



॥ आयुषे सर्वलोकानाम् ॥

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कार्यालय: टी-19, पहली और दूसरी मंजिल, ब्लॉक-IV, धनवंतरी भवन,
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क्रमांक/Ref. No.-2024/MARB/General Matters

दिनांक/Date:06-03-2024

To,

The Principal/Dean/Director
All Colleges of Ayurveda, Unani, Siddha Systems of Medicine.

Subject: Guidelines for the Colleges and Teachers Regarding Relieving/Resignation from the College -reg.

Sir/Madam,

With reference to the subject mentioned above it is hereby informed that the MARBISM is in the receipt of several grievances from faculties expressing difficulties faced by them at the time of resigning from their institutions not issuing relieving order and experience certificate, retaining the faculty and uploading the name in part 1 even after completion of the notice period, relieving on a later date thus causing hinderance in joining another institution, non-payment of salary are the most common concerns.

Further, the matter was placed in the 81st Board Meeting of MARBISM held on 27-02-2024 and the board decided to issue the Guidelines for the Colleges and Teachers Regarding Relieving/Resignation from the College.

Therefore, you are hereby directed to go through the enclosed Guidelines for Relieving/Resignation of teachers from the College.

Enclosure- As above

Copy to: -

1. The Chairperson, National Commission for Indian System of Medicine, New Delhi-110026
2. Guard file

(Dr. Raghurama Bhatta U.)
President, Medical Assessment and Rating Board for Indian System of Medicine
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President, Medical Assessment and Rating Board for Indian System of Medicine
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Medical Assessment and Rating Board- ISM, NCISM

GUIDELINES FOR THE COLLEGES AND TEACHERS REGARDING RELIEVING/ RESIGNATION FROM THE COLLEGE

The Medical Assessment and Rating Board is regularly getting several grievance letters and from faculties expressing difficulties faced by them at the time of resigning from their institutions. Several disputes like non issuance of relieving order & experience certificate, retaining the faculty and uploading the name in part-1 even after completion of the notice period, relieving on a later date thus causing hinderance in joining another institution, non-payment of salary are the most common concerns. It is also observed that some Institutions and faculty fail to maintain a healthy relationship which in turn affects the standard of education and training.

Various guidelines have been issued by the erstwhile CCIM from time to time but still such disputes/grievances are increasing day by day. Accordingly, the matter was placed in the 81st Board Meeting of MARBISM held on 27-02-2024 and Board decided to issue the Guidelines for the Colleges and Teachers Regarding Relieving/Resignation from the College and to direct all institutions and faculties to follow the guidelines issued by the Medical Assessment and Rating Board-ISM, NCISM from time to time regarding the procedure to be followed for appointment and relieving of a faculty.

Basic Procedure to be followed for appointment and relieving:

- A. The appointment order shall be given in response to the application of the faculty for the said post after completion of the formal recruitment procedures.
- B. In the appointment order the following information shall be mandatorily mentioned viz.,
 - i. Full Name and designation of the teacher on the date of appointment.
 - ii. Permanent and current residential address of the teacher on the date of appointment.
 - iii. Nature of appointment is regular/temporary/contractual/permanent.
 - iv. Probation period, if applicable
 - v. Details of salary including mode of payment/pay level
 - vi. Provision of EPF/CPF/NPS
 - vii. Amenities provided- quarters, transportation etc. as applicable
 - viii. Notice period for resignation/relieving from the institution on co-terminus basis.
- C. The faculty willing to resign from the college shall submit the resignation letter in advance as per the terms mentioned in the appointment order. The faculty will have an option to make application online and can login with user name & password provided to him for resignation from his/her respective institution. The said application for resignation will be forwarded online to the concerned college for necessary disposal but only with the option to agree with the request of teacher within 30 days or such number of days as per the terms of appointment order whichever is lesser.
- D. If the institution did not act on the application the faculty will be relieved automatically from the college online as per the notice period mentioned in the OTMS profile or on completion of three months from the date of submission the resignation online whichever is lesser. The faculty may withdraw his/her application for relieving from the institution

with mutual consent with the institution at any time within 30 days or such number of days as per the terms of appointment order whichever is lesser.

- E. The commencing date of notice period will be reckoned from the date of submission of online application for relieving by the faculty.
- F. The relieving of the faculty will be monitored online and will not be intervened by NCISM.
- G. NCISM will not take any responsibility and will not take any action on this resignation application as the said application will only be treated as updation of the records of teacher.
- H. The faculty/institution may take a print / hard copy of the said online application for their records.
- I. Faculty will receive mail form NCISM confirming the delinking from the institution as per the notice period or on completion of three months from the date of submission of resignation online whichever is lesser.
- J. Institution should not retain the faculty after he/she gets delinked from the institution online and he/she shall no more be considered as teacher in that institution and college must issue the relieving order and experience certificate latest with effect from the day of delinking online failing to which disciplinary action will be initiated against the college as per law.
- K. Faculty has the option of submitting the mail received by NCISM regarding delinking from the previous institution and this document is considered as relieving order in case the institution has not issued the same.
- L. No other mode of relieving / resignation will be considered by NCISM.
- M. As far as Govt. colleges are concerned, the concerned norms of the government may be followed for relieving the faculty.

Therefore, in view of the above, any dispute between faculty and the institution regarding non issuance of relieving or experience certificate, certificate of "No dues", salary matters etc, shall be amicably settled by the faculty and institution themselves within the stipulated period as mentioned above.

Further it is to be noted that NCISM will not entertain any grievance either from the institution or from the faculty in the above service matters and no action will be taken by NCISM on the online application for resignation submitted by the faculty as the same is a matter of record in view of NCISM.

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06/03

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