia	..	2	..	1	..	1	
			4	..	4	13	6	7

Institution Charitable or not			Private			Cottage			Total Hospitals		
Total	State aided	Not aided	Total	State aided	Not aided	Total	State aided	Not aided	Total	State aided	Not aided
9	10	11	12	13	14	15	16	17	18	19	20
..	..	..	10	..	10	..	..	..	15	2	13
..	..	..	2	..	2	..	..	..	4	1	3
..	..	..	5	..	5	..	..	..	8	1	7
..	..	..	6	..	6	..	..	..	6	..	6
..	..	..	11	2	9	..	..	..	15	4	11
..	..	..	11	..	11	..	..	..	14	..	14
..	..	..	45	2	43	..	..	..	62	8	54

*Fees Charged.*—Information about the fees charged by different hospitals and districtwise is given below :—

TABLE No. 7

Serial No.	District	Free	Nominal fees.	Nominal fees according to slab system	Paying with Total exemption for poor	Paying with partial exemption to the poor	Paying for all	Total Hospitals
1	2	3	4	5	6	7	8	9
1	Thana	.. ..	7	....	3	4	1	15
2	Kolaba	.. ..	2	1	....	....	1	4
3	Ratnagiri	.. ..	1	1	....	2	4	8
4	Nasik	.. ..	..	....	....	4	2	6
5	Jalgaon	.. 1	4	....	1	2	7	15
6	Dhulia	.. ..	2	....	....	7	5	14
Total ..		1	16	2	4	19	20	62

Out of 62 hospitals only one hospital at Jalgaon gives free treatment to all the patients, 16 hospitals charge nominal uniform fees; 2 hospitals charge nominal fees according to slab system. There are 4 hospitals, 3 in Thana District and 1 in Jalgaon District which completely exempt poor people from payment of any fees, whereas 19 hospitals in various Districts give partial exemption to the poor. Majority of the hospitals namely 20 are such that they charge fee for all the patients irrespective of their paying capacity.

*System of Medicine.*—55 Hospitals follow Allopathic system of medicine. Only 2 hospitals have adopted Ayurvedic system whereas 5 hospitals provide both Allopathic as well as Ayurvedic types of medicines. There are no hospitals from amongst these who have responded from Bombay Division who follow either the Homoeopathic or the Unani system of medicines. The table below gives the break-up of the hospitals districtwise :—

TABLE No. 8

*System of Medicine*

Serial No.	District	Allopathic	Ayurvedic	Homoeopathic	Unani	Combines	Total Hospitals.
1	2	3	4	5	6	7	8
1	Thana	.. 14	....	....	....	1	15
2	Kolaba	.. 3	....	....	....	1	4
3	Ratnagiri	.. 7	....	....	....	1	8
4	Nasik	.. 5	....	....	....	1	6
5	Jalgaon	.. 12	2	....	....	1	15
6	Dhulia	.. 14	....	....	....	....	14
Total ..		55	2	....	....	5	62

**Employment**

The number of Employees employed in various hospitals who responded to the

**TABLE***No. of Employees,*

Serial No. 1	Categories 2	Thana			Kolaba		
		69	70	71	69	70	71
1	Medical Officers/Doctors ..	3	3	3	2	2	2
2	Nurse ..	25	27	27	9	11	11
3	Compounder ..	4	4	4	2	2	2
4	Technician Laboratory Assistant etc. ..	1	2	2	3	3	3
5	Clerk/Store keeper/cashier/supervisor ..	5	5	5	2	2	2
6	Ward boy ..	3	3	3	5	5	5
7	Aya ..	27	27	27	6	6	6
8	Sweeper ..	9	10	10	4	4	4
9	Driver ..	..	..	..	..	..	1
10	Dispensary boy/servants ..	..	..	..	2	2	2
11	Secretary ..	1	1	1	..	..	..
12	Dai ..	5	5	5	1	1	1
13	Peon ..	..	..	..	..	..	..
14	Recorder ..	..	..	..	..	..	..
15	Pharmacist ..	..	..	..	..	..	..
	Others ..	19	19	18	..	..	..
Total ..		102	106	105	36	38	39

It would be seen from the above table that the number of employees has

questionnaire, during the years 1969, 1970 and 1971 is as tabulated below :-

No. 9

1969 to 1971

Ratnagiri			Nasik			Jalgaon			Dhulia		
69	70	71	69	70	71	69	70	71	69	70	71
8	10	9	..	..	..	3	4	4	3	3	3
32	36	36	5	5	5	31	31	31	14	13	18
5	5	6	..	..	..	11	11	11	4	4	4
4	4	4	..	..	..	3	3	3	2	3	3
16	16	16	1	1	1	5	4	4	4	4	4
11	12	15	..	..	..	8	11	11	5	5	8
38	38	40	6	6	6	14	16	16	4	4	4
12	12	13	3	4	4	12	12	12	5	5	5
2	2	2	..	..	..	2	2	2	..	..	..
2	2	2	..	..	..	5	5	4	..	..	..
..	..	..	..	..	..	..	..	..	..	..	..
4	4	4	..	..	..	3	3	3	..	..	..
3	3	3	..	..	..	..	..	..	..	..	..
1	1	1	..	..	..	..	..	..	..	..	..
1	1	1	..	..	..	..	..	..	..	..	..
16	15	17	2	2	2	20	11	11	18	18	17
155	161	169	17	18	18	117	113	112	59	59	66

increased from 494 in 1969 to 518 in 1971.

The occupationwise breakup of the employees Districtwise is summarised below :—

TABLE No. 10  
*Occupationwise distribution of Employees*

Serial No.	District.	Beside				Otherside		Remarks
		Nurses	Wardboy	Ayas	Sweepers	Others.		
1	2	3	4	5	6	7	8	
1	Thana ..	37	5	31*	15	28	*5 Nurses and 6 Ayas are working honorary.	
2	Kolaba ..	10	5	9	4	9		
3	Ratnagiri ..	36	2	40	10	34		
4	Nasik ..	5	...	8	5	2		
5	Jalgaon ..	27	15	23	16	19		
6	Dhulia ..	21	9	15	9	22		
Total ..		136	36	126	59	114		

The four major categories of employees are Nurses, Ayas, Sweepers and Wardboys. Out of the total employment of 518 in 1971, 136 are nurses. The next category of employees in terms of employment is that of Aya which figure is 126.

#### Facilities

*Housing facilities.*— Table given below shows details about housing facilities provided by hospitals. It is seen that majority of the hospitals namely 40 do not provide any housing facility to their employees. Only 22 hospitals provide 63 family quarters and 59 bachelors quarters with a carpet area of 6,318 sq. ft. and 5,091 sq. ft. respectively. Only 2 out of the 62 hospitals give separate House Rent allowance to the employees.

TABLE No. 11  
Housing facility

Serial No.	District	Total No. of Hospitals	No. of Hospitals providing Housing Facility.	No. of Family Quarters	Area of Family Quarters Sq. ft.	No. of Bachelors Quarters.	Area of Bachelors Quarters	No. of Hospitals no providing Housing Facility.	No. of Hospitals giving separate H.R.A.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
1	Thana ..	15	5	4	1 00	9	Sq. ft. 2115	10	....	
2	Ra nagiri ..	8	4	28	2524*	38	2150†	4	....	*1. Area for 4 Family Quarters not given. †2. Area for 23 Bachelor Quarter not given.
3	Kolaba ..	4	1..	2	Not given	....	....	3	1	
4	Nasik ..	6	....	....	....	....	....	6	---	
5	Jalgaon ..	15	6	17	112:‡	8	486§	9	---	‡1 Area for 7 Family Quarter not given. §2 Area for 6 Bachelor not given.
6	Dhulia ..	14	6	17	1170¶	4	340	8	1	¶1. Area for 1 Family Quater not given.   2. Area for 1 Bachelor Quarter not given.
Total ..		62	22	68	6318	59	5091	40	2	

**Social Security Measures.**—Only 6 out of the 62 hospitals have some sort of social security schemes for the benefit of their employees. All the 6 hospitals provide contributory Provident Fund Scheme at the rate ranging between 6 per cent and 12 per cent. Only 3 of the hospitals have introduced Life Insurance for their employees. Two of the hospitals give gratuity to their employees by way of lump sum amount based on the service of the employees. One of the hospitals gives financial aid to its employees for educational purposes. In none of the hospitals, the employees get the benefits of Employees State Insurance Scheme.

**Bonus and caste gifts.**—Eight out of 62 hospitals give bonus to their employees ranging between Rs. 35·00 and Rs. 50·00. In some cases bonus equivalent to one months pay is given. Twenty one of the hospitals give cash gifts ranging between Rs. 25·00 and Rs. 120·00. It was noticed that one hospital gives bonus as well as cash gifts to its employees. The rest of the hospitals do not have any scheme for the payment of bonus or cash gifts.

**Welfare facilities and Other Concessions.**—Out of the 62 hospitals who filled up the questionnaire form, 21 hospitals provide for free hospitalisation to their employees. Forty-three hospitals give free medical aid. Among the other concessions, 4 hospitals give free meals to the employees. Twelve hospitals provide free lodging whereas 5 hospitals give free boarding. One hospital gives payment for lodging at the rate of Rs. 50·00 per month. Two hospitals provide canteen facilities to the employees.

**Leave and Holidays.**— A chart showing the leave facilities and holidays given by the various hospitals is given below:—

**TABLE No. 12**  
**Leave and Holidays**

Serial No.	District	No. of Hospitals giving B.L.	Earned Leave			No. of Hospitals giving C.L.	Casual Leave		No. of Hospital giving paid F.H.	Paid Festival Holidays	
			Upto 10 days	11 to 20 days	21 and above		Upto 7 days	8 to 15 days		Upto 7 days.	8 to 15 days.
1	2	3	4	5	6	7	8	9	10	11	12
1	Thana ..	12	....	5	7	7@	1	5	6	5	1
2	Kolaba ..	2	....	1	1	2	1	1	2	2	....
3	Ratnagiri ..	4	1	....	3	5	1	4	1	....	4
4	Nasik ..	1	....	1	....	2	....	2	1	....	1
5	Jalgaon ..	9	....	2	6	3	....	3	3	3	....
6	Dhulia..	6	1	1	4	4	....	4	3	2	1
<b>Total ..</b>		<b>34</b>	<b>2</b>	<b>10</b>	<b>21</b>	<b>23</b>	<b>3</b>	<b>19</b>	<b>16</b>	<b>12</b>	<b>7</b>

Serial No.	District	No. of Hospital giving S.L.	Sick Leave			No. of Hospitals giving M.L.	Maternity Leave			No. of Hospitals	Other Leave Period	Remark
			Upto 10 days	11 to 20 days	21 and above		Upto 1 month	1 and ½ months	2 months			
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Thana ..	9	....	1	....	5	1	1	....	....	....	....
2	Kolaba ..	....	1	1	....	1	....	....	1	....	....	....
3	Ratnagiri ..	8	....	....	8	8	....	....	8	....	....	....
4	Nasik ..	....	....	....	....	....	....	....	....	....	....	....
5	Jalgaon ..	6	....	....	1	1	Period not given			....	....	....
6	Dhulia ..	5	....	....	8	8	1	....	2	....	....	....
<b>Total ..</b>		<b>25</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>....</b>	<b>....</b>	<b>....</b>

1. Thana .. @1 Hospitals has not specified the period.  
18 Hospitals not specified the period.  
#3 Hospitals not specified the period.
2. Ratnagiri .. @3 Hospitals not given the period.  
#1 Hospitals giving 3 months Maternity Leave.
3. Jalgaon .. @1 Hospital not specified the period.  
#5 Hospitals not given the period.
4. Dhulia .. @2 Hospitals not given the period.



A reading of the above chart shows that 34 hospitals give earned leave to their employees, 2 of them give earned leave upto 10 days, 10 hospitals give earned leave ranging between 11 to 20 days, whereas 21 hospitals give earned leave of 21 days and above. Twenty three hospitals have system of granting Casual Leave out of which 3 give casual leave upto 7 days and 19 give casual leave ranging between 8 to 15 days. Twenty five hospitals give sick leave to their employees. Since some of the hospitals have not specified the quantum of sick leave, the exact benefit available to the employees could not be gauged. Out of the 12 hospitals who give the benefit of maternity leave, 2 give leave upto 1 month, 1 hospital gives upto 1½ months and 5 hospitals give leave to the extent of 2 months. Sixteen hospitals grant paid festival holidays, out of which 12 give upto 7 days and the rest between 8 to 15 days.

### **Working Hours**

The table given below gives daily and weekly hours of work along with the spread over and the rest interval.

TABLE No. 13

Table showing daily and weekly hours of work

Serial No.	District	Daily hours of work			Weekly hours of work		
		Upto 6 hours	Upto 8 hours	above 8 hours	Upto 36 hours	Upto 48 hours	Above 48 hours
1	2	3	4	5	6	7	8
1	Thana	1	12	2	..	6	9
2	Kolaba	....	4	....	....	3	1
3	Ratnagiri	....	8	....	....	5	3
4	Nasik	2	2	1	2	2	1
5	Jalgaon	2	13	....	2	6	7
6	Dhulia	1	7	1	1	7	1
Total ..		6	46	4	5	29	22

Spread over				Rest Interval		Information not given
Upto 8 hours	Upto 10 hours	Above 10 hours	Less than one hour	One hour	above one hour	
9	10	11	12	13	14	15
1	9	5	....	2	13	....
1	3	..	....	3	1	....
....	6	2	1	4	3	....
1	1	3	....	2	3	1
1	5	9	....	....	15	....
1	1	7	....	2	7	5
5	25	26	1	13	42	6

It would be seen that majority of the hospitals follow normal working of 8 hours a day. Six hospitals for six hours a day while 4 hospitals work for a above 8 hours. Similarly weekly hours of work in respect of 29 hospitals is 48, whereas 22 hospitals have weekly hours above 48 hours, while 5 hospitals have a week of 36 hours. The spread over of working hours in respect of 25 hospitals is upto 10 while 26 of them have a spread over of more than 10 hours. Forty two of the hospitals provide rest interval of above 1 hour whereas 13 of them have a rest interval of 1 hour.

TABLE No. 14

## Overtime

Serial No.	District	No. of Hos- pitals where O.T. is worked	Rate of Over Time	No. of Hos- pitals giving O.T. at Fix- ed Rate	Quantum of Fixed O.T.	No. of Hos- pitals where O.T. is not worked	Remarks.
1	Thana	3	1 10.00 2 1.00	....	....	11	
2	Kolaba	1	1 (*)	....	....	3	1 * At Proportionate rate
3	Ratnagiri	3	1 Rs. 1.00 per day 2 Double 1 1½ times	....	....	5	
4	Nasik ..	2	†	....	....	4	† 1. According to pay. 2. by mutual agreement.
5	Jalgaon	3	1 Rs. 10.00 per day			12	1. In one case o.t. is worked casually. 2. Paid at the rate of daily wage rate.
6	Dhulia	2 x	1 1½ per day 2 30. per month	.... ....	.... ....	12	
Total ..		14			....	47	

*Overtime.*—In 14 out of 62 hospitals, the system of working over time is in vague. The rate of over-time allowances paid differs widely from hospital to hospital. It varies between payment at single rate to double the rate of daily wages. In some hospitals it varies between Rs. 1.00 per day to Rs. 10.00 per day. Sometimes the rate of overtime is mutually agreed upon between the employees and employers.

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TABLE No. 15

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The table below gives details about

TABLE

Serial No.	District	Category	Total No. of Hospitals	No. of Hospitals giving uniform	No. of Hospitals not giving uniform
1	Thana ..	..Aya/Sweeper/Nurses Attendant. .. Dresser/Wardboy	15 .. ..	7 .. ..	8 .. ..
2	Kolaba ..	.. Aya/Sweeper/Nurses Wardboy ..	4 ....	3 ....	7 ....
3	Ratnagiri ..	.. Nurses ..  Wardboy ..  Driver/Servant Technician .. Peon ..	8  ....  .... .... ....	4  ....  .... .... ....	4  ....  .... .... ....
4	Nasik ..	.. .... ..	6	....	6
5	Jalgaon ..	.. Nurse/Aya .. Sweeper .. Wardboy .. Compounder .. Servant ..	15 .... .... .... ....	6 .... .... .... ....	9 .... .... .... ....
6	Dhulia ..	.. Nurse/Aya ..  Mali/Driver .. Wardboy .. Technician/Compounder	14  .... .... ....	4  .... .... ....	15  .... .... ....
Total ..			62	24	39

It is clear from the above table that 24 hospitals give uniforms to their hospitals give sarces to Ayas, Sweepers and Nurses. Only 2 hospitals provide while the maximum is 5.

uniforms provided for by hospitals.

No. 15

No. of Hos- pitals giving Pant and Shirt	No. of Hospitals giving saree and blouse	No. of Hospitals giving umbrella.	No. of Hospitals giving Boots	No. of Sets		No. of Hospitals giving free wash- ing	Remarks
				One set	Two set		
....	7	....	....	2	5	2	
1	....	2	....	....	1	....	
1	....	....	....	....	1	....	
....	3	....	....	....	3	....	
1	....	....	....	....	1	....	
....	4	....	....	....	3*	1	* One Hospitals giving 3 sets.
1	....	....	....	....	†	....	†As per require- ment.
2	....	....	....	....	†	....	
2	....	....	....	....	1†	....	
....	....	....	....	....	....	....	
....	4	....	....	2	2	4	
4	....	....	....	1	3	....	
2	....	....	....	1	1	....	
1	....	....	....	1	—	....	
....	3	....	....	....	2‡	....	‡ 3 sets by one Hospital.
1	....	....	....	....	1	....	
1	....	....	....	....	1	....	
2	....	....	....	....	2	....	
19	21	2	—	7	27	7	

employees. Nineteen hospitals give only pant and shirt while 21 of the umbrellas to the attendants. The minimum set of uniform provided is one

TABLE No. 16

*Wage scales of Hospital employees in different Categories.*

Serial No.	Category	Thana			Kolaba			Ratnagiri		
		Consolidate	Basic	D.A.	Consolidate	Basic	D.A.	Consolidate	Basic	D.A.
1	Doctor	Min.	250-00	60-00	250-00	.....	.....	250-00	180-00	120-00
		Max.	850-00	75-00	300-00	.....	.....	300-00	410-00	125-00
2	Nurse	Min.	270-00	90-00	30-00	.....	.....	70-00	120-00	100-00
		Max.	520-00	425-00	55-00	150-00	.....	215-00	190-00	125-00
3	Compounder	Min.	140-00	100-00	.....	.....	.....	60-00	115-00	105-00
		Max.	300-00	.....	.....	.....	.....	100-00	115-00	105-00
4	Technician	Min.	115-00	50-00	.....	.....	.....	135-00	130-00	105-00
		Max.	300-00	.....	.....	.....	.....	135-00	130-00	105-00
5	Clerk	Min.	75-00	40-00	135-00	.....	.....	60-00	40-00	60-00
	St. Keeper	Max.	300-00	.....	135-00	.....	.....	140-00	135-00	105-00
6	Wardboy	Min.	50-00	40-00	50-00	.....	.....	70-00	75-00	100-00
		Max.	120-00	.....	50-00	.....	.....	70-00	75-00	100-00
7	Aya	Min.	35-00	40-00	40-00	.....	.....	20-00	75-00	100-00
		Max.	70-00	.....	100-00	.....	.....	65-00	75-00	100-00
8	Sweeper	Min.	60-00	40-00	35-00	.....	.....	50-00	40-00	60-00
		Max.	120-00	.....	35-00	.....	.....	70-00	40-00	60-00
9	Driver	Min.	190-00	.....	.....	.....	.....	140-00	110-00	105-00
		Max.	.....	.....	.....	.....	.....	140-00	110-00	105-00
10	Servants	Min.	.....	.....	75-00	.....	.....	55-00	75-00	100-00
		Max.	.....	.....	90-00	.....	.....	55-00	75-00	100-00
11	Dai	Min.	75-00	40-00	70-00	.....	.....	30-00	.....	.....
		Max.	200-00	.....	70-00	.....	.....	30-00	.....	.....
12	Peon	Min.	.....	.....	.....	.....	.....	.....	.....	.....
		Max.	.....	.....	.....	.....	.....	.....	.....	.....
13	Phamasist	Min.	.....	.....	.....	.....	.....	.....	135-00	105-00
		Max.	.....	.....	.....	.....	.....	.....	135-00	105-00
14	Others	Min.	60-00	40-00	.....	.....	.....	75-00	40-00	60-00
		Max.	130-00	.....	.....	.....	.....	75-00	40-00	60-00

TABLE No. 16—contd.

Serial No.	Category		Nasik			Jalgaon			Dhulia			
			Consolidate	Basic	D.A.	Consolidate	Basic	D.A.	Consolidate	Basic	D.A.	
1	Doctor	..	Min.	....	....	....	250·00	....	....	475·00	....	....
		..	Max.	....	....	....	900·00	....	....	....	....	....
2	Nurse	..	Min.	....	70·00	....	75·00	....	....	50·00	80·00	....
		..	Max.	....	100·00	....	450·00	....	....	250·00	350·00	....
3	Compounder	..	Min.	....	....	....	75·00	....	....	125·00	50·00	....
		..	Max.	....	....	....	175·00	....	....	....	100·00	....
4	Technician	..	Min.	....	....	....	185·00	....	....	130·00	160·00	....
		..	Max.	....	....	....	250·00	....	....	....	410·00	....
5	Clerk St. Keeper	..	Min.	....	....	....	115·00	....	....	80·00	110·00	....
		..	Max.	....	....	....	150·00	....	....	190·00	250·00	....
6	Wardboy	..	Min.	....	....	....	40·00	....	....	80·00	....	....
		..	Max.	....	....	....	140·00	....	....	150·00	....	....
7	Aya	..	Min.	50·00	30·00	....	....	....	....	50·00	....	....
		..	Max.	....	50·00	....	....	....	....	100·00	....	....
8	Sweeper	..	Min.	12·00	....	....	30·00	....	....	20·00	....	....
		..	Max.	35·00	....	....	40·00	....	....	100·00	....	....
9	Driver	..	Min.	....	....	....	125·00	....	....	100·00	....	....
		..	Max.	....	....	....	135·00	....	....	....	....	....
10	Servants	..	Min.	....	....	....	30·00	....	....	....	....	....
		..	Max.	....	....	....	30·00	....	....	....	....	....
11	Dai	..	Min.	....	....	....	50·00	....	....	40·00	32·00	....
		..	Max.	....	....	....	50·00	....	....	50·00	75·00	....
12	Peon	..	Min.	....	....	....	....	....	....	65·00	....	....
		..	Max.	....	....	....	....	....	....	....	....	....
13	Pharmsist	..	Min.	....	....	....	....	....	....	....	....	....
		..	Max.	....	....	....	....	....	....	....	....	....
14	Others	..	Min.	....	....	....	15·00	....	....	150·00	....	....
		..	Max.	....	....	....	15·00	....	....	....	....	....



**Wages**

Information regarding the wages paid by various hospitals to different categories of employees is as per table attached.

It would be seen from the said table that the pattern of wages paid to different categories of employees differ from District to District. Even in the same District wages differ from hospital to hospital. In some of the Districts only consolidated wages are paid, while in other districts, some hospitals pay basic wages plus dearness allowance. The amount of dearness allowance paid to employees in Thana District ranges between Rs. 30·00 to 40·00 whereas it varies between Rs. 60·00 and Rs. 125·00 in the District of Ratnagiri. All the hospitals from the District of Jalgaon and Kolaba who responded to our questionnaire, the system of paying consolidated wages is in vogue. The four major categories of employees in private hospitals and dispensaries are Nurses, Wardboys, Ayas and Sweepers. The minimum wages paid to a Nurse varies between Rs. 50·00 to Rs. 270·00 per month. The minimum wages paid to the category of wardboy varies between Rs. 40·00 to Rs. 90·00 per month. The minimum wages paid to Ayas and Sweepers varies between Rs. 30·00 per month to Rs. 90·00 per month. The minimum wages paid to compounder varies between Rs. 50·00 to Rs. 140·00.

## CHAPTER III

**Evidence Recorded**

As mentioned in the earlier pages, since the response to the questionnaire form was very poor and since the employees in the Private hospitals and dispensaries were not sufficiently unionised, oral evidence was recorded both of the employees and Unions wherever available and the employers and their representatives. The outcome of the evidence so recorded is summarised in a nutshell in the following paragraphs.

**Employees/Unions views**

As indicated in the table on page 6 the committee recorded oral evidence of employees at 10 places. In all 59 employees gave oral evidence at different places. fifteen Unions submitted written memorandum for consideration of the committee.

TABLE No. 17

Place	Association	Doctors	Unions	Employees
1	2	3	4	5
1. Nasik ..	1	6	1 +1	5 8
2. Sawantwadi ..	1	4	....	....
3. Amalner ..	1	11	1 1 1	40
4. Bhusawal ..	1	13	1 1 1	6
5. Dhulia ..	1	23	1	....
6. Jalgaon ..	1	24	3 +1	....
7. Ratnagiri ..	1	8	1 +1	....
8. Kalyan ..	1	3	....	....
9. Thana ..	1	5	....	....
10. Vengurla ..	....	....	....	....
11. Chalisgaon ..	....	....	....	....
<b>Total ..</b>	<b>9</b>	<b>97</b>	<b>15</b>	<b>59</b>

Out of these 15 unions five Unions are directly concerned with hospital employees. The rest of the unions represent general workers not directly connected with private hospitals or dispensaries. On the whole the oral evidence led by the employees was of a uniform pattern. It is therefore felt not necessary, in the interest of brevity, to mention evidence led by each and every

employee. The employees demand better wages, graded scale, regular increments, dearness allowance as per consumer price index, overtime allowances at double the rate, fixed hours of work, provision of casual leave, sick leave, and earned leave, paid holidays, bonus, and other social security benefits like Provident Fund and gratuity. They also desired uniform, washing allowance, free medicine and treatment for self and family. Some of the employees deposed that in dispensaries and small hospitals, they have to do multifarious activities starting from opening of the dispensaries/hospitals, sweeping the floor, dispensing medicine and maintaining cash and accounts. Sometime they have to attend to domestic duties also. Employees therefore felt that their duties should be earmarked and adequate compensation for other work not connected with their duties should be given.

The memorandum submitted by the union and views deposed by them more or less reflect the same feelings as deposed by the employees. In addition the unions demand that employees working in private hospitals and dispensaries be classified into skilled, semi-skilled and unskilled categories. The minimum wages for an unskilled category should be between Rs. 150·00 to 200·00. One of the union suggested that there should be difference in wages paid to employees working in private, missionary and trust hospitals. One of the unions felt that exclusion of municipal hospitals from the scope of the committee was not correct. It was also suggested that Badkas Commission Recommendations should be made applicable to employees in private hospitals and dispensaries and the profession of Doctors should be nationalised. One of the unions deposed that a unit of 3 persons should be treated as a family and as per the standard of calories and food prescribed for bare subsistence a minimum wage of Rs. 250 should be fixed for the lowest type of category. It was also opined that fees charged by the Doctors are very heavy. While Doctors earn huge profits, they spend hardly 10 per cent of their income on wages of their employees. One of the union suggested, 6 hours working per day, 5 day a week, establishment of training school for employees on payment of stipend and fixing of age of super annuation at 60 years. It was also deposed that Doctors have started victimising the employees because of their giving evidence before the committee.

*Doctors/Associations views.*— Although the response from the Doctors was poor so far as filling up of questionnaire form is concerned, it is quite encouraging in respect of sessions conducted by the committee for recording oral evidence and discussions, as is clear from the table on pre-page.

It was generally deposed by the Doctors and the representatives of the Indian Medical Association that the relations between employers and employees would be strained if Government passes legislation to regulate working conditions of employees in private hospitals and dispensaries. The good-will and the spirit of co-operation and adjustment which now exists may not last long. If at all minimum wages are fixed consideration should be given to dispensaries and small hospitals and hospitals newly established. Only hospitals with more than 10 beds should be considered as a standard. Most of dis-

dispensaries are managed by one Doctor with the existence of one compounder and a part-time sweeper. Such dispensaries should be excluded from the application of any labour legislation. Some of the Doctors felt that Government should nationalise their profession. It was also deposed that the profession of Doctors depends upon his skill and the part played by the employees is very negligible. In terms of percentage, it was felt that 70 per cent of the earnings of the Doctors are directly due to their skill while the rest of the 30 per cent is contributed by the employees. Non-availability of trained nurses registered compounders and other qualified technicians was expressed. On account of this, Doctors have to take raw, unqualified and untrained persons and train them to suit their requirements and needs. In such process, the initial wages paid are reasonable. In some cases just out of humanitarian considerations employees are engaged. Fixation of minimum wages, it was deposed would result in increase in the fees charged by Doctors and also result in reduction in the number of employment. It was suggested that unions and representatives of the workmen should educate the employees to perform their duties and not only insist on their rights. Private hospitals and dispensaries should be treated as distinct entities and they should not be made on par with Government institutions or other private industries. It was deposed that fixation of working hours and granting of other privileges like sick leave, casual leave, earned leave, paid holidays, would not be practicable and feasible. So also introduction of provident fund, gratuity and payment of Bonus would cast unbearable burden on the private hospitals and dispensaries which might result in closing down a few of them. It was also opined that there is no need to fix any minimum wage since the same is mutually decided by the employees and employers. Compounders and nurses do private practice and the amount so earned by them should also be taken into account. Registration of compounders as R.M.P. should be stopped. Part-time employees should be excluded from the purview of legislation.

## CHAPTER IV

**Committees Views and Recommendations**

As mentioned in earlier pages, the wages paid to different categories of employees is alarmingly poor. Whereas the employees and the unions who deposed before the Committee have demanded a minimum of Rs. 150·00 to Rs. 200·00 for an unskilled category, the Doctor and their representatives have expressed their fear about closing down of hospitals and dispensaries and effecting reduction in case a minimum wage is fixed by the Government. As against the expectations of Rs. 150·00 to Rs. 200·00 for an unskilled category by the employees, the Doctors expressed their willingness for payment of Rs. 80·00 for the unskilled categories. In view of such divergent views and opinions expressed by the parties, the Committee was faced with a dilemma in recommending a minimum wage. To add to this the Committee was faced with insufficient statistics arising out of poor response to the questionnaire and the shyness of the employers in giving exact figures about their income even from those who responded to the questionnaire. In spite of these odds, the Committee decided to go ahead with its task of venturing to prescribe a minimum wage for the sake of uniformity as well as fair play.

As pronounced by the decision of the Industrial Tribunal in the case of Messrs. Bhetwadekar Brothers Private Limited, Bombay, *versus* the workmen employed under them (M.G.G., Part I-L, May 1973 at page 3890), minimum wage is that wage which provides not only for a bare subsistence of the workmen but also something more that enables him to preserve his efficiency. Taking this view, Tribunals have awarded a minimum wage of Rs. 200·00 for an unskilled category irrespective of the industry in which the workman is employed and the financial position of the employer. Although the authority of the Industrial Tribunal was thus available, the Committee, looking into the different nature of the institution of hospitals, thought it expedient to look around the minimum wages notified by the Government for similar establishments. The notifications issued by the Government under No. MWA. 5871/130283/Lab-III-A, dated 19th July 1972 for employees working in private hospitals in Greater Bombay and the draft notifications No. MWA. 5871(Vidarbha)/151920/Lab-III-A, dated 29th January 1973 and No. MWA. 5872 (Marathwada)/175795/Lab-III-A, dated 13th June 1973 issued in respect of employees working in private hospitals in Vidarbha Division were taken as guides. Taking a stock of the whole situation, thus, the Committee recommends the following minimum wages for different categories as under :—

- (a) Unskilled .. Rs. 100—3—145—Zone-III  
Rs. 115—3—160—Zone-II  
Rs. 125—3—170—Zone-I
- (b) Semi-skilled Rs. 135—5—180—Zone-III  
Rs. 150—5—195—Zone-II  
Rs. 160—5—205—Zone-I

- (c) Skilled .. Rs. 170—10—320—Zone-III  
 Rs. 180—10—330—Zone-II  
 Rs. 195—10—345—Zone-I

It was noticed from the information given in the questionnaire forms that the wages given were mostly consolidated with no graded scale. The Committee, therefore, felt it proper to recommend the above mentioned graded scales with annual increments.

The Committee was quite alive to the need to provide for neutralisation in the cost of living index which is mounting day by day. However, the Committee felt that linking with cost of living index would not be practicable and feasible. The Committee, therefore, recommended the above consolidated wages which include basic wages, dearness allowance and house rent allowance.

The scope of the Committee as defined in the Government Resolution is to study the general service conditions of employees and to advise Government on wages and other related matters. The Committee in its deliberations unanimously came to the conclusion that 'Other related matters' include service conditions like working hours and spreadover, leave and holidays, uniforms, allowances like cash allowance, holiday working allowance and overtime allowance and other social security measures like the Provident Fund, Gratuity, Medical facilities and the age of superannuation. The Committee also felt that it would be advisable to have Code of Discipline, Grievances procedure and Standing Orders on the lines suggested by the Hospitals Committee appointed by the Government for Greater Bombay with a view to maintain uniformity in the medical profession. The Grievance Procedure and the Model Standing Orders are marked Annexure 'A' and 'B' respectively.

With a view to discourage strikes in the hospitals and encourage settlements through negotiations and constitutional methods, the Committee recommends that Government should declare the hospitals as Public Utility Services under the Industrial Disputes Act, 1947.

#### **Meetings held**

The Committee held in all 3 meetings, one at Jalgaon and two at Bombay. In the meeting held at Jalgaon, factual data received through questionnaire forms was considered and recommendations were discussed. In the meetings held at Bombay. The draft report prepared was discussed and approved.

#### **Acknowledgements**

The Committee is grateful to all residents of the Municipal Councils, who spared their meeting halls for recording evidence of the employes/unions and Doctors and their representatives. The Committee is also grateful to the Secretaries of the various branches of the Indian Medical Association who convened meetings of the Doctors and explained the purpose and objects of the Committee. The Committee is also grateful to the officers and the staff of the Labour Department at all the Districts, who co-operated whole heartedly with the functioning of the Committee and looked after the requirements of the

committee members and made the task of the Committee easier. The Committee express thanks to the work done by Shri Datar Superintendent in the office, entrusted to him from time to time. Shri A. I. Pathan, Assistant Commissioner of Labour and Secretary to the Committee, who completed the work successfully deserves special mention.

(Signed) G. K. DHUTIA,  
Deputy Commissioner of Labour,  
Chairman.

**Employers' Representatives**

(1) (Signed) DR. V. N. BEDEKAR.

(2) (Signed) DR. M. N. SARODE.

(3) (Signed) DR. D. R. BARDE.

**Employees, Representatives.**

(1) (Signed) SHAMRAO R.  
CHAUDHARY.

(2) (Signed) BHILA TRAMBAK  
NHAVI.

(3) (Signed) S. N. BHALERAO.

A. I. PATHAN,  
Assistant Commissioner of Labour.

## CHAPTER V

**Main Recommendations and Conclusions**

1. The members of the Committee unanimously decided to divide the Bombay Division into 3 zones as given below:—

ZONE No. I Population of one lakh and more. (According to 1971 Census)

ZONE No. II Population of 30,000 and more Do.  
upto one lakh.

ZONE No. III Population less than 30,000.

2. The Committee decided that employees in private hospitals and dispensaries should be classified into 3 categories namely, skilled, semi-skilled and unskilled as follows:—

- (a) Skilled .. .. Nurses, Midwives, Laboratory Technicians, X-Ray Technicians and Compounders (provided such Nurses, Midwives, Laboratory Technicians, X-Ray Technicians and Compounders possess Diplomas or Certificates recognised by the Government of Maharashtra). Employees whatever name called doing the work and the nature done by persons falling under any of the foregoing classes of employees.
- (b) Semi-skilled .. .. Nurses, Midwives, Laboratory Technicians, X-Ray Technicians, Compounders, Dais and Dressers (provided such Nurses, Laboratory Technicians, X-Ray Technicians, Compounders, Dais and Dressers though without a Diplomas or Certificate recognised by the Government of Maharashtra, have experience of at least three years), Accountants, Clerks, Typists, Telephone Operators, "Drivers" and Cooks. Employees whatever name called doing the work and the nature done by persons falling under any of the foregoing classes of employees.
- (c) Unskilled .. .. Ward-boys, Peons, Attendants, Bill Collector, Watchmen, Gardeners, Washerman, Sweepers. Aya and all other employees not specifically classified. Employees whatever name called doing the work and the nature done by persons falling under any of the foregoing classes of employees.



3. The Committee, after taking into consideration all factors including the contentions of employees, Unions, Doctors and Medical Association unanimously decided to recommend the following wage scales for the categories of Unskilled, semi-skilled and skilled persons for the different zones as shown below :—

(a) Unskilled ..	Rs. 100—3—145	..	..	..	III
	Rs. 115—3—160	..	..	..	II
	Rs. 125—3—170	..	..	..	I
(b) Semi-skilled.	Rs. 135—5—210	..	..	..	III
	Rs. 150—5—225	..	..	..	II
	Rs. 180—10—330	..	..	..	I
(c) Skilled ..	Rs. 170—10—320	..	..	..	III
	Rs. 180—10—330	..	..	..	II
	Rs. 195—10—345	..	..	..	I

The wages recommended above inclusive of basic, dearness allowance and house rent allowance. Adjustment of increments to be granted at that rate of one increments for every completed service of five years with a maximum of three increments.

#### Other Allowances

1. *Cash Allowances.*—The clerks and peons who handle cash should be paid Cash Allowance of Rs. 10 and Rs. 5 per month respectively.

2. *Holidays Working Allowance.*—Whenever an employee is required to work on a festival/national holiday he should be given a substitute holiday. If substitute holiday cannot be given, then the employee should be given one and half times the normal wages and dearness allowance in addition to normal wages and dearness allowance. This payment of extra wages is to be limited to 7 days in a year.

3. *Overtime Allowance.*—Overtime allowance should be paid at double the ordinary rates of wages.

4. *Waiting Allowance.*—Waiting Allowance to Nurses should be Rs. 5 per day. If overtime work is done on such a day then the employees should be paid Rs. 5 or overtime wages whichever is more.

5. *Washing Allowance.*—Ward boys, Ayas, Male and Female sweepers and nurses should be given washing allowance of Rs. 4 per month.

6. Hospital employees should be eligible to apply, for tenements under the Subsidised Housing Schemes of the Maharashtra Housing Board.

7. *Working Hours and Spread Over.*—Normal working hours in the hospitals should not exceed 9 hours a day and 48 hours a week. The nine hours duty period should be exclusive of lunch time.

8. *Privilege Leave.*—Minimum 21 days' privilege leave should be granted every year to the hospital employees.

9. *Sick Leave.*—Ten days sick leave in a year with full pay or 20 days sick leave with half pay should be granted every year.

10. *Accumulation of Leave.*—Both in cases of privileges leave and sick leave of two years should be permitted to be accumulated. Unavailed leave can be encashed by mutual consent.

11. *Leave without Pay.*—Employees should be granted leave without pay for one month once in 4 years.

12. *Casual Leave.*—Minimum seven days casual leave in a year should be granted. The portion of casual leave unenjoyed in any year should be encashed at the end of the year.

13. *Festival and National Holidays.*—Seven days festival/national holidays should be granted to hospital employees in a year.

14. *Maternity Leave.*—The female employees should be granted three months maternity leave with wages. This leave should be granted upto two children.

15. *Uniforms.*—Nurses and Ayas should be given 2 saris and 2 blouses per year. If Nurses and Ayas are getting more than 2 sets of uniforms, their number should not be reduced.

#### 16. *Social Security Measures :*

*Provident Fund.*—Contributory Provident Fund Schemes should be introduced in the hospitals, wherever applicable by law.

*Gratuity.*—Gratuity should be paid according to the provisions of Payment of Gratuity Act, 1972, wherever applicable.

*Age of Retirement.*—The age of retirement in the case of the employees should be 58 years. It may be extended in suitable cases at the discretion of the management.

*Medical Facilities.*—Free medical treatment should be given to all the employees, whatever is available with the establishments.

*Saving and Adjustment.*—The existing service conditions, if they are better than the recommendations made by our Committee, will have to continue or ordinarily. If any change is found necessary, the parties should sit together and settle the matter amicably by mutual adjustments.

*Implementation.*—The Government should appoint an Implementation Officer who will assist the parties in arriving at mutual agreements for introducing and implementing the various recommendations made by the Committee.

*Grant-in-aids.*—Government should come forward with generous *grant-in-aids* to charitable hospitals in fit cases.

## APPENDIX 'A'

*General Service Conditions of employees in hospitals and private dispensaries in Bombay Division (excluding Greater Bombay)*

Appointment of a Committee to study.

## GOVERNMENT OF MAHARASHTRA.

## INDUSTRIES AND LABOUR DEPARTMENT.

Resolution No. IDA. 1372/Lab-II

Sachivalaya, Bombay-32, Dated the 18th August 1972

*Read*—Deml Official letter No. CL/INC/HSP/I, dated 19th June 1972 from the Commissioner of Labour, Bombay.

**RESOLUTION.**—Government of Maharashtra hereby appoints a Committee consisting of following persons to study the general service conditions of employed in private hospitals and dispensaries in Bombay Division (excluding Greater Bombay) and to advice Government regarding their wages and other related matters, if any :—

Shri T. R. Bhagwat, Deputy Commissioner of Labour, Bombay .. *Chairman*

*Representatives of Employers—*

- |   |    |               |
|---|----|---------------|
| 1. Dr. V. N. Bodekar, L.C.P.S., Gokhale Road, Naupada, Thana    | .. | <i>Member</i> |
| 2. Dr. M. H. Sarode, M.B.B.S., Station Road, Jalgaon            | .. | <i>Do.</i>    |
| 3. Dr. D. R. Barde, D.O.M.S., Barde Hospital, Tilak Road, Nasik | .. | <i>Do.</i>    |

*Representatives of Employees—*

- |   |               |
|---|---------------|
| 1. Shri Shamrao Ramchandra Chaudhary, Pratap Charitable Hospital, Amalner, District Jalgaon.                        | <i>Member</i> |
| 2. Shri Bhula Trambak Nhavi, President, General Hospital Karmachari Sangh, Jalgaon.                                 | <i>Do.</i>    |
| 3. Shri S. N. Bhalerao, General Secretary, Sarva Shramik Sangh, C/o. Baliram Peth, 20/2, Jalgaon, District Jalgaon. | <i>Do.</i>    |

2. Shri A. I. Pathan, Assistant Commissioner of Labour, Bombay shall be the Secretary of the Committee.

3. The Committee should submit its report within a period of six months from the date of this Resolution.

4. All non-official members of the Committee should be paid travelling allowance and daily allowance for any journey performed by them in connection with the work of the Committee in accordance with Scale I specified in Rule 1(1) (b) in Section I of Appendix XLI-A, the Bombay Civil Services Rules as amended from time to time.

The expenditure should be debited to the budget head "Demand No. 108—38-Labour and Employment—A-Labour—A-12, Special Committees for enquiry" and be met from the grants sanctioned thereunder for the current financial year.

Shri A. I. Pathan the Secretary of the Committee should be the controlling authority in respect of travelling allowance bills of the non-official members of the Committee.

This Resolution issues with the concurrence of the Finance Department, vide its unofficial reference No. 10087/27/72/F-18, dated 26th July 1972.

By order and in the name of the Governor of Maharashtra,

D. V. KONKAR,

Under Secretary to Government.

## APPENDIX 'B'

*General Service Conditions of employees in hospitals and private dispensaries in Bombay Division (excluding Greater Bombay).*

Appointment of a Committee to Study.

## GOVERNMENT OF MAHARASHTRA

INDUSTRIES AND LABOUR DEPARTMENT

Corrigendum No. IDA. 1372/Lab-II.

Sachivalaya, Bombay-32, Dated the 9th October 1972

## CORRIGENDUM

In Government Resolution, Industries and Labour Department, No. IDA. 1372/Lab. II, dated the 18th August 1972 in paragraph 1, in line 3, for the words " conditions of employed " the words " conditions of employees " shall be substituted.

By order and in the name of the Governor of Maharashtra.

D. V. KONKAR,

Under Secretary to Government.

*General Service Conditions of employees in hospitals and private dispensaries in Bombay Division (excluding Greater Bombay).*

Appointment of a Committee to Study.

## GOVERNMENT OF MAHARASHTRA

INDUSTRIES AND LABOUR DEPARTMENT.

Resolution No. IDA. 1372/LAB. II,

Sachivalaya, Bombay-32, Dated the 9th April 1973

*Read—Government Resolutions, Industries and Labour Department, Nos. IDA. 1372-Lab.II, dated the 18th August 1972 and 9th October 1972.*

**RESOLUTION.**—Government of Maharashtra appoints with effect from the 8th March 1973 Shri G. K. Dhuria, Deputy Commissioner of Labour (Administration), Bombay, as Chairman of the Committee, appointed under Government Resolution, Industries and Labour, Department, No. IDA. 1373/Lab. II, dated the 18th August 1972, to Study the General service conditions of employees in private hospitals and dispensaries in Bombay Division (excluding Greater Bombay) and to advise Government regarding their wages and other related matters if any, *vide* Shri T. R. Bhagwat.

2. The Committee should be granted extension of time upto 30th June 1973 for submission of its report.

3. This Government Resolution issues with the concurrence of the Finance Department *vide* its un-official reference No. 7730/FD, dated the 5th April 1973.

By order and in the name of the Governor of Maharashtra,

D. V. KONKAR,

Under Secretary to Government,

**QUESTIONNAIRE REGARDING WORKING CONDITIONS IN HOSPITALS IN  
BOMBAY DIVISION (EXCLUDING GREATER BOMBAY)**

**I. IDENTIFICATION PARTICULARS—**

- (1) Name and address of Hospital ..
- (2) Type of hospital (tick the correct type). (a) For men only, (b) For women only, (c) For children only, (d) Combined.
- (3) Special type of hospital ..  
(Mention whether for general diseases, maternity, convalescent home, Nursing home, Sanitorium, T.B., Leprosy, Dental Disorder, Eye, E.N.T. others).
- (4) System of medicine (tick the correct one). (a) Allopathic, (b) Ayurvedic, (c) Homoeopathic, (d) Unani, (e) Combined.
- (5) Service Type— .. ..  
(a) Free, (b) Nominal uniform fees, (c) Nominal fees slab system, (d) Paying with total exemption for the poor, (e) paying with partial exemption to the poor, (f) paying for all. Give details.
- (6) Management Type— .. ..  
(1) Missionary, (2) Trust (Charitable or not), (3) Institution, (Charitable or not), (4) Private, (5) Cottage.

State also whether State aided or not. Give details.

Year ending

**II. FINANCIAL POSITION—**

- (A) Receipts—
- |  |    |    |
|--|----|----|
| (1) State aid                          | .. | .. |
| (2) Foreign aid                        | .. | .. |
| (3) Donation                           | .. | .. |
| (4) Properties                         | .. | .. |
| (5) Operations and consulting charges. | .. | .. |
| (6) Fees ..                            | .. | .. |
| (7) Others                             | .. | .. |

Total ..

(B) Expenditure—

- |                          |    |    |
|--------------------------|----|----|
| (1) Drugs                | .. | .. |
| (2) Equipments           | .. | .. |
| (3) Feed                 | .. | .. |
| (4) Salaries—            |    |    |
| (a) Administrative staff | .. | .. |
| (b) Clerical staff       | .. | .. |
| (c) Technical staff      | .. | .. |
| (d) Nurses               | .. | .. |
| (e) Other workers        | .. | .. |

	1969	1970	1971
--	------	------	------

		Year ending		
		1969	1970	1971
(5) Others	..			
(6) Total	..			
(7) Surplus	..			
(8) Deficit	..			
(9) Assets	..			
(10) Liabilities	..			
<b>III. BEDS PROVIDED—</b>		<b>No. of Beds</b>		
		<b>Department</b>		
		1969	1973	1971
Give the number of beds provided department-wise for 1969, 1970 and 1971. Give information regarding temporary beds also.		(1) Medical	..	..
		(2) Surgical	..	..
		(3) Maternity	..	..
		(4) E.N.T.	..	..
		(5) T.B.	..	..
		(6) Paediatric	..	..
		(7) Ophthalmic	..	..
		(8) Any other	..	..
<b>IV. PATIENTS TREATED—</b>		<b>Patients treated</b>		
		<b>Indoor</b>		
		<b>Outdoor</b>		
No. of patients treated indoor and outdoor during the last three years.		1969	1970	1971
		1969	1970	1971
		1971		
<b>V. EMPLOYMENT—</b>		<b>No. of employees</b>		
		<b>Category</b>		
		1969	1970	1971
Give number of employees category-wise during the last three years.		(1)	..	..
		(2)	..	..
		(3)	..	..
		(4)	..	..
<b>VI. DISTRIBUTION OF EMPLOYEES—</b>		<b>Occupation</b>		
At present .. .. .		<b>Bedside/Otherwise</b>		
		(1) Nurses	..	..
		(2) Ward boys	..	..
		(3) Aya	..	..
		(4) Sweepers	..	..
		(5) Clerk	..	..
		(6) Other categories	..	..
<b>VII. WAGE SCALES AND ALLOWANCES—</b>		<b>Category</b>		
		<b>Wage Scales</b>		
(a) Give the wage scales category-wise.				
(b) Is there any separate dearness allowance? If so, give details.				
(c) Is there any other allowance to the employees? Give details.				
(d) State whether the pay-scales and allowances were fixed by agreement, settlement or award? Give a copy of the document.				
(e) Do you favour uniform wage scales and D.A. as far as possible for all hospitals? Please give your suggestions.				

**VIII. HOUSING FACILITIES—**

- (1) Do you provide any housing facilities to the employees? If so, give details—
- (a) Number of family quarters ..  
 (b) Number of bachelors' quarters. In each such quarter how many are officially allowed to stay.  
 (c) What is the correct area of—  
 (1) Family quarters' and  
 (2) Bachelors' quarters ..
- (2) Where housing is not provided is there separate house-rent allowance? What is the quantum? How many of your employees get it?

**IX. BONUS AND CASH GIFTS—**

1969 1970 1971

Give details of bonus or cash gifts paid for the last three years.

Bonus (Quantum or rate).  
 Cash-gifts ..

**X. LEAVE AND HOLIDAYS—**

Kind of leave/  
 holidays

Duration  
 per year

(a) Give details of leave and paid holidays admissible.

- (1) Earned leave ..  
 (2) Casual leave ..  
 (3) Paid Festival or National Holidays.  
 (4) Sick leave (full pay or half pay).  
 (5) Maternity leave (at what rate).  
 (6) Any other leave.

(b) Are the paid holidays allowed to be enjoyed fully? If not, how many hours' work is taken on these days.

(c) To what extent the above leave can be accumulated? Can any of the leave be encashed?

**XI. SOCIAL SECURITY SCHEMES—**

Give details of social security schemes enjoyed by the employees.

- (1) P.F. Scheme—  
 (a) Contributory.  
 (b) Non-contributory.  
 (c) Rate.  
 (2) E.S.I.C. Scheme.  
 (3) Life Insurance by the employer.  
 (4) Gratuity.  
 (5) Any other Scheme.

**XII. WELFARE FACILITIES AND CONCESSIONS—**

(a) Give details of welfare facilities or concessions such as free hospitalisation, sub-subsidised meals, canteens, etc.

(b) Please state whether free lodging or boarding given? If not, give details of payment.

**XIII. UNIFORMS—**

- (a) Please give details of uniforms supplied.
- (b) Are boots, umbrellas, raincoats etc. supplied to any employees? Give details.

Occupation	Description of uniforms supplied	No. of sets and intervals	Washing free or allowance
------------	----------------------------------	---------------------------	---------------------------

**XIV. DUTY HOURS—**

- (a) Daily hours .. ..
- (b) Weekly hours .. ..
- (c) Spread over (hours) .. ..
- (d) Are daily hours broken into two or three spread of working? Give details.
- (e) Rest interval .. ..
- (f) Whether overtime working is paid? At what rate?
- (g) Whether fixed monthly allowance is paid for overtime work? What is the quantum?
- (h) Please give details regarding handing over and taking over time between one employee and another.

*General Service Conditions of employees in hospital and private dispensaries in Bombay Division (excluding Greater Bombay)*

Extension of time limits for submission of report of the Committee appointed to study the—

**GOVERNMENT OF MAHARASHTRA****INDUSTRIES AND LABOUR DEPARTMENT**

Resolution No. IDA. 1372/Lab-II

Sachivalaya, Bombay-32, Dated the 30th July 1973

**Read—**

Government Resolutions, Industries and Labour Department, No. IDA. 1372/LAB-II, dated the 18th August 1972 and 9th October 1973.

Government Resolution, Industries and Labour Department, No. IDA. 1372/ILAB-II, dated the 9th April 1973.

Letter No. CL/MWC/GKD/Committees, dated the 2nd July 1973.

**RESOLUTION.**—The Committee appointed under Government Resolution, Industries and Labour Department, No. IDA.1372/Lab-II, dated the 18th August 1972, to study the general service conditions of employees in hospital and private dispensaries in Bombay Division (excluding Greater Bombay) and to advise Government regarding their wages and other related matters, if any, is granted extension of time upto 15th August 1973 for submission of its report to Government.

2. This Government Resolution issues with the concurrence of the Finance Department vide its un-official reference No. 851/uo/F-19, dated the 26th July 1973.

By order and in the name of the Governor of Maharashtra,

S. A. VAIDYA,

Under Secretary to Government.



## ANNEXURE A

## GRIEVANCE PROCEDURE FOR HOSPITALS

**A. Grievance Machinery**

A Grievance Machinery will be set up on the following lines at each hospital employing 25 or more employees to administer the Grievance Procedure :—

(1) The employees in each of the categories like the Wardboys, Ayas, Nurses etc. will elect one representative to represent their cases under the Grievance Procedure : Employees in categories which fall under one grade (viz. unskilled etc.) may together elect a single representative to represent them if they so desire. If there is a recognised union of the employees in the hospital, the union will nominate these representatives and intimate their names to the management. These representatives will be known as 'Employees' Representatives.

(2) Correspondingly the management will designate person in supervisory categories who normally supervise and control the work of the various categories of employees as Employers' Representatives.

(3) The Grievance Committee will consist of two representatives of the management and two representatives of the workers. One of the representatives of the management will be departmental head or any other higher authority (except the highest authority in the hospital who will have to take ultimate decision). He shall also act as the Secretary of the committee. The other should be the Supervisory Representative who has dealt with the complaint at the first stage as stated hereinafter. One of the workers' representatives will be an official of the Recognised Union and the other Employees' Representative who had taken up the grievance at the first stage. (In the absence of a recognised union, any other Employees' Representative will sit on the Committee). The members of the Committee will thus change depending on the category of the employees bringing up the grievance.

**B. Grievance Procedure**

Complaints affecting one or more individual employees in respect of their wage payments, over time wages, leave, transfer, promotion, seniority, work, assignment working conditions interpretation of service agreement, dismissal and discharges etc. would constitute grievances which can be taken up under the grievance procedure. Where the points at dispute are of general applicability or of considerable magnitude, they will fall outside the scope of this procedure and will have to be dealt with under collective bargaining.

The handling of the grievance under the Grievance Procedure will be as follows :—

(1) The aggrieved employees shall first present his grievance verbally or in writing either himself or through the Employees' Representative concerned to the Employers' Representative designated for the purpose. The grievance will be investigated and a reply shall be given by the Employers' Representative within 72 working hours of the presentation of the complaint.

(2) If the aggrieved employee is not satisfied with the decision of the Employers' Representative he may forward his grievance to the Secretary of the Grievance Committee. The Secretary shall convene a meeting of the Committee within seven days of the receipt of the complaint by him. The Committee shall hear the grievance and shall make its recommendations to the manager. If the recommendations cannot be made within this time limit of seven days, the reasons for the same should be recorded by the Committee. Unanimous recommendations of the Committee shall be accepted and implemented by the management. In the event of difference of opinion among the members of the Committee, the view of the members along with the relevant papers shall be placed before the Manager (or the Superintendent as the case may be) for final decision.

(3) The final decision of the management will be intimated to the employee concerned within 4-days from the receipt of the recommendations of the Committee.

(4) If the employee is not satisfied with the final decision of the management he may take up the case with the Office of the Commissioner of Labour.

**C. General**

(i) If a grievance arises out of an order given by the management or the supervisors the said order shall be complied with before the employee concerned invokes the grievance procedure.

(ii) If it is necessary for an employee to leave the department during working hours on call from the Secretary of the Committee, previous permission of the superior shall be obtained.

(iii) The employees' Representative and the aggrieved employee should take care that the normal departmental work is not upset or hindered while they pursue their grievance under the procedure.

## ANNEXURE B

### MODEL STANDING ORDERS FOR HOSPITAL EMPLOYEES

1. These Orders shall apply to all employees employed in the Hospitals to do manual, clerical, technical or supervisory work.

2. In these Orders, unless the context requires otherwise,—

(a) "the establishment" means \* .....

(b) "Manager" means the person for the time being managing the establishment and includes any other officer duly authorised by the employer to act as manager such authorisation being notified to the workmen by displaying it on the notice board of the establishment ;

(c) "Employee" shall have the same meaning as "workman" in the Industrial Disputes Act, 1947 and shall include male and female employees.

3. (1) Employees shall be classified as,—

- (a) Permanent employees;
- (b) Probationers;
- (c) 'Badlis' or Substitutes;
- (d) Temporary employees;
- (e) Casual employees; and
- (f) Apprentices.

(2) (a) "Permanent Employees" means an employee who has been employed on a permanent basis or whose appointment has been confirmed in writing by the Manager or by a person authorised in this behalf by the Manager and includes (i) an employee who has completed a probationary period of nine months in the aggregate in the same or another occupation in the establishment and (ii) a temporary employee who has completed 240 days' work in a year.

(b) "Probationer" means an employee who is provisionally employed to fill a permanent vacancy or post and who has not completed nine months' service in the aggregate in the post.

(c) "Badli" or "Substitute" means an employee who is appointed to the post of a permanent employee or probationer, who is temporarily absent.

(d) "Temporary employee" means a workman who has been appointed for a limited period for work which is of an essentially temporary nature, or who is employed temporarily as an additional workman in connection with temporary increase in work of a permanent nature.

(e) "Casual employee" means an employee who is employed for work which is essentially of an occasional or casual nature. Provided that no workman shall be deemed to be "employee" if he has completed 240 days' work in a year.

(f) "Apprentice" means an employee who is a learner and who may or may not be paid an allowance during the period of his training :

Provided that no employee shall be classified as an apprentice if he has had training for an aggregate period of one year.

4. If a permanent employee is employed as probationer in a new post, he may, at any time during the probationary period, be reverted to his old permanent post by an order in writing signed by the Manager.

5. (1) All employees shall be at work and take over their duties in the establishment at the time fixed or notified. Employees attending late shall be liable to be sent away and treated as absent :

Provided that no employee who attends within 10 minutes of the starting time shall be sent away.

(2) Any employee, who after reporting for duty as above is found absent from his proper place of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of his absence.

6. Subject to the provisions of clause (1) of the Standing Orders 7, leave with wages and allowances shall be granted to all employees in accordance with the law applicable to the establishment in which such employees are employed or any agreement, settlement or award for the time being in force, or the contract of service or any customs or usage of the establishment.

7. (1) Grant of leave to an employee shall depend on the exigencies of the establishment and shall be at the discretion of the Manager.

(2) An employee who desires to obtain leave of absence shall apply in writing to the Manager or any officer appointed for the purpose by the Manager. Such application for leave shall be made at least seven days before the date from which leave is commenced, except in urgent case or unforeseen circumstances when it is not possible to do so. The Manager or any officer empowered by him in this behalf shall issue orders on such applications within three days or the presentation of the application and in cases of an urgent nature immediately. If the leave asked for is granted, a leave pass showing the date from which the leave of absence commences and the date on which the employee will have to resume duty shall be issued to the employee. Where leave is refused or postponed, the fact of such refusal or postponement and the reason therefor shall be recorded in writing in a register to be maintained for the purpose and shall also be intimated to the employee.

(3) If an employee after proceeding on leave desires an extension thereof he shall make an application for the purpose to the Manager, in writing. A written reply conveying the grant or refusal of extension of leave shall be sent to the employee at the address given by him. If such reply is likely to reach him before the expiry of the leave originally granted to him.

(4) An employee remaining absent beyond the period of leave originally granted or subsequently extended, shall be liable to lose his lien on him appointment unless he returns within eight days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave his inability to resume his duty immediately on the expiry of his leave. A workman who loses his lien under the provisions of this Standing Order but reports for duty within fifteen days of the expiry of his leave (i) shall be kept as 'badli' if he so desires and (ii) no 'badlis' are employed, his name shall be kept on a waiting list of persons to be given preference for employment as and when suitable vacancies occur.

8. (1) Casual leave will be granted to employees as per prevailing service conditions.

(2) Casual leave shall be non-cumulative and no leave of any kind may be combined with casual leave.

(3) Except for emergent reasons, Casual leave shall be limited to three days at a time. Casual leave is intended to meet special or unforeseen circumstances for which provision cannot be made by exact rules. It shall not be refused except for sufficient or valid reasons.

(4) Holidays declared by the establishment and weekly holidays may be prefixed or suffixed to casual leave.

(5) The previous permission of the Manager or of the head of the department shall be obtained before taking such leave. When this is not possible because of circumstances, the Manager or the head of the department, shall as soon as may be practicable, be informed in writing or orally through any person of the absence from work and of the provable duration of such absence.

9. Except in the case of casual employee, a record shall be maintained in a register of all leave of absence which is sanctioned, refused or postponed and reasons for refusal or postponement shall in every case be entered therein. The record shall be open to inspection by the employees concerned.

10. No employee shall enter or leave the premises of the establishment except by the gate or gates appointed for the purpose.

11. (1) Any employee may, when leaving the premises of the establishment be searched at the point of exit of the establishment by the gateman or any person appointed by the Manager for the purpose.

(2) Any female employee may be detained by the gateman or any person appointed by the Manager for the purpose for search by a female searcher, if acting without malice suspects that she is in wrongful possession of property belonging to the establishment.

(3) Every search shall be conducted in the presence of not less than two persons and a female employee shall not be searched in the presence of any male person, except with her consent.

12. (1) The employment of a permanent employee employed on rates other than the monthly rates of wages may be terminated by giving him fourteen days notice or by payment of thirteen days wages (including all admissible allowances) in lieu of notice.

(2) Save as otherwise provided in these Standing Orders a permanent employee employed on rates other than the monthly rates of wages desirous of leaving the service may do so by giving the Manager fourteen days' notice in writing.

(3) The employment of a permanent employee employed on the monthly rates of wages may be terminated by giving him one month's notice or on payment of one month's wages (including all admissible allowances) in lieu of notice.

(4) The reasons for the termination of service of a permanent employee shall be recorded in writing and communicated to him, if he so desires, at the time of discharge, unless such communication in the opinion of the Manager is likely, directly or indirectly to lay any person open to civil or criminal proceedings at the instance of the employee.

(5) Save as otherwise provided in these Standing Orders, a permanent employee employed on the monthly rates of wages, desirous of leaving the service shall give in writing one month's notice to the Manager of his intention to do so.

(6) If a permanent employee leaves the service without giving notice he shall be liable to forfeit to the management one month's wages which may be deducted from his wages.

(7) All classes of employees other than those appointed on a permanent basis may leave their service or their service may be terminated without notice or pay in lieu of notice. Provided that the service of a temporary employee shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of misconduct alleged against him in the manner prescribed in the Standing Order 14.

(8) When the employment of any employee is terminated, the wages earned by him shall be paid to him before the expiry of the second working day from the day on which his employment is terminated. In the case of employee leaving the service, the payment of wages earned by him shall be made within seven days from the date of which he leaves the service. All other sums due to an employee shall be paid before the expiry of one month from the date of termination of his service or, as the case may be, from the date he left service.

(9) An order of termination of service shall be in writing and shall be signed by the Manager and a copy thereof shall be supplied to the workman concerned.

13. The following acts and omissions on the part of an employee shall amount of misconduct :—

(a) wilful insubordination or disobedience, whether or not in combination with another of any lawful and reasonable order of a superior ;

(b) going on an illegal strike or abetting, inciting, instigating or acting in furtherance thereof ;

(c) wilful slowing down in performance of work, or abetment or instigation thereof ;

(d) theft fraud or dishonesty in connection with the employers business or property or the theft of property of another employee within the premises of the establishment ;

(e) taking or giving bribes or any illegal gratification ;

(f) habitual absence without leave, or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation ;

(g) habitual breach of any Standing Order or any law applicable to the establishment or any rules made thereunder or any rules made by the management for proper and efficient working of the establishment ;

- (h) late attendance on not less than four occasions within a month ;
- (i) collection without the permission of the Manager of any money within the premises of the establishment except as sanctioned by any law for the time being in force ;
- (j) engaging in trade within the premises of the establishment ;
- (k) drunkenness, riotous, improper or indecent behaviour on the premises of the establishment ;
- (l) commission on any act subversive or discipline or good behaviour on the premises of the establishment ;
- (m) habitual neglect of work, or gross or habitual negligence ;
- (n) habitual breach of any rules or instructions for the maintenance and running of any department or the maintenance of the clearness of any portion of the establishment ;
- (o) habitual commission of any act or omission for which a fine may be imposed ;
- (p) canvassing for union membership or the collection of union dues within the premises of the establishment, except in accordance with any law or with the permission of the Manager ;
- (q) wilful damage to work in process or to any property of the establishment ;
- (r) holding meetings inside the premises of the establishment without the previous permission of the Manager or except in accordance with the provisions of any law for the time being in force ;
- (s) disclosing to any unauthorised person any information in regard to the processes or working of the establishment which may come into the possession of the employee in the course of his work ;
- (t) gambling within the premises of the establishment ;
- (u) smoking or spitting on the premises of the establishment where it is prohibited by the employer ;
- (v) failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the establishment ;
- (w) distributing, or exhibiting within the premises of the establishment hand bills, pamphlets, posters and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Manager ;
- (x) refusal to accept a chargesheet, order or other communication served in accordance with these Standing Orders ;
- (y) unauthorised possession of any lethal weapon in the establishment ;
- (z) falsification or unlawful alteration or destruction of records or documents ;
- (z1) harassment, ill treatment or wilful neglect of a patient ;
- (z2) administration of wrong injection or medicine by persons who are authorised to do so ;
- (z3) sleeping while on duty ;
- (z4) theft-including food for patients, staff or the Honoraries ;
- (z5) loitering in the Hospital premises after duty hours ;
- (z6) being on duty without proper and clean uniform ;
- (z7) demanding tips from patients or their relations.

*Explanation.*—No act of misconduct which is committed on less than three occasions within a space of one year shall be treated as habitual.

14. (1) An employee guilty of misconduct may be—

- (a) warned or censured ; or
- (b) fined, subject to the fine amount in a month not exceeding six paise in a rupee of the monthly wages ;
- (c) suspended by an order in writing signed by the Manager for a period not exceeding four days ; or
- (d) discharged with notice ; or
- (e) dismissed without notice.

(2) No order under sub-clause (b) of clause (1) shall be made unless the employee concerned, has been informed in writing of the alleged misconduct or given an opportunity to explain the circumstances alleged against him.

(3) No order under sub-clauses (c), (d) and (e) of clause (1) shall be made except after holding an enquiry against the employee concerned in respect of the alleged misconduct in the manner set forth in clause (4).

(4) An employee against whom an inquiry has to be held shall be given a charge-sheet clearly setting forth the circumstances appearing against him and requiring explanation. He shall be given an opportunity to answer the charge and permitted to be defended by an employee working in the same department as himself. Except for reasons to be recorded in writing by the officer holding the inquiry, the employee shall be permitted to produce witnesses in his defence and cross-examine any witnesses on whose evidence the charge rests. A concise summary of the evidence led on either side and the employee's plea shall be recorded.

(5) An employee against whom any action is proposed to be taken under sub-clause (b), (c), (d) or (e) if clause (1) may be a suspended pending the enquiry or for the period, if any, allowed to him for giving his explanation. The order of suspension may take effect immediately on its communication to the employee. If as a result of the enquiry held or explanation rendered, it is decided not to take any action under clause (1) the employee shall be deemed to have been on duty and shall be entitled to full wages and all privileges for the period of suspension.

(6) An employee who is suspended under clause (6) above shall be paid a subsistence allowance during the period of his suspension at the rate of one-third of the basic wages and dearness allowance drawn by the employee immediately prior to his suspension ;

Provided further that if it is decided not to take any action against the employee under clause (1) the employee shall be deemed to have been on duty and shall be entitled to full wage minus such subsistence allowance as he has already drawn and to all other privileges for the full period of suspension.

(7) In awarding punishment under this Standing Order the Manager shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist.

(8) If an employee refuses to accept a charge-sheet, order or other communication served in accordance with these Standing Orders, and provided that he has been asked to accept the charge-sheet in the presence of at least two witnesses he shall be told verbally the time and place at which the enquiry into his alleged misconduct is to be held and if he refuses or fails to attend at that time the enquiry shall be concluded *ex-parte* and the punishment awarded shall take account of misconduct under Standing Order 13 thus committed.

15. An employee may be warned or censured or fined (the amount of fine in a month not exceeding six paise in a rupee of the monthly wages ) for any of the following acts and omissions :—

- (a) Absence without leave without sufficient cause ;
- (b) Late attendance ;
- (c) Negligence in performing duties ;
- (d) Neglect of work ;
- (e) Absence without leave or without sufficient cause from the appointed place of work ;
- (f) Entering or leaving or attempting to enter or leave the premises of the establishment except by a gate or entrance appointed ;
- (g) Committing nuisance on the premises of the establishment ;
- (h) Breach of any rule or instruction, for maintenance or running of any department.

16. The age for retirement or superannuation of an employee shall be 58 years.

17. (1) Any employee desirous of the redress of a grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall, either himself or through a trade union of which he is a member, submit a complaint to the Manager or any officer appointed by the Manager in this behalf.

(2) The Manager or any such officer shall personally investigate the complaint at such times and places as he may fix. The employee and —

(i) any other employee of his choice, or

(ii) where the complaint is made through a trade union a member of the union,

shall have the right to be present at such investigation. Where the complainant alleges unfair treatment or wrongful exaction on the part of a superior, a copy of the order finally made by the Manager shall be supplied to the complainant if he asks for one. In other cases the decision of the investigating Officer and the action, if any, taken thereon by the Manager shall be intimated to the complainant :

Provided that complaints relating to assault or abuse by any persons holding a supervisory position or refusal of an application for urgent leave shall be enquired into immediately by the Manager or such other officer or officers as he may appoint.

18. The decision of the Manager upon any question arising out of, in connection with, or incidental to these Standing Orders shall be subject to an appeal to the Superintendent of the Hospital.

19. Every employee other than a casual employee who leaves service or retires, or is dismissed or discharged shall without avoidable delay be given a service certificate if he asks for one.

20. (a) Notice to be exhibited or given under these Standing Orders shall be in English and also in Marathi.

(b) (i) Any notice, order, charge-sheet, communication or intimation which is personal, i.e., is meant for an individual employee and is given in writing under these Standing Orders, shall be in the language understood by the employee concerned.

(ii) Before such a notice, order, charge-sheet, communication or intimation is handed over to the employee it shall be read out and explained to him if he so desires.

21. Nothing contained in these Standing Orders shall operate in derogation of any law for the time being in force or to the prejudice of any right under a contract of service, custom or usage or an agreement, settlement or award applicable to the establishment.