



HAFEEZ

INSTITUTE OF MEDICAL SCIENCES ISLAMABAD

COLLEGE OF NURSING



Plot no. 242 Main Double Road, Sector F-15/1, Khayaban-e-Kashmir Housing Society. Ph#051-2161506

“EMPLOYEES’ SERVICE RULES OF HAFEEZ INSTITUTE OF MEDICAL SCIENCES (PVT.) LTD.”

PREAMBLE

WHEREAS it is necessary to establish a clear, transparent, and consistent framework governing the appointment, service conditions, duties, responsibilities, conduct, discipline, leave, remuneration, evaluation, and separation of employees of Hafeez Institute of Medical Sciences (Pvt.) Ltd. (HIMS);

AND WHEREAS, these Rules are intended to regulate the terms and conditions of service of employees and to promote professionalism, accountability, discipline, efficiency, integrity, and a conducive academic and working environment within HIMS;

NOW, THEREFORE, the following Rules are hereby made for the employees of HIMS.

1. TITLE

These Rules shall be called the “Employees” Service Rules of HIMS”.

2. APPLICATION

These Rules shall apply to all employees of HIMS, including faculty, academic, administrative, technical, and other employees, unless otherwise provided by:

- a) the terms of an employee's appointment letter or employment contract;
- b) the applicable law or regulations;
- c) the requirements of an affiliated university or competent regulatory authority; or
- d) any policy, rule or order duly approved by the competent authority of HIMS.

If any provision of these Rules conflicts with applicable law, the law shall prevail.

3. COMMENCEMENT

These Rules shall come into force with effect from 12 March 2018, being the date on which HIMS was registered/constituted by its Board of Directors, and shall remain in force until amended, revised, replaced or rescinded by the competent authority.

Any amendment, revision, or replacement of these Rules shall take effect from such date as may be specified by the competent authority.

DEFINITIONS

In these Rules, unless the context otherwise requires:

1. **“HIMS”** means Hafeez Institute of Medical Sciences (Pvt.) Ltd.
2. **“Competent Authority”** means the authority empowered under these Rules, the articles/constitutional documents of HIMS or a duly authorized decision of the Board of Directors to make appointments, approve policies, impose disciplinary measures, or exercise other powers in relation to employees.
3. **“Executive Director”** means the Chief Executive Officer of HIMS.
4. **“Board of Directors”** means the Board of Directors of HIMS, constituted in accordance with the applicable law and the constitutional documents of the Company and where applicable, registered with the Securities and Exchange Commission of Pakistan (SECP).
5. **“Board of Governors”** means the academic and/or institutional governing body constituted by HIMS in accordance with its approved structure and comprising such members as may be prescribed or approved by the competent authority.
6. **“Principal”** means the officer responsible for the overall academic and administrative management of HIMS, within the powers delegated by the competent authority.
7. **“Vice Principal”** means the officer designated to assist the Principal and when duly authorized to perform the functions and exercise the powers of the Principal during the Principal's absence or inability to perform official duties.
8. **“Accounts Manager”** means the employee responsible for managing and supervising the financial, accounting, budgeting, billing, payroll, and related financial matters of HIMS.
9. **“Admission Manager”** means the employee responsible for managing and supervising the admission process, including student inquiries, applications, documentation, enrollment and related admission matters of HIMS.
10. **“HR Manager”** means the employee responsible for managing and supervising human resource matters, including recruitment, employee records, attendance, leave, performance and other personnel-related matters of HIMS.
11. **“Employee”** means any person appointed by HIMS against an approved position, whether on a permanent, probationary, contractual, temporary, or other approved basis, subject to the terms of appointment.
12. **“Faculty”** means an employee appointed to perform teaching, academic, research, supervisory, clinical teaching or other academic functions in accordance with the requirements of HIMS and the relevant regulatory or affiliating authority.
13. **“Permanent Employee”** means an employee whose appointment has been confirmed in writing by the competent authority after successful completion of the prescribed probationary period, subject to the terms of appointment and applicable rules.

14. **“Probationary Period”** means the initial period specified in the employee's appointment letter during which the employee's performance, conduct, attendance, professional competence, and suitability for the position are assessed.
15. **“Salary”** means the monthly remuneration payable to an employee in accordance with the employee's appointment letter and approved terms and conditions of service.
16. **“Selection Committee”** means the committee constituted or authorized by the competent authority to assess, interview, evaluate, and recommend candidates for appointment against approved vacancies.
17. **“Salary Date”** means the date prescribed by HIMS for payment of salary for the preceding month, ordinarily the 5th day of the succeeding month, subject to administrative or banking requirements.
18. **“Mode of Salary”** means the approved method through which salary is paid to an employee, including bank transfer, crossed cheque, or any other lawful method approved by HIMS.
19. **“Forged Documents”** means any document, certificate, degree, diploma, experience letter, identification document, academic record, professional credential or other record that has been falsified, altered, fabricated, fraudulently obtained, or unlawfully reproduced for the purpose of misrepresentation or obtaining an employment or other benefit.
20. **“Leave”** means authorized absence from duty granted to an employee in accordance with the applicable leave rules, policies and terms of employment of HIMS.
21. **“Unauthorized Absence”** means absence from duty without prior approval or lawful authorization or absence beyond the period of leave duly granted to an employee.
22. **“Explanation Notice”** means a written notice requiring an employee to explain or clarify an act, omission, conduct, performance issue, absence, or other matter requiring clarification.
23. **“Show Cause Notice”** means a formal written notice requiring an employee to explain within the specified period, why disciplinary action should not be taken against the employee in respect of an alleged violation of applicable rules, policies, duties, or terms of employment.
24. **“Misconduct”** means any act, omission, behavior, or conduct by an employee that violates applicable law, these Rules, HIMS policies, the employee's duties, code of conduct, appointment terms, or lawful instructions of the competent authority.
25. **“Disciplinary Action”** means action taken by HIMS in accordance with applicable law and these Rules in response to established misconduct, breach of duty, violation of rules, or other disciplinary matter.
26. **“Termination”** means cessation of employment in accordance with the employee's appointment terms, these Rules, applicable law, or a lawful decision of the competent authority.
27. **“Dismissal”** means termination of employment imposed as a disciplinary measure following the procedure prescribed under these Rules and applicable law.
28. **“Resignation”** means the voluntary termination of employment by an employee through written notice submitted to the competent authority or HR Department in accordance with the applicable notice period and terms of employment.
29. **“Appeal”** means a formal written application submitted by an employee to the designated appellate authority for reconsideration of a decision, order, penalty or disciplinary action in accordance with these Rules.
30. **“Rejoining”** means resumption of official duty by an employee after approved leave, authorized absence, suspension or any other approved period during which the employee was not performing official duties.

31. **“EOBI Contributions”** means contributions payable in respect of eligible employees to the Employees' Old-Age Benefits Institution (EOBI) in accordance with applicable law.
32. **“Statutory Deductions”** means taxes, contributions, deductions or other amounts required to be deducted, withheld or deposited from an employee's remuneration under applicable law, including applicable provisions administered by the Federal Board of Revenue (FBR).
33. **“Conflict among Faculty and Students”** means any dispute, disagreement, confrontation or interpersonal issue arising between or among employees and students in connection with academic, administrative, professional or disciplinary matters.
34. **“Harassment”** means harassment as defined under the applicable laws of Pakistan, including the applicable workplace-harassment legislation and amendments thereto.
35. **“Inquiry Committee”** means a committee constituted in accordance with applicable law and HIMS policy for the purpose of examining complaints, allegations or disciplinary matters and making findings or recommendations in accordance with the prescribed procedure.
36. For workplace harassment matters, the constitution and procedure of the relevant committee should comply with the applicable law. The federal workplace-harassment framework, for example, contains specific requirements regarding the Inquiry Committee and inquiry procedure.
37. **“Job Assignment”** means any duty, responsibility, task, function or work lawfully assigned to an employee by the competent authority or authorized supervisor in accordance with the employee's position and institutional requirements.
38. **“Working Hours”** means the official hours during which an employee is required to perform duties as prescribed by HIMS for the relevant position, department, or category of employment.
39. **“Attendance”** means an employee's compliance with prescribed working hours, reporting time, duty schedule, and attendance procedures of HIMS.
40. **“Travelling Allowance”** means the approved allowance or reimbursement payable to an employee for authorized official travel undertaken on behalf of HIMS in accordance with applicable rules and approved rates.
41. **“Dress Code”** means the professional standards of attire, appearance, identification, and personal presentation.
42. **“Official Visit”** means a visit undertaken by an employee to another department, campus, affiliated institution, regulatory authority, hospital, organization or other location for an official purpose authorized by HIMS.
43. **“Confidentiality”** means the obligation of an employee to protect confidential institutional, academic, administrative, financial, personal; student, employee, examination, research, or other information obtained in the course of employment and not to disclose or misuse such information without proper authorization or lawful justification.
44. **“Security Deposit”** means any amount lawfully required from an employee as security in accordance with the employee's appointment terms and applicable law.
45. **“Drugs and Smoking”** means the possession, use, sale, distribution or being under the influence of an unlawful or prohibited substance or smoking or use of tobacco or other prohibited products in areas where such conduct is prohibited by HIMS policy or applicable law.
46. **“Gift and Hospitality”** means any gift, cash, benefit, favor, hospitality, entertainment, discount, service, or other advantage offered to or received by an employee in connection with the employee's official position or duties.

47. **“Financial Discipline”** means the lawful, transparent, accountable, and authorized management and use of HIMS funds and financial resources in accordance with approved budgets, financial procedures, internal controls and applicable law.
48. **“Employee Evaluation Report”** means an official record used to assess an employee's performance, attendance, conduct, professional competence, assigned responsibilities, and overall suitability during a specified period.
49. **“Record Management”** means the systematic creation, receipt, classification, maintenance, protection, preservation, retrieval, retention, and lawful disposal of official records and documents of HIMS.

CHAPTER I — GENERAL

1. TITLE

These Rules shall be called the “Employees Service Rules of HIMS”.

2. APPLICATION

These Rules shall apply to all employees of HIMS, including faculty, academic, administrative, technical, clinical, and support staff, unless otherwise provided by applicable law, contract or approved institutional policy.

3. COMMENCEMENT

These Rules shall come into force with effect from 12 March 2018, being the date of registration/constitution of HIMS, and shall remain in force until amended, revised or replaced by competent authority.

4. EXTENT AND SCOPE

- i. These Rules shall govern the appointment, terms and conditions of service, duties, conduct, discipline, leave, remuneration, performance, and separation from service of HIMS employees.
- ii. All employees shall comply with these Rules, lawful orders of the competent authority, and applicable institutional policies and laws.

5. COMPETENT AUTHORITY

- i. “Competent Authority” means the authority empowered under these Rules or duly authorized by the Board of Directors to make decisions relating to the appointment, administration, service, conduct, and discipline of employees.
- ii. The Board of Directors may delegate its powers to the Executive Director, Principal, Selection Committee or any other officer or committee as deemed appropriate.

6. INTERPRETATION AND AMENDMENT

- i. Any question regarding the interpretation or application of these Rules shall be decided by the Competent Authority, subject to applicable law.
- ii. The Competent Authority may amend, revise, supplement, or replace these Rules from time to time, and such amendments shall take effect from the date specified in the relevant approval or notification.
- iii. Any provision inconsistent with mandatory applicable law shall, to the extent of such inconsistency, be governed by the applicable law.

7. CLASSIFICATION OF EMPLOYEES

- i. Employees of HIMS shall be classified as Permanent, Probationary, Contractual, Temporary, Visiting, Part-Time, or such other category as may be approved by the Competent Authority.
- ii. The terms and conditions of service shall be determined according to the employees' category and appointment terms.

8. CREATION OF POSTS

- i. Posts shall be created with the approval of the Competent Authority based on institutional requirements, approved organizational structure, and availability of resources.
- ii. No person shall be appointed against a post unless the post has been duly approved.

9. RECRUITMENT AND SELECTION

- i. Recruitment shall be made on the basis of merit, qualification, experience, suitability, and institutional requirements, subject to applicable regulatory requirements.
- ii. Selection shall be conducted through the Selection Committee or other authorities duly authorized by HIMS.
- iii. No appointment shall be made without completion of the prescribed selection and approval process.

10. APPOINTMENT LETTER

- i. Every employee shall be issued a written appointment letter specifying the designation, terms of employment, salary, probation, duties, working hours, notice period and other applicable conditions of service.
- ii. Acceptance of the appointment shall constitute the employee's agreement to comply with these Rules and the terms of appointment.

11. PROBATION

- i. An employee may be appointed on probation for the period specified in the appointment letter.

- ii. During probation, the employee's performance, conduct, attendance, professional competence, and suitability shall be assessed.
- iii. The Competent Authority may extend the probationary period or discontinue the employee's services in accordance with the appointment terms and applicable law.

12. CONFIRMATION

- i. An employee who satisfactorily completes the probationary period may be confirmed in writing by the Competent Authority.
- ii. Confirmation shall be subject to satisfactory performance, conduct, attendance, and fulfillment of the requirements of the position.
- iii. Completion of probation alone shall not constitute automatic confirmation unless formally approved in writing.

13. CONTRACTUAL, TEMPORARY AND VISITING EMPLOYEES

- i. Contractual, temporary, visiting, and part-time employees shall be engaged for a specified period or purpose on terms approved by the Competent Authority.
- ii. Their service shall be governed by their appointment/contract and applicable provisions of these Rules.
- iii. Such employment shall not confer a right to permanent appointment or continuation beyond the approved period.

14. PROMOTION

- i. Promotion shall be based on merit, performance, qualification, experience, conduct, suitability, and availability of an approved position.
- ii. Promotion shall be made by the Competent Authority on the recommendation of the relevant Selection/Promotion Committee, where applicable.
- iii. No employee shall have an automatic right to promotion by reason of length of service alone.

15. TRANSFER

- i. The Competent Authority may transfer an employee between departments, programs, campuses, or assignments according to institutional requirements and the employee's qualifications and position.
- ii. Transfer shall not ordinarily result in reduction of an employee's substantive salary or status except where permitted by applicable law or agreed terms.

16. DUTIES AND RESPONSIBILITIES

- i. Every employee shall perform assigned duties diligently, professionally, honestly, and efficiently and comply with lawful instructions of the Competent Authority.
- ii. Employees shall maintain professional conduct, confidentiality, discipline, punctuality, and respect for students, colleagues, patients, visitors, and institutional property.
- iii. No employee shall refuse a lawful duty or assignment without reasonable cause or authorization.
- iv. Employees shall comply with HIMS policies, applicable professional standards, regulatory requirements, and these Rules.

17. PAY AND SALARY

- i. The pay and salary of an employee shall be determined according to the approved salary structure, designation, qualifications, experience, and terms of appointment.
- ii. No employee shall be entitled to any salary, increment, or benefit except as approved by the Competent Authority and provided under applicable law.

18. SALARY PAYMENT

- i. Salary shall ordinarily be paid monthly on or before the 5th day of the succeeding month, subject to applicable administrative and banking procedures.
- ii. Salary shall be paid through bank transfer, crossed cheque, or any other approved lawful mode of payment.
- iii. Salary shall be payable only for the period for which the employee is duly employed and entitled to remuneration under these Rules and the terms of appointment.

19. DEDUCTIONS

- i. HIMS may make deductions from an employee's salary only as permitted by applicable law, these Rules, or the employee's lawful terms of appointment.
- ii. Such deductions may include statutory deductions, approved leave/absence deductions, recoveries of authorized advances, and other lawful recoveries.
- iii. No unauthorized deduction shall be made from an employee's salary.

20. EOBI / STATUTORY CONTRIBUTIONS

- i. HIMS shall make EOBI contributions and other statutory contributions or deductions in accordance with applicable laws and regulations.
- ii. The employee's share, where applicable, shall be deducted from salary in accordance with law.

- iii. Employees shall provide the information and documents necessary for statutory registration and compliance.

21. TRAVELLING ALLOWANCE

- i. An employee undertaking authorized official travel on behalf of HIMS may be entitled to travelling allowance, daily allowance, or reimbursement of approved expenses in accordance with the prescribed rates and procedures.
- ii. No travelling or other official expense shall be reimbursed without prior authorization and supporting documents, where required.

22. OTHER ALLOWANCES

- i. HIMS may provide allowances, benefits, or reimbursements to employees according to their designation, duties, approved policies, and terms of appointment.
- ii. Any allowance shall be subject to approval by the Competent Authority and applicable law.
- iii. No allowance or benefit shall be treated as a permanent entitlement unless expressly provided in the employee's appointment terms or approved HIMS policy.

CHAPTER II — ATTENDANCE WORKING HOURS AND LEAVE

23. WORKING HOURS

- i. The working hours of employees shall be prescribed by HIMS according to the requirements of the Institute, department, and nature of duties.
- ii. Employees shall remain available for duty during prescribed working hours and shall not leave the workplace without authorization.

24. ATTENDANCE

- i. Every employee shall report for duty punctually and record attendance through the prescribed attendance system.
- ii. Employees shall observe the approved duty schedule and working hours applicable to their position.
- iii. Attendance records shall be maintained by HIMS and may be considered for salary, performance evaluation, and disciplinary purposes.

25. LATE ARRIVAL

- i. An employee arriving after the prescribed reporting time shall be considered late and shall record the reason where required.
- ii. Repeated or habitual late arrival without reasonable cause may result in warning, salary deduction where legally permissible, or disciplinary action in accordance with these Rules.

26. EARLY DEPARTURE

- i. No employee shall leave the workplace before the prescribed closing time without prior approval of the authorized officer.
- ii. Repeated or unauthorized early departure may constitute misconduct and may result in appropriate disciplinary action.

27. UNAUTHORIZED ABSENCE

- i. An employee shall not remain absent from duty without prior approval or lawful authorization.
- ii. Absence without authorization or absence beyond the approved leave period, may result in salary deduction and disciplinary action in accordance with these Rules and applicable law.
- iii. Habitual or prolonged unauthorized absence may constitute misconduct and may result in termination of service in accordance with the prescribed procedure and applicable law.

28. LEAVE

- i. Leave shall be granted in accordance with the approved leave rules and applicable law.
- ii. Leave shall ordinarily be obtained through the prescribed application and approval procedure before the employee proceeds on leave.
- iii. Leave shall not be claimed as a matter of right unless provided by applicable law, approved policy, or the terms of appointment.
- iv. In cases of emergency, the employee shall inform the authorized officer at the earliest possible opportunity and obtain approval as soon as practicable.

29. REJOINING

- i. An employee shall resume duty immediately upon expiry of the approved leave or authorized absence.
- ii. Where an employee is unable to resume duty within the approved period, the employee shall obtain an extension from the Competent Authority before the expiry of the approved leave, where practicable.
- iii. Failure to rejoin duty without authorization may be treated as unauthorized absence and may attract disciplinary action under these Rules.

CHAPTER III— CODE OF CONDUCT AND DISCIPLINE

30. CODE OF CONDUCT

- i. Every employee shall uphold integrity, discipline, professionalism, respect and accountability and shall comply with these Rules, lawful instructions and approved HIMS policies.
- ii. Employees shall protect the reputation, interests, property, and resources of HIMS and shall not engage in conduct that adversely affects the Institute.

31. PROFESSIONAL CONDUCT

- i. Employees shall perform their duties honestly, efficiently, impartially and responsibly.
- ii. Employees shall maintain respectful and professional relationships with students, colleagues, patients, visitors, and other stakeholders.
- iii. Employees shall not engage in discrimination, intimidation, abusive language, insubordination, or conduct inconsistent with professional standards.

32. CONFLICT OF INTEREST

- i. An employee shall avoid any actual, potential or perceived conflict of interest that may improperly influence official duties or decisions.
- ii. Employees shall promptly disclose any conflict of interest to the Competent Authority.
- iii. Employees shall not use their official position, institutional information or resources for personal or unauthorized benefit.

33. CONFIDENTIALITY

- i. Employees shall maintain the confidentiality of institutional, academic, financial; student, employee, patient, research and other sensitive information obtained during employment.
- ii. Confidential information shall not be disclosed, copied, used, or shared without proper authorization or lawful justification.
- iii. Breach of confidentiality may constitute misconduct and shall be dealt with under the disciplinary provisions of these Rules.

34. GIFTS AND HOSPITALITY

- i. Employees shall not accept cash, gifts, favors, hospitality or other benefits from students, parents/guardians, vendors, patients or other persons where such benefit may influence or appear to influence official duties.
- ii. Any permitted gifts or hospitality shall be handled in accordance with the approved HIMS policy.

35. DRUGS, SMOKING AND PROHIBITED SUBSTANCES

- i. The possession, use, sale, distribution or being under the influence of illegal drugs or prohibited substances on HIMS premises is prohibited.
- ii. Smoking or use of tobacco or other prohibited substances shall not be permitted in areas designated as smoke-free by HIMS.
- iii. Violation of this provision shall constitute misconduct and may result in disciplinary action and reporting to the relevant authorities where required by law.

36. HARASSMENT

- i. HIMS shall maintain a safe, respectful and harassment-free working and learning environment.
- ii. Harassment, including workplace harassment and sexual harassment, shall be dealt with in accordance with applicable law and HIMS policy.
- iii. Complaints shall be handled through the prescribed complaint and inquiry mechanism, with due regard to confidentiality, fairness, and the right of all parties to be heard.

37. CONFLICT AMONG FACULTY AND STUDENTS

- i. Employees shall maintain professional and respectful relationships with students and shall resolve disagreements through appropriate institutional channels.
- ii. Abusive, threatening, humiliating, discriminatory or otherwise inappropriate conduct toward a student or colleague shall constitute misconduct.
- iii. Complaints or disputes shall be referred to the appropriate authority for fair and impartial resolution in accordance with HIMS policy.

38. MISCONDUCT

- i. Misconduct means any act or omission that violates these Rules, HIMS policies, lawful instructions, professional obligations or applicable law.
- ii. Misconduct may include insubordination, negligence, dishonesty, unauthorized absence, breach of confidentiality, harassment, abusive conduct, misuse of institutional property, falsification of records, or other serious violations.
- iii. Disciplinary action shall be taken in accordance with the nature and severity of the misconduct and the prescribed procedure.

39. MINOR MISCONDUCT

- i. Minor misconduct includes conduct of a relatively less serious nature, such as occasional unauthorized absence, habitual lateness, negligence of minor duties, failure to follow routine procedures, or other similar violations.
- ii. Depending on the circumstances, minor misconduct may result in counselling, verbal or written warning, reprimand or other appropriate disciplinary action in accordance with these Rules.

40. MAJOR MISCONDUCT

- i. Major misconduct includes serious conduct such as fraud, theft, forgery, serious insubordination, harassment, violence, serious breach of confidentiality, deliberate damage to institutional property, serious violation of professional obligations, or conduct prohibited by law.

- ii. Major misconduct may result in suspension, demotion, termination, or dismissal, subject to due process and applicable law.
- iii. No major penalty shall be imposed without providing the employee an appropriate opportunity to respond and defend against the allegations, in accordance with the disciplinary procedure prescribed under these Rules.

CHAPTER IV— DISCIPLINARY PROCEDURE

41. EXPLANATION NOTICE

- i. Where an employee is alleged to have committed a violation or misconduct, the Competent Authority may require the employee to provide a written explanation within the specified period.
- ii. The employee's explanation shall be considered before further disciplinary action is taken.

42. SHOW CAUSE NOTICE

- i. Where disciplinary action appears warranted, a Show Cause Notice shall be issued specifying the allegations and requiring the employee to respond within the prescribed period.
- ii. The employee's response shall be considered before any penalty is imposed.

43. INQUIRY

- i. Where the nature or circumstances of the matter so require, the Competent Authority may order a formal inquiry.
- ii. The Inquiry Officer or Inquiry Committee shall examine the allegations, relevant records, and evidence and submit its findings and recommendations to the Disciplinary Authority.
- iii. The inquiry shall be conducted fairly, impartially, and in accordance with applicable law and HIMS policy.

44. OPPORTUNITY OF DEFENCE

- i. No employee shall be penalized for misconduct without being informed of the allegations and given a reasonable opportunity to explain and defend the case.
- ii. The employee may submit a written defense and, where applicable, present relevant evidence or information in support of the defense.

45. DISCIPLINARY AUTHORITY

- i. The Disciplinary Authority shall be the Competent Authority or an officer/committee duly authorized by it.
- ii. The Disciplinary Authority shall consider the allegations, explanation, inquiry findings, and relevant circumstances before making a decision.

- iii. The Disciplinary Authority shall ensure that disciplinary action is fair, proportionate, and consistent with applicable law and these Rules.

46. PENALTIES

- i. Depending on the nature and severity of misconduct, one or more of the following penalties may be imposed, subject to applicable law:
 - a) Written warning or reprimand;
 - b) Recovery of proven loss or damage, where legally permissible;
 - c) Withholding of increment or other permissible benefit;
 - d) Suspension;
 - e) Demotion;
 - f) Termination of employment; or
 - g) Dismissal from service.
- ii. The penalty imposed shall be proportionate to the nature and severity of the misconduct.

47. SUSPENSION

- i. An employee may be suspended by the Competent Authority where necessary for disciplinary purposes, protection of institutional interests, or proper conduct of an inquiry, subject to applicable law.
- ii. During suspension, the employee shall remain subject to the terms and conditions prescribed by HIMS and applicable law.
- iii. Suspension shall not by itself be treated as proof of misconduct.

48. DISMISSAL / TERMINATION

- i. Termination may be made in accordance with the employee's appointment terms, these Rules, and applicable law.
- ii. Dismissal may be imposed as a disciplinary penalty for established major misconduct following the prescribed disciplinary procedure.
- iii. Before dismissal or termination on disciplinary grounds, the employee shall be provided due process and a reasonable opportunity to defend, as required by applicable law.

49. APPEAL

- i. An employee aggrieved by a disciplinary decision may submit a written appeal to the designated Appellate Authority within the prescribed period.
- ii. The appeal shall state the grounds on which reconsideration is sought and may be accompanied by relevant supporting documents.

- iii. The Appellate Authority may confirm, modify, reduce, or set aside the decision, or remit the matter for reconsideration, subject to applicable law.
- iv. The decision of the Appellate Authority shall be communicated to the employee in writing and shall be final within HIMS, subject to any remedy available under applicable law.

CHAPTER V — SEPARATION FROM SERVICE

50. RESIGNATION

- i. An employee may resign from service by submitting a written resignation to the Competent Authority or HR Department in accordance with the prescribed notice period.
- ii. Resignation shall become effective upon acceptance by the Competent Authority and completion of the required notice and clearance formalities.

51. NOTICE PERIOD

- i. An employee resigning from service shall provide the notice period specified in the appointment letter, employment contract, or applicable law.
- ii. HIMS may at its discretion and subject to applicable law, waive or reduce the notice period or accept payment in lieu of notice.
- iii. An employee shall continue to perform assigned duties during the notice period unless otherwise directed by HIMS.

52. TERMINATION

- i. Employment may be terminated by HIMS in accordance with the appointment terms, these Rules, and applicable law.
- ii. Termination may arise from expiry of contract, redundancy, unsatisfactory performance, organizational requirements, or other lawful grounds.
- iii. Where termination is based on misconduct, the disciplinary procedure prescribed under these Rules shall be followed.

53. RETIREMENT, WHERE APPLICABLE

- i. Retirement shall be governed by the employee's appointment terms, applicable law, or an approved HIMS policy.
- ii. HIMS may, where permitted, extend the service of an employee beyond the prescribed retirement age based on institutional requirements and satisfactory performance.

54. CLEARANCE AND FINAL SETTLEMENT

- i. Upon separation from service, an employee shall complete the prescribed clearance process and return all HIMS property, documents, records, equipment, identification cards, and other institutional assets.
- ii. Final settlement shall include all lawfully payable salary, benefits, deductions, recoveries, and other dues, subject to completion of clearance and applicable law.
- iii. No employee shall remain confidential records or institutional property after separation from service.

55. SERVICE CERTIFICATE / EXPERIENCE LETTER

- i. An employee who leaves HIMS after completing the required clearance formalities may be issued a Service Certificate or Experience Letter stating the employee's designation and period of service.
- ii. The certificate shall be issued on the basis of official employment records and shall not contain false or misleading information.

CHAPTER VI — RECORDS AND ADMINISTRATION

56. EMPLOYEE RECORDS

- i. HIMS shall maintain official records of every employee, including appointment, qualifications, attendance, leave, salary, performance, disciplinary matters, and separation from service.
- ii. Employees shall provide accurate information and promptly notify HIMS of any change in personal or professional particulars.

57. CONFIDENTIAL RECORDS

- i. Confidential employee, academic, financial, clinical, research, and institutional records shall be accessed only by authorized persons.
- ii. No employee shall disclose, copy, remove, or misuse confidential records without authorization or lawful justification.

58. RECORD MANAGEMENT

- i. HIMS shall maintain, preserve, update, and dispose of records in accordance with approved procedures and applicable law.
- ii. Official records shall remain the property of HIMS and shall not be removed from institutional custody without authorization.

59. AMENDMENTS

- i. The Board of Directors or duly authorized Competent Authority may amend, revise, supplement, or replace these Rules from time to time.
- ii. Approved amendments shall take effect from the date specified in the relevant approval or notification.

60. INTERPRETATION

- i. Any question regarding the interpretation or application of these Rules shall be decided by the Competent Authority, subject to applicable law.
- ii. Where any provision conflicts with mandatory applicable law, the law shall prevail to the extent of such conflict.

61. REPEAL AND SAVING

- i. Upon commencement of these Rules, all previous service rules, orders, instructions, or provisions inconsistent with these Rules shall stand repealed to the extent of such inconsistency.
- ii. Not with standing such repeal, all actions, appointments, decisions, proceedings, and rights validly taken or accrued under the previous rules shall remain valid, unless otherwise provided by law or these Rules.

Note: These Rules were approved by the Board of Governors (BOG).

Executive Director
Board of Governors
Hafeez Institute of Medical Sciences

Secretary/Principal
Board of Governors
Hafeez Institute of Medical Sciences