

प्रमाणपत्र क्रमांक

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प्रारूप -8

नियम 7(2) देखिये

संख्या 18922

दिनांक 08.03.2016



सोसाइटी रजिस्ट्रेशन का प्रमाण-पत्र

पंजीकरण संख्या

2704

पत्रावली संख्या

1-178877

दिनांक

2015-2016

एतद्वारा प्रमाणित किया जाता है कि सुपर स्पेशियलिटी कैंसर

इन्स्टीट्यूट एण्ड हास्पिटल सोसाइटी लखनऊ, सुपर स्पेशियलिटी कैंसर इन्स्टीट्यूट एण्ड हास्पिटल,
लखनऊ को आज

उत्तर प्रदेश में अपनी प्रवृत्ति के सम्बन्ध में यथासंशोधित सोसाइटी रजिस्ट्रीकरण

अधिनियम 1860 के अधीन सम्यक् रूप से रजिस्ट्रीकृत किया गया है। यह

प्रमाण-पत्र 01-03-2021 तदनु विधि मान्य होगा।

आज दिनांक 02.03.2016 हजार 46 को मेरे हस्ताक्षर से दिया गया।

*सोसाइटी का नाम, पता

सोसाइटी के रजिस्ट्रार
उत्तर प्रदेश



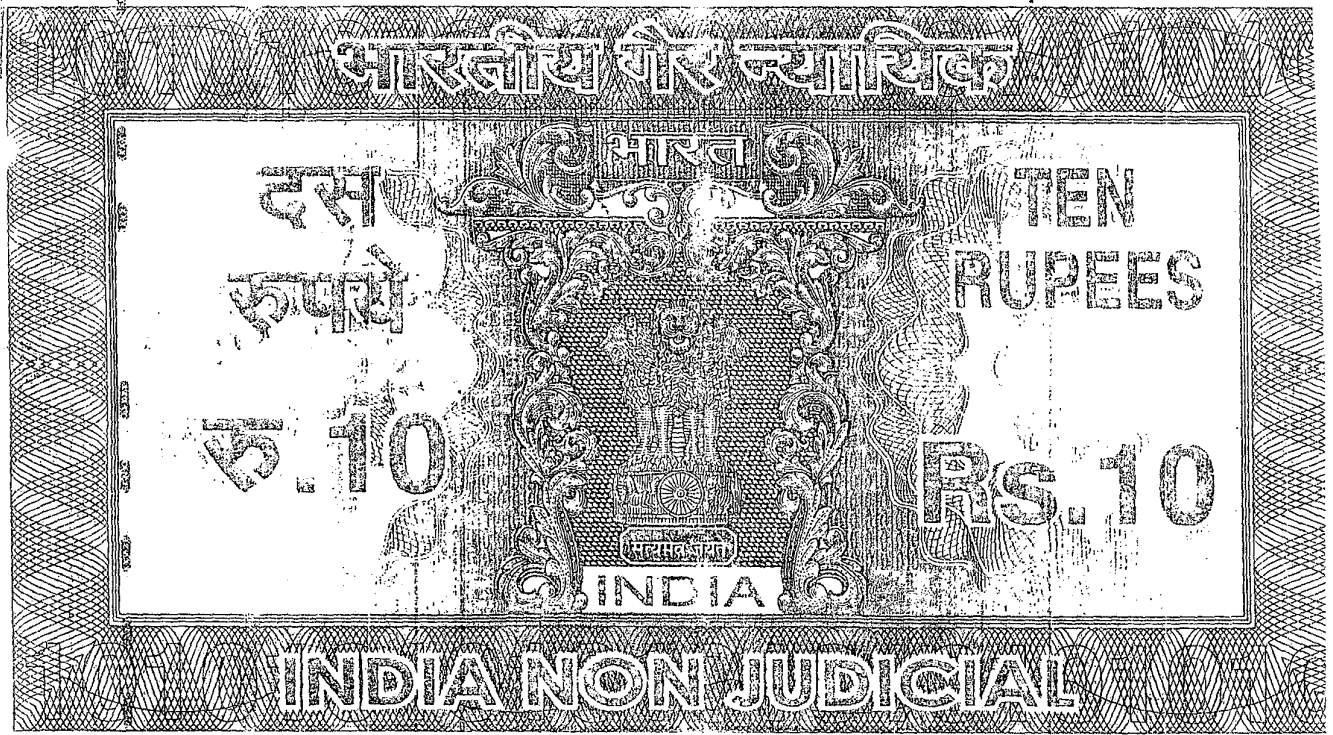
उत्तर प्रदेश UTTAR PRADESH

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श्री जगन्नाथ स्टेशन पब्लिशिंग प्रैक्टिस लिमिटेड
 इन्स्टीट्यूट ऑफ़ टैक्स एंड एकाउंट्स बोर्डिंग
 जिला लखनऊ कार्यालय नं० 1-1288, 77
 सिफाईवाली के साथ संलग्न है।



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 फार्म सांसारकीज तथा विद्वान
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उत्तर प्रदेश UTTAR PRADESH

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श्री जनरल स्टेशन परिसर ट्रेनिंग लिमिटेड
 इन्स्टीट्यूट ऑफ टैलरिंग बोर्ड
 गिना लखनऊ फार्म नं 1-128872
 एनिएमएल के साथ संबन्ध है।



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BYE-LAWS OF

SUPERSPECIALITY CANCER INSTITUTE AND HOSPITAL, LUCKNOW.

Preliminary

1. The name of the Society shall be Superspeciality Cancer Institute and Hospital Society, Lucknow.

2. The area of operation of the Society shall be the state of Uttar Pradesh.

3. The registered office of the Society shall be as notified by the State Government.

4. In these rules, unless the context otherwise requires:-

a) 'Act' means the Societies Registrations Act, 1860 (Act No. XXI of (1860)

b) 'Academic Committee' means the Academic Committee of the Institute.

c) 'Board means the Board of Governors' of Superspeciality Cancer Institute and Hospital Society, Lucknow, Uttar Pradesh Constituted hereunder;

d) 'Chairman' means the Chairman of the Society and 'Board of Superspeciality Cancer Institute and Hospital Society, Lucknow;

e) 'Citizen of India' means a person who is of who is deemed to be a citizen of India under Part II of the constitution of India.

f) 'Institute' means the Superspeciality Cancer Institute and Hospital Lucknow;

g) 'Commissioner' means the commissioner of Division in which the Society is situated.

Constitution means the constitution of India.

'Director' means the Director of the Society of Superspeciality Cancer Institute and Hospital Society, Lucknow

'Governor' means Governor of Uttar Pradesh.

'High Level Purchase' committee means the High Level Purchase Committee of the Society here under'.

'Minister' means the minister of the Medical Education of Uttar Pradesh appointed by Governor.

m) 'Member Secretary' means the Member Secretary of Society and the Board.

n) 'Purchase Committee' means the Purchase committee of the Society constituted under the rules hereunder;



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कॉर्स सोसाइटीज तथा विद्स
सुपरस्पेशलिटी कैंसर इंस्टीट्यूट अण्ड हॉस्पिटल, लखनऊ

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- o) 'Secretary' means the Secretary of Department of Medical Education of Uttar Pradesh;
- p) 'State' means the State of Uttar Pradesh.
- q) 'State Government' means the Government of Uttar Pradesh.
- r) 'Society' means Superspeciality Cancer Institute and Hospital Society, Lucknow;
- s) 'University' means the University to which Institute is affiliated to;
- t) 'Vice Chairman' means the Vice Chairman of the Society of the Superspeciality Cancer Institute and Hospital Society, Lucknow, Uttar Pradesh and the Board thereof.
- u) 'Retired Judge' means A Judge of High Court of Allahabad/Lucknow Bench.

Aims & Objectives

5. The objects of the Institute shall be:-

- (a) to create a centre of excellence for providing medical care, educational and research facilities of high order in the field of oncology and such other sub- and super-specialities, as may emerge in future in the field of oncology including continuing medical education;
- (b) to develop patterns of teaching in post-graduate medical education in oncology related specialities and super-specialities so as to set a high standard of medical education;
- (c) to provide for training in para-medical and allied fields, particularly in relation to oncology.

Composition of the Society:

The Society shall consist of all the members of the Board.

The Society may delegate all or any of its power to its Board or to any of the Committee or Committees constituted by it.

The Society shall be open to person of either sex and of whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting students or in appointing members, teachers and workers or in any other connection whatsoever.

9(a) The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein particulars including his qualification, occupation and address. No person shall be deemed to be a member unless he signed the roll as aforesaid.

9 (b) If, a member of the Society Changes his address he may notify his new address in the roll of members but if he fails to notify the new address the

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address recorded in the roll of members shall be deemed to be his correct address.

- 9 (c) The Board shall be the Governing Body of the Society and the general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.

10. The Board of Governors shall be composed of :-

Chief Secretary, Government of Uttar Pradesh	Chairman
Principal Secretary, Medical Education Department, Govt of Uttar Pradesh	Vice chairman
Director of the Institute	Member-Secretary
Principal Secretary or his representative not below the level of Secretary, Finance, Govt of Uttar Pradesh	Member
Principal Secretary or his representative not below the level of Secretary, Health and Family Welfare, Govt of Uttar Pradesh	Member
Principal Secretary or his representative not below the level of Secretary, Women and Child Development, Govt of Uttar Pradesh	Member
Director General of Medical Education, Uttar Pradesh	Member
Two eminent Cancer specialists of national repute nominated by the DGME, Uttar Pradesh	Member
One eminent medical administrators who have held the post of Vice Chancellor or Director in a medical institution, nominated by the State Government	Member



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14/03/18

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Three eminent member of Civil society, nominated by the State government

Member

11- The term of office of the non-ex-officio members in the Boards shall be *three* years, which may be further extended for two years subject to majority decision of the Board of Governors or such direction as issued by the State Government.

12- A member of the Board, other than the ex-officio member shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (Other than the Director) accepts a full time appointment in the society or if he does not attend three consecutive meetings of the Board without taking leave from the Chairman. An ex-officio member shall cease to be a member of the Board on relinquishing the charge of the post by virtue of which he was member. The successor on the post shall automatically become the member of the Board.

Resignation of members

13. A member other than ex-officio-member may resign office by a letter addressed to the chairman and such resignation shall take effect from the date it is accepted by the Chairman.

14. Any vacancy in the Board, other than those of the ex-officio members, shall be filled in by nomination.

No Act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy or of irregularity in appointment or nominations of any of its members.

Meetings of the Board

16(1) The Society shall ordinarily meet once a year before the end of March and the Board shall meet at least once in every six months.

Provided that Chairman may, whenever he thinks fit, and shall on the written requisition of not less than three members of Society or Board, as the case may be, call a special meeting of the society.

16 (2) Every meeting of the Society of the Board shall be presided over by the Chairman, or in his absence, by the Vice Chairman.

16 (3) Every meeting of the Society of the Board shall be convened, and its minutes recorded and issued by the Director of the Institute.

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मुख्य कार्यालय तथा चिट्ठे

19/03/16

Mr. Arora

Provided that the minutes along with any amendments suggested shall be placed for confirmation at next meeting of the Society or Board, as the case may be, and after the minutes are confirmed and signed by the Chairman, they shall be recorded in the Minutes book.

- 16 (4) The agenda of the meeting of the Society or Board, as the case may be, ~~may be~~, shall be circulated among the members at least fourteen days before the meeting.

Provided that any business which it may be necessary for the Society or the Board, as the case may be, to perform its duties, except such as may be placed before its meetings, may also be carried out by circulation among all its members and a resolution so circulated and approved by the members shall be as effective and binding as resolution passed under ordinary circumstances.

- 16 (5) At least one third of the total number of members but not less than three members of the Society or of the Board, as the case may be, shall constitute the quorum at their respective meeting;

Provided that if a meeting adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting.

Powers and functions of the Governing body

- 17 (1) The Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute.

- 17 (2) The powers of the Governing Body shall be to:

- (a) Take steps for the implementation of the decisions of the Institute, or the State government, on questions of policy relating to the administration of the affairs and working of the Institute;
- (b) Institute courses of study at the institute and take decisions of the advice of the Academic Board on all academic matters including matters relating to the examinations conducted by the Institute;
- (c) Hold and control the property and funds of the Institute;
- (d) Acquire or transfer any movable or immovable property on behalf of the Institute;
- (e) Recommend the creation or abolishing of posts of teachers and other employees of the Institute to the State Government ;
- (f) To take all such actions as are deemed necessary or essential for the smooth and efficient running of the institute or for maintaining the standard of Education/academics or for providing decent health care;
- (g) Manage and regulate the finances, accounts, investments property, business and all other administrative affairs of the Institute and for that purpose appoint such agent as it may think fit.
- (h) Enter into, vary, carry out and cancel contracts on behalf of the Institute.

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कार्यालय डिप्टी रजिस्ट्रार

कक्षा १, २, ३, ४, ५, ६, ७, ८, ९, १०, ११, १२ तथा चिट्ठस

विद्यालय, लखनऊ

19/3/16

a *Mr A. ...* *PS* *[Signature]*

- (i) Regulate and determine all other matters concerning the Institute in accordance with the provisions of these byelaws, and the directions issued by the State Government.

Powers and duties of the Chairman

- 18(1) The Chairman shall give general guidance and take steps for the achievement and promotion of objectives of the Society and for the organization and maintenance of the Society.
- 18(2) The Chairman shall exercise such powers as may be delegated to him by the Board.
- 18(3) All orders of the Chairman shall be communicated to the Member Secretary of the Society under the signature of Vice-Chairman. Any order not bearing the signature of the Vice-Chairman shall not be deemed to be an order of the Chairman.

Powers and duties of the Vice-Chairman

- 19(1) The Vice-Chairman shall exercise all the powers of Chairman in the absence of the Chairman.
- 19(2) He shall exercise such powers and perform such duties as may be assigned or delegated to him by Board/Chairman.
- 19(3) He shall put up to Chairman Matters requiring the approval of Chairman along with his recommendations. No proposal/matter shall be put up to Chairman without the recommendation of the Vice-Chairman.

Powers and functions of the Director

20(1) The Director shall be the Member Secretary of the Board and Society, and in this capacity, the Director shall be responsible for implementing the decisions of this Board. The Director shall, with the approval of the Chairman, issue notices for, and convene, meeting of the Board and prepare Agenda for such meeting and maintain minutes of the meeting and other related records.

20(2) The Director shall function as the Chief Executive Officer of the Society and as such shall be responsible for all its academic affairs.

- 20(3) The Director will be the administrative head of the Institute, including Associated Hospitals, and be over all responsible for working of Institute including financial and administrative matters.

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फार्म होस्पिटल तथा चिट्स

पुणे जिल्हा

M. A. Cardey

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20(4) The Director shall be responsible for incurring such expenditure as is authorized by the Board, either through Budget or otherwise. In the case of purchases falling in the category of medical equipment, the Director shall have the powers of approval of purchase till Rs 1,00,000/-, finalized as per procedure prescribed in the financial handbook of the State Government. The Finance Controller shall be responsible for presenting the Budget and statement of accounts of the Institute after approval of Director. He shall have powers, with specific approval of the Board, to open accounts in any Nationalized Bank. He may with approval of the Board, delegate the powers to sign cheques to other officers of the Society.

20(5) The Director shall have and shall exercise all powers relating to discipline and disciplinary matters in respect of the employees of the Society. He shall also have power to discipline and take disciplinary action in relation to student/residents of the institute.

20(6) The Director shall have the power to sanction refundable and non-Refundable payment where ever due to the employees of the Institute including benefits on retirement.

20(7) The Director shall issue appointment letter for teaching staff of the Society to the post of Professor, Associate Professor/Assistant Professor/ Lecturer after taking approval as prescribed by the State Government.

20(8) The Director shall be the appointing authority of all class II, Class III & IV Class.

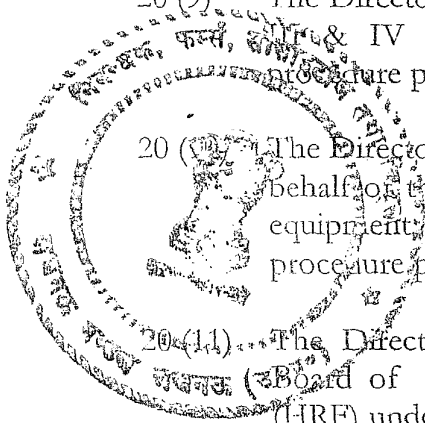
20 (9) The Director shall appoint and promote against sanctioned post of class II, III & IV class and all categories of residents in accordance with procedure prescribed.

20 (10) The Director shall invite tender and enter into contract with any party on behalf of the Society subject to budgetary provision, for the supply of equipment, chemicals, consumables, drugs and provisions as per procedure prescribed.

20(11) The Director shall sanction distribution of budget approved by the Board of Governors and create funds as Hospital Revolving Funds (HRF) under various items of expenditure after taking specific approvals from the Board.

20 (12) The Director shall accept Security Bonds in the case of employees who have to furnish security.

20 (13) The Director shall enter into various agreements on behalf of the Society



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Academic Committee

22 (1) There shall be an Academic Committee for the Institute, which shall consist of :-

- | | |
|--|------------------|
| • The Director | Chairman |
| • All Heads of teaching Departments | Members |
| • Dean (Academic) or any officer nominated by Director | Member |
| • Executive Registrar | Member Secretary |

22(2) The Academic committee shall perform the following functions :-

- To prepare and to recommend changes in curricula and syllabi for the courses of study for the various departments and send necessary recommendations through the college to the university to which it is affiliated.
- To make arrangement for the conduct of all internal examinations and work associated with the same, as well as the work associated with the university Examination, as and when assigned by the university to the college.
- To appoint Boards of Studies, Advisory Committees or Expert Committees for the department of college to make recommendations on academic matters in connection with the establishment and working of the departments and to depute the concerned Head of the Department to act as the convener of such committee/board of studies.
- To appoint Sub-committees from amongst the members of the Academic Committee, other teachers of the college and expert from outside on such specific matters as may be referred to Sub-Committee by the Academic Committee.
- To consider the recommendation of the Advisory Committee, Expert Committee or other Sub-Committees and take such action as circumstances of each may require including making of suitable recommendations to the Board.
- To make periodical review of the activities of the departments and if necessary, make suitable recommendations to the Board;
- To advise on the working of Library, laboratories, seminar rooms and other academic facilities;
- To promote research within the college and require reports on such research from the persons engaged thereon.
- Advise on general policy to be followed in respect of consultation work to be done by academic staff.
- To provide for the inspection of classes, Laboratories library and discipline therein and submit reports thereof to the Board;
- To award stipends, scholarship free-ships, medals and prizes etcetera according to the conditions attracted to the awards;

22(3) The Academic Committee shall meet as often as necessary as but less than two times during the calendar year.

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- 22(4) Meeting of the Academic Committee shall be convened by the member secretary of the committee either on his own initiative or on the direction of the Director or on a requisition signed by not less than three members of the Academic Committee.
- 22(5) Half of the total number of the members of the Academic Committee shall from the quorum for the meeting of the Academic Committee.
- 22(6) A written notice of every meeting together with the agenda shall be circulated by the member Secretary to the members of the Academic Committee at least once week before the meeting. The Chairman of the Academic committee may permit inclusion of any item on the agenda for which due notice could not be given.
- 22(7) Notwithstanding anything contained in 22 (6), the Chairman may call an emergent meeting of the Academic Committee at short notice to consider urgent or special issues.
- 22(8) The ruling of the Chairman of the Academic committee in regard to all questions shall be final.
- 22(9) The minutes or the proceedings of the Academic committee shall be drawn up by the member secretary and circulated amongst all members present in India.
Provided that any such minutes shall not be circulated if the Academic committee considers that such circulation is prejudicial to the interest of the Society.
- 22(10) The Academic Committee shall make such recommendations as is necessary for the Institute Research and Ethics Committee by the Society.

Finance Committee

The Finance Committee of the Institute shall consist of:-

Vice Chairperson or Nominee not below Spl. Secty	Chairperson. (if nominee Attends the meeting Director will be Chairperson)
Director General Medical Education	Member
Director Principal Secretary, Finance Department or nominee, Member not below the rank of Spl. Secretary	Member Member

Finance Controller/Officer of

Member Secretary

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पुस्तकालय

My A. Cardley

[Signature]

the Society	
Finance Officer SGPGIMS or in his absence, the Joint Director Material Management, SGPGIMS	Member
Chief Medical Superintendent of the Institute	Member
Faculty in Charge (Research) of the Institute	Member
Heads of Department of Medical Oncology, Radiation Oncology and Surgical Oncology (if not included as members already)	Member

23(2) The Finance Committee shall:-

- a) Examine scrutinize and consider the annual budget of the society prepared by the Finance Controller of the Society and make recommendations to the Board.
- b) Give its view and make its recommendation to the Board either on any financial question affecting the Society.
- c) Exercise such financial power as is delegated by the Board.

Audit and Accounts

24. The Finance Committee shall provide that the annual accounts shall be audited by the Examiner, Local Fund Account or by any person authorized by this behalf and any expenditure incurred in connection with such audit at such rate, as may be determined by the Examiner Local Fund Account, shall be payable to the Examiner Local Fund Account, provided that the accounts shall always be open to audit by Controller and Auditor General of India or his representative on such terms and conditions as the latter may authorize.

Services Monitoring Committee

25. There shall be a Services Monitoring Committee under the Chairmanship of the Director and duly constituted by the State Government for the purpose of monitoring the performance and outcomes of all the service contracts entered into by the Institute.

Provided that the Services Monitoring Committee shall submit its report at every meeting of the Governing Board.

Terms and conditions of employees of Society

26. NOTWITHSTANDING anything to the contrary contained in these rules, the service conditions and pay scales of all employees of Institute of the society will be the same as those laid down from time to time by State Government for state government employees of the same level.

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My. A. ...

Selection Procedure for the post of Director:-

27 (1). The Director shall be appointed by means of direct recruitment by the State Government on the recommendation of a committee consisting of the following members, namely:-

Chief Secretary, UP Govt	Chairperson
Principal Secretary/Secretary, Medical Education	Member
The Director General, Medical Education and Training.	Member
Three eminent persons, of which two shall be eminent cancer experts, nominated by the Chairman.	Advisor

27 (2). Where a vacancy in the office of Director occurs & it cannot be conveniently and expeditiously filled in accordance with the provision of sub-section 27 (1) above or there is any other emergency, the Chairman may appoint any suitable person to be the Director and may, from time to time, extend the term of an appointment under this sub-section, so, however, that the total term of such appointment, including the term fixed in the original order, does not exceed one year.

27 (3) The conditions of service of the Director, including salary, allowances, leave, pensions and provident fund, admissible to him, shall be such as may be prescribed and until so prescribed shall be determined by the State Government.

27 (4) If in the opinion of the Chairman, the Director wilfully omits or refuses to carry out the provisions of this Bye-Laws or abuses the powers vested in him, or it otherwise appears to the Chairman that the continuance of the Director in office is detrimental to the interest of the Institute, the Chairman may, after giving notice and making such inquiry as he deems proper, by order, remove the Director.

27 (5) During the pendency or in contemplation, of any inquiry referred to in sub-section 27 (4), the Chairman may order that till further orders-

(a) That such Director shall refrain from performing the functions of the office of Director, but shall continue to get the emoluments to which he was otherwise entitled under sub-section "D".

(b) The functions of the office of the Director shall be performed by the person specified in the order.

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Mye *Arendley* *PK*

27 (6) Appointment order for the post of Director will be issued by the Vice Chairman.

27 (7) The Director of the Institute will hold office for a period of 05 years.

27 (8) The qualifications of the Director of the Institute will be as prescribed by the Medical Council of India from time to time. He shall be a person of eminent medical and administrative experience.

Selection Committees for Faculty

28 (1) There shall be a Selection Committee for the post of faculty, which shall be as under :-

a) In case of Direct Recruitment

- | | | |
|------|--|----------|
| i. | Director of the Institute | Chairman |
| ii. | Director General Medical Education | Member |
| iii. | Three Subject Experts nominated by Chairman of the society out of a panel recommended by the Director of the Institution | Member |
| iv. | Two Members, one belonging to the Scheduled Caste/ Scheduled Tribe and one from other Backward Caste not below to the rank of Assistant Professor/ Superintendent to be nominated by Government. | Member |

b) In case of Promotion

- | | | |
|-----|--|----------|
| i. | Director of the Institute | Chairman |
| ii. | Head of Department of the concerned speciality | Member |

Two Subject Experts nominated by Chairman of the society out of a panel recommended by the Director of the Institution

Two Members, one belonging to the Scheduled Caste/ Scheduled Tribe and one from other Backward Caste not below to the rank of Assistant Professor/ Superintendent to be nominated by Government.

28 (2) The qualifications for all faculty posts will be as per MCI norms.

28 (3) The source of recruitment will be direct for all posts created for the first time in the Institute. All subsequent recruitment/promotion will be as per rules

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वरिष्ठ सहायक

कार्यालय डिप्टी रजिस्ट्रार

कानून सेवा आडवीज तथा चिटस

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of Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow, after suitable parities and amendments notified by the State Government.

28 (4) The Selection committee shall recommended suitable candidates for each post and shall arrange their names in order of merit for obtaining approval of Chairman. All appointment orders will be issued by the Director.

Provided that in case of the disagreement of the Chairman with the recommendation of selection committee the matter will be referred to the Board and decision of the Board shall be final.

Other Appointments

29 Appointments and promotions to all other posts will be made as per the rules and regulations of Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow.

Other Legal Provisos

Power to make Regulations

30. Subject to the provision herein contained the Board may frame regulations to regulate its business and ensure smooth functioning in the various spheres of its activities and functions and business of various committee constituted under these rules or appointed under these rules and may also amend, alter or rescind any regulation so framed.

30(1) Till such time as such regulations of the Institute are framed, the Regulations and the relevant orders of the State Government as followed in SGPGIMS, Lucknow shall be applicable.

Delegation of powers by Board

31. The Board may delegate to a committee constituted or appointed under these rules, or to the Chairman or Vice Chairman or to the Member Secretary such of its power for the conduct of its business as it may deem fit.

Contracts

32. Except as may be otherwise provided in the Bye-Laws of the Society, all contracts and assurances for and on behalf of the Society shall be expressed to be made in the name of the Society and shall be under the seal of the Society. All such contracts and assurances shall be signed by the Director.

सत्य प्रतालाप

वरिष्ठ सहायक
कार्यालय डिप्टी रजिस्ट्रार
फार्म सार्वजनिक तथा विद्वान
सत्य प्रतालाप

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Bar on contracts with members

33. No contract for the Sale, purchase or supply of any goods or material shall be made for and on behalf of the Society with any member of the Society or the Board or his relative or firm in which such Member or his relative is a partner or share-holder or with any other partner or share-holder of a firm or a private company in which the member is a partner or director.

Suit or proceeding

34. The society may sue or be sued through its Director.

Modification of the objects of the Society

35. Subject to the prior approval of the State Government, the Society may amend any object or objects for which it is established in accordance with the procedure prescribed therefore by the Act.

Amendment of rules

36. These rules made by the Society hereafter may be amended, altered or cancelled at any time with the prior approval of the State Government by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose.

(प्रमुख सचिव)
स्वास्थ्य एवं परिवार कल्याण
विभाग, उ०प्र०शासन या उनके
द्वारा नामित प्रतिनिधि।

(प्रमुख सचिव)
चिकित्सा शिक्षा विभाग,
उ०प्र०शासन।

(प्रमुख सचिव)
वित्त विभाग,
उ०प्र०शासन या उनके द्वारा
नामित प्रतिनिधि।

(महानिदेशक)
चिकित्सा शिक्षा एवं प्रशिक्षण
उ०प्र०, लखनऊ।

(प्रमुख सचिव)
महिला एवं बाल विकास
विभाग, उ०प्र०शासन।

(मुख्य सचिव)
उत्तर प्रदेश शासन।

सत्य नारायण

वरिष्ठ सहायक
कार्यालय सिव्ही रजिस्ट्रार
फर्म्स सोसाइटीज तथा सिव्ही
लखनऊ, लखनऊ



BYE-LAWS OF SUPER SPECIALITY CANCER INSTITUTE AND HOSPITAL, LUCKNOW

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BYE-LAWS OF SUPER SPECIALITY CANCER INSTITUTE AND HOSPITAL, LUCKNOW
Preliminary
1. The name of the Society shall be Super Speciality Cancer Institute and Hospital Society, Lucknow.
2. The area of operation of the Society shall be the state of Uttar Pradesh.
3. The registered office of the Society shall be as notified by the State Government.
4. In these rules, unless the context otherwise requires:-
a) 'Act' means the Societies Registrations Act, 1860 (Act No. XXI of (1860)
b) 'Academic Committee' means the Academic Committee of the Institute.
c) 'Board' means the Board of Governors' of Super Speciality Cancer Institute and Hospital Society, Lucknow, Uttar Pradesh Constituted hereunder;
d) 'Chairman' means the Chairman of the Society and 'Board if Super Speciality Cancer Institute and Hospital Society, Lucknow;
e) 'Citizen of India' means a person who is of who is deemed to be a citizen of India under Part II of the constitution of India.
f) 'Institute' means the Super Speciality Cancer Institute and Hospital Lucknow;
g) 'Commissioner' means the commissioner of Division in which Society is situated.
h) Constitution means the constitution of India.
i) 'Director' means the Director of the Society of Super Speciality Cancer Institute and Hospital Society, Lucknow
j) 'Governor' means Governor of Uttar Pradesh.
k) 'High Level Purchase' committee means the High Level Purchase committee of the Society here under'.
l) 'Minister' means the minister of the Medical Education of Uttar Pradesh appointed by Governor.
m) 'Member Secretary' means the Member Secretary of Society and the Board.
n) 'Purchase Committee' means the Purchase committee of the Society constituted under the rules hereunder;
o) 'Secretary' means the secretary of Department of Medical Education of Uttar Pradesh;
p) 'State' means the State of Uttar Pradesh.
q) 'State Government' means the Government of Uttar Pradesh.
r) 'Society' means Super Speciality Cancer Institute and Hospital Society, Lucknow;
s) 'University' means the University to which Institute is affiliated to;
t) 'Vice Chairman' means the Vice Chairman of the Society of the Super Speciality Cancer Institute and Hospital Society, Lucknow, Uttar Pradesh and the Board thereof.
u) 'Retired Judge' means A Judge of High Court of Allahabad/ Lucknow Bench.
Aims & Objectives
5. The Objects of the Institute shall be:-
(a) to create a centre of excellence for providing medical care, educational and research facilities of high order in the field of oncology and such other sub- and super-specialities, as may emerge in future in the field of oncology including continuing medical education;
(b) to develop patterns of teaching in post- graduate medical education in oncology related specialities and super specialities so as to set a high standard of medical education;
(c) to provide for training in para-medical and allied fields, particularly in relation to oncology.
Constitution of the Society:
6. The Society shall consist of all the members of the Board.
7. The Society may delegate all or any of its power to its Board or to any of the Committee or Committees constituted by it.
8. The Society shall be open to person of either sex and of whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting students or in appointing members,

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teachers and workers or in any other connection whatsoever.
9(a) The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein particulars including his qualification, occupation and address. No person shall be deemed to be a member unless he signed the roll as aforesaid.
9(b) If, a member of the Society Changes his address he may notify his new address in the roll of members but if he fails to notify the new address the address recorded in the roll of members shall be deemed to be his correct address.
9(c) The Board shall be the Governing Body of the Society and the general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.
10. The Board of Governors shall be composed of:-
Chief Secretary, Government of Uttar Pradesh - Chairman
Principal Secretary, Medical Education Department, Govt of Uttar Pradesh - Vice Chairman
Director of the Institute - Member-Secretary
Principal Secretary or his representative not below the level of Secretary, Finance, Govt of Uttar Pradesh - Member
Principal Secretary or his representative not below the level of Secretary, Health and Family Welfare, Govt of Uttar Pradesh - Member
Principal Secretary or his representative not below the level of Secretary, Women and Child Development, Govt of Uttar Pradesh - Member
Director General of Medical Education, Uttar Pradesh - Member
Two eminent Cancer specialists of national repute nominated by the DGME, Uttar Pradesh - Member
One eminent medical administrators who have held the post of Vice Chancellor or Director in a medical institution, nominated by the State Government - Member
Three eminent member of Civil society, nominated by the State government - Member
11. The term of office of the non-ex-officio members in the Boards shall be <i>three</i> years, which may be further extended for two years subject to majority decision of the Board of Governors or such direction as issued by the State Government.
12. A member of the Board, other than the ex-officio member shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (Other than the Director) accepts a full time appointment in the society or if he does not attend three consecutive meetings of the Board without taking leave from the Chairman. An ex-officio member shall cease to be a member of the Board on relinquishing the charge of the post by virtue of which he was member. The successor on the post shall automatically become the member of the Board.
Resignation of members
13. A member other than ex-officio-member may resign office by a letter addressed to the chairman and such resignation shall take effect the date it is accepted by the Chairman.
14. Any vacancy in the Board, other than those of the ex-officio members, shall be filled in by nomination.
15. No Act or proceedings of the Board shall be invalid merely by reason of an existence of any vacancy or of irregularity in appointment or nominations of any of its members.
Meetings of the Board

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16(1) The society shall ordinarily meet once a year before the end of March and the Board shall meet at least once in every six months. <i>Provided that Chairman may, whenever he thinks fit, and shall on the written requisition of not less than three members of Society or Board, as the case may be, call a special meeting of the society.</i>
16(2) Every meeting of the Society of the Board shall be presided over by the Chairman, or in his absence, by the Vice Chairman.
16(3) Every meeting of the Society of the Board shall be convened, and its minutes recorded and issued by the Director of the Institute. <i>Provided that the minutes along with any amendments suggested shall be placed for confirmation at next meeting of the Society or Board, as the case may be, and after the minutes are confirmed and signed by the Chairman, they shall be recorded in the Minutes books.</i>
16(4) The agenda of the meeting of the Society or Board, as the case may be, may be, shall be circulated among the members at least fourteen days before the meeting. <i>Provided that any business which it may be necessary for the Society or the Board, as the case may be, to perform its duties, except such as may be placed before its meetings, may also be carried out by circulation among all its members and a resolution so circulated and approved by the members shall be as effective and binding as resolution passed under ordinary circumstances.</i>
16(5) At least one third of the total number of members but not less than three members of the Society or of the Board, as the case may be, shall constitute the quorum at their respective meeting; <i>Provided that if a meeting adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting.</i>
Powers and functions of the Governing body
17(1) The Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute.
17(2) The Power of the Governing Body shall be to:
(a) Take steps for the implementation of the decisions of the Institute, or the State government, on questions of policy relating to the administration of the affairs and working of the Institute;
(b) Institute courses of study at the institute and take decisions of the advice of the Academic Board on all academic matters including matters relating to the examinations conducted by the Institute;
(c) Hold and control the property and funds of the Institute;
(d) Acquire or transfer any movable or immovable property on behalf of the Institute;
(e) Recommend the creation or abolishing of posts of teachers and other employees of the Institute to the State Government;
(f) To take all such actions as are deemed necessary or essential for the smooth and efficient running of the institute or for maintaining the standard of Education/academics or for providing decent health care;
(g) Manage and regulate the finances, accounts, investments property, business and all other administrative affairs of the Institute and for that purpose appoint such agent as it may think fit.
(h) Enter into, vary, carry out and cancel contracts on behalf of the institute.
(i) Regulate and determine all other matters concerning the Institute in accordance with the provisions of these byelaws, and the directions issued by the State Government.
Powers and duties of the Chairman

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18(1) The Chairman shall give general guidance and take steps for the achievement and promotion of objectives of the Society and for the organization and maintenance of the Society.
18(2) The Chairman shall exercise such powers as may be delegated to him by the Board.
18(3) All orders of the Chairman Shall be communicated to the Member Secretary of the Society under the signature of Vice-Chairman. Any order not bearing the signature of the Vice-Chairman shall not be deemed to be an order of the Chairman.
Powers and duties of the Vice- Chairman
19(1) The Vice-Chairman shall exercise all the powers of Chairman in the absence of the Chairman.
19(2) He shall exercise such powers and perform such duties as may be assigned or delegated to him by Board/Chairman.
19(3) He shall put up to Chairman Matters requiring the approval of Chairman along with his recommendations. No proposal/matter shall be put up to Chairman without the recommendation of the Vice-Chairman.
Powers and functions of the Director
20(1) The Director shall be the Member Secretary of the Board and Society, and in this capacity, the Director shall be responsible for implementing the decisions of this Board. The Director shall, with the approval of the Chairman, issue notices for, and convene, meeting of the Board and prepare Agenda for such meeting and maintain minutes of the meeting and other related records.
20(2) The Director shall function as the Chief Executive Officer of the Society and as such be responsible for all its academic affairs.
20(3) The Director will be the administrative head of the Institute, including Associated Hospitals, and be over all responsible for working of Institute including financial and administrative matters.
20(4) The Director shall be responsible for incurring such expenditure as is authorized by the Board, either through Budget or otherwise. In the case of purchases falling in the category of medical equipment, the Director shall have the powers of approval of purchase till Rs.1,00,000/-, finalized as per procedure prescribed in the financial handbook of the state Government. The Finance Controller shall be responsible for presenting the Budget and statement of accounts of the Institute after approval of Director. He shall have powers, with specific approval of the Board, to open accounts in any Nationalized Bank. He may with approval of the Board, delegate the powers to sign cheques to other officers of the Society.
20(5) The Director shall have and shall exercise all powers relating to discipline and disciplinary matters in respect of the employees of the Society. He shall also have power to discipline and take disciplinary action in relation to student/ residents of the institute.
20(6) The Director shall have the power to sanction refundable and non-Refundable payment where ever due to the employees of the Institute Including benefits on retirement.

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20(7) The Director shall issue appointment letter for teaching staff of the Society to the post of Professor, Associate Professor/ Assistant Professor / Lecturer after taking approval as prescribed by the State Government.
20(8) The Director shall be the appointing authority of all class II, Class III & IV Class.
20(9) The Director shall appoint and promote against sanctioned post of class III & IV class and all categories of residents in accordance with procedure prescribed.
20(10) The Director shall invite tender and enter into contract with any party on behalf of the Society subject to budgetary provision, for the supply of equipment, chemicals, consumables, drugs and provisions as per procedure prescribed.
20(11) The Director shall sanction distribution of budget approved by the Board of Governors and create funds as Hospital Revolving Funds (HRF) under various items of expenditure after taking specific approvals from the Board.
20(12) The Director shall accept Security Bonds in the case of employees who have to furnish security.
20(13) The Director shall enter into various agreements on behalf of the Society wherever necessary as per directions of Board.
20(14) The Director shall hold meeting of the Academic Committee to evolve a syllabus and curriculum, in accordance with Medical Council of India, National Board of Examinations or such other bodies for Under-Graduate and Post Graduate Courses, as may be necessary.
20(15) The Director shall hold examination for under-graduate and Post-Graduate students both internal (terminal) and University examination as per requirement of Medical Council of India. The Director shall organize internship training program in accordance with requirements of Medical Council of India.
20(16) The Director shall be responsible to conduct and manage all legal matters of the Society. He shall represent the Society in all legal matters.
20(17) The Director will exercise his/her powers subject to overall control and superintendence of the Board/Chairman.
20(18) The Director shall ensure that all such decisions taken by the Institute , or any of its bodies, that have any financial implication to be borne out of the budgetary resources of the Institute as provided by the State government or otherwise, shall be taken with the prior approval of the State Government.
20(19) The Institute will aim to be a Deemed University under the provisions of the UGC ACT through due legislative process.
Purchase Committee—

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21. There shall be a Purchase Committee, chaired by the Director of the Institute and duly constituted by the State Government, for the purpose of approving all purchases made above Rs. 1,00,000/- and finalized through the tender route.

Provided that all purchases above value of Rs. 50,00,000/- shall be approved by the Governing Body, on the recommendations of a High Level Purchase Committee duly constituted by the state Government for this purpose, and chaired by the Vice Chairman of the Society.

Provided that in the case of purchases falling in the category of medical equipment, the list of equipments to be purchased will be as per approved list issued by the State Government at the commencement of the financial year, based on the recommendations of the Institute.

Provided further that purchases shall not include the purchase of equipment that quite any manner of civil construction; in such cases where the equipment is recommended to be purchased as a turnkey project, specific approval for the same shall be taken from the State Government.

Provided that Purchases made on the rate contract of Director Industries/ DGS & D or any other body of state Government or Central Government, as the case may be, shall also require the recommendation of the Director, Purchase Committee or High Level Purchase Committee, as the case may be.

Academic Committee

22(1) There shall be an Academic Committee for the Institute, which shall consist of:-

The Director - Chairman

All Head of teaching Departments - Members

Dean (Academic) or any officer nominated by Director - Member

Executive Registrar - Member Secretary

22(2) The Academic committee shall perform the following functions:-

a) To prepare and to recommend changes in curricula and syllabi for the courses of study for the various departments and send necessary recommendations through the college to the university to which it is affiliated.

b) To make arrangement for the conduct of all internal examinations and work associated with the same, as well as the work associated with the university Examination, as and when assigned by the university to the college.

c) To appoint Board of Studies, Advisory Committees or Expert Committees for the department of college to make recommendations on academic matters in connection with the establishment and working of the departments and to depute the concerned Head of the Department to act as the convener of such Committee/board of studies.

d) To appoint Sub- Committees from amongst the members of the Academic Committee, other teachers of the college and expert from outside on such specific matters as may be referred to Sub- Committee by the Academic Committee.

e) To consider the recommendation of the Advisory Committee, Expert Committee or other Sub- Committees and take such action as circumstances of each may require including making of suitable recommendations to the Board.

f) To make periodical review of the activities of the departments and if necessary, make suitable recommendations to the board;

g) To advise on the working of Library, laboratories, seminar rooms and other academic facilities;

h) To promote research within the college and require reports on such research from the persons engaged

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thereon.
i) Advise on general policy to be followed in respect of consultation work to be done by academic staff.
j) To provide for the inspection of classes, Laboratories library and discipline therein and submit reports thereof to the board;
k) To award stipends, scholarship free-ship, medals and prizes etcetera according to the conditions attracted to the awards;
22(3) The Academic Committee shall meet as often as necessary as but less than two times during calendar year.
22(4) Meeting of the Academic Committee shall be convened by the member secretary of the committee either on his own initiative or on the direction of Director or on a requisition signed by not less than three members of the Academic Committee.
22(5) Half of the total number of the members of the Academic Committee shall form the quorum for the meeting of the Academic Committee.
22(6) A written notice of every meeting together with the agenda shall be circulated by the member Secretary to the member of the Academic Committee at least once week before the meeting. The Chairman of the Academic committee may permit inclusion of any item on the agenda for which due notice could not be given.
22(7) Notwithstanding anything contained in 22 (6), the Chairman may call an emergent meeting of the Academic Committee at short notice to consider urgent or special issues.
22(8) The ruling of the Chairman of the Academic committee in regard to all questions shall be final.
22(9) The minutes of the proceedings of the Academic committee shall be drawn up by the member secretary and circulated amongst all members present in India. <i>Provided that any such minutes shall not be circulated if the Academic committee considers that such circulation is prejudicial to the interest of the Society.</i>
22(10) The Academic Committee shall make such recommendations as is necessary for the Institute Research and Ethics Committee by the Society.
Finance Committee
23(1) The Finance Committee of the Institute shall consist of:-
Vice Chairperson Chairperson (If nominee or Nominee not below Spl. Secretary attends the meeting Director will be Chairperson)
Director General Medical Education - Member
Director - Member
Principal Secretary, Finance Department or nominee, Member not below the rank of Spl. Secretary -Member
Finance Controller/Officer of the Society - Member
Finance Officer SGPGIMS or his absence, the Joint Director Material Management, SGPGIMS - Member
Chief Medical Superintendent
Faculty in Charge (Research) of the Institute - Member
Heads of Department of Medical Oncology, Radiation Oncology And Surgical Oncology (if not included as members already) - Member

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23(2) The Finance Committee shall:-
a) Examine scrutinize and consider the annual budget of the society prepared by the Finance Controller of the Society and make recommendations to the Board.
b) Give its view and make its recommendation to the Board either on any financial question affecting the Society.
c) Exercise such financial power as is delegated by the Board.
Audit and Accounts
24. The Finance Committee shall provide that the annual accounts shall be audited by the Examiner, Local Fund Account or by any person authorized by this behalf and any expenditure incurred in connection with such audit at such rate , as may be determined by the Examiner Local Fund Account, shall be payable to the Examiner Local Fund Account, provided that the accounts shall always be open to audit by Controller and Auditor General of India or his representative on such terms and conditions as the latter may authorize.
25. There shall be a Services Monitoring Committee under the Chairmanship of the Director and duly constituted by the State Government for the purpose of monitoring the performance and outcomes of all the service contracts entered into by the Institute.
<i>Provided that the Services Monitoring Committee shall submit its report at every meeting of the Governing Board.</i>
Terms and conditions of employees of Society
26. NOTWITHSTANDING anything to the contrary contained in these rules, the service conditions and pay scales of all employees of Institute of the society will by the same as those laid down from time to time by State Government for state government employees of the same level.
Selection Procedure for the post of Director:-
27(1). The Director shall be appointed by means of direct recruitment by the State Government on the recommendation of a committee consisting of the following members, namely:-
Chief Secretary, UP Govt. - Chairperson
Principal Secretary / Secretary, Medical Education - Member
The Director General, Medical Education and Training. - Member
Three eminent persons, of which two shall be eminent cancer experts, nominated by the Chairman. - Advisor
27(2). Where a vacancy in the office of Director occurs & its cannot be conveniently and expeditiously filled in accordance with the provision of sub section 27 (1) above or there is any other emergency, the Chairman may appoint any suitable person to be the Director and may, from time to time, extend the term of an appointment under this sub-section, so, however, that the total term of such appointment, including the term fixed in the original order, does not exceed one year.
27(3) The conditions of service of the Director, including salary, allowances, leave, pensions and provident fund, admissible to him, shall be such as may be prescribed and until so prescribed shall be determined by the

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State Government.
27(4) If in the opinion of the Chairman, the Director willfully omits or refuses to carry out the provisions of this Bye-Laws or abuses the powers vested in him or if it otherwise appears to the Chairman that the continuance of the Director in Office is detrimental to the interest of the Institute, the Chairman may, after giving notice and making such inquiry as he deems proper, by order, remove the Director.
27(5) During the pendency or in contemplation, of any inquiry referred to in sub-section 27(4), the Chairman may order that till further orders-
a) That such Director shall refrain from performing the functions of the office of Director, but shall continue to get the emoluments to which he was otherwise entitled under sub-section "D".
b) The functions of the office of the Director shall be performed by the person specified in the order.
27(6) Appointment order for the post of Director will be issued by the Vice Chairman.
27(7) The Director of the Institute will hold office for a period of 05 years.
27(8) The qualifications of the Director of the Institute will be as prescribed by the Medical Council of India from time to time. He shall be a person of eminent medical and administrative experience.
Selection Committees for Faculty
28(1) There shall be a Selection Committee for the post of faculty, which shall be as under:-
a) In case of Direct Recruitment
i. Director of the Institute - Chairman
ii. Director General Medical Education - Member
iii. Three Subject Experts nominated by Chairman of the society out of a panel recommended by the Director of the Institution - Member
iv. Two Member, one belonging to the Scheduled Caste / Scheduled Tribe and one from other Backward Caste not below to the rank of Assistant Professor/ Superintendent to be nominated by Government. - Member
b) In case of Promotion
i. Director of the Institute - Chairman
ii. Head of Department of the concerned speciality - Member
iii.
28 (2) The qualification for all faculty posts will be as per MCI norms.
28 (3) The source of recruitment will be direct for all posts created for the first time in the institute. All subsequent recruitment/promotion will be as per rules of Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow, after suitable parities and amendments notified by me State Government.
28 (4) The Selection committee shall recommended suitable candidates for each post and shall arrange their names in order of merit for Obtaining approval of Chairman. All appointment orders will be issued by the Director.
<i>Provided that in case of the disagreement of the Chairman with the recommendation of selection committee the matter will be referred to the Board and decision of the Board shall be final.</i>
Other Appointments

BYE-LAWS OF SUPER SPECIALITY CANCER INSTITUTE AND HOSPITAL, LUCKNOW

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29. Appointments and promotions to all other post will be made as per the rules and regulation of Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow.

Other Legal Provisos

Power to make Regulations

30. Subject to the provision herein contained the Board may frame regulations to regulate its business and ensure smooth functioning in the various spheres of its activities and functions and business of various committee constituted under these rules or appointed under these rules and may also amends, alter or rescind any regulation so framed.

30 (1) Till such time as such regulations of the institute are framed, the Regulations and the relevant orders of the State Government as followed in SGPGIMS, Lucknow shall be applicable.

Delegation of power by Board

31. The Board may delegate to a committee constituted or appointed under those rules or to the Chairman or Vice Chairman or to the Member Secretary such of it power for the conduct of its business as it may deem fit.

Contracts

32. Except as may be otherwise provided in the Bye-Laws of the Society, all contracts and assurances for and on behalf of the Society shall be expressed to be made in the name of the Society and shall be under the seal of the Society. All such contracts and assurances shall be signed by the Director.

Bar on contract with members

33. No contract for the Sale, purchase or supply of any goods or material shall be made for and on behalf of the Society with any member of the Society or the Board or his relative or firm in which such Member or his relative is a partner or share- holder or with any other partner or share-holder of a firm or a private company in which the member is a partner or director.

Suit or proceeding

34. The society may sue or be sued through its Director.

Modification of the objects of the Society

35. Subject to the prior approval of the State Government, the Society may amend any object or objects for which it is established in accordance with the procedure prescribed therefore by the Act.

Amendment of rules

36. These rules made by the Society hereafter may be amended, altered or cancelled at any time with the prior approval of the State Government by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose