

MGM/NBHV/002/2019/

01/01/2019

APPOINTMENT ORDER NO. 002 / 2019

To
Somaraju Sri Ramya
Emp. No. N2899

Sub: Appointment for the post of Staff Nurse

We are pleased to appoint you as "Staff Nurse" in MGM New Bombay Hospital, Vashi, w. e. f. **01/01/2019** on consolidated salary of **Rs.20,000/-** per month. Your remuneration package is subject to any taxes or other deductions as per Government regulations.

- 1. Probation :**
 - i) You will be on probation for a period of 1 year from the date of your joining duty. Upon successful completion of the probation period and subsequent performance evaluation, your position may be confirmed. Unless confirmed in writing, you will continue to be a probationer.
 - ii) Based on your performance during the probation period, the company reserves the right to reduce / dispense with or extend the probationary period at its sole discretion or terminate your services with immediate effect, without giving any notice or assigning any reasons.
- 2. Security Deposit:** You will be required to give a security deposit of one month's pay in two instalments which will be refundable at the time of leaving service from this hospital by giving three month notice. In case you leave the organisation without giving three month notice, the security deposit will be forfeited and in addition two and half months salary will have to be paid as a penalty.
- 3. Duties:** You will be required to attend your duties as and when required at timings in any shifts, which may be assigned to you as per the requirement of the organisation. It should not be presumed that the scope of your duties is circumscribed or limited by your designation and it should be clearly understood that we reserve to ourselves the absolute right to allot you any type of duties whatsoever, consistent with the organisational requirement based on your skill & competence.
- 4. Place of Work and Transfer:** At present you will work at MGM New Bombay Hospital and report to HOD. However, please note that your services are liable to be transferred/rotated to any other department of the hospital. In such cases you will be governed by rules and terms & conditions applicable to that particular department. Your services are transferable to any of the institutions run by the M.G.M in or outside the state of Maharashtra.
- 5. Medical Examination:** Your appointment & continuation is subject to medical (Physical & Mental) fitness.

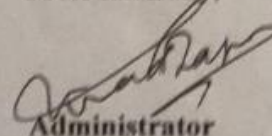
...2/-

- 6. Other Work Employment:** Your position is a Full Time Employment with the hospital and you will not take up any other work for remuneration, part time or otherwise, without prior permission from the Management. You will not work without the written permission of the hospital elsewhere with or without recommendation in your spare time in any capacity whatsoever. In case any of attachment like own clinic or any honorary work you will need to fill up declaration form.
- 7. Hospital Property :** You shall be responsible for the safekeeping and good condition of the hospital property, which may be in your use/custody/care or charge. Hospital reserves the right to deduct the money value of all such items from your salary and or can take such action as it deems proper in the event of your failure to account for them to the satisfaction of the hospital.
- 8. Education:** In the event you describe to take any educational course it shall be binding on you to inform the hospital regarding the same in writing, and obtain written permission for the same.
- 9. Termination:** The appointment is also based on the details provided by you in your resume and information provided by you during various discussions with you. If at anytime, any information or detail given by you is found incorrect or suppressed or false, or you are found to have been convicted for or indulged in criminal, subversive or immoral activities, would liable for termination without notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary for such termination.
- 10.** You will work towards fulfilment of Vision, Mission & Objectives of the Institute and follow the Code of conduct.

Welcome you to the organisation and sincerely hope that your period of service will be long, pleasant and mutually beneficial.

If the above terms and conditions are acceptable to you, Please sign the duplicate of this letter as a token of acceptance.

Yours faithfully,



Administrator

Acceptance (Signature) :

Date :

December 01, 2018

Ref.: LH/HRD/4943/2018

Ms. Sonia Mathai Thannikottu
Room No- B/5A,
Kurud Mahal Chawl,
Mohili Village,
Sakinaka S.O,
Mumbai-400072

Subject : APPOINTMENT LETTER.

Dear Ms. Sonia,

Our motto at Lilavati Hospital & Research Centre is
"More Than Health Care - Human Care"

Our priorities are to serve the patient, their relatives and friends.

Human care is to be provided by giving quick, precise, clean and cheerful service: with striving for their maximum physical and emotional satisfaction.

With reference to your application and in pursuant to the interview you had with us, we are pleased to appoint you as a **"Staff Nurse"** in the grade **N4** at our Hospital with effect from **December 01, 2018** on the following terms and conditions:

1. Your appointment is subject to medical fitness. It may be necessary to periodically carry out medical checkup and special blood test to monitor your health.
2. You will receive a Basic pay of Rs.6945/- p.m. in the grade 6825-60-7125-65-7450-70-7800-75-8175-80-8575-85-9000-90-9450-95-9925-100-10425-105-10950-110-11500.

The detailed compensation package is as mentioned in the Annexure attached herewith.

Contd2



More than Health Care, Human Care



LILAVATI HOSPITAL
AND RESEARCH CENTRE

REF: LH/HRD/004943/2019

March 27, 2019

Ms. Sonia Mathai Thannikottu,
Room No- B/5A,
Kurud Mahal Chawl,
Mohili Village,
Sakinaka S.O,
Mumbai-400072

SUB: CONFIRMATION.

Dear Ms. Sonia,

This has reference to our appointment letter dated December 01, 2018. We are pleased to inform you that your services stand confirmed with effect from March 01, 2019.

Rest of the terms & conditions remains the same, as per your appointment letter.

We trust you will discharge your responsibilities diligently and to the entire satisfaction of the Management.

WE WISH YOU ALL THE BEST.

With Best wishes,
FOR LILAVATI HOSPITAL & RESEARCH CENTRE

APOORVA PRABHU
MANAGER – HR



More than Health Care, Human Care

Ref. No: SHCIPL/HR/OL /01-19

Date: 24.01.2019

To,
Mr. Sanjay Vyas
H-401, Nandanvan Complex,
Phase – 2, Plot No. A-7,
Mumbai Pune Highway,
Panvel - 410206.

Sub: OFFER LETTER

Dear Mr. Sanjay,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Staff Nurse"** in the department of **"Nursing"** in our organization on the terms and conditions discussed and mutually agreed upon. You are requested to join on or before **"01st February 2019"** or else this offer letter would stand null and void.

You will be reporting to **"Vice President - Nursing"** or whomsoever she designates. You will receive the appointment letter with salary break-up once you complete your joining formalities with all the relevant documents.

You will be on a probation period of six months from your date of joining and your contribution & performance during this period will be a key assessment tool for your confirmation. During your probation period you would be exposed to all departments & functions of the hospital and may be transferred to different departments as per need of the organization.

You are advised to report to HR dept. with the following documents:

1. Originals & a photocopy of all your testimonials including education and experience.
2. 6 color passport size photographs.



Suasth Health Care (India) Private Limited

Hospital Address: Plot No. 1, Sec-20, Roadpali, Opp. NM Police HQ, Kalamboli, Navi Mumbai - 410218. Phone: +91 8291957770 / 1
Registered Office: Plot No. X-1, 2 & 3, Block-EP, Sec-V, Salt Lake City, Kolkata - 700091. Phone: 033 40202020 Fax: 033 40202099
CIN - U85100WB2008PTC130971 | PAN - AAHCA5654L

3. Two photocopy of your PAN card (mandatory), driving license, passport, Aadhar Card or ration card along with originals for verification.
4. Salary slips for the last two months.
5. Relieving letter from your last organization.
6. Any other relevant certificates

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

We welcome you to Suasth Healthcare India Pvt. Ltd. and wish you all the best for your assignment with us.

With Best Wishes

For Suasth Healthcare India Pvt. Ltd.



NEERAJ KUMAR
VICE PRESIDENT – HR

Suasth Health Care (India) Private Limited

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Registered Office: Plot No. X-1, 2 & 3, Block-EP, Sec-V, Salt Lake City, Kolkata - 700091. Phone: 033 40202020 Fax: 033 40202099

CIN - U85100WB2008PTC130971 | PAN - AAHCA5654L

03rd October, 2016

JH/32240/740

Ms. Gauri Vivek Kadam
Bunlow No 7, Pushya CHS
Akshganga Complex,
Rabodi - 2 Thane (W)

APPOINTMENT LETTER

Dear Gauri,

We are pleased to appoint you into the service of the Hospital as **Non-Resident - Trainee Staff Nurse in Nursing Department** with effect from 03.10.2016, on fixed term contract for period of 3 months effective 03.10.2016, on following terms and conditions:

1) Compensation and Benefits:

- (a) During your training period you will be paid Stipend of **Rs.10,000/- per month**. You will not be entitled for any other allowances etc. whatsoever.
- (a) You will be on training period for a period of 3 months. If at the end of the Trainee period if Management decides to extend your training period further, you will be advised of this in writing. If no letter is issued, the Training period shall be deemed to have been come to an end automatically.

2) Hours of Work :

You will be required to follow specific hours of work, which would be the same as that have been established for other members of staff in the department. However, extension of your own hours of work will be dependent on the extent of your workload at any particular point in time and the need to meet deadlines, etc. From time to time it might be necessary, given the nature of your duties, for you to make your services available over weekends or even on public holidays and this appointment is made on this understanding.

3) Posting & Transfer:

- (a) Your place of work is at Mumbai. You may be called upon to work at any other location, place belonging to the Hospital in Mumbai city or Greater Mumbai without any extra remuneration or compensation whatsoever.
- (b) During the term of your training, you may be required by the Organisation to be transferred within and outside India, to any of its other offices or business unit or group entities either existing as of the Joining Date or which may come be set up in future. During the term of your training, you may also be required to travel within and outside India to perform your duties and obligations. Any transfer or postings as referred to above will be governed by the Organisation's Policy as may be prevailing from time to time.
- (c) While on such tours, you will be eligible for traveling expenses and other allowances according to the rules as per Hospital's Travel Policy of the time being in force.

4) Benefits and Leave:

- (a) You will be not be entitled to any benefits, privileges and leaves in accordance with the Organisation's Policy, during the Trainee period.
- (b) Initially and till further notice you will be subject to the general rules of conduct, discipline, leave, holidays, hours of work, etc. for your category that are prevailing in the Hospital may be brought into force from time to time.

- 5) **Notice Period :** Either the Organisation or you, by stating its/his/her intention to do so, in writing, may terminate this training arrangement, at any time, by serving a 15 days' notice period or 15 days stipend in lieu thereof during the trainee period. In the event of any misconduct or negligence or wilful default in the discharge of your duties or in the conduct of the Organisation's business, or such misdemeanour which is likely to affect, or affects the reputation of the Organisation or of any breach of the terms and conditions herein, the Organisation reserves its right to terminate your training at any given point of time, with immediate effect, without any compensation or notice.
- 6) **Indemnity :** You will indemnify the Organisation, its officers, trustees employees, agents, advisors, representatives and group entities from all losses and expenses incurred in connection with or arising out of any (i) acts of omissions while performing your duties, or (ii) breach of any provisions of this letter, or (iii) breach of any provisions of the Organisation's Policy, or (iv) breach of applicable laws; or (v) loss of reputation of the Organisation arising out of or in connection with any of your direct or indirect acts or omissions.
- 7) **Confidentiality:** You will keep confidential during the term of your training and thereafter any information pertaining to the Organisation's business ("**Confidential Information**") which you or any such persons may acquire or be provided during the term of your training. You shall not use (directly/ indirectly) or disclose such Confidential Information nor permit any (intentionally or otherwise) such Confidential Information to be used or disclosed, except with the prior written consent of the Organisation. You will also maintain confidentiality in respect of all details and matters related to your compensation and will not share such information with the other employees of the Organisation unless specifically requested by the relevant authority in the Organisation.

8) **Undertaking:**

You Undertake that:

- (a) The Organisation may withhold information/documents of any nature provided by you, even after the terms of your training and may use such information for the conduct of its business in India and outside India. You further undertake that you shall not delegate or assign your obligations and rights under this letter to any third party.
- (b) All intellectual property rights and intellectual property materials of the Organisation shall be the exclusive property of the Organisation and you shall make no claims in respect thereof. If during the course of the performance your duties, you make or discover jointly or individually any intellectual property [the "**Works For Hire**"], you shall disclose and assign to the Organisation full details of all such intellectual property rights [including all present and future copyright and copyright revivals and extensions] together with the right to apply for and hold any trade marks in respect of such intellectual property rights which assignment shall take effect upon the creation of each of the intellectual property rights. You will assign to the Organisation (including present assignment of future rights) absolutely and free from all encumbrances all your right including moral rights, title and interest in any and all intellectual property rights together with all accrued rights of action in respect of any infringement of such intellectual property rights.
- (c) While in training you shall not engage yourself in any other employment or training or as part time or full time and shall exclusively devote your service to this organization. Except with the written consent of the undersigned, during the course of your contract you will not be directly or indirectly engaged, concerned or interested in any other trade, business or occupation whatsoever, which may, in the opinion of or the

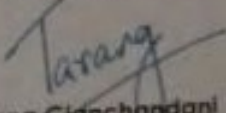
management, may be in competition with the organization or may preclude you from carrying out your duties effectively or which may be detrimental to the interest of the Hospital.

- 9) **Conduct and Discipline:** You shall at all times render high standards of services, ensure proper care and exercise independent professional judgement. You shall not, directly and indirectly, make any statement or become privy to any act, omission, practice or competition, which is harmful or is likely to be harmful to the interest of the Organisation. During your term of training with the Organisation you will be governed by the rules and regulations with respect to conduct and discipline and other matters as may be framed by the Organisation from time to time. You must comply with the 'Code of Conduct' and the Organisation's Policy and confirm periodically as and when required, the policy/procedures spell out in the 'Code of Conduct' and the Organisation's policy.
- 10) **Full time Training:** During the tenure of your training you shall devote the whole of your time and attention in carrying out your duties and obligations. You will not be engaged in, interested, employed or concerned with, whether directly or indirectly, in any other business or occupation of any kind whatsoever or offer your services with or without pay to any physical person, legal entity or public authority or be occupied in your own business, without the prior written permission of the Organisation.
- 11) **Return of Property:** Upon termination of your training with the Organisation, you will immediately return to the Organisation any and all equipment's, documents, correspondence and records which are in your possession. You shall also repay all amounts given by the Organisation to you by way of loans or advances. If you fail to comply with the provisions of this paragraph, the Organisation may withhold payment of your dues, if any, and/or take such other steps as may be appropriate, to recover such monies.
- 12) **Amendments:** All employees are governed by the Organisation's Policy and the Code of Conduct which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- 13) **Organisation's Decision:** If there is any disagreement between you and the Organisation in respect with any matters contained in this letter or arising out of or in connection with this letter, the decision of the Organisation will be final and binding on you.
- 14) **Representation:** You confirm that all statements made or particulars given in the course of your training application and thereafter, is true, correct and free of errors. Your appointment under this letter will be subject to review in case of any information/document or statement, given by you, is found to be incorrect or not to be true.
- 15) **Gift:**
You will not accept any gift/present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with our organization and if you are offered any, you should immediately report the same to the undersigned. Your failure in this respect or any deviation will be viewed seriously by the management and you shall be liable for stern actions.
- 16) **General:**
(a) Your appointment is conditional upon your being found medically fit by the Medical Practitioner of the Hospital.
- 10

- (b) You will be required to work in shifts. In case of exigencies of work, you shall have to attend on call duty, emergency duty beyond your normal working hours as and when required.
- (c) You will be required to carry out the duties assigned to you from time to time including any other duties connected with or incidental thereto.
- (d) Hospital reserves its right to add to, alter, amend or vary the foregoing terms and conditions as and when found necessary.
- (e) The Nurses agrees to indemnify, defend, and hold harmless JHRC from against all losses, damages or expenses of any kind, including reasonable legal fees and costs of litigation, those arising from claims which arise in whole or part from the negligence or misconduct of nurses in the provided accommodation.
- (f) JHRC shall not be liable for any of act of act required hereunder by reason of act of God fire, flood, or other natural disaster, or unforeseen event, malicious injury, strikes, lock-outs, or other labour troubles, riots, insurrection, war or other reason of like nature not the fault of the party in performing under this agreement.

Finally we would like to welcome you aboard and wish you every success with Jaslok Hospital.

Yours faithfully
For Jaslok Hospital & Research Centre

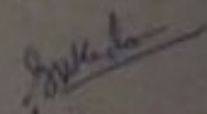

Dr. Tarang Gidanchandani

Chief Executive Officer

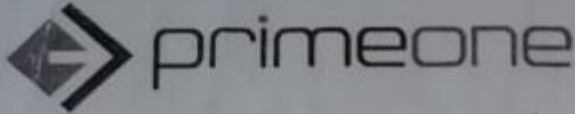
I have read the above terms and conditions and I accept the same.

Name: Ms. Gauri Vivek Kadam

Place: Mumbai

Signature: 

Date: 31/10/16



Date: 11-Jun-2019

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mrs/Ms. MAHIMA YADAV (TMC1600)** was employed with us & deputed at our client **TATA MEMORIAL CENTRE-PAREL** as a **STAFF NURSE** at **MUMBAI** location during the period **26-Nov-2018 to 30-Apr-2019**

We wish her all the best in her future endeavors.

For Primeone Work Force Pvt. Limited

(Authorized Signatory)



Primeone Workforce Private Limited
(An ISO 9001-2008 certified company)

R-47, Zone II, M. P. Nagar, Bhopal - 4620 11 (M.P.) Phone - 0755-4078444. Facsimile - 0755-4252888
E - Mail : care@primeoneindia.com. Website : www.primeoneindia.com