



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow- 226 014 (U.P.), INDIA
Phones: 0522-2668004-8, 2668700-800-900

पत्रांक-पी0जी0आई0/अधि0/मुख्य चिकि0 अधी0/2331/2022 दिनांक : 31-अगस्त, 2022
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कार्यालय आदेश

संस्थान की प्रथम विनियमावली-2011 के प्रस्तर-97 व 98 में उल्लिखित प्राविधानों के प्रकाश में संस्थान से सेवानिवृत्त होने के उपरान्त इच्छुक अधिकारियों/कर्मचारियों के पुर्न-नियोजन के संबंध में प्राप्त होने वाले प्रार्थना-पत्रों पर विचारार्थ मानक संचालन प्रक्रिया (SOP) एक उपयुक्त समिति द्वारा तैयार की गई है, जिसे सक्षम अधिकारी/निदेशक महोदय द्वारा अनुमोदित किया गया है।


उपरोक्तानुसार, उचित प्रस्ताव सम्बन्धित अधिष्ठान के माध्यम से निदेशक महोदय को प्रेषित किये जा सकते हैं, ज्ञात हो कि प्रस्तावित पुर्न-नियोजन शासी निकाय के अनुमोदन उपरान्त ही लागू किये जा सकते हैं।

उक्त अनुमोदित मानक संचालन प्रक्रिया (S.O.P.) समिति के अध्यक्ष एवं सदस्यगण/संबन्धित विभागाध्यक्षों/नोडल अधिकारियों/अधिकारियों/कर्मचारियों के सूचनार्थ एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रसारित की जा रही है।

(प्रो गौरव अग्रवाल)
मुख्य चिकित्सा अधीक्षक

प्रतिलिपि, निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

1. निदेशक, पी0 जी0 आई0।
2. अपर निदेशक, पी0 जी0 आई0।
3. नोडल अधिकारी/प्रभारी, एपेक्स ट्रामा सेन्टर, पी0 जी0 आई0।
4. समस्त विभागाध्यक्ष/नोडल अधिकारी, पी0 जी0 आई0।
5. संयुक्त निदेशक (प्रशासन), पी0 जी0 आई0।
6. संयुक्त निदेशक (सामग्री प्रबन्ध), पी0 जी0 आई0।
7. कार्यपालक कुलसचिव, पी0 जी0 आई0।
8. विल्ट अधिकारी, पी0 जी0 आई0।
9. समिति के अध्यक्ष एवं सदस्यगण, पी0 जी0 आई0। MS, MOD-Cardiology, CNO, CAO
10. संस्थान की वेबसाइट के माध्यम से संस्थान के समस्त अधिकारियों/कर्मचारियों को सूचनार्थ।
11. विभागाध्यक्ष, बायोस्टैटिक्स एण्ड इन्फॉरमेटिक्स विभाग, पी0 जी0 आई0 को इस आशय से प्रेषित कि वे कृपया इस कार्यालय आदेश को संलग्नक सहित संस्थान की वेबसाइट पर अपलोड करने हेतु सम्बन्धित को निर्देशित करने का कष्ट करें।
12. सूचना पट्ट।
13. सम्बन्धित पत्रावली हेतु।


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SOP for consideration of the applications received for re-employment to the non faculty officers and employees.

1. Pursuant to the clause no. 97 and 98 of the 1st Regulations, 2011 of the Institute, the applications received from any officers/employees for re-employment should be submitted to the concerned HOD/Nodal Officer.
2. Pursuant to the above said provisions, a proforma should be circulated, which shall contain the under mentioned points:

Sl. No.	Points	Recommendations/Comments of the concerned HOD/Nodal Officer
1.1	Whether the officers / employee was engaged at the time of superannuation on a scientific or technical job which cannot be entrusted to another employee without detriment to work. OR	
1.2	Whether he was engaged in a specific activity which is likely to suffer if the person is not re-employed. OR	
1.3	Whether his re-employment is in the interest of the Institute for reasons to be recorded in writing And	
2.1	Whether he is physically fit	

3. Concerned HOD/Nodal Officer, after necessary consideration of the performance of that applicant and observations of the faculty members, if need be, shall submit his recommendations in the above said proforma with respect to the officers/employees, whose services are required after his/her superannuation.
4. The concerned HOD/Nodal Officer shall obtain physical fitness report of that officer/employee from Medical Board prior to the submission of recommendations with respect to re-employment to the concerned Head of the establishment/personnel department.
5. The recommendations of the concerned HOD/Nodal Officer shall be submitted before committee constituted under the chairmanship of Medical Superintendent for consideration of the cases related to re-employment.
6. The committee constituted for consideration of the cases related to re-employment shall submit its recommendations after considering the following:-
 - (i) Recommendations of concerned HOD/Nodal Officer.

- (ii) Whether any departmental/criminal inquiry is pending against that employee. The information in this regard shall be submitted by the concerned establishment/personnel department and if it is found that no departmental/criminal inquiry is pending, recommendations for considering reemployment should be submitted.
 - (iii) Whether he/she has been penalized after inquiry in the preceding five years. The information in this regard shall be submitted by the concerned establishment/personnel department and if it is found that he/she has not been penalized, recommendations for considering reemployment should be submitted.
7. The recommendations of the committee shall be submitted before President or Director, as the case may be for approval. The committee advises that Reemployment may be considered on the entry level post of that cadre, so as to protect promotion avenues of the employees in that particular cadre.
 8. After approval of the President or Director, as the case may be, an agenda shall be placed before Governing Body by Chief Medical Superintendent / Joint Director (Admn.) for its approval.
 9. As regards salary, leaves, holidays etc., shall be admissible as per CCS rules, as amended from time to time, as applicable at AIIMS, New Delhi.