



MAHATMA GANDHI MISSION

Florence Nightingale Institute of Nursing Education

MGM General cum Super Specialty Hospital Campus, Plot No.46,
Sector-30, Vashi, Navi Mumbai-400705 | Tel: 022-2781 2435
Email :- mgmfnine@gmail.com | Website : www.mgmmumbai.ac.in

Ref: MGM/APT/FNINE/2021/ 242

Date:-21/12/2021

To,

Ms. Riya Biju
Kambiyil Riya Bhavan
Edakkidom, P.O. Chowalloor,
Kollam, Kerala, 691505.
Contact No. 9769400595
Email.Id: leenariya19@gmail.com

Sub :- Appointment to the post of **Clinical Instructor**

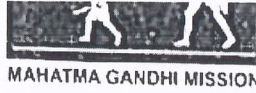
Dear Riya Biju

We have pleasure to inform you that you are appointed as **Clinical Instructor** on a Consolidated Salary of Rs.20,000/- (Rupees Twenty Thousand only). You will be responsible for the teaching learning activities of the nursing students and direct supervision of the concerned unit/ward/department/field. You will report to the Principal of MGM's Florence Nightingale Institute of Nursing Education and will work with the Institute and the Hospital personnel to give your best to achieve optimum student's learning and the best quality of patient care.

Your appointment is subject to the conditions mentioned below.

01. You will be on probation for a period of two years and it may be extended, at the discretion of the appointment authority by another year, if need be.
02. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
03. You will have to submit to the Principal, MGM FNINE, Vashi, Navi Mumbai, an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph, while reporting on duty.
04. Your services are transferable to any of the Institution run by the MGM in or outside Navi Mumbai.
05. During the period of probation, depending on your performance, your services may be terminated without assigning any reason or notice.




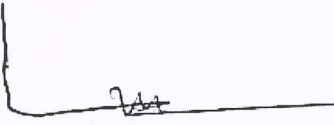


Florence Nightingale Institute of Nursing Education

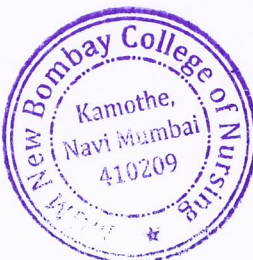
MGM General cum Super Specialty Hospital Campus, Plot No.46,
Sector-30, Vashi, Navi Mumbai-400705 | Tel: 022-2781 2435
Email :- mgmfaine@gmail.com | Website : www.mgmmumbai.ac.in

06. Your continuous unauthorized absence from the duty is gross misconduct and might lead to termination of your services, effective from the date from which you remain absent from duties.
07. Your services will be governed by the rules and the regulations framed by the Mahatma Gandhi Mission from time to time.
08. A sum equivalent to one Month's salary will be deducted from your salary in four equal installments and it will be kept as Security Deposit. This will be refunded to you on receipt of no dues certificate from all concerned departments at the end of the service period.
09. You will not normally, be allowed to avail any kind of leave in the first year of service except casual leave which could be availed by you after three months of your joining the service.
10. On your reporting for duties you will have to open an Account with Industrial Development Bank of India (IDBI) , CBD, Belapur, Navi Mumbai, and communicate the number to the Accountant to enable remittance of your salary to your account.
11. Your appointment is subject to your medical fitness. You will present yourself for a Medical examination on a date to be ascertained from the Medical Superintendent MGM Hospital, Kamothe.
12. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed, immediately to the Principal, MGM FNINE, Vashi and report for duty at Vashi.


Mrs. Rosamma Tomy
Principal
MGM's FNINE


Dr. S.N. Kadam
Director
MGM Trust

- Copy to:-
1. The Director, MGM Trust
 2. The Principal, MGM FNINE, Vashi, Navi Mumbai.(with the application for personal file)
 3. Accountant MGM FNINE, Vashi, Navi Mumbai.



 Joined the duty on 1-1-2022


APOLLO HOSPITALS ENTERPRISE LIMITED

CIN : L85110TN1979PLC008035



24th February, 2022

Ms. Priyansha Masih
Soris Nagar,
Dhamtari Chhattisgarh,
493773

Dear Ms. Priyansha Masih,

"Welcome to the Apollo Family"

Reference your application and the subsequent discussions you had with us, we are happy to inform you that we are offering you the position of "Registered Nurse - Nursing" at Apollo Hospitals - Navi Mumbai on the following terms:

1. **Placement:** You will be posted at Navi Mumbai
2. **Reporting:** You will be reporting to "Head of the Department" or any other designated authority as the case may be
3. **Remuneration:** You will be paid a compensation of Rs. 22000/- (Rupees Twenty Two Thousand Only) per month as Cost to the Company during the period of employment.
4. You will be required to join on or before **2nd March, 2022**. (This offer will lapse in case you do not report duty on the said date.)

You are requested to submit the following certificates (Original as well as photocopy) on acceptance of the offer. Originals will be returned after verification. These certificates have to be produced on any working day prior to 7 working days of your joining.

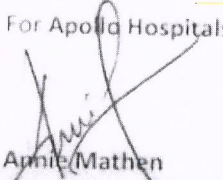
- Certificates of Educational Qualification (Mark sheets, Degree and Registration)
- Service Certificates of Previous & Current Employment
- PAN Card, Passport or any other Residential Address Proof
- 4 Passport Size Photographs

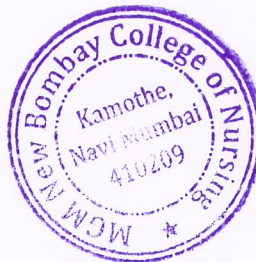
This employment is subject to you being found medically fit. In this regard, you are required to undergo a pre-employment medical examination at our hospital within a week of receiving the Offer Letter.

On completion of the Pre-employment medical examination, if you fail to report to duty on the Date of Joining / leave the organization within 3 months from the Date of Joining, you are required to refund the actual cost of the Pre-employment medical examination.

Kindly acknowledge this letter as a token of acceptance of this offer.

For Apollo Hospitals Enterprise Limited,


Anil Mathen
General Manager - Human Resources





National Health Law Research Institute's



NOOTAN SCHOOL OF NURSING

Rutu Enclave, A/p Nandgaon, Tal. Murud-Janjira, Dist. Raigad

☎ 9920261017 / 02144-252032

Email: nootannursing@gmail.com

Recognised by Indian Nursing Council, New Delhi, Maharashtra Nursing Council, Mumbai & State Govt.)

NSAI / 3081 / 2022

Decide - 30/03/2022

Ms. Pratima Mahendra Zendekar

A/P- Chaul, Theronda Aaglechi Wadi

Tal - Alibag

Dist- Raigad

State -Maharashtra

Pin - 402 203

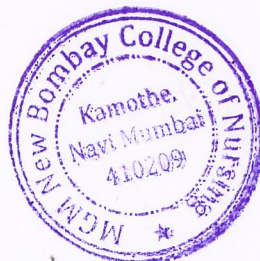
Subject: Appointment as a "Tutor"

This has reference to your personal interview and discussion you had with us on 15TH March, 2022 with regard to your appointment as a 'Tutor' in this trust. We are pleased to appoint you as a 'Tutor' in our Nootan School of Nursing with immediate effect on the following terms and conditions: -

1. You will be paid Salary of Rs. 20000/- (Twenty Thousand Only) per month, which will be paid every 10th of each Month.
2. That you shall abide by the rules and regulations of the institute which are in force at present and / or amended from time to time and as per applicable to other staff of the institute.
3. That you shall observe secrecy and shall not at any time hereafter without the management's written consent divulge to any person or make publication any of the accounts, transactions or the activities or dealing of the institute or any of the subsidiaries / associates of the institute as may come to your knowledge while discharging your duties.
4. That you will perform such duties as may be entrusted to you by the management from time to time and you shall keep the management informed the day to day development / progress of the work under you / under your supervision up-to-date.
5. Being a 'Tutor' you will have to perform following duties in addition to your day-to-day work.

You will be responsible for the entire Clinical work, supervision of the students, official work, hostel, mess' supervision File work, record keeping and the work which is assigned by Nursing / Medical officers and the management.

Contd1...



6. That you have to render your services to the institute 's benefit and you will not leave without written permission to the Management.
7. That during your service period with us at any time if your work, character and / or conduct are found to be unsatisfactory for which the institute authority shall be sole judge, the management shall have right to terminate your services forthwith and in that case you shall not be entitled to any notice /notice pay or damage.
8. That your services are liable to transfer or widened at the discretion of the management to any of the present establishment of the institute or which may be opened subsequently during the tenure of your services and that, after transfer to your services, will be covered by the rules and regulations applicable at the place of your transfer.
9. Your academic year starts from Aug.2019 to July 2020, in between if u resign from the post you have to pay or institute will withhold your one month's salary.
10. That you will not leave the services of the institute without prior written permission and without giving '**proper notice**' to the institute management.
11. That you will not carry out other business or professional activities while in services with the institute.

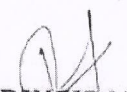
If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of acceptance of this appointment and you are requested to join immediately.

We welcome you in our institute.

Thanking you,

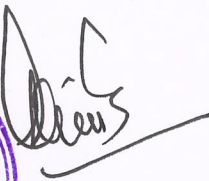
Yours truly,

For: NOOTAN SCHOOL OF NURSING

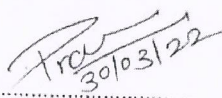

PRINCIPAL
Nootan School of Nursing
At. Nandgaon Tal. Murud-Janjira

I agree and accept this Appointment with the terms & conditions stated herein above





Signature


30/03/22



MGM HOSPITAL & RESEARCH CENTRE

1A, CBD, Belapur, Navi Mumbai - 400 614

Tel. No. 35142400, 35142401, 35142402, 35142403, Fax +91 22 27571162

MGMH/2022/61

18th Jan. 2022

To,
Ms. Pranjali Sunil Mhatre
At Post Koproli, tal. Uran
Dist. - Raigad

Sub: Appointment to the post of "Trainee Nurse"

MGM Hospital & Research Centre, CBD Belapur is happy to appoint you as "Trainee Nurse" will be subject to compliance with rules and regulations as framed by Mahatma Gandhi Mission Trust and Mahatma Gandhi Mission's Hospital and Research Centre, CBD Belapur management including following terms and conditions.

1. **Time Period** - Twenty Four months w.e.f. 10th January, 2022 further continuation on regular basis subject to successful completion of probation period.
2. Your appointment is purely temporary.
3. **Salary** - Consolidated salary of Rs. 16,000/- (Rupees Sixteen Thousand only).
4. **Leaves** - One Casual Leave every month during probation period. Terms and conditions for availing C.L. should be ascertained from the HR section.
5. **Security Deposit** - One month salary as security deposit, the same will be deducted in four installments.
6. **Duty Period** - Eight hours shift duty, you will be rotated in various shift as per convenience of hospital management.

07. Resignation -

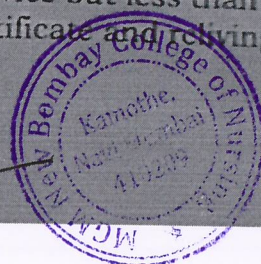
7A- You are committed to serve MGM Hospital & Research Centre, CBD Belapur for a minimum period of two years.

7B - you are required to give three months notice to the MGM Hospital & Research Centre, CBD Belapur in case of resignation.

7C- In case of resignation before completing 12 months of service after joining the duties, you will forfeit following benefits;

- 1 Relieving letter
- 2-Security deposit refund
- 3- Experience Certificate

7D- In case of resignation after completing one year of service but less than two years with proper notice, you will receive experience certificate and relieving letter but forfeit security deposit



8. **Documents** - Association is subject to submission of following documents.

- a) Date of Birth
- b) Educational Qualification.
- c) Proof of Residence
- d) Identity Proof
- e) Medical Certificate for fitness.
- f) Proof of passport size photograph.
- g) Any other document deemed necessary.

Copies of educational qualification have to be authenticated under your signature.

9. **Transfer** - Your association are transferable to any other institutions run by the MGM in or outside the State of Maharashtra.

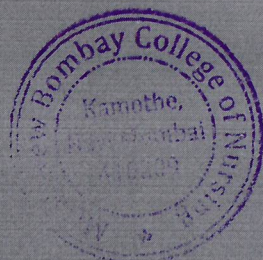
10. **Termination of association** - Association are liable to be terminated without any notice and without any assigning reason.

11. **Unauthorized Absence** - Your continued unauthorized absence from duty will lead to termination of your association, effective from the date from which you remain absent from duties.

12. **Rules & Regulations** - Your association will be governed by the Rules and Regulations framed by the Mahatma Gandhi Mission.

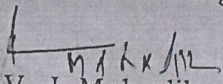
13. **Acceptance of Appointment letter** - By accepting this appointment letter you agree to the conditions mentioned in the appointment order and that you will abide by the Rules and Regulations of the institutions which are in force or which may be framed from time to time.

14. **Confidentiality Clauses** - You will maintain absolute confidentiality on the hospital issues including any and every information related to patient care, hospital policy matters related to Billing, Health Insurance, Hospital Finances and any other hospital information which may have damaging impact on hospital reputation and hospital function. Any breach of the confidentiality clause will be treated adversely and may impact continuity of the Job, Payment of Gratuity and Other Employee Benefits, specified or Otherwise.



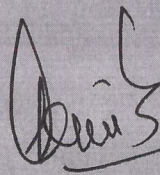
Data Security - Employees are explicitly forbidden to download any information from IT inputs in the hospital like Desktop, Laptop, Servers and any other such device without permission of the Administration. You are expected to take permission to use your personal devices such as Pen Drives, Portable Hard Disk or any other such device. You may note that hospital reserves the rights to conduct surveillance of any such activity which is specifically forbidden by the Management.

16. **Undertaking** - Appointment is subject to submission of separate undertaking.


Dr. V. J. Mahadik
Hospital Director

Copy to :- Accounts Officer
Personal File









NABH ACCREDITED



MGM

NEW BOMBAY HOSPITAL, VASHI

Plot No. 35, Sector 3, Vashi, Navi Mumbai - 400703. Tel.: (022) 5066 6777



JCI ACCREDITED

MGM/NBHV/065/2022

Date: 16/05/2022

APPOINTMENT ORDER NO. 065 / 2022

To

Ms. Nikhitha Mathew
Emp. No. N3307

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. 16/05/2022 on consolidated salary of Rs. 22,000/- per month. Your remuneration package is subject to any taxes or other deductions as per Government regulations.

1. Probation :

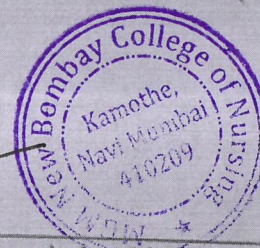
- i) You will be on probation for a period of 1 year from the date of your joining duty. Upon successful completion of the probation period and subsequent performance evaluation, your position may be confirmed. Unless confirmed in writing, you will continue to be a probationer.
- ii) Based on your performance 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.



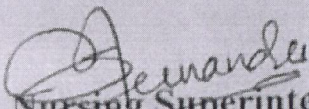
...2/-

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.

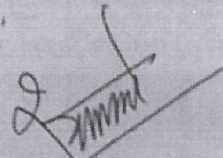
Welcome you to the organisation and sincerely hope that your period of service will be long, pleasant and mutually beneficial.

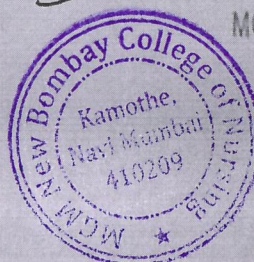
If the above terms and conditions are acceptable to you, Please sign the duplicate of this letter as a token of acceptance.

Yours faithfully,


Nursing Superintendent
Dr. (Mrs.) Savia Fernandes
Nursing Superintendent
MGM New Bombay Hospital
Vashi, Navi Mumbai
Acceptance (Signature):
Date :




Manager-HR & Admin
MANAGER - HR & ADMIN
MGM'S NEW BOMBAY HOSPITAL, VASHI





MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No: -M.G.M.II/KAM/App./B.Sc./HR/2022/060

Date: 19th March, 2022

To,
Ms. Prapti Narayan Gharat,
Tal-Uran, Dist- Raigad,
Navi Mumbai - 400704
Contact No.: - 8102082408
Email ID: - praptigharat88@gmail.com

Subject: - Appointment as a "Staff Nurse".

Dear Prapti,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950 + AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month.

Your appointment is subject to the terms and conditions mentioned below: -

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to Human Resource Department, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.

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7. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Human Resource Department, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

You are advised to report for your duties immediately.

Signature of the Employee:- Priya

Date of Joining:- _____



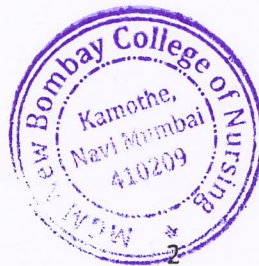
K. Salgotra
Hospital Director
MGM Hospital, Kamothe
Dr. LV General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to: -

1. Personal File
2. Accounts Department



Dr. Salgotra



MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai - 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.II/KAM/App./N.Sc./HR/2022/016

Date: 31st January, 2022

To,
Ms. Aishwarya Ashish Goswami,
Mansarovar, Panvel,
Navi Mumbai: - 400078.
Contact No.: - 9773678655
Email ID.: - aishwaryagoswami009@gmail.com

Subject: - Appointment as a "Staff Nurse".

Dear Aishwarya,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950+ AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty one thousand six hundred thirty eight Only) per month.

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1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance..
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to Human Resource Department, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's salary will be deducted from your salary in 10 installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL, which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Human Resource Department, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.
You are advised to report for your duties immediately.

Signature of the Employee:-

Ashwarya

Date of Joining:- 11/02/2022



K. Salgotra

Hospital Director
MGM Hospital, Kamothe

Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

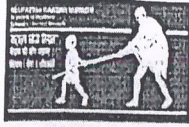
Dr. LV General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy to: -

1. Personal File
2. Accounts Department

Dr. Salgotra





MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2022/090

Date: 29th April, 2022

To,
Ms. Prerna Kiran Shelke,
House No:- 66E, Kasam Nagar,
Balai Road, Uran,
Raigad: - 400702
Contact No.:- 9137221356, 8097019205
Email ID.: - prernashelke3@gmail.com

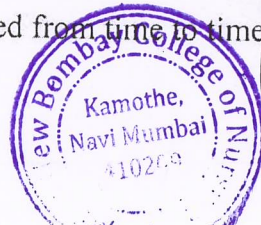
Subject: - Appointment as Staff Nurse, after submission of MNC Registration.

Dear Prerna,

Based on the submission of your Maharashtra Nursing Registration Certificate, we are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 950 + AGP of Rs. 2, 800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month, w.e.f. 01/01/2022.


Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from 01/01/2022 and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



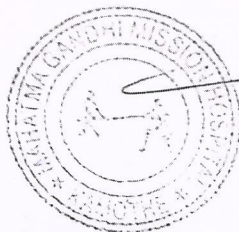
7. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

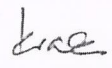
Signature of the Employee:-


30/9

Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.



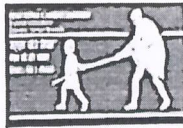

Hospital Director
MGM Hospital, Kamothe
Dr. Lt/ General (Retd.) K R Salgotra, VSM
Hodgson - 2009
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy to: -

1. Personal File
2. Accounts Department
3. The Time Keeper







MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2022/089

Date: 29th April, 2022

To,
Ms. Mansi Durlabh Patil,
At Post: - Koproli, Taluka: - Uran
Raigad: - 400702
Contact No.: - 8097294742/ 8291396989
Email ID.: - mansipatil9930@gmail.com

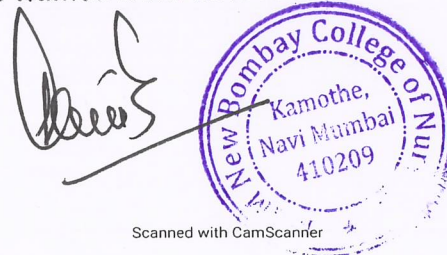
Subject: - Appointment as Staff Nurse, after submission of MNC Registration.

Dear Mansi,

Based on the submission of your Maharashtra Nursing Registration Certificate, we are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 950 + AGP of Rs. 2, 800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month, w.e.f. 01/01/2022.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from 01/01/2022 and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee:-

M Patel

Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.



K R Salotra
Hospital Director
MGM Hospital, Kamothe
Dr. Lt General (Retd) K R Salotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy to: =

1. Personal File
2. Accounts Department
3. The Time Keeper

Dr. K R Salotra





MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2022/091

Date: 29th April, 2022

To,
Ms. Ifrah Imtiyaz Mukadam,
Borli Panchatan, Nagaon,
Taluka: - Shriwardha,
District:- Raigad- 402403
Contact No.:- 9067602797
Email ID.: - mukadamifrah@gmail.com

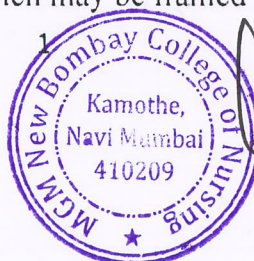
Subject: - Appointment as Staff Nurse, after submission of MNC Registration.

Dear Ifrah,

Based on the submission of your Maharashtra Nursing Registration Certificate, we are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 950 + AGP of Rs. 2, 800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month, w.e.f. 01/01/2022.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from 01/01/2022 and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL.. which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

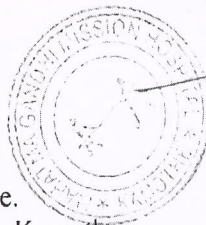
Signature of the Employee:- _____

Copy for information: -

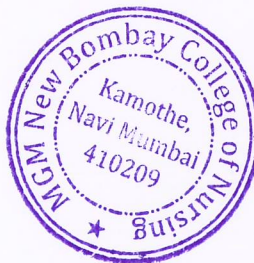
1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to: -

1. Personal File
2. Accounts Department
3. The Time Keeper



hac
Hospital Director
MGM Hospital, Kamothe
Dr. LV Gen... VSM
MGM...
Kamothe, ...



[Signature]



JASLOK HOSPITAL

A lifetime of care



JHRC/APL/2022/33178/0862

27th Jun, 2022

Ms. Priyanka Reghunatha
Shreeshylam, Vallicode(PO),
Pathanmthitta
Kerala-689648

APPOINTMENT LETTER

We are pleased to appoint you as a **Residential Staff Nurse**, with effect from **20-Jun-22**, on the following terms and conditions:

1) Compensation and Benefits:

You will be paid a total annual compensation of **Rs.3,84,888/- (Three Lakhs Eighty Four Thousand Eight Hundred and Eighty-eight Only)**. The detail breakup of your Compensation and Benefits is enclosed at Annexure - I. Your compensation is subject to income tax and other statutory dues, as may be applicable from time to time. The Company will deduct taxes as appropriate and consistent with the Indian tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations. All necessary documentation to substantiate the claim for exemption under the relevant provision of the Income Tax Act, 1961, need to be forwarded to the Finance Department by you at the beginning of the year (Taxable Year April/March) in order to decide on the tax liability. Changes, if any, in the investment plan should be intimated to the Accounts Department before the end of January of the relevant financial year.

2) Security Deposit:

You are required to pay security deposit of Rs.10,000/- to Jaslok Hospital & Research Centre on joining as a staff nurse. The security deposit of Rs.10,000/-, will be refunded to you after completion of two years' of service at the hospital. The duration of two years' service will be calculated from your date of joining the Hospital. No interest will be paid on security deposit. If you leave the Hospital prior to the completion of the required period of two years of Service, for any reason whatsoever, your deposit amount will stand forfeited.

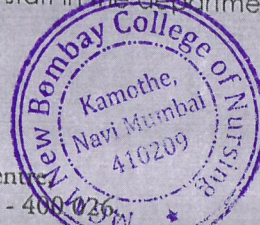
Should you remain absent (on loss of pay, for any reason), the said absence would be considered for the purpose of calculation of the two year period of service and consequently, the said years of service will stand automatically extended for those many days on which you remained absent.

3) Probation:

You will be on probation for a period of 6 months from the date of joining the Hospital. At the end of the probationary period, should your performance be found satisfactory, you will be confirmed in the services of the Hospital, in writing. Should you not receive a letter of confirmation of your services, the probationary period shall be deemed to have been extended till such time your services are confirmed in writing. During probation period if you wish to resign, you can do so by giving 15 days written notice to the management.

4) Hours of Work :

You will be required to follow specific hours of work, which would be the same as that which have been established for other members of staff in the department. However



Jaslok Hospital and Research Centre

15, Dr. G. Deshmukh Marg, Mumbai - 400 020

Tel.: (22) 6657 3333 / 4017 3333 Fax : (22) 2352 0508 Emergency Number (22) 2354 2354

E-mail : info@jaslokhospital.net Website : <http://www.jaslokhospital.net>



टाटा स्मारक केंद्र
TATA MEMORIAL CENTRE

टाटा स्मारक अस्पताल
TATA MEMORIAL HOSPITAL

प. ऊ. वि. भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान
A GRANT-IN-AID INSTITUTION OF THE DEPARTMENT OF ATOMIC ENERGY, GOVT OF INDIA
H.R.D. DEPARTMENT

AA No 1100777

EO/T/22/270
CC: 528085

18.02.2022

Mr. Kenaz
North Janatha Road
Palarivattom,
Ernakulam,
Kerala - 682 025.

Sir,

You are appointed as Nurse borne on "Covid- 19 Project" for a period of Six months from 01.02.2022 to 31.07.2022 on the following terms and conditions:

1. Your appointment is purely on fixed term basis.
2. Your appointment on the above project will be only till the project continue or till the appointment date whichever is earlier. Your services are liable for termination without assigning any reason or giving any notice.
3. You will be paid a consolidated remuneration @ Rs. 30,000/- p.m. (Rupees Thirty Thousand Only)
4. You are required to continue for a full tenure of the term, subject to your work being found satisfactory. You will have to give one month's notice in case you wish to resign the post before the completion of the tenure.
5. You will have to work full-time and will not be permitted to apply or accept any employment/post/assistantship elsewhere during the period of your tenure.
6. You will be entitled for 10 days leave during the above tenure. You will also be entitled for 05 days Medical Leave subject to submission of Medical Certificate.
7. You will carry out the work as assigned by the Officer In charge of the Project.
8. You are required to mark biometric attendance on entry and exit.
9. You shall produce original documentary evidence regarding your date of birth, nationality, educational qualifications, experience, Caste Certificate etc.
10. It is mandatory to submit the copy of PAN CARD, AADHAR CARD, BANK Pass Book or one cancelled cheque at the time of joining.
11. The appointment will not confer on you any right or claim for permanent absorption in TMC.

Please let us have your acceptance of the appointment on the above terms and conditions here on and submit the enclosed forms to the HRD Department duly completed and signed.

Yours faithfully,



[C.T. SHEETY]
DY. ADMIN. OFFICER

Dr. E. Borges Marg, Parel
Mumbai - 400 012, India.
Phone : +91-22-2417 7000
Fax : +91-22-2414 6937

डॉ. ई. बोर्जेस मार्ग, परेल,
मुंबई - ४०० ०१२, भारत.
दूरभाष : +९१-२२-२४१७ ७०००
फैक्स : +९१-२२-२४१४ ६९३७

Cancer is curable, if detected early.

Website : <http://tmc.gov.in>

जल्द इलाज होने पर कैंसर ठीक हो सकता है।



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

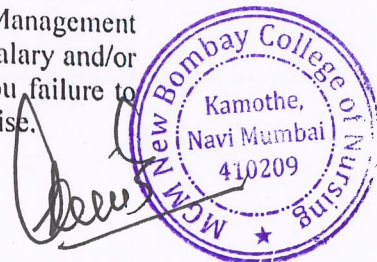
12.01.2022

To,
Gayathry Suresh
Thazhachayil, Thimala
Manjadi, Thiruvalla
Pathanamthitta
Kerala
Pin Code: 689105

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Staff Nurse" in our organization with effect from "12/1/2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital
09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of your failure to account for such properties whether during the course of service or otherwise.

RM





BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

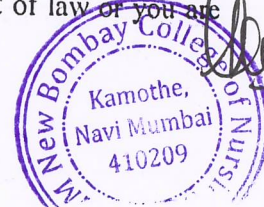
60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10. After the completion of one year of service you will be paid **Uniform Allowance of Rs.8496/-** per year towards the cost of shoes, uniform material, stitching, washing and ironing. This allowance is liable to be discontinued if you do not maintain clean, tidy and smart turn out and you are required to wear them during your working hour.
11. You will be entitled to leave facilities including Casual Leave, Sick Leave, Maternity Leave, Privilege Leave and Public Holidays; and medical benefits as per the hospital rules as applicable from time to time. However it is classified that there will be no post-retirement medical benefits.
12. You will be paid a **Living out Allowance of Rs.4100/-** per month in case you do not stay in the quarters provided by the hospital. Whenever you proceed on Privilege Leave for which you shall give prior intimation and obtain our permission you will be paid proportionate Living out Allowance, during this leave period.
13. You shall devote full time and energy for the interest of the organization. You shall not, while in the employment of our organization undertake any other employment either for full-time or part-time whether for gain or not and you shall also not engaged in any trade, business or profession directly or indirectly without the prior written permission of the Management.
14. During the period of employment in our organization you shall be bound by the rules and regulations of the organization which are in force at present or which may be in force from time to time.
15. During your employment with us you will not publish any papers/ pamphlets / books or make any speech or presentation related to your work in this hospital, or not to engaged / interested / concerned with any business / occupational activity without written consent to the Management.
16. Your services are liable to be transferred from one shift to another or from one Department / Ward to the other as and when the Management finds it necessary. You shall work 48 hours a week.
17. You shall not disclose or divulge any technical, secret or confidential information, which may have come to your knowledge directly or indirectly as an employee of our organization to any one whether an employee of the organization or any outsider while in the service of the organization or otherwise compelled to do so by law.
18. The Hospital has a policy against Sexual Harassment (Gender Neutral) in place to deal with complaints relating to sexual harassment and you shall abide by the same.
19. Without prejudice to anything contained herein this appointment letter your services are liable to be terminated without notice or payment in lieu to such notice if it is found that you are medically unfit at any time while in the service of the organization or if it has come to the notice of the Management that any of the information given by you while taking up the employment with us is incorrect or it comes to the knowledge of the Management that you were convicted in the past by a court of law or you are convicted while in our employment.

RSH





BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

20. You shall be required to promptly inform the Management of any changes in your personal status (e.g. Marital status, change of address, qualification etc.) in writing within 7 days from such change. If no written information about the change in residential address is submitted to the Management the address recorded in the records of the organization shall be taken as authentic. Any communication sent to you by Registered A/D post to your address recorded in the records of the organization shall be deemed to have been served on you even if such communication is returned by the postal authorities undelivered for any reason whatsoever.
21. We assume that all information, such as qualifications, experience, date of birth etc. submitted by you at the time of joining our hospital is true and correct. On the strength of the documents submitted by you we have recorded your date of birth as 14/12/1998 you would ordinarily retire from the services of the hospital on completing the age of 60 years.
22. When you leave the services of the hospital, you will be required to return any property belonging to the hospital, including files, books, keys, documents and correspondence which are in your possession and vacate the sharing accommodation provided to you within 24 hours from your services coming to an end for any reason whatsoever.

You are requested to return a copy duly signed as a token of your acceptance of the terms and conditions of your employment with us.

We hope this will be the beginning of your long career with us and wish you a grand success. The terms and conditions of appointment herein above mentioned were read and understood by me and I accept the same of my free will fully knowing its implications on me.

P. Hindlekar

Ms. Prajakta Hindlekar
Director Nursing & Chief Experience Officer

G. Jayam
14/01/2022

Signature and Date



[Handwritten signature]

**P. D. HINDUJA NATIONAL HOSPITAL
& MEDICAL RESEARCH CENTRE**

(Established and managed by the National Health & Education Society)

VEER SAVARKAR MARG, MAHIM, MUMBAI - 400 016, INDIA
PHONE : 2445 1515, 2445 2222, 2444 9199 FAX : 2444 9151



HH/PD/01-25/10652

Date: 20th January, 2022

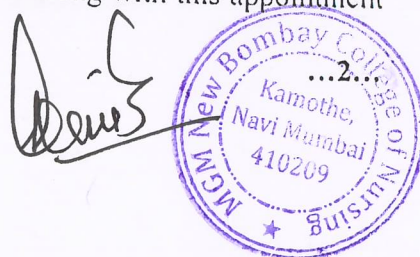
Ms. Feba Susan Shaji
Mundackaparampil, Vaikkom, Mandiram
P.O., Ranni, Pathanamthitta, Kerala - 689672

Dear Ms. Feba,

With reference to your application and pursuant to the interview you had with us, we are pleased to appoint you as a 'Nursing Officer - I' in grade 'N-3' in the Nursing Services department of our Hospital with effect from **January 20, 2022** on the following terms and conditions:

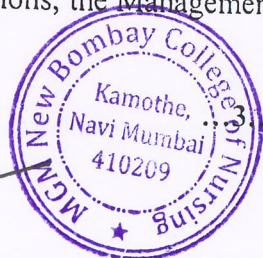
1. Your appointment is subject to medical fitness.
2. You will be on probation for a period of **six months** from the date of your appointment; this period may be extended at the discretion of the Management subject to your performance, attitude and attendance being not satisfactory in all respects. During probation, your services can be terminated without notice or salary in lieu of notice. On successful completion of probation, you will be confirmed in writing.
3. The hospital operations are fully computerized. You are required to acquire sufficient working knowledge to operate the Hospital computer system covering data entries as well as retrieval within your probation period. Your confirmation will depend on among other factors, your proficiency in handling our computer system.
4. You will receive a Basic Pay of **Rs. 7,420/-** (Rupees: **Seven thousand four hundred twenty** only) per month in the scale of Rs 7420-40-7545-45-7765-50-8015-55-8290 with admissible allowances which presently are: Variable D.A. – Rs. 12,961.53/-, H.R.A. – Rs. 3,298/-, Transport Allowance - Rs. 7,083/-, Education Allowance – Rs. 3,462/-, and Nursing Allowance – Rs. 2,763/-, during your probation period.
 - a) On Confirmation you will be eligible for additional Nursing Allowance of Rs. 2,763/- p.m.
 - b) When you are a Resident Staff Nurse, you will not be eligible for House Rent Allowance.
5. On joining duty, you will undergo in service education and training for which you will have to sign a separate skill upgradation agreement enclosed along with this appointment letter.

HH Confidential



-2-

6. As mentioned in the skill upgradation agreement, you will be required to work in this hospital for a minimum period of **2 years** from the date of appointment (excluding the period of unauthorized absence from duty and Leave Without Pay). You shall not be allowed to leave our service within this period.
7. After and during the minimum period of **two years** of service, your services can be terminated by the Management by one month's notice or three months' notice pay in lieu thereof. In the event you desire to leave after & during the minimum period of two years, you will also have to serve one month's notice or give three months' notice pay in lieu thereof.
8. You will report to the **HOD – Nursing Services Department** or any other person in charge of the department.
9. You shall be required to perform your duties in any shift. 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. You shall be required to perform your duties diligently, sincerely and courteously.
10. You may be required to serve in any branch, office, department or section of the Hospital. In case of such a transfer, the service conditions applicable to that branch, office, department or section will be applicable to you.
11. Your employment with the Hospital being on whole-time basis, you shall not engage yourself directly or indirectly in any other business or employment.
12. Being a hospital, your job will involve contact with all kinds of patients. You will have to handle/process blood, body fluids and other specimens of the patients in the course of investigations/procedures. You must, therefore, take adequate precautions during your work as per the universal precautions/guidelines. In some areas the job will involve working with radioactive materials/radio isotopes/instruments emitting x-rays/radiation. You must therefore, take adequate precautions as per departmental guidelines.
13. During your employment with this hospital, you shall discharge the duties entrusted to you diligently and faithfully and you shall not refuse to carry out any procedure/job as may be required in the department and/or resort to any action which, according to the Management, may hamper the working of the institution or involve yourself in any acts which, according to the Management are detrimental to the interests of the Institution. In case you are found to have committed breach of any of these conditions, the Management shall take suitable action against you.



14. You are required to wear uniform of non-synthetic fabric and of the design prescribed by the Management, whilst on duty and to keep it neat and tidy.
15. The Hospital attaches considerable importance to a high level of physical fitness, personal grooming, appearance and deportment. Your continuance in service will be subject to your maintaining the required level of medical fitness and being declared medically fit in the periodic medical check-ups conducted by the hospital.
16. You have been allotted **Employee No. 10652**. You will be required to remember this number and quote it in all communications with us.
17. You will be required to promptly inform us of any changes in your personal status (e.g. Change of address, qualifications, marital status, etc.)
18. You will retire on attaining the age of 60 years.
19. On cessation of employment, you will hand over all equipment, tools, keys, records, uniforms and any other materials of the Hospital in your possession, to your immediate superior and obtain a receipt in token of having returned the same.
20. You will be governed by the rules and regulations of the hospital as in force from time to time.

Kindly signify your acceptance on the duplicate copy of this letter in token of your having accepted the same.

Yours sincerely,



Jagdeep Chauhan
Director – Human Resources

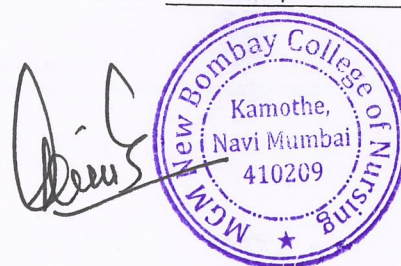
I have read and understood the above mentioned conditions and agree to abide by the rules and regulations of the hospital as in force from time to time, as per terms of Settlement dated 28th March, 2018.

Signature: _____

ak
ak

cc: Accounts

Date: 21/1/2022

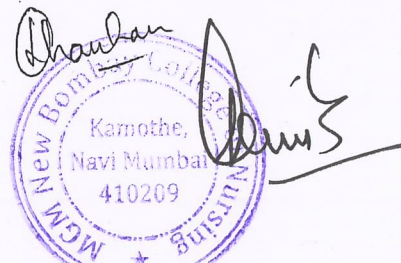




ANNEXURE - 'A'

EMP. NAME	Ms. Feba Susan Shaji	
EMP. NO.	10652	
DESIGNATION	Nursing Officer - I	
GRADE	N3	
DEPARTMENT	Nursing Services	
SALARY COMPONENT	ON JOINING (RS.)	ON CONFIRMATION (RS.)
BASIC	7,420.00	7,420.00
VARIABLE DEARNESS ALLOWANCE	12,961.53	12,961.53
H.R.A	3,298.00	3,298.00
CONVEYANCE ALLOWANCE	7,083.00	7,083.00
EDUCATION ALLOWANCE	3,462.00	3,462.00
NURSING ALLOWANCE	2,763.00	5,526.00
NET AMOUNT	36,987.53	39,750.53
P.F	2,445.78	2,445.78
GRATUITY	978.31	978.31
L.T.A.	633.00	633.00
EXGRATIA	3,261.04	3,261.04
TOTAL CTC AMOUNT (P.M.)	44,305.67	47,068.67

HH Confidential



Ref: APT/BH/HR/2021

25th November 2021

Ms. Akshata Govind Gharat
4C, Navin Sheva, Sheva Raigarh Uran,
Maharashtra - 400702.

APPOINTMENT LETTER

Dear Akshata,

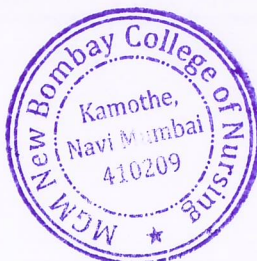
With reference to your interview & subsequent discussions you had with us, we are pleased to inform you that you are appointed as **"Staff Nurse - Ward"** on the following terms and conditions:-

TERMS AND CONDITIONS

1. The appointment is effective from **25th November 2021** and this date will be taken as your date of joining our hospital.
2. **EMP CODE:** You will have to submit three photographs, photo copies of your testimonials, PAN card for office record and you will have to register finger print in Biometric System while coming IN & going OUT of the office every day. Your employee Code No is **N55852**.
3. **PROBATION:** You will on probation for a period of 6 months from the date of your joining. During this period, your ability, conduct, performance & attendance etc. will be under observation. You will continue to be on probation until your services are confirmed in writing. The probation period can be extended at the sole discretion of the Management. During probation or after confirmation your services can be terminated/discontinued through a two month notice in writing or two month Gross salary in lieu there off.
4. In the event of termination/discontinuation of services /retirement you shall handover charges and surrender all documents, files, instruments, uniform, hostel accommodation, if provided to you by the management and any other things in your possession, belonging to the hospital to your H.O.D, failing which the hospital can deduct an amount equal to the value of such items from your dues payable to you.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

BHATIA GENERAL HOSPITAL TRUST

Q Add. : Tukaram Javji Road, Tardeo,
Mumbai - 400 007
Tel. : +91 22 6666 0000 / 23836000
E-mail : Info@bhatiahospital.org
Web : www.bhatiahospital.org



6. **SALARY:** You will be paid a consolidated salary of Rs. **23,000/-** p.m.
7. You shall retire from the services of the hospital on attaining **60** years of age.
8. Your date of birth for the purpose of hospital's record is entered as **04/03/2000** as per the Photo copies of the certificates self-attested & submitted by you.
9. **LEAVES:** You are entitled for optional holidays, Casual Leave and sick leave on pro - rata basis during probation. After confirmation you are entitled for 8 days Casual Leaves, 7 days Sick Leaves. You are entitled for 1 Privilege Leave for every 20 working days you are in service. (After completion of 240 working days). Casual leaves get lapsed at the end of every calendar year. You can accumulate earned/privilege leaves to a maximum of 45 days at a time.
10. **GRATUITY:** Gratuity shall be paid as per the payment of Gratuity Act and Rules made there under.
11. **MEDICAL BENEFITS:** After Confirmation you are entitled to Medical Benefits for hospitalization in this hospital, not exceeding Rs.2,00,000/-(Rupees two lakh only) per annum for self, spouse and first two children until they attain the age of 18 years, or become wage earners whichever is earlier in case of married employee. In case of unmarried employee not exceeding Rs. 2,00,000/-(Rupees two lakh only)per annum for self. On cessation of employment, said policy will come to an end.
12. You will not be entitled to any other benefits, which are not mentioned in this letter.
13. **REPORTING & TRANSFER:** You will be reporting to your HOD's/ Top Nursing authority or any Officer as may be delegated from time to time by the Management. You are liable to be transferred from one Department/ward to another Department /ward of the hospital without any additional remuneration or notice thereof.
14. The Management shall have the right to transfer your service and you will have to work as per the Instructions/directions of the management of the Institution in any of its units/projects/department situated in India/abroad whether in existence today or not. You will diligently and faithfully serve the hospital and perform all duties entrusted to you from time to time.
- ✓ 15. **DUTY TIMING & WEEKLY OFF:** You will have to work 8½ hours daily (including ½ hour Lunch) and shift rotation if required. You will be required to work 48 hours in a week.

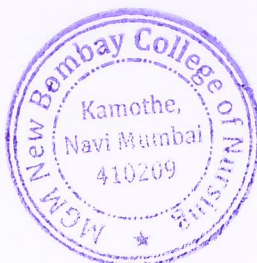
BHATIA GENERAL HOSPITAL TRUST
Add. : Tukaram Javji Road, Tardeo,
Mumbai - 400 007
Tel. : +91 22 6666 0000 / 23836000



A handwritten signature in black ink, appearing to be "Anurag".

16. The management services the right to utilize your services in any department/section and/ or in any shift you will abide by the timing rosters of the institute.
17. You will be required to report on emergency duty Whenever required while not on duty/ off duty or may be required to stay beyond working hours in the interest of the patients.
18. **UNIFORM:** As per the pattern fixed by the Hospital, you will be provided with two sets of uniforms.
19. **SECURITY:** You shall maintain total secrecy of the work assigned to you and shall not divulge to any other person any confidential matter that might come to your knowledge by virtue of your association with us.
20. Management expects you to be sincere, faithful, honest, hardworking and totally dedicated to your job. You shall diligently and effectively carry out the duties assigned to you from time to time.
21. You shall not participate in any act subversive of discipline and shall not do anything which may be prejudicial to the interest of the Hospital. You shall inform the Management in case you happen to know about any subversive activities of any employee or any other persons against the hospital or its interest.
22. During your employment with the hospital, you will devote your whole time and attention to the interest of the hospital and will not engage yourself in any other work either paid or in honorary capacity.
23. You shall abide by the Model Standing Orders/Rules and regulations that are in force in the hospital and/or any modification that are effected from time to time.
24. Employees in supervisory/managerial cadre will be required to supervise/ manage the affairs of their respective section/departments/floors and will be responsible for the work and conduct of the workmen/other employees under their supervision in their department.
25. Further if any declaration given or Information furnished by you proves to be false or if it is found that you have willfully suppressed any material information you will be liable to (a) removal from the service of the institute and (b) such other action as may be deemed necessary.
26. You shall promptly notify the Management of any changes in your residential address and civil status.

BHATIA GENERAL HOSPITAL TRUST
Q Add. : Tukaram Javji Road, Tardeo,
Mumbai - 400 007
Tel. : +91 22 6666 0000 / 23836000
E-mail : info@bhatiahospital.org

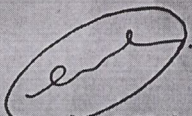


27. Your services are liable to be terminated at any time:-

- 1) If During probation or after confirmation, in case you are found to be medically unfit by the hospital authorized medical practitioner on examination.
- 2) If the hospital comes to know about any conviction by the Court of Law during the tenure of your service with us or conviction and/or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise with regard to Age. Education, qualification, experience & salary etc.
- 3) After confirmation your service can be discontinued by giving two month's notice in writing or payment in lieu thereof.
- 4) In case of gross misconduct, negligence and indiscipline, your services will be terminated with immediately with one month notice or pay,
- 5) Your appointment will be terminated at any time without assigning any reason by one month's notice in writing. Your appointment can be terminated by the Hospital without notice, by payment to you of an equivalent to one month salary. In case you leave our employment without notice, we shall have the right to deduct as liquidated damage an amount salary from the monies/dues that may be payable to you.

28. You are request to please return the duplicate copy of this letter duly signed by you, as a token of your acceptance of this appointment, on the terms and conditions mentioned hereinabove.

For BHATIA HOSPITAL



Prashant Muley
Head - HR & IR

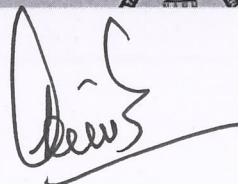
I **Akshata Gharat** have read the above terms & conditions & explained to me in the language understood by me and I accept the same fully and agree to the same.

SIGNATURE: Akshata

Cc:

- 1) Time Office.
- 2) Accounts Dept.
- 3) Personal File.

BHATIA GENERAL HOSPITAL TRUST
Id. : Tukaram Jayji Road, Tardeo,
Mumbai - 400 007
il. : +91 22 6666 0000 / 23836000
Email : info@bhatiahospital.com



bhatia hospital

Private & Confidential

Dated : 25th November 2021
Name : Ms. Akshata Gharat
Designation : Staff Nurse
Department : Ward
Emp. ID : N55852

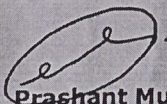
Subject: Salary Break-up

Dear Akshata,

Following is your Gross salary break-up.

Break-Up of Remuneration	Rs. (Per. Month)
Basic	15200/-
Personal Pay	7800/-
Gross salary	23,000/-

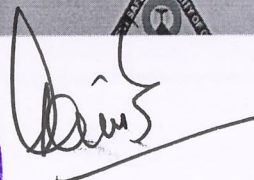
For BHATIA HOSPITAL


Prashant Muley

Head - HR & IR

BHATIA GENERAL HOSPITAL TRUST
Add. : Tukaram Javji Road, Tardeo,
Mumbai - 400 007
Tel. : +91 22 6666 0000 / 23836000







JASLOK HOSPITAL

A lifetime of care



27th Jun. 2022

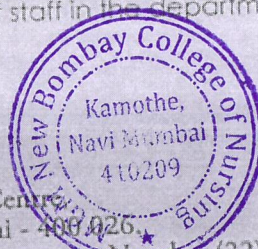
JHRC/APL/2022/33179/0863

Ms. Sneha T Koshy
Thazhayil, Karamvely, Nellikala(P.O),
Malla puzhassery, pathanamthitta,
Kerala-689643

APPOINTMENT LETTER

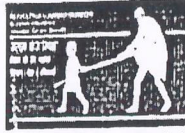
We are pleased to appoint you as a **Residential Staff Nurse**, with effect from 20-Jun-22, on the following terms and conditions:

- 1) **Compensation and Benefits:**
You will be paid a total annual compensation of **Rs.3,84,888/- (Three Lakhs Eighty Four Thousand Eight Hundred and Eighty-eight Only)**. The detail breakup of your Compensation and Benefits is enclosed at Annexure - I. Your compensation is subject to income tax and other statutory dues, as may be applicable from time to time. The Company will deduct taxes as appropriate and consistent with the Indian tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations. All necessary documentation to substantiate the claim for exemption under the relevant provision of the Income Tax Act, 1961, need to be forwarded to the Finance Department by you at the beginning of the year (Taxable Year April/March) in order to decide on the tax liability. Changes, if any, in the investment plan should be intimated to the Accounts Department before the end of January of the relevant financial year.
- 2) **Security Deposit:**
You are required to pay security deposit of Rs.10,000/- to Jaslok Hospital & Research Centre on joining as a staff nurse. The security deposit of Rs.10,000/-, will be refunded to you after completion of two years' of service at the hospital. The duration of two years' service will be calculated from your date of joining the Hospital. No interest will be paid on security deposit. If you leave the Hospital prior to the completion of the required period of two years of Service, for any reason whatsoever, your deposit amount will stand forfeited.
Should you remain absent (on loss of pay, for any reason), the said absence would be considered for the purpose of calculation of the two year period of service and consequently, the said years of service will stand automatically extended for those many days on which you remained absent.
- 3) **Probation:**
You will be on probation for a period of 6 months from the date of joining the Hospital. At the end of the probationary period, should your performance be found satisfactory, you will be confirmed in the services of the Hospital, in writing. Should you not receive a letter of confirmation of your services, the probationary period shall be deemed to have been extended till such time your services are confirmed in writing. During probation period if you wish to resign, you can do so by giving 15 days written notice to the management.
- 4) **Hours of Work :**
You will be required to follow specific hours of work, which would be the same as that which have been established for other members of staff in the department. However



Jaslok Hospital and Research Centre,
15, Dr. G. Deshmukh Marg, Mumbai - 400 026.

Tel.: (22) 6657 3333 / 4017 3333 Fax : (22) 2352 0508 Emergency Number (22) 2354 2354
E-mail : info@jaslokhospital.net Website : http://www.jaslokhospital.net



MGM MEDICAL COLLEGE & HOSPITAL
Sector-I, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2022/102

Date: 6th May, 2022

To,
Ms. Shrabani Chandi Prosad Mondal,
A-101, Shiv Sagar CHS,
Plot No: - 140/141, Sector: - 9,
Navi Mumbai: - 402106
Contact No.: - 7304194726
Email ID.: - luckymoni1999@gmail.com

Subject: - Appointment as Staff Nurse, after submission of MNC Registration.

Dear Shrabani,

Based on the submission of your Maharashtra Nursing Registration Certificate, we are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 950 + AGP of Rs. 2, 800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 23,825/- (Rupees Twenty three thousand eight hundred twenty five Only) per month, w.e.f. 01/04/2022.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from 01/04/2022 and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee:-

Chandni.
12/8/22



Dr. LV General (Retd) K R Salgotra, VSM
Hospital Director
MGM Hospital, Kamothe

Dr. LV General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy for information: -

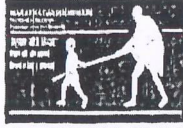
1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to: -

1. Personal File
2. Accounts Department
3. The Time Keeper



Dr. LV General (Retd) K R Salgotra, VSM



MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./IIR/2021/247

Date: 03rd December, 2021

To,
Ms. Shrabani Chandi Prosad Mondal,
A-101, Shiv Sagar CHS,
Plot No: - 140/141, Sector: - 9,
Navi Mumbai: - 402106
Contact No.: - 7304194726
Email ID.: - luckymoni1999@gmail.com

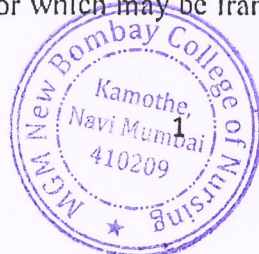
Subject:-Appointment as "Trainee Nurse".

Dear Shrabani,

We are pleased to inform you that you are hereby appointed as "Trainee Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on the stipend of Rs. 15,000/- (Rupees Fifteen Thousand Only), per month.

Your appointment is subject to the terms and conditions mentioned below: -

1. You will have to complete the assignments given by in-charge of the Department.
2. You will have to submit authentic proof regarding your date of birth, educational qualification and resent passport size photographs, to the Human Resource Department, while reporting for your duty.
3. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
4. Your appointment is subject to the final approval of Maharashtra Nursing Council, till that you will be working as Trainee Nurse.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's stipend will be deducted from your stipend in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be entitled to any leave during your training period.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to the termination of your services, effective from the date from which you remain continuously absent your duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Human Resource Department, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.
You are advised to report for your duties immediately.

Signature of the Employee: - *Mabani*

Date of Joining: - 6/12/21



ksa
Hospital Director
MGM Hospital, Kamothe
Dr. LV General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.

Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to: -

1. Personal File
2. Accounts Department



[Signature]



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2686

Email : info@breachcandyhospital.org, www.breachcandyhospital.org

18.01.2022

To,
Ms. Shivanli Balasubramanyam Nair
Room No 8, Renuka Chawl,
Rathodli Village, Marve Road,
Malad (West)
Mumbai
Pin Code: 4000 95

You were appointed on contract basis as "Nurse Trainee" in our organization w.e.f. 22nd November 2021. We are pleased to inform you, that on successful completion of Maharashtra Nursing Council Registration you are a "Staff Nurse" in the organization with effect from "18th January 2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital.

PSH
New Bombay College of Nursing
Kamothe,
Navi Mumbai
410209



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

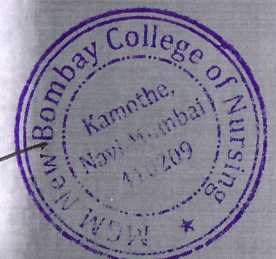
Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of you failure to account for such properties whether during the course of service or otherwise.
10. After the completion of one year of service you will be paid **Uniform Allowance of Rs.8496/-** per year towards the cost of shoes, uniform material, stitching, washing and ironing. This allowance is liable to be discontinued if you do not maintain clean, tidy and smart turn out and you are required to wear them during your working hour.
11. You will be entitled to leave facilities including Casual Leave, Sick Leave, Maternity Leave, Privilege Leave and Public Holidays; and medical benefits as per the hospital rules as applicable from time to time. However it is classified that there will be no post-retirement medical benefits.
12. You will be paid a **Living out Allowance of Rs.4100/-** per month in case you do not stay in the quarters provided by the hospital. Whenever you proceed on Privilege Leave for which you shall give prior intimation and obtain our permission you will be paid proportionate Living out Allowance, during this leave period.
13. You shall devote full time and energy for the interest of the organization. You shall not, while in the employment of our organization undertake any other employment either for full-time or part-time whether for gain or not and you shall also not engaged in any trade, business or profession directly or indirectly without the prior written permission of the Management.
14. During the period of employment in our organization you shall be bound by the rules and regulations of the organization which are in force at present or which may be in force from time to time.
15. During your employment with us you will not publish any papers/ pamphlets / books or make any speech or presentation related to your work in this hospital, or not to engaged / interested / concerned with any business / occupational activity without written consent to the Management.
16. Your services are liable to be transferred from one shift to another or from one Department / Ward to the other as and when the Management finds it necessary. You shall work 48 hours a week.
17. You shall not disclose or divulge any technical, secret or confidential information, which may have come to your knowledge directly or indirectly as an employee of our organization to any one whether an employee of the organization or any outsider while in the service of the organization or otherwise compelled to do so by law.

RSH

[Signature]





BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

18. The Hospital has a policy against Sexual Harassment (Gender Neutral) in place to deal with complaints relating to sexual harassment and you shall abide by the same
19. Without prejudice to anything contained herein this appointment letter your services are liable to be terminated without notice or payment in lieu to such notice if it is found that you are medically unfit at any time while in the service of the organization or if it has come to the notice of the Management that any of the information given by you while taking up the employment with us is incorrect or it comes to the knowledge of the Management that you were convicted in the past by a court of law or you are convicted while in our employment.
20. You shall be required to promptly inform the Management of any changes in your personal status (e.g. Marital status, change of address, qualification etc.) in writing within 7 days from such change. If no written information about the change in residential address is submitted to the Management the address recorded in the records of the organization shall be taken as authentic. Any communication sent to you by Registered A/D post to your address recorded in the records of the organization shall be deemed to have been served on you even if such communication is returned by the postal authorities undelivered for any reason whatsoever.
21. We assume that all information, such as qualifications, experience, date of birth etc. submitted by you at the time of joining our hospital is true and correct. On the strength of the documents submitted by you we have recorded your date of birth as 02/02/1999 you would ordinarily retire from the services of the hospital on completing the age of 60 years.
22. When you leave the services of the hospital, you will be required to return any property belonging to the hospital, including files, books, keys, documents and correspondence which are in your possession and vacate the sharing accommodation provided to you within 24 hours from your services coming to an end for any reason whatsoever.

You are requested to return a copy duly signed as a token of your acceptance of the terms and conditions of your employment with us.

We hope this will be the beginning of your long career with us and wish you a grand success.

The terms and conditions of appointment herein above mentioned were read and understood by me and I accept the same of my free will fully knowing its implications on me.

P. Hindlekar

Ms. Prajakta Hindlekar

Director Nursing & Chief Experience Officer

[Signature]
21/11/22

Signature and Date



[Signature]



TATA MEMORIAL CENTRE

टाटा स्मारक केन्द्र

TATA MEMORIAL HOSPITAL

टाटा स्मारक अस्पताल

AA No 197997

Date 18.06.2007

Ref EO707/000729

Ms. Savitridevi M. Rawal
D-11.5, Adarsh C.H.S., Sector 48A,
Nerul, Navi Mumbai-400706.

SUBJECT : OFFER OF APPOINTMENT IN TATA MEMORIAL HOSPITAL

Post	NURSE 'A'	Category	Nursing
Pay Scale	Rs.5000-150-8000	Initial Pay	Rs.5000/-

Madam,

Please refer to your application for the post of Nurse 'A' and subsequent interview you had with us. Subsequent on your selection, you are offered an appointment detailed above in this Hospital on the following terms:

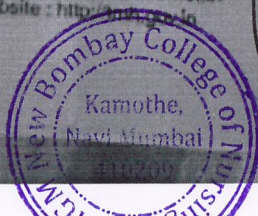
1. General Terms:

- 1.1. Your appointment is temporary but is likely to continue indefinitely.
- 1.2. Your appointment is on a full time basis and you will have to work in shifts including night duties. You will also have to work on Sundays and Holidays. In case of exigencies of work, you shall attend On-call Duty/ Emergency Duty beyond your normal working hours as and when required. You will be required to perform your duties diligently, sincerely and courteously. Your working hours, weekly off etc. will be regulated as per the orders issued by this Centre from time to time.
- 1.3. Your initial pay and scale of pay will be as indicated above. In addition, you will be entitled to such allowances as may be admissible under the Tata Memorial Centre Rules to the employees of your status.
- 1.4. Hostel accommodation and boarding from the hospital cafeteria is compulsory during the probationary period. An amount of Rs.1000/- (Rupees One Thousand Only) being cafeteria charges, subject to revision from time to time, will be recovered from your monthly salary.
- 1.5. You will be eligible to draw your increment on May 01 or November 01, each year, whichever date may be earlier following the completion of nine months service in that post, provided your work and conduct are found satisfactory.
- 1.6. You will not be entitled to any travelling allowance for your journey in connection with your medical examination/joining the post.
- 1.7. You will only be governed by the Contributory Pension Scheme as declared by the Govt. of India and you are liable to pay the monthly contribution towards the Contributory Pension Scheme as per the rules, in force from time to time.
- 1.8. You will be compulsorily covered under the CHS Scheme for which necessary subscription towards CHS Scheme as per rules will be deducted from your salary.

डॉ. ई. बोर्जेस मार्ग, पारेल,
मुंबई - 400 012, भारत
दूरभाष : 022-2417 7000
फैक्स : 022-2414 6937

आपका स्वास्थ्य हमारे लिए सबसे महत्वपूर्ण है।

E-mail: medimail@tmc.ernet.in
Website: http://tmc.ernet.in



[Signature]

Dr. E. Borges Marg, Parel,
Mumbai - 400 012, India.
Phone : 022-2417 7000
Fax : 022-2414 6937

Cancer is curable, if detected early.

2/-

RELIANCE HOSPITAL

Every Life Matters



Ref: RH/HR/APP/671/55001031

Date: 10th January, 2022

To,
Ms. Jancy Thomas
Room N-304, Shreenathji Sadan
Opp. Sarsole Dept.
Sector-6, Nerul West
Navi Mumbai- 400706.

Sub: Letter of Appointment

Dear Ms. Jancy Thomas,

We are pleased to appoint you as **Trainee** in the grade (T1) in **Nursing Services Department** with effect from **10th January, 2022** on the following terms & conditions at the **Reliance Hospital, Koparkhairane, Navi Mumbai**.

1. PLACE OF POSTING:

Your posting will be at **Reliance Hospital, Koparkhairane, Navi Mumbai**. However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional remuneration.

2. COMPENSATION:

Your compensation on a cost to company basis will be **Rs. 240000/-** per annum & will be payable as under:

i. **Base Pay:** **Rs. 120000/-** per annum

This will comprise of Basic Salary and Retirals (Provident Fund & Gratuity).

ii. **Choice Pay:** **Rs. 120000/-** per annum

This will comprise of the various elements that can be chosen by you to suit your requirements.

Enclosed please find along with this letter an indicative break-up of your compensation on the principles of CTC. You are requested to structure your individual preferences of choice pay & provide the details at the time of joining.

3. PROVIDENT FUND SCHEME:

You will be eligible to become a member of the Regional Provident Fund Commissioner's Scheme immediately on joining, as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12 % with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the Human Resources Department upon your joining immediately.

OPERATIONS AND MANAGEMENT BY

Kokilaben Dhirubhai Ambani
hospital & medical research institute
(A UNIT OF MANDKE FOUNDATION)

RELIANCE HOSPITAL

Thane-Belapur Road, Opp Koparkhairane Station,
MIDC, Navi Mumbai - 400 710. Tel: +91 22 71979797
www.reliancehospitals.com
■reliancehospitals ■reliancehosp ■reliancehospitals
CIN:- U99999MH1998NPL127767



4. PROBATION:

You will be on probation initially for a period of six months w.e.f. the date of joining. Your probation may be extended by the company, at its discretion, based on your performance/conduct. It is made clear that you will continue on probation until your service is expressly confirmed. During the probation period:

- a. If you wish to resign from the services of the company, you may do so by giving **three month** notice or by payment of **three month** gross salary in lieu thereof, in writing to the company. **In case if you wish to be relieved earlier, the discretion to do so will rest solely with the company.** In such case, you will be required to pay a sum equivalent to the gross salary for the unexpired part of the period of the notice.
- b. Your employment can also be terminated by the company at its sole discretion at any time without ascribing any reasons thereof by giving **one month** notice in writing. You will not be entitled to any claim, damage, compensation or any other payment on that account. However during the pendency of this notice period the company shall at its discretion is entitled to terminate at any time the services on payment of a sum equivalent to the gross salary for the unexpired part of the period of the notice.

5. COMPENSATION PROGRESSION:

Future increase in your compensation and future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and such other relevant factors and the Company's performance. Such increase in no case shall be automatic and/or a matter of right.

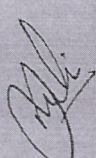
6. MEDICAL FITNESS:

Your appointment is subject to:

- a. Your being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, you are liable to be terminated.
- b. Infectious diseases – in case you acquire any infectious diseases which are likely to be a risk to other employees, then upon certification by any certified medical practitioner nominated by the company you are liable to be terminated immediately with one month's salary.

7. DUTIES AND RESPONSIBILITIES:

- a. Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

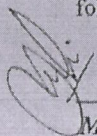

Ms. Jancy Thomas

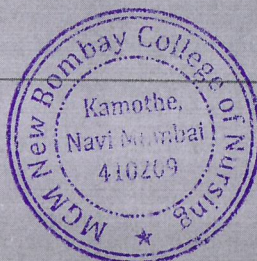


- b. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- e. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- f. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Latter's Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- h. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction

8. NON-DISCLOSURE CLAUSE (COMPLIANCE UNDER INFORMATION TECHNOLOGY ACT 2000)

The Information Technology Act 2000 prohibits sharing of customer information to any outside agency by means of electronic data transfer (Email, File Upload, Internet connection) or by any other means like Telephone, Fax, Printed documents or even direct word of mouth. Data breaches commonly include the following:

 *Ms. Jancy Thomas*



 3 of 7

- a. Lost, stolen or misplaced computers, laptops, computer storage (USB) or backup devices
- b. Tapes containing data backups or transfers that disappear in transit
- c. Information inappropriately transferred or sent out via e-mail, Web mail, file transfers or instant messaging
- d. Data inappropriately removed via USB ports to, as an example, USB drives.
- e. Data stored on network, file or email servers that is remotely accessed by hackers or accessed by employees without authorization
- f. Hackers exploiting viruses, Trojan horses, weak passwords or security loopholes to harvest information
- g. Improper destruction of information - both physical (dumpsters) and electronic (laptops)

The following information (indicative but not limiting to) related to a customer is considered as confidential and extreme care needs to be ascertained by you to ensure that the data is not shared inadvertently to any unauthorized person outside or inside the organization:

- h. Name, telephone number, address, permanent address of the customer, details of nominees
- i. Credit Card, Bank or Payment details
- j. Date of birth details
- k. Usage behavior - Telephone usage behavior, Electricity usage, Investment or Credit Card usage behavior
- l. ARPU, Value of subscriber bills, value of investments, lifestyle and demographics, etc.

To protect the authenticity of customer data, you individually or as a member of any team / group within the company have to ensure appropriate access controls for any services that access such data so that there should not be any transfer or storage of maligned data. You shall strictly ensure that customer data is treated with extreme caution and customer's privacy is respected in accordance to the law. Failure to meet the customer privacy guidelines may result in implications in accordance with the law. As per Section 72 of the IT Act 2000, leakage of information is a criminal offense. Violation by individuals will invite imprisonment for term of upto 2 years or a fine upto Rs. 5 Lakhs or both. As per section 43 of the IT Act 2000, a person involved in the hacking of computers will be liable for a punishment of 2 years or fine upto Rs. 5 Lakhs or both.

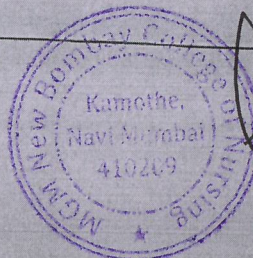
9. RETIREMENT/ SUPERANNUATION:

You will automatically retire from the service of the company on attaining the superannuation age of 58 years.

10. TERMINATION OF PERMANENT SERVICE:

- a. If you are absent yourself without leave for 8 days or remain absent for more than 8 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:

Ms. Jancy Thomas



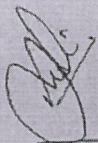
- Return to work within a future period of 8 days and
- Give an explanation to the satisfaction of the Management regarding such an absence.

In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.

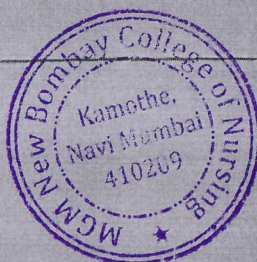
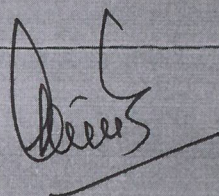
- b. Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence arising out of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency. You will not be entitled to any claim, damage, compensation or any other payment on that account.
- c. **Post confirmation**, your services can also be terminated by the company in writing, except for the reasons mentioned in this appointment letter, by giving notice of **one month** or payment of salary (gross) in lieu thereof, at its sole discretion at any time without ascribing any reasons. However during the pendency of the notice period, the company shall at its discretion, is entitled to terminate your services at anytime on payment of a sum equivalent to the gross salary for the unexpired part of the period of the notice.
- d. **Post confirmation**, in case, you wish to resign from the services of the company, you may do so by giving **three month** notice or payment of **three month** gross salary in lieu thereof, in writing to the company. **In case if you wish to be relieved earlier, the discretion to do so will rest solely with the company.** In such case, you will be required to pay a sum equivalent to the gross salary for the unexpired part of the period of the notice.
- e. In case you leave the organization within 1 year from your date of joining the charges of Pre-employment medical checkup charges, the Background Verification charges, Vaccination charges and any training programs (if attended) during your tenure would be recovered from you

11. GENERAL:

- a. You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.
- b. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- c. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth. Any subsequent request for change in the date of birth latter will not be permitted



Ms. Jancy Thomas

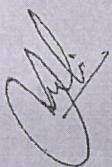



- d. You will intimate in writing to the Management any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.
- e. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.
- f. The present designation is subject to change depending upon work assignment from time to time.
- g. Cost of uniform will be recovered from the employee, if he/ she resigns from the services prior to completion of 1 year of service.
- h. You shall be required to sign and abide by the Rules and Regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- i. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. During this entire period of such suspension you will be paid a suspension allowance at the rate 50 % of your current salary (Base Pay + Choice Pay). If however the enquiry officer records that the said enquiry is being delayed due to any act, deed or conduct on your part, the said suspension allowance will be reduced to 30% of your current salary (Base Pay + Choice Pay). The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- j. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof

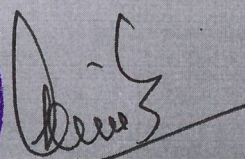
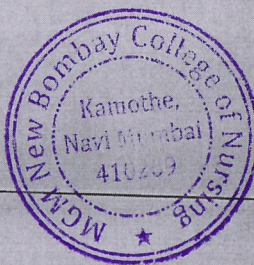
Acceptance letter and all future correspondence should be addressed **confidentially** to:

Human Resources Department
Reliance Hospital
Near DAKC Gate No.4,
Opposite Koparkhairane Railway Station,
Thane Belapur Road
Navi Mumbai - 400710

Please note that you are expected to keep the salary package strictly confidential and not to share information regarding the salary with anyone except your very close family members.



Ms. Jancy Thomas



Ms. Ansu P. Varghese
Punnamoottil House,
Makkapuzha P.O.,
Ranny, Pathanamthitta

APPOINTMENT LETTER

We are pleased to appoint you as a **Residential Staff Nurse**, with effect from **23-May-22**, on the following terms and conditions:

1) Compensation and Benefits:

You will be paid a total annual compensation of **Rs.3,84,888/- (Three Lakhs Eighty Four Thousand Eight Hundred and Eighty-eight Only)**. The detail breakup of your Compensation and Benefits is enclosed at Annexure - I. Your compensation is subject to income tax and other statutory dues, as may be applicable from time to time. The Company will deduct taxes as appropriate and consistent with the Indian tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations. All necessary documentation to substantiate the claim for exemption under the relevant provision of the Income Tax Act, 1961, need to be forwarded to the Finance Department by you at the beginning of the year (Taxable Year April/March) in order to decide on the tax liability. Changes, if any, in the investment plan should be intimated to the Accounts Department before the end of January of the relevant financial year.

2) Security Deposit:

You are required to pay security deposit of **Rs.10,000/-** to Jaslok Hospital & Research Centre on joining as a staff nurse. The security deposit of **Rs.10,000/-**, will be refunded to you after completion of two years' of service at the hospital. The duration of two years' service will be calculated from your date of joining the Hospital. No interest will be paid on security deposit. If you leave the Hospital prior to the completion of the required period of two years of Service, for any reason whatsoever, your deposit amount will stand forfeited.

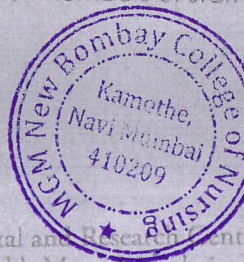
Should you remain absent (on loss of pay, for any reason), the said absence would be considered for the purpose of calculation of the two year period of service and consequently, the said years of service will stand automatically extended for those many days on which you remained absent.

3) Probation:

You will be on probation for a period of 6 months from the date of joining the Hospital. At the end of the probationary period, should your performance be found satisfactory, you will be confirmed in the services of the Hospital, in writing. Should you not receive a letter of confirmation of your services, the probationary period shall be deemed to have been extended till such time your services are confirmed in writing. During probation period if you wish to resign, you can do so by giving 15 days written notice to the management.

4) Hours of Work :

You will be required to follow specific hours of work, which would be the same as that which have been established for other members of staff in the department. However



Jaslok Hospital and Research Centre,
15, Dr. G. Deshmukh Marg, Mumbai - 400 026.

Tel.: (22) 6657 3333 / 4017 3333 Fax : (22) 2352 0508 Emergency Number (22) 2354 2354
E-mail : info@jaslokhospital.net Website : <http://www.jaslokhospital.net>



MGM

NEW BOMBAY HOSPITAL, VASHI

Plot 25, Sector 5, Vashi, New Mumbai 400 703

MGM/NBH/V/120/2014/

17/07/2014

APPOINTMENT ORDER NO. 120 / 2014

To,
Tejaswi Deepak Shinde
Emp No. N2424

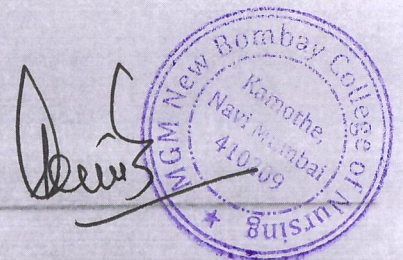
Sub: Appointment for the post of Staff Nurse

Dear Sir / Madam,

We are pleased to appoint you as "Staff Nurse" in MGM New Bombay Hospital, Vashi, w.e.f. 11/07/2014 on consolidated salary of Rs.14,100/- 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 installments which will be refundable at the time of leaving service from this hospital by giving one month notice. In case you leave the organisation without giving one month notice, the security deposit will be forfeited.
- 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 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.



Member of Association of Hospitals

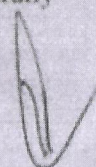
Tel: (022) 2782 22 03, 2782 16 58, 6152 66 88 Fax - 2782 05 20, 2782 46 18
E-mail: vashivngn@gmail.com / online@mgmhospitalvashi.net

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, or you are found to have indulged in criminal, 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 fulfillment of Vision, Mission & Objectives of the Institute and follow the Code of conduct.

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

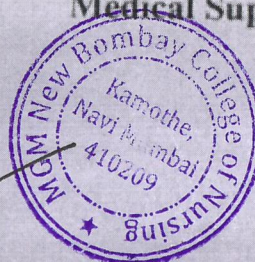
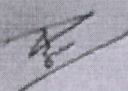
If the above terms and conditions are acceptable to you, Please sign the duplicate of this letter as a token of acceptance.

Yours faithfully



Medical Superintendent

Acceptance (Signature):



Member of Association of Hospitals

RELIANCE HOSPITAL

Every Life Matters



Ref: RH/HR/APP/649/550001006
2021

Date: 20th November,

To,
Ms. Sneha Shaji
Kalash Villa
Sanpada
Sector - 10,
Navi Mumbai - 400705.

Sub: Letter of Appointment

Dear Ms. Sneha Shaji,

We are pleased to appoint you as **Trainee** in the grade (T1) in **Nursing Services Department** with effect from **20th November, 2021** on the following terms & conditions at the **Reliance Hospital, Koparkhairane, Navi Mumbai**.

1. PLACE OF POSTING:

Your posting will be at **Reliance Hospital, Koparkhairane, Navi Mumbai**. However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional remuneration.

2. COMPENSATION:

Your compensation on a cost to company basis will be **Rs. 2,40,000/- per annum** & will be payable as under:

i. Base Pay:

Rs. 1,20,000/- per annum

This will comprise of Basic Salary and Retirals (Provident Fund & Gratuity).

ii. Choice Pay:

Rs. 1,20,000/- per annum

This will comprise of the various elements that can be chosen by you to suit your requirements.

Enclosed please find along with this letter an indicative break-up of your compensation on the principles of CTC. You are requested to structure your individual preferences of choice pay & provide the details at the time of joining.

3. PROVIDENT FUND SCHEME:

You will be eligible to become a member of the Regional Provident Fund Commissioner's Scheme immediately on joining, as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12 % with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the Human Resources Department upon your joining immediately.

OPERATIONS AND MANAGEMENT BY

**Kokilaben Dhirubhai Ambani
hospital & medical research institute**

(A UNIT OF MANDKE FOUNDATION)



Reliance Hospital
Rajne-Belapur Road, Opp Koparkhairane Station,
MDC, Navi Mumbai - 400 710; Tel: +91 22 3966 6666
www.reliancehospitals.com
reliancehospitals@reliancehospitals.com
IN - 400993 MH 1998 NPL 127767

4. PROBATION:

You will be on probation initially for a period of six months w.e.f. the date of joining. Your probation may be extended by the company, at its discretion, based on your performance/conduct. It is made clear that you will continue on probation until your service is expressly confirmed. During the probation period:

- a. If you wish to resign from the services of the company, you may do so by giving **three month** notice or by payment of **three month** gross salary in lieu thereof, in writing to the company. **In case if you wish to be relieved earlier, the discretion to do so will rest solely with the company.** In such case, you will be required to pay a sum equivalent to the gross salary for the unexpired part of the period of the notice.
- b. Your employment can also be terminated by the company at its sole discretion at any time without ascribing any reasons thereof by giving **one month** notice in writing. You will not be entitled to any claim, damage, compensation or any other payment on that account. However during the pendency of this notice period the company shall at its discretion is entitled to terminate at any time the services on payment of a sum equivalent to the gross salary for the unexpired part of the period of the notice.

5. COMPENSATION PROGRESSION:

Future increase in your compensation and future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and such other relevant factors and the Company's performance. Such increase in no case shall be automatic and/or a matter of right.

6. MEDICAL FITNESS:

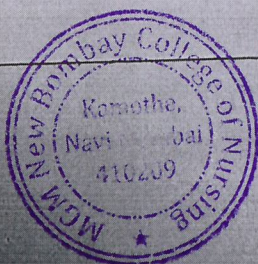
Your appointment is subject to:

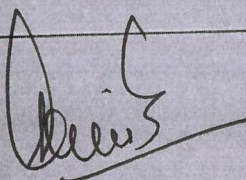
- a. Your being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, you are liable to be terminated.
- b. Infectious diseases – in case you acquire any infectious diseases which are likely to be a risk to other employees, then upon certification by any certified medical practitioner nominated by the company you are liable to be terminated immediately with one month's salary.

7. DUTIES AND RESPONSIBILITIES:

- a. Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.


Ms. Sneha Shaji



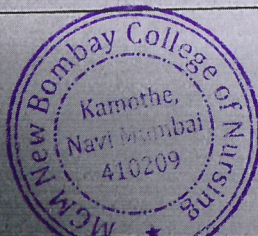


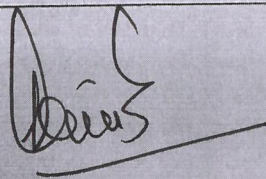
- b. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- e. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- f. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Latter's Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- h. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction

8. NON-DISCLOSURE CLAUSE (COMPLIANCE UNDER INFORMATION TECHNOLOGY ACT 2000)

The Information Technology Act 2000 prohibits sharing of customer information to any outside agency by means of electronic data transfer (Email, File Upload, Internet connection) or by any other means like Telephone, Fax, Printed documents or even direct word of mouth. Data breaches commonly include the

 Ms. Sneha Shaji





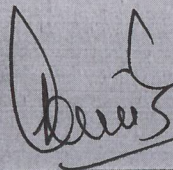
- b. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- c. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth. Any subsequent request for change in the date of birth latter will not be permitted
- d. You will intimate in writing to the Management any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.
- e. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.
- f. The present designation is subject to change depending upon work assignment from time to time.
- g. Cost of uniform will be recovered from the employee, if he/ she resigns from the services prior to completion of 1 year of service.
- h. You shall be required to sign and abide by the Rules and Regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- i. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. During this entire period of such suspension you will be paid a suspension allowance at the rate 50 % of your current salary (Base Pay + Choice Pay). If however the enquiry officer records that the said enquiry is being delayed due to any act, deed or conduct on your part, the said suspension allowance will be reduced to 30% of your current salary (Base Pay + Choice Pay). The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- j. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof

Acceptance letter and all future correspondence should be addressed confidentially to:

**Human Resources Department
Reliance Hospital
Near DAKC Gate No.4,
Opposite Koparkhairane Railway Station,
Thane Belapur Road
Navi Mumbai - 400710**



Ms. Sneha Shaji





BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.
Telephone : 2366-7788, 2367-1888 / 2888, 6919 7788 Fax : 2367-2666
Email : info@breachcandyhospital.org; www.breachcandyhospital.org

07.07.2022

To,
Ms. Geeva John
Eracheril House
Valiyakavu PO
Ranny, Pathanamthitta
Kerala
Pin Code: 689675

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Staff Nurse" in our organization with effect from "04/07/2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital
09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of you failure to account for such properties whether during the course of service or otherwise.

PSH



[Handwritten signature]



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAP005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

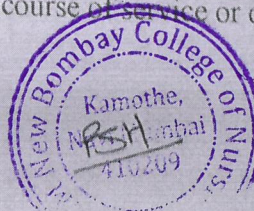
Email : info@breachcandyhospital.org; www.breachcandyhospital.org

01.02.2022

To,
Ms. Linta Rachel Alex
Thakadiyil House Cherukole PO
Kozhencherry
Pathanamthitta
Kerala
Pin Code: 689650

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Staff Nurse" in our organization with effect from "01/02/2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital
09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of you failure to account for such properties whether during the course of service or otherwise





BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAP005082

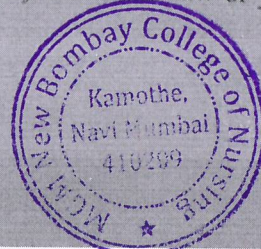
60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10. After the completion of one year of service you will be paid **Uniform Allowance of Rs.8496/-** per year towards the cost of shoes, uniform material, stitching, washing and ironing. This allowance is liable to be discontinued if you do not maintain clean, tidy and smart turn out and you are required to wear them during your working hour.
11. You will be entitled to leave facilities including Casual Leave, Sick Leave, Maternity Leave, Privilege Leave and Public Holidays; and medical benefits as per the hospital rules as applicable from time to time. However it is classified that there will be no post-retirement medical benefits.
12. You will be paid a **Living out Allowance of Rs.4100/-** per month in case you do not stay in the quarters provided by the hospital. Whenever you proceed on Privilege Leave for which you shall give prior intimation and obtain our permission you will be paid proportionate Living out Allowance, during this leave period.
13. You shall devote full time and energy for the interest of the organization. You shall not, while in the employment of our organization undertake any other employment either for full-time or part-time whether for gain or not and you shall also not engaged in any trade, business or profession directly or indirectly without the prior written permission of the Management.
14. During the period of employment in our organization you shall be bound by the rules and regulations of the organization which are in force at present or which may be in to force from time to time.
15. During your employment with us you will not publish any papers/ pamphlets / books or make any speech or presentation related to your work in this hospital, or not to engaged / interested / concerned with any business / occupational activity without written consent to the Management.
16. Your services are liable to be transferred from one shift to another or from one Department / Ward to the other as and when the Management finds it necessary. You shall work 48 hours a week.
17. You shall not disclose or divulge any technical, secret or confidential information, which may have come to your knowledge directly or indirectly as an employee of our organization to any one whether an employee of the organization or any outsider while in the service of the organization or otherwise compelled to do so by law.
18. The Hospital has a policy against Sexual Harassment (Gender Neutral) in place to deal with complaints relating to sexual harassment and you shall abide by the same
19. Without prejudice to anything contained herein this appointment letter your services are liable to be terminated without notice or payment in lieu to such notice if it is found that you are medically unfit at any time while in the service of the organization or if it has come to the notice of the Management that any of the information given by you while taking up the employment with us is incorrect or it comes to the knowledge of the Management that you were convicted in the past by a court of law or you are convicted while in our employment.

RSY



[Signature]



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAP005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

20. You shall be required to promptly inform the Management of any changes in your personal status (e.g. Marital status, change of address, qualification etc.) in writing within 7 days from such change. If no written information about the change in residential address is submitted to the Management the address recorded in the records of the organization shall be taken as authentic. Any communication sent to you by Registered A/D post to your address recorded in the records of the organization shall be deemed to have been served on you even if such communication is returned by the postal authorities undelivered for any reason whatsoever.

21. We assume that all information, such as qualifications, experience, date of birth etc. submitted by you at the time of joining our hospital is true and correct. On the strength of the documents submitted by you we have recorded your date of birth as 17/12/1999 you would ordinarily retire from the services of the hospital on completing the age of 60 years.

22. When you leave the services of the hospital, you will be required to return any property belonging to the hospital, including files, books, keys, documents and correspondence which are in your possession and vacate the sharing accommodation provided to you within 24 hours from your services coming to an end for any reason whatsoever.

You are requested to return a copy duly signed as a token of your acceptance of the terms and conditions of your employment with us.

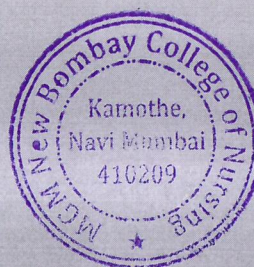
We hope this will be the beginning of your long career with us and wish you a grand success. The terms and conditions of appointment herein above mentioned were read and understood by me and I accept the same of my free will fully knowing its implications on me.

P. Hindlekar

Ms. Prajakta Hindlekar
Director Nursing & Chief Experience Officer

Hindlekar
10/2/2022

Signature and Date



Devi

RELIANCE HOSPITAL

Every Life Matters



Ref: RH/HR/APP/667/55001026

Date: 05th January, 2022

To,
Ms. Mertina Mathew
Chirayath House
Thanikyamunayam
Kodannur, Thrissur
Kerala - 680563.

Sub: Letter of Appointment

Dear Ms. Mertina Mathew,

We are pleased to appoint you as **Trainee** in the grade (T1) in **Nursing Services Department** with effect from **05th January, 2022** on the following terms & conditions at the **Reliance Hospital, Koparkhairane, Navi Mumbai**.

1. PLACE OF POSTING:

Your posting will be at **Reliance Hospital, Koparkhairane, Navi Mumbai**. However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional remuneration.

2. COMPENSATION:

Your compensation on a cost to company basis will be **Rs. 240000/-** per annum & will be payable as under:

i. **Base Pay:** **Rs. 120000/-** per annum

This will comprise of Basic Salary and Retirals (Provident Fund & Gratuity).

ii. **Choice Pay:** **Rs. 120000/-** per annum

This will comprise of the various elements that can be chosen by you to suit your requirements.

Enclosed please find along with this letter an indicative break-up of your compensation on the principles of CTC. You are requested to structure your individual preferences of choice pay & provide the details at the time of joining.

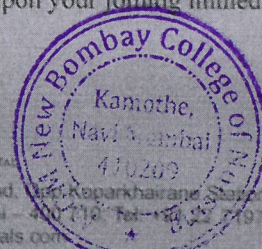
3. PROVIDENT FUND SCHEME:

You will be eligible to become a member of the Regional Provident Fund Commissioner's Scheme immediately on joining, as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12 % with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the Human Resources Department upon your joining immediately.

OPERATIONS AND MANAGEMENT BY

Kokilaben Dhirubhai Ambani
hospital & medical research institute

(A UNIT OF MANAKA FOUNDATION)



RELIANCE HOSPITAL
Thane-Belapur Road, Koparkhairane Station,
MIDC, Navi Mumbai - 400 712. Tel: 022-27979797
www.reliancehospitals.com
#reliancehospitals #reliancehospitals #reliancehospitals
CIN: U99999MH1998NPL127767



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAP005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

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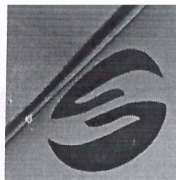
07.02.2022

To,
Ms. Leediya Mary Francis Salaziyar
B-302, Gangadham CHS
Building No.1, Plot no.19/d,
Sukapur, New Panvel
Raigad
Pin Code: 410206

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Staff Nurse" in our organization with effect from "07/02/2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital
09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of you failure to account for such properties whether during the course of service or otherwise.





BREACH CANDY HOSPITAL TRUST

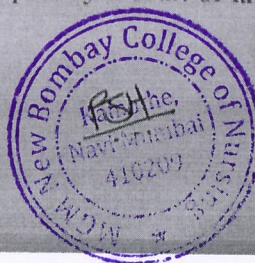
CIN : U85100MH1946GAP005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10. After the completion of one year of service you will be paid **Uniform Allowance of Rs.8496/-** per year towards the cost of shoes, uniform material, stitching, washing and ironing. This allowance is liable to be discontinued if you do not maintain clean, tidy and smart turn out and you are required to wear them during your working hour.
11. You will be entitled to leave facilities including Casual Leave, Sick Leave, Maternity Leave, Privilege Leave and Public Holidays; and medical benefits as per the hospital rules as applicable from time to time. However it is classified that there will be no post-retirement medical benefits.
12. You will be paid a **Living out Allowance of Rs.4100/-** per month in case you do not stay in the quarters provided by the hospital. Whenever you proceed on Privilege Leave for which you shall give prior intimation and obtain our permission you will be paid proportionate Living out Allowance, during this leave period.
13. You shall devote full time and energy for the interest of the organization. You shall not, while in the employment of our organization undertake any other employment either for full-time or part-time whether for gain or not and you shall also not engaged in any trade, business or profession directly or indirectly without the prior written permission of the Management.
14. During the period of employment in our organization you shall be bound by the rules and regulations of the organization which are in force at present or which may be in force from time to time.
15. During your employment with us you will not publish any papers/ pamphlets / books or make any speech or presentation related to your work in this hospital, or not to engaged / interested / concerned with any business / occupational activity without written consent to the Management.
16. Your services are liable to be transferred from one shift to another or from one Department / Ward to the other as and when the Management finds it necessary. You shall work 48 hours a week.
17. You shall not disclose or divulge any technical, secret or confidential information, which may have come to your knowledge directly or indirectly as an employee of our organization to any one whether an employee of the organization or any outsider while in the service of the organization or otherwise compelled to do so by law.
18. The Hospital has a policy against Sexual Harassment (Gender Neutral) in place to deal with complaints relating to sexual harassment and you shall abide by the same
19. Without prejudice to anything contained herein this appointment letter your services are liable to be terminated without notice or payment in lieu to such notice if it is found that you are medically unfit at any time while in the service of the organization or if it has come to the notice of the Management that any of the information given by you while taking up the employment with us is incorrect or it comes to the knowledge of the Management that you were convicted in the past by a court of law or you are convicted while in our employment.



Ref No: KDAH/HR/AL/2021/11/172/51008674

Date: 8th November 2021

To,
Ms. Jibi Babu Varughese
Room No. 2, Bhaskar Bhandari House,
Marve Road, Near Bazar Gallay Malwani,
Malad West, Kharode, Mumbai,
Maharashtra - 400095.

Subject: Letter of Appointment

Dear Jibi,

We are pleased to appoint you as 'Officer Nursing Services' in the Grade (8A) in Department of Nursing Services with effect from 8th November 2021 on the following terms and conditions:

1. PLACE OF POSTING:

Your posting will be at Mumbai, India.

However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company or any of the Group companies, associates or affiliates either existing or to be set up anywhere in India or abroad, without any additional remuneration.

2. COMPENSATION:

Your compensation on a cost to company basis will be ₹ 2,16,000/- per annum & will be payable as under:

i. Base Pay: ₹ 1,08,000/- per annum.

This will comprise of Basic Salary and Retirals (Provident Fund & Gratuity).

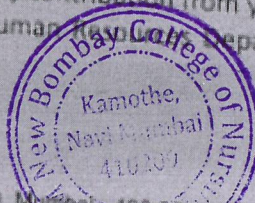
ii. Choice Pay: ₹ 1,08,000/- per annum.

This will comprise of the various elements that can be chosen by you to suit your requirements.

Enclosed please find along with this letter an indicative break-up of your CTC. You are requested to structure your individual preferences of choice pay & provide the details at the time of joining.

3. PROVIDENT FUND SCHEME:

You will be eligible to become a member of the Regional Provident Fund Commissioner's Scheme immediately on joining, as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12 % with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the Human Resources Department upon your joining immediately.





MGM
NEW BOMBAY HOSPITAL, VASHI
Plot 25, Sector 3, Vashi, Near Mumbai 400 703

MGM/NBH/V/029/2011/

04/03/2011

APPOINTMENT ORDER NO. 029 / 2011

To,
Capt. Jancy S D'souza
Emp No. N2034

Sub: Appointment for the post of Sister-In-charge (Infection Control)

Dear Sir / Madam,

We are pleased to appoint you as "Sister-In-Charge (Infection Control)" in MGM New Bombay Hospital, Vashi, w.e.f 01/02/2011 on consolidated salary of Rs.22,000/- 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.

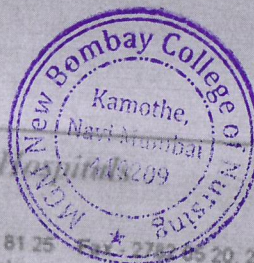
ii) Based on your performance during the probation period, the company reserves the right to reduce / dispense with or extend the probationary period at its sole discretion or terminate your services with immediate effect, without giving any notice or assigning any reasons.

2. Security Deposit: You will be required to give a security deposit of one month's pay in two installments which will be refundable at the time of leaving service from this hospital by giving one month notice. In case you leave the organisation without giving one month notice, the security deposit will be forfeited.

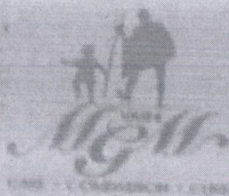
3. Duties: You will be required to attend your duties as and when required at timings in any shifts, which may be assigned to you as per the requirement of the organisation. It should not be presumed that the scope of your duties is circumscribed or limited by your designation and it should be clearly 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 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.



Member of Association of Hospitals



MGM

NEW BOMBAY HOSPITAL, VASHI

Plot 25, Sector 3, Vashi, Near Marol 400 703

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, or you are found to have indulged in criminal, 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 fulfillment of Vision, Mission & Objectives of the Institute and follow the Code of conduct.

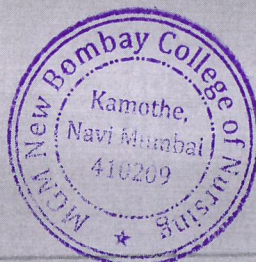
We welcome you to the organisation and sincerely hope that your period of service will be long, pleasant and mutually beneficial.

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

Yours faithfully,

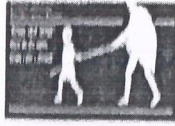
Lalyan L
Medical Superintendent

Sebastian
Acceptance (Signature)



Devi S

Member of Association of Hospitals



MAHATMA GANDHI MISSION HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai - 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No: MGMH/KAM/App./NP/HR/2022/018

Date: 7th February, 2022

To,

Mrs. Mankayarkarasi S.
702, Purnima Heights Plot No. 13,
Sector 17, Kamothe,
Navi Mumbai-410209
Mobile No. 7092369015/9769608204
Email ID-mankaisekar@gmail.com

Subject: - Appointment Letter as a "Nurse Practitioner in Critical Care".

Dear Mankayarkarasi,

We are pleased to inform you that you are hereby appointed as "Nurse Practitioner in Critical Care", units of MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a consolidated salary Rs. 35,000/- + Rs. 5,000/- per month as Critical Care Allowance, w.e.f. 01/11/2021.


Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for 6 months from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You should have a valid registration certificate as "Nurse Practitioner" from State Nursing Registration Council. You should also have a valid AHA accredited BLS and ACLS Certificate at the time of appointment.
3. You will be posted in critical care units only. You will wear scrub suits as approved by the management (with name and designation imprinted), while working in the Critical Care Units.
4. You will perform round the clock shift duties by relieving each other and report to Unit Heads and Head of Critical Care Unit and Nursing Superintendent. You will maintain daily records pertaining to patient on the NPCC progress notes in the patient file.
5. You may be privileged and permitted to perform advance procedures like endotracheal intubation, central line and arterial line insertion, order investigations and therapies (as per institutional protocols approved for NPCC). The privileging of advanced procedures will be completed by you.
6. You will follow the Standard Operating Procedures and Protocols as approved by members of Hospital Committee constituted by the Medical Director and the Board of Management MGMHHS.
7. Your major job description in Critical Care includes initial focused history collection, daily physical examination, monitoring and management of plan of care in collaboration with the consulting doctor. You will act as first responder in emergency critical care situations and be an active member of Code Blue Team.
8. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited.



9. You will have to submit to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
10. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
11. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
12. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
13. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
14. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
15. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
16. You will not be allowed to avail of any kind of leave during probation period except CL, which could be availed by you only after three months of your joining the services.
17. You will have to open an account with IDBI Bank, to enable to remit your salary.
18. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Hospital Director, immediately after joining with intimation to you.
19. You are advised to report for your duties with immediate effect.

You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee:- 

Date of Joining:- 11/11/2021



K. Salgotra
Hospital Director
MGM Hospital, Kamothe

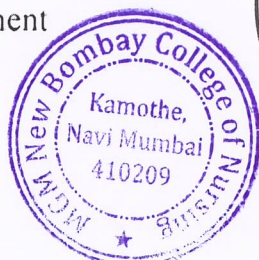
Dr. LV General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.


Copy for information to:-

1. The Hon'ble Medical Director
2. The Registrar, MGMIHS, Kamothe
3. The Dean, MGM Medical College, Kamothe
4. The Director, MGM New Bombay College of Nursing, Kamothe
5. The Nursing Superintendent, MGM Hospital, Kamothe

Copy to:-

1. Personal File
2. Accounts Department







MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2022/015

Date: 15th January, 2022

To,
Ms. Binol Anna Thomas,
Kochuparampil House,
Thadiyoor p.o.,
Thiruvalla, Pathanamthitta
Kerala, Pin:- 689545
Contact No.: - 7559845388
Email ID.: - binolann99@gmail.com

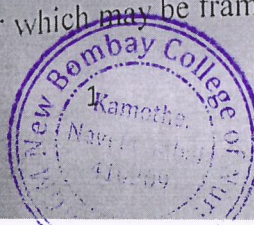
Subject: - Appointment as a "Staff Nurse".

Dear Binol,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950 + AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month.

Your appointment is subject to the terms and conditions mentioned below: -

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to Human Resource Department, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Human Resource Department, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

You are advised to report for your duties immediately.

Signature of the Employee:-

Date of Joining:- 17/1/22



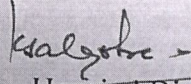
Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to: -

1. Personal File
2. Accounts Department




Hospital Director
MGM Hospital, Kamothe
Dr. Lt/ General (Retd) K R Salgotra, VSM
Hospital Director
MGM Medical College & Hospital,
Kamothe, Navi Mumbai - 410 209.





MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2022/092

Date: 29th April, 2022

To,
Ms. Bhakti Nagesh Patil,
At: - Bandhan, Post: - Poynad,
Alibag, Raigad: - 402108
Contact No.: - 9975956860, 7447541647
Email ID.: - bhaktipatil061096@gmail.com

Subject: - Appointment as Staff Nurse, after submission of MNC Registration.

Dear Bhakti.

Based on the submission of your Maharashtra Nursing Registration Certificate, we are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950 + AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month, w.e.f. 01/01/2022.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from 01/01/2022 and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.



7. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

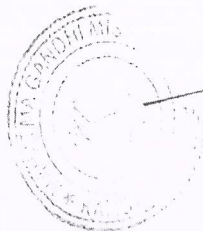
Signature of the Employee:- _____

Copy for information: -

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe.
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to: -

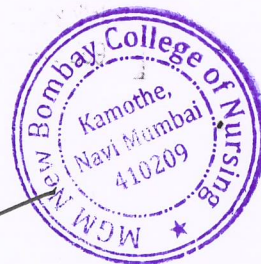
1. Personal File
2. Accounts Department
3. The Time Keeper



K. H. G.
Hospital Director
MGM Hospital, Kamothe
Dr. L. V. G. V. S. N.

MGM
Kamothe

Dr. L. V. G. V. S. N.

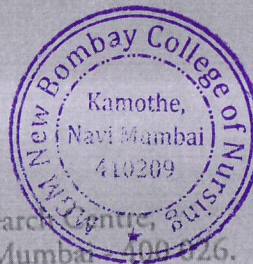


Ms. Jilbi Annamma Biju
 Kakkanattu House
 Kidanganloor P O,
 Kidanganur,
 Kerala - 689514

APPOINTMENT LETTER

We are pleased to appoint you as a Residential Staff Nurse, with effect from 23-May-22, on the following terms and conditions:

- 1) **Compensation and Benefits:**
 You will be paid a total annual compensation of Rs.3,84,888/- (Three Lakhs Eighty Four Thousand Eight Hundred and Eighty-eight Only). The detail breakup of your Compensation and Benefits is enclosed at Annexure - I. Your compensation is subject to income tax and other statutory dues, as may be applicable from time to time. The Company will deduct taxes as appropriate and consistent with the Indian tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations. All necessary documentation to substantiate the claim for exemption under the relevant provision of the Income Tax Act, 1961, need to be forwarded to the Finance Department by you at the beginning of the year (Taxable Year April/March) in order to decide on the tax liability. Changes, if any, in the investment plan should be intimated to the Accounts Department before the end of January of the relevant financial year.
- 2) **Security Deposit:**
 You are required to pay security deposit of Rs.10,000/- to Jaslok Hospital & Research Centre on joining as a staff nurse. The security deposit of Rs.10,000/-, will be refunded to you after completion of two years' of service at the hospital. The duration of two years' service will be calculated from your date of joining the Hospital. No interest will be paid on security deposit. If you leave the Hospital prior to the completion of the required period of two years of Service, for any reason whatsoever, your deposit amount will stand forfeited.
 Should you remain absent (on loss of pay, for any reason), the said absence would be considered for the purpose of calculation of the two year period of service and consequently, the said years of service will stand automatically extended for those many days on which you remained absent.
- 3) **Probation:**
 You will be on probation for a period of 6 months from the date of joining the Hospital. At the end of the probationary period, should your performance be found satisfactory, you will be confirmed in the services of the Hospital, in writing. Should you not receive a letter of confirmation of your services, the probationary period shall be deemed to have been extended till such time your services are confirmed in writing. During probation period if you wish to resign, you can do so by giving 15 days written notice to the management.
- 4) **Hours of Work :**
 You will be required to follow specific hours of work, which would be the same as that which have been established for other members of staff in the department. However




**P. D. HINDUJA NATIONAL HOSPITAL
& MEDICAL RESEARCH CENTRE**

(Established and managed by the National Health & Education Society)

VEER SAVARKAR MARG, MAHIM, MUMBAI - 400 016, INDIA
PHONE : 2445 1515, 2445 2222, 2444 9199 FAX : 2444 9151



HH/PD/01-25/10654

Date: 24th January, 2022

Ms. Tissamol Sebastian
Adhikarathil, Anakulam, Mankulam,
Idukki, Devikulam, Kerala - 6855 65

Dear Ms. Tissamol,

With reference to your application and pursuant to the interview you had with us, we are pleased to appoint you as a 'Nursing Officer - I' in grade 'N-3' in the Nursing Services department of our Hospital with effect from **January 24, 2022** on the following terms and conditions:

1. Your appointment is subject to medical fitness.
2. You will be on probation for a period of **six months** from the date of your appointment; this period may be extended at the discretion of the Management subject to your performance, attitude and attendance being not satisfactory in all respects. During probation, your services can be terminated without notice or salary in lieu of notice. On successful completion of probation, you will be confirmed in writing.
3. The hospital operations are fully computerized. You are required to acquire sufficient working knowledge to operate the Hospital computer system covering data entries as well as retrieval within your probation period. Your confirmation will depend on among other factors, your proficiency in handling our computer system.
4. You will receive a Basic Pay of **Rs. 7,420/-** (Rupees: **Seven thousand four hundred twenty** only) per month in the scale of Rs 7420-40-7545-45-7765-50-8015-55-8290 with admissible allowances which presently are: Variable D.A. - Rs. 12,961.53/-. H.R.A. - Rs. 3,298/-. Transport Allowance - Rs. 7,083/-. Education Allowance - Rs. 3,462/-. and Nursing Allowance - Rs. 2,763/-. during your probation period.
 - a) On Confirmation you will be eligible for additional Nursing Allowance of Rs. 2,763/- p.m.
 - b) When you are a Resident Staff Nurse, you will not be eligible for House Rent Allowance.
5. On joining duty, you will undergo in service education and training for which you will have to sign a separate skill upgradation agreement enclosed along with this appointment letter.

HH Confidential





-2-

6. As mentioned in the skill upgradation agreement, you will be required to work in this hospital for a minimum period of **2 years** from the date of appointment (excluding the period of unauthorized absence from duty and Leave Without Pay). You shall not be allowed to leave our service within this period.
7. After and during the minimum period of **two years** of service, your services can be terminated by the Management by one month's notice or three months' notice pay in lieu thereof. In the event you desire to leave after & during the minimum period of two years, you will also have to serve one month's notice or give three months' notice pay in lieu thereof.
8. You will report to the **HOD – Nursing Services Department** or any other person in charge of the department.
9. You shall be required to perform your duties in any shift. 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. You shall be required to perform your duties diligently, sincerely and courteously.
10. You may be required to serve in any branch, office, department or section of the Hospital. In case of such a transfer, the service conditions applicable to that branch, office, department or section will be applicable to you.
11. Your employment with the Hospital being on whole-time basis, you shall not engage yourself directly or indirectly in any other business or employment.
12. Being a hospital, your job will involve contact with all kinds of patients. You will have to handle/process blood, body fluids and other specimens of the patients in the course of investigations/procedures. You must, therefore, take adequate precautions during your work as per the universal precautions/guidelines. In some areas the job will involve working with radioactive materials/radio isotopes/instruments emitting x-rays/radiation. You must therefore, take adequate precautions as per departmental guidelines.
13. During your employment with this hospital, you shall discharge the duties entrusted to you diligently and faithfully and you shall not refuse to carry out any procedure/job as may be required in the department and/or resort to any action which, according to the Management, may hamper the working of the institution or involve yourself in any acts which, according to the Management are detrimental to the interests of the Institution. In case you are found to have committed breach of any of these conditions, the Management shall take suitable action against you.

[Signature]

[Signature] ...3...



III Confidential



-3-


14. You are required to wear uniform of non-synthetic fabric and of the design prescribed by the Management, whilst on duty and to keep it neat and tidy.
15. The Hospital attaches considerable importance to a high level of physical fitness, personal grooming, appearance and deportment. Your continuance in service will be subject to your maintaining the required level of medical fitness and being declared medically fit in the periodic medical check-ups conducted by the hospital.
16. You have been allotted **Employee No. 10654**. You will be required to remember this number and quote it in all communications with us.
17. You will be required to promptly inform us of any changes in your personal status (e.g. Change of address, qualifications, marital status, etc.)
18. You will retire on attaining the age of 60 years.
19. On cessation of employment, you will hand over all equipment, tools, keys, records, uniforms and any other materials of the Hospital in your possession, to your immediate superior and obtain a receipt in token of having returned the same.
20. You will be governed by the rules and regulations of the hospital as in force from time to time.

Kindly signify your acceptance on the duplicate copy of this letter in token of your having accepted the same.

Yours sincerely,

Jagdeep Chauhan
Director – Human Resources

I have read and understood the above mentioned conditions and agree to abide by the rules and regulations of the hospital as in force from time to time, as per terms of Settlement dated 28th March, 2018.

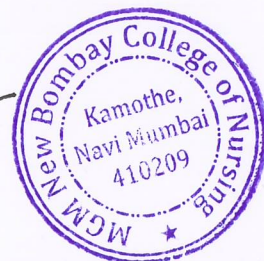
Signature: 

Date: 27/01/2022

ak
cik

cc: Accounts

HH Confidential





टाटा स्मारक केन्द्र
TATA MEMORIAL CENTRE

कैंसर उपचार, अनुसंधान एवं शिक्षा का प्रगत केन्द्र
ADVANCED CENTRE FOR TREATMENT RESEARCH
& EDUCATION IN CANCER

- CANCER RESEARCH INSTITUTE
- CLINICAL RESEARCH CENTRE
- CENTRE FOR CANCER EPIDEMIOLOGY

11407

प.ऊ.वि. भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान

A GRANT-IN-AID INSTITUTION OF THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA

No. EST/ 5592/ 2021

18th October 2021

Ms. Anusugandhi Esak
Flat No. 204, 2nd Floor,
Govind Harmony Co. Op. Hsg. Soc,
Plot No. 428, Railway Station Road
Takka, Panvel - 410206
Mobile No.: 9819774274
Email: anusugandhi.92@gmail.com

Dear Sir/ Madam,

I am directed to inform you that the competent authority is pleased to engage you to work as **Staff Nurse (Ad-hoc)** to work at ACTREC for the period not exceeding to Six months from date of joining not later than 25.10.2021 on the following terms and conditions mentioned:

1. Your engagement is purely on fixed term basis and extension beyond the above period will be considered subject to your performance. Your services will be liable for termination without assigning any reason or giving any notice in case of non satisfactory services during the period of the contract.
2. You will be paid a monthly consolidated salary @ **Rs. 38,000/- p.m. (Inclusive of Covid allowance Rs.10000/-) during Covid pandemic period.** Salary subject to deduction of TDS as per rules.
3. You have to work full-time and will not be permitted to accept any employment / post / assistantship elsewhere during the period of your tenure under this contract. Any applications within or outside TMC should be with prior written permission of the Deputy Nursing Superintendent or Director, ACTREC.
4. You will have to give 15 days notice in case you wish to resign the post before the completion of the tenure.
5. During the week you will work for 6 days. Your working hours, weekly off, Shift duty will be regulated as per the order issues by Prof. cum Deputy Nursing Superintendent, ACTREC.
6. You will be entitled for 10 days leave for six months. You will not be entitled for any other kind of paid leave. Leave cannot be carry forward in case of extension.
7. You will carry out the work as is expected to be undertaken and discharged by the incumbent of the position and those duties as may be assigned by the Prof. cum Deputy Nursing Superintendent, ACTREC.
8. You are required to personally swipe the card on entry and exit at each time when leaving the ACTREC/TMH premises.

खारघर, नवी मुंबई - ४१० २१०. भारत.
दूरभाष : +९१-२२-२७४० ५०००
+९१-२२-६८७३ ५०००
फैक्स : +९१-२२-२७४० ५०८५



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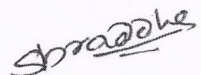
Kharghar,
Navi Mumbai - 410 210. INDIA
Phone: +91 - 22 - 2740 5000
+91 - 22 - 6873 5000
Fax: +91 - 22 - 2740 5085

Cancer is curable, if detected early

9. You are required to submit at the time of joining two copies of photograph (**with white background**) of your front face in size 3 cms horizontal & 4 cms vertical for the purpose of issuing an Identity Card.
10. You are required to produce Medical Fitness certificate from your doctor in the enclosed form before joining duties.
11. It is mandatory to submit your current vaccination status against Hepatitis-B, if not the same should be completed through our staff clinic on your cost before joining the post. Please also inform regarding any chronic ailment or potentially infective disease you are suffering from including hepatitis B and hepatitis C.
12. The Centre will provide medical facility only for self in case of emergency need under First-Aid facility and there will not be available any facility for treatment under hospitalization. Therefore, you may take & arrange medical care on your own.
13. The appointment will not confer on you any right or claim for permanent absorption in TMC, services in any way as the post employment is outside scope of regular service of staff of TMC.
14. You have to observe rules and regulations applicable in the campus of ACTREC, TMC.
15. You shall produce original documentary evidence regarding your date of birth, nationality, educational qualifications, experience certificate etc. for verification along with set of photocopies of such certificates.
16. You will have to submit Maharashtra Nursing Council's Registration Certificate at the time of joining. If you do not have the Certificate you will have to register yourself under Maharashtra Nursing Council and submit the receipt at the time of joining.

Please let us have your acknowledgement in token of acceptance of the appointment on the above terms and conditions and submit the enclosed form to the undersigned duly completed and signed immediately.

Yours faithfully,



S. V. Deshmukh
Asst. Administrative Officer





bhatia hospital

Ref: APT/BH/HR/2021

25th November 2021

Ms. Aishwarya Manesh Patil

At Jalpada, Post Kamarle,
Alibag - Raigad, 402209.

APPOINTMENT LETTER

Dear Aishwarya,

With reference to your interview & subsequent discussions you had with us, we are pleased to inform you that you are appointed as **"Staff Nurse - Ward"** on the following terms and conditions:-

TERMS AND CONDITIONS

1. The appointment is effective from **25th November 2021** and this date will be taken as your date of joining our hospital.
2. **EMP CODE:** You will have to submit three photographs, photo copies of your testimonials, PAN card for office record and you will have to register finger print in Biometric System while coming IN & going OUT of the office every day. Your employee Code No is NS5851.
3. **PROBATION:** You will on probation for a period of 6 months from the date of your joining. During this period, your ability, conduct, performance & attendance etc. will be under observation. You will continue to be on probation until your services are confirmed in writing. The probation period can be extended at the sole discretion of the Management. During probation or after confirmation your services can be terminated/discontinued through a two month notice in writing or two month Gross salary in lieu there off.
4. In the event of termination/discontinuation of services /retirement you shall handover charges and surrender all documents, files, instruments, uniform, hostel accommodation, if provided to you by the management and any other things in your possession, belonging to the hospital to your H.O.D, failing which the hospital can deduct an amount equal to the value of such items from your dues payable to you.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

BHATIA GENERAL HOSPITAL TRUST

Q Add. : Tukaram Javji Road, Tardeo,
Mumbai - 400 007

Tel. : +91 22 6666 0000 / 23836000

E-mail : info@bhatiahospital.org

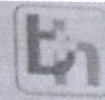
Web : www.bhatiahospital.org



[Handwritten signature]



6. **SALARY:** You will be paid a consolidated salary of Rs. **23,000/-** p.m.
7. You shall retire from the services of the hospital on attaining **60** years of age.
8. Your date of birth for the purpose of hospital's record is entered as **31/03/2000** as per the Photo copies of the certificates self-attested & submitted by you.
9. **LEAVES:** You are entitled for optional holidays, Casual Leave and sick leave on pro - rata basis during probation. After confirmation you are entitled for 8 days Casual Leaves, 7 days Sick Leaves. You are entitled for 1 Privilege Leave for every 20 working days you are in service. (After completion of 240 working days). Casual leaves get lapsed at the end of every calendar year. You can accumulate earned/privilege leaves to a maximum of 45 days at a time.
10. **GRATUITY:** Gratuity shall be paid as per the payment of Gratuity Act and Rules made there under.
11. **MEDICAL BENEFITS:** After Confirmation you are entitled to Medical Benefits for hospitalization in this hospital, not exceeding Rs.2,00,000/-(Rupees two lakh only) per annum for self, spouse and first two children until they attain the age of 18 years, or become wage earners whichever is earlier in case of married employee. In case of unmarried employee not exceeding Rs. 2,00,000/-(Rupees two lakh only)per annum for self. On cessation of employment, said policy will come to an end.
12. You will not be entitled to any other benefits, which are not mentioned in this letter.
13. **REPORTING & TRANSFER:** You will be reporting to your HOD's/ Top Nursing authority or any Officer as may be delegated from time to time by the Management. You are liable to be transferred from one Department/ward to another Department /ward of the hospital without any additional remuneration or notice thereof.
14. The Management shall have the right to transfer your service and you will have to work as per the instructions/directions of the management of the Institution in any of its units/projects/department situated in India/abroad whether in existence today or not. You will diligently and faithfully serve the hospital and perform all duties entrusted to you from time to time.
15. **DUTY TIMING & WEEKLY OFF:** You will have to work 8½ hours daily (including ½ hour Lunch) and shift rotation if required. You will be required to work 48 hours in a week.



16. The management reserves the right to utilize your services in any department/section and/ or in any shift you will abide by the timing rosters of the Institute.
17. You will be required to report on emergency duty Whenever required while not on duty/ off duty or may be required to stay beyond working hours in the interest of the patients.
18. **UNIFORM:** As per the pattern fixed by the Hospital, you will be provided with two sets of uniforms.
19. **SECURITY:** You shall maintain total secrecy of the work assigned to you and shall not divulge to any other person any confidential matter that might come to your knowledge by virtue of your association with us.
20. Management expects you to be sincere, faithful, honest, hardworking and totally dedicated to your job. You shall diligently and effectively carry out the duties assigned to you from time to time.
21. You shall not participate in any act subversive of discipline and shall not do anything which may be prejudicial to the interest of the Hospital. You shall inform the Management in case you happen to know about any subversive activities of any employee or any other persons against the hospital or its interest.
22. During your employment with the hospital, you will devote your whole time and attention to the interest of the hospital and will not engage yourself in any other work either paid or in honorary capacity.
23. You shall abide by the Model Standing Orders/Rules and regulations that are in force in the hospital and/or any modification that are effected from time to time.
24. Employees in supervisory/managerial cadre will be required to supervise/ manage the affairs of their respective section/departments/floors and will be responsible for the work and conduct of the workmen/other employees under their supervision in their department.
25. Further if any declaration given or information furnished by you proves to be false or if it is found that you have willfully suppressed any material information you will be liable to (a) removal from the service of the institute and (b) such other action as may be deemed necessary.
26. You shall promptly notify the Management of any changes in your residential address and civil status.

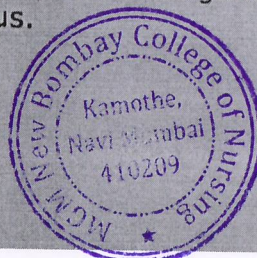
BHATIA GENERAL HOSPITAL TRUST

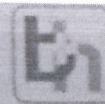
📍 Add. : Tukaram Jayji Road, Tardeo,
Mumbai - 400 007

📞 Tel. : +91 22 6666 0000 / 23836000

✉ E-mail : info@bhatiahospital.org

🌐 Web : www.bhatiahospital.org





bhatia hospital

27. Your services are liable to be terminated at any time:-

- 1) If During probation or after confirmation, in case you are found to be medically unfit by the hospital authorized medical practitioner on examination.
- 2) If the hospital comes to know about any conviction by the Court of Law during the tenure of your service with us or conviction and/or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise with regard to Age. Education, qualification, experience & salary etc.
- 3) After confirmation your service can be discontinued by giving two month's notice in writing or payment in lieu thereof.
- 4) In case of gross misconduct, negligence and indiscipline, your services will be terminated with immediately with one month notice or pay,
- 5) Your appointment will be terminated at any time without assigning any reason by one month's notice in writing. Your appointment can be terminated by the Hospital without notice, by payment to you of an equivalent to one month salary. In case you leave our employment without notice, we shall have the right to deduct as liquidated damage an amount salary from the monies/dues that may be payable to you.

28. You are request to please return the duplicate copy of this letter duly signed by you, as a token of your acceptance of this appointment, on the terms and conditions mentioned hereinabove.

For BHATIA HOSPITAL

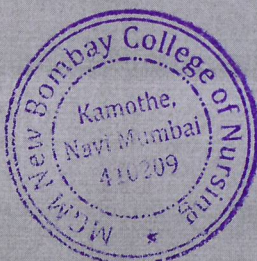
Prashant Muley
Head - HR & IR

I **Aishwarya Patil** have read the above terms & conditions & explained to me in the language understood by me and I accept the same fully and agree to the same.

SIGNATURE:

Cc:

- 1) Time Office.
- 2) Accounts Dept.
- 3) Personal File.



BHATIA GENERAL HOSPITAL TRUST

Q Add. : Tukaram Javji Road, Tardeo,
Mumbai - 400 007

☎ Tel. : +91 22 8666 0000 / 23836000

✉ E-mail : info@bhatiahospital.org

● Web : www.bhatiahospital.org





NABH ACCREDITED



MGM

NEW BOMBAY HOSPITAL, VASHI

Plot No. 25, Sector 3, Vashi, Navi Mumbai - 400703. Tel.: (022) 5066 6777



JCI ACCREDITED

MGM/NBHV/008/2022

Date: 10/02/2022

APPOINTMENT ORDER NO. 008 / 2022

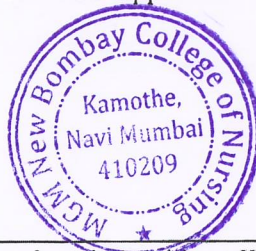
To

Mrs. Afrin Nadeem Mosani
Emp. No. N3250

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. 10/02/2022 on consolidated salary of Rs. 22,000/- 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/-



NABH ACCREDITED



MGM

NEW BOMBAY HOSPITAL, VASHI

Plot No. 35, Sector 3, Vashi, Navi Mumbai - 400703. Tel.: (022) 5066 6777



JCI ACCREDITED

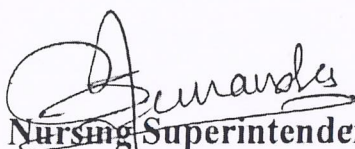
- 2 -

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.

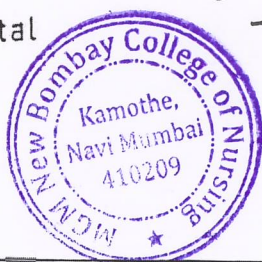
Yours faithfully,


Nursing Superintendent

Dr. (Mrs.) Savia Fernandes
Nursing Superintendent
MGM New Bombay Hospital

Vashi, Navi Mumbai

Acceptance (Signature):
Date :




Medical Director

Dr. NITIN N. KADAM
Medical Director
MGM's NEW BOMBAY HOSPITAL
VASHI, NAVI MUMBAI

Email: hr@mgmhospitalvashi.net Website: www.mgmhospitalvashi.net

Contact: 022 50 666 777, 022 5056 4748

MGM/NBHV/2022/251

Date: - 14/09/2022

OFFER LETTER

To,


MS. ANITA RAMESH BHARDWAJ
At-Pandive, Post Koproli, Taluka Uran,
District Raigad, Navi Mumbai,
Maharashtra - 410206.

Dear Ms. Anita Bhardwaj,

We are pleased to offer you the post of Staff Nurse at MGM New Bombay Hospital, Vashi, Navi Mumbai. You are requested to confirm the acceptance of the same within 2 working days from the receipt of this letter.

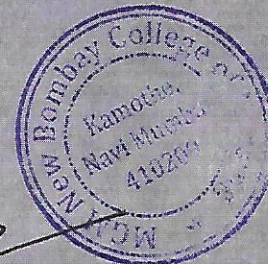
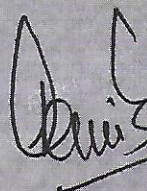
Detailed Terms and Conditions will be explained to you at the time of joining.

Thanking you,


Shyam Tempalle
Manager-HR & Admin

MANAGER - HR & ADMIN
MGM'S NEW BOMBAY HOSPITAL, VASHI

Acceptance (Signature) :



MGMV/F/Hr.43/Ver.1/01.01.2020



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2888

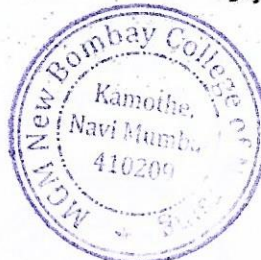
Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10.01.2022

To,
Ms. Gitty George
Room No. 7
Sasta Preeti HSC
Mohili Village
Sakinaka, Mumbai
Pin Code: 400072

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Staff Nurse" in our organization with effect from "10/1/2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital
09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of you failure to account for such properties whether during the course of service or otherwise.



RSH



BREACH CANDY HOSPITAL TRUST

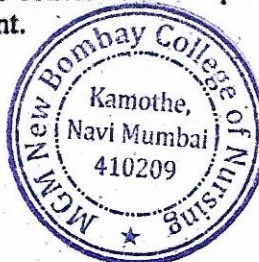
CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10. After the completion of one year of service you will be paid **Uniform Allowance of Rs.8496/-** per year towards the cost of shoes, uniform material, stitching, washing and ironing. This allowance is liable to be discontinued if you do not maintain clean, tidy and smart turn out and you are required to wear them during your working hour.
11. You will be entitled to leave facilities including Casual Leave, Sick Leave, Maternity Leave, Privilege Leave and Public Holidays; and medical benefits as per the hospital rules as applicable from time to time. However it is classified that there will be no post-retirement medical benefits.
12. You will be paid a **Living out Allowance of Rs.4100/-** per month in case you do not stay in the quarters provided by the hospital. Whenever you proceed on Privilege Leave for which you shall give prior intimation and obtain our permission you will be paid proportionate Living out Allowance, during this leave period.
13. You shall devote full time and energy for the interest of the organization. You shall not, while in the employment of our organization undertake any other employment either for full-time or part-time whether for gain or not and you shall also not engaged in any trade, business or profession directly or indirectly without the prior written permission of the Management.
14. During the period of employment in our organization you shall be bound by the rules and regulations of the organization which are in force at present or which may be in to force from time to time.
15. During your employment with us you will not publish any papers/ pamphlets / books or make any speech or presentation related to your work in this hospital, or not to engaged / interested / concerned with any business / occupational activity without written consent to the Management.
16. Your services are liable to be transferred from one shift to another or from one Department / Ward to the other as and when the Management finds it necessary. You shall work 48 hours a week.
17. You shall not disclose or divulge any technical, secret or confidential information, which may have come to your knowledge directly or indirectly as an employee of our organization to any one whether an employee of the organization or any outsider while in the service of the organization or otherwise compelled to do so by law.
18. The Hospital has a policy against Sexual Harassment (Gender Neutral) in place to deal with complaints relating to sexual harassment and you shall abide by the same
19. Without prejudice to anything contained herein this appointment letter your services are liable to be terminated without notice or payment in lieu to such notice if it is found that you are medically unfit at any time while in the service of the organization or if it has come to the notice of the Management that any of the information given by you while taking up the employment with us is incorrect or it comes to the knowledge of the Management that you were convicted in the past by a court of law or you are convicted while in our employment.



ESH



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

20. You shall be required to promptly inform the Management of any changes in your personal status (e.g. Marital status, change of address, qualification etc.) in writing within 7 days from such change. If no written information about the change in residential address is submitted to the Management the address recorded in the records of the organization shall be taken as authentic. Any communication sent to you by Registered A/D post to your address recorded in the records of the organization shall be deemed to have been served on you even if such communication is returned by the postal authorities undelivered for any reason whatsoever.
21. We assume that all information, such as qualifications, experience, date of birth etc. submitted by you at the time of joining our hospital is true and correct. On the strength of the documents submitted by you we have recorded your date of birth as 10/10/1998 you would ordinarily retire from the services of the hospital on completing the age of 60 years.
22. When you leave the services of the hospital, you will be required to return any property belonging to the hospital, including files, books, keys, documents and correspondence which are in your possession and vacate the sharing accommodation provided to you within 24 hours from your services coming to an end for any reason whatsoever.

You are requested to return a copy duly signed as a token of your acceptance of the terms and conditions of your employment with us.

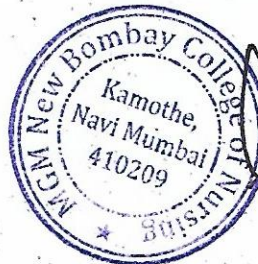
We hope this will be the beginning of your long career with us and wish you a grand success. The terms and conditions of appointment herein above mentioned were read and understood by me and I accept the same of my free will fully knowing its implications on me.

P. Hindlekar

Ms. Prajakta Hindlekar
Director Nursing & Chief Experience Officer

Geoffrey George
13/11/22

Signature and Date



To,
Ms. Sandra George
Room no-402,
Krishna kunj, Plot no-87,
Sec-17, Ulwe,
Navi Mumbai, Maharashtra.
Pincode- 410206

Date: 01/11/2021

APPOINTMENT LETTER

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as "Staff Nurse" in Nursing of our Company/ institute with effect from 01/11/2021 on the following terms and conditions.

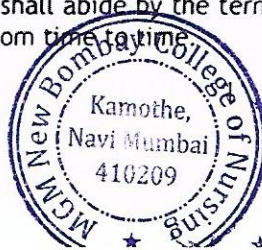
1. **PROBATION** - You shall be on probation till 01/05/2022. If your services are found satisfactory during this period, your services may be confirmed in writing at the expiry of the probation period. Unless your services are confirmed in writing before the expiry of your initial probation period, you will remain in probation or will be deemed to be discharged on completion of your initial probation period for which no notice or notice pay will be given to you.

The management may on review of your performance at its discretion dispense with the probation period.

2. **SALARY** - Your annual Cost to Company will be Rs. 240000, (Rupees Two Lakh(s) Forty Thousand Only) per year.

Please note that

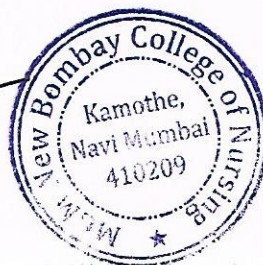
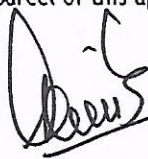
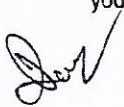
- a. Management reserves the right to bifurcate the salary, merging or bifurcating with any other allowance/ allowances.
 - b. Management reserves the right to make all the statutory and necessary deductions from your monthly salary.
 - c. ICU / CCU / OT allowances will be applicable to you only when you are working in any of these departments and for the period you work in the said departments. This allowance will be subjected to your attachment to this special area for continuous 30 days or more. This allowance will cease as soon as you are transferred out of these departments.
3. **PLACE OF WORK AND TRANSFER** - At present you will work at Terna Speciality Hospital & Research Centre, Nerul. However, please note that your services are liable to be transferred to any other department or any of the sections, subsections, centers, sub-centers, subsidiary, sister concern or any other unit of the organization, which may be located at Nerul or anywhere out of Nerul including other states in India whether presently operational or will be operational in the future as the Management may deem necessary.
 4. **WORKING HOURS** - Your working hours will be as per duty schedule framed from time to time.
 5. **DUTIES** - You will carry out duties entrusted to you by the Head of the Department and will work under his/her direction and supervision. You shall obey the orders and directions of your superiors. Management reserves the right to allot you any type of duties consistent with your job profile.
 6. **WORK AND DISCIPLINE** - You shall abide by the terms and conditions of the standing orders and the rules of the company as in force from time to time.



7. **OTHER WORK EMPLOYMENT** - Your appointment is on Full-Time basis with the hospital and accordingly you will not take up any other work, part time or otherwise, without written prior permission of the Management. Double employment is strictly prohibited and your services shall be terminated in case of violation of this condition. However you may contribute articles to newspapers, journals and magazines.
8. **EDUCATION** - In the event you desire 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. **HOSPITAL PROPERTY** - You shall be responsible for the safekeeping of the property of the Company and will return the same in good condition and order. The Company reserves the right to deduct the money value of all such items from your emoluments 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 management.
10. **PAST RECORD** - If it is found at any time hereafter that your past record is objectionable or if any Declaration given by you or statement made by you to the Management proves false or if you have willfully suppressed any material information your services will be liable for termination forthwith without any notice.
11. **CONFIDENTIAL INFORMATION** - You will not without the written consent of management will disclose or divulge or make public except on legal obligation, any information regarding hospital matters and administration or research carried out whether the same be confined to you or become known to you in the course of your services or otherwise. You shall observe strict secrecy regarding the Hospital business and shall not divulge directly or indirectly or disclose to any person on affairs or any information regarding the Hospital. You shall not publish any written articles or deliver any talk or give any interview on any subject related to the Hospital.
12. **RETIREMENT** - You will retire on completion of the age of 58 years or on being declared medically unfit for Service by the Company's Medical Board.
13. **TERMINATION** - During the initial or extended period of probation, your services can be terminated with 15 days' notice or payment in lieu thereof. On resignation you shall also be required to give 15 days' notice or salary in lieu thereof.
After confirmation in writing your services are liable to be terminated at 30 days' notice or payment in lieu thereof. On resignation you shall also be required to give 30 days' notice or salary in lieu thereof. Any leave will not be allowed during notice period if in case you have taken any leave during this period you will have to do payment in lieu thereof.

Your appointment is made on the basis of information given by you in your application for employment. In case any information given by you is incorrect or found to be concealed at any time during the course of employment, your services are liable to be terminated without any notice or salary in lieu thereof.

Amongst all your general Duties and responsibilities as a "Staff Nurse" you will also be bound by a separate list of duties and responsibilities which is annexed herewith and marked as "Annexure B", which may be amended or altered according to the need from time to time and shall also be binding on you as the same will form a part and parcel of this appointment order.



Designation Staff Nurse	Department Nursing	Grade	Work Schedule Rotational
Designation of Superior Nurse Incharge	Designation of Subordinate Not Applicable	Designation of Department Head Nursing Superintendent	

Job Objective - Provide nursing care as per directions from the doctors, strictly following all protocols, aiming timely recovery and health for the patient.

Activities & Responsibilities

Operational

1. Strictly adhere to the admission & discharge protocols laid down by the organization.
2. Administration of oral drugs, intravenous and intramuscular injections, and I.V. fluids to the patients as per the SOPs & the instruction of the concerned medical personnel.
3. Ensure accurate takeover/ handover of the patients from & to the duty nurse in the previous/ next shift.
4. Ensuring total preoperative & postoperative care to the patient as per the SOPs & instruction of the respective medical personnel.
5. Collection of samples from the patients & dispatching to the laboratory after appropriate labeling.
6. Continuous monitoring of critical patients and coordinating with the doctors in case of any emergency.
7. Maintaining nursing & medical records related to daily routine on patient & maintenance of various registers of evaluation like diet, ECG etc.
8. Ensuring the availability of the trolleys, oxygen cylinders and other related equipments used in medical procedures as and when needed also appropriately setting up special procedure trays, dressing trolleys.
9. Ensuring proper segregation & disposal of the Bio Medical Waste as per the defined Standard Operating Protocol.
10. Ensure that all the instruments and packs are autoclaved before performing any procedures.
11. Going on rounds with the doctors in the absence of senior staff and assisting them in various procedures as per the instructions given by them.
12. Monitoring & maintaining medical supplies at the respective area of deputation.
13. Ensure that the personal hygiene needs of the patients are met on time.
14. Reporting & coordinating with the Nursing Supervisor on the patient's condition.
15. Actively participate in programs for quality improvement in nursing practices.
16. Maintain "issue without order register" and ensure that the utilized materials/ equipments are recorded in the same.
17. To be aware of Elimination needs of the patient and comply with relevant requirements like giving bedpan, Urinals and diaper changing.

Customer Related

1. Giving psychological support to the patient & their relatives.
2. Ensure that the patient is informed about the layout of the bed and patient call bell.

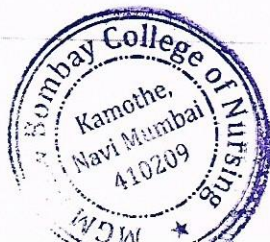
Finance Related

Not Applicable

Administration Related

Not Applicable

[Handwritten Signature]



[Handwritten Signature]

Terna Speciality Hospital & Research Centre

Plot No. - 12, Sector - 22, Opp. Nerul Railway Station,
Phase II, Nerul (W), Navi Mumbai - 400 706



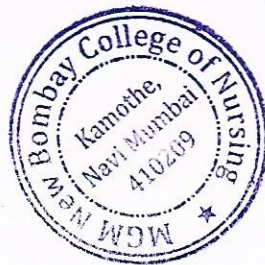
14. ACCEPTANCE - If the foregoing terms and conditions are acceptable to you, please confirm this in writing, indicating your understanding and acceptance of the terms on duplicate copy of this letter, which should be signed by you and returned to us.

For & on behalf of

Terna Speciality Hospital & Research Centre, Nerul

A handwritten signature in black ink, appearing to be 'Dr. [unclear]', is written over the text 'For & on behalf of'.

Authorized Signatory



A handwritten signature in black ink, appearing to be 'Dr. [unclear]', is written to the right of the circular stamp.



BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1046GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

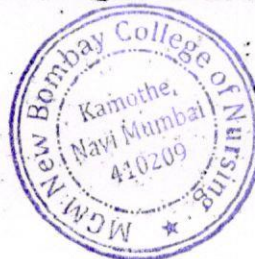
Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10.01.2022

To,
Ms. Gitty George
Room No. 7
Sasta Preeti HSC
Mohili Village
Sakinaka, Mumbai
Pin Code: 400072

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Staff Nurse" in our organization with effect from "10/1/2022" on the following terms and conditions:-

01. Your employment with us shall be subject to you being found medically fit at all the time by the doctor specified by the Management and completion of first / second dose of COVID 19 vaccination on joining.
02. You shall be on probation for a period of six months at the first instance. This period may however, be extended, reduced or modified at the sole discretion of the Management.
03. In case you desirous of resigning from the service you shall be required to give two (2) months' notice to the hospital and no payment in lieu of notice period.
04. Your services are liable to be terminated for any act or omission that is contrary to the rules, regulations and interests of the Hospital without any notice.
05. You shall be paid a basic salary at the rate of Rs.2200/- per month in the pay scale of Rs.2200-320-3160-520-4720-720-6880-920-9640-1120-13000-1320-16960. You will be paid variable DA which will be calculated in excess of Index 739 (1960 series) @1.40 per point rise per month. In addition you shall also be entitled for HRA and all other allowances as applicable to all other employees in your grade.
06. In consideration of the training imparted to you, you are required to serve the Hospital for a minimum period of 2 years.
07. You will be required to carry out the duties assigned to you by your superior from time to time including any other duties connected with or incidental there to including transfer to any other assignment of similar nature.
08. You shall abide by the prevalent code of ethics of our hospital
09. You shall be responsible for safekeeping and return of all the properties such as money, things, material etc. collected by you on behalf of the organization or belonging to the organization which are in your control or care. The Management shall have the right to deduct the money value of such things from your salary and/or other dues and takes such other action as it deems fit in the event of you failure to account for such properties whether during the course of service or otherwise.



RSH

[Handwritten signature]



BREACH CANDY HOSPITAL TRUST

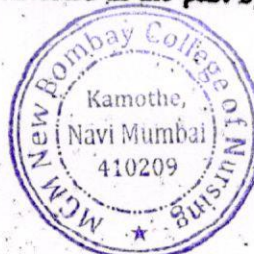
CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

10. After the completion of one year of service you will be paid Uniform Allowance of Rs.8496/- per year towards the cost of shoes, uniform material, stitching, washing and ironing. This allowance is liable to be discontinued if you do not maintain clean, tidy and smart turn out and you are required to wear them during your working hour.
11. You will be entitled to leave facilities including Casual Leave, Sick Leave, Maternity Leave, Privilege Leave and Public Holidays; and medical benefits as per the hospital rules as applicable from time to time. However it is classified that there will be no post-retirement medical benefits.
12. You will be paid a Living out Allowance of Rs.4100/- per month in case you do not stay in the quarters provided by the hospital. Whenever you proceed on Privilege Leave for which you shall give prior intimation and obtain our permission you will be paid proportionate Living out Allowance, during this leave period.
13. You shall devote full time and energy for the interest of the organization. You shall not, while in the employment of our organization undertake any other employment either for full-time or part-time whether for gain or not and you shall also not engaged in any trade, business or profession directly or indirectly without the prior written permission of the Management.
14. During the period of employment in our organization you shall be bound by the rules and regulations of the organization which are in force at present or which may be in to force from time to time.
15. During your employment with us you will not publish any papers/ pamphlets / books or make any speech or presentation related to your work in this hospital, or not to engaged / interested / concerned with any business / occupational activity without written consent to the Management.
16. Your services are liable to be transferred from one shift to another or from one Department / Ward to the other as and when the Management finds it necessary. You shall work 48 hours a week.
17. You shall not disclose or divulge any technical, secret or confidential information, which may have come to your knowledge directly or indirectly as an employee if our organization to any one whether an employee of the organization or any outsider while in the service of the organization or otherwise compelled to do so by law.
18. The Hospital has a policy against Sexual Harassment (Gender Neutral) in place to deal with complaints relating to sexual harassment and you shall abide by the same
19. Without prejudice to anything contained herein this appointment letter your services are liable to be terminated without notice or payment in lieu to such notice if it is found that you are medically unfit at any time while in the service of the organization or if it has come to the notice of the Management that any of the information given by you while taking up the employment with us is incorrect or it comes to the knowledge of the Management that you were convicted in the past by a court of law or you are convicted while in our employment.





BREACH CANDY HOSPITAL TRUST

CIN : U85100MH1946GAT005082

60-A, Bhulabhai Desai Road, Mumbai 400 026.

Telephone : 2366-7788, 2367-1888 / 2888, Fax : 2367-2666

Email : info@breachcandyhospital.org; www.breachcandyhospital.org

20. You shall be required to promptly inform the Management of any changes in your personal status (e.g. Marital status, change of address, qualification etc.) in writing within 7 days from such change. If no written information about the change in residential address is submitted to the Management the address recorded in the records of the organization shall be taken as authentic. Any communication sent to you by Registered A/D post to your address recorded in the records of the organization shall be deemed to have been served on you even if such communication is returned by the postal authorities undelivered for any reason whatsoever.
21. We assume that all information, such as qualifications, experience, date of birth etc. submitted by you at the time of joining our hospital is true and correct. On the strength of the documents submitted by you we have recorded your date of birth as 10/10/1998 you would ordinarily retire from the services of the hospital on completing the age of 60 years.
22. When you leave the services of the hospital, you will be required to return any property belonging to the hospital, including files, books, keys, documents and correspondence which are in your possession and vacate the sharing accommodation provided to you within 24 hours from your services coming to an end for any reason whatsoever.

You are requested to return a copy duly signed as a token of your acceptance of the terms and conditions of your employment with us.

We hope this will be the beginning of your long career with us and wish you a grand success. The terms and conditions of appointment herein above mentioned were read and understood by me and I accept the same of my free will fully knowing its implications on me.

P. Hindlekar

Ms. Prajakta Hindlekar
Director Nursing & Chief Experience Officer

Geoffrey George
13/11/22

Signature and Date



[Signature]

TPGT's

Terna Speciality Hospital & Research Centre

Plot No. - 12, Sector - 22, Opp. Nerul Railway Station,
Phase II, Nerul (W), Navi Mumbai - 400 706

terna
HOSPITAL | Advanced
Affordable
Healthcare

To,
Ms. Merlin Shaji
EMP ID:10001519
E-1,37/A-5,
Panchavati Api Sec-8, Nerul,
Navi Mumbai,
Navi Mumbai, Maharashtra.
Pincode-400706

Date:17/03/2022

APPOINTMENT LETTER

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as "Staff Nurse" in Nursing of our Company/ institute with effect from 17/03/2022 on the following terms and conditions.

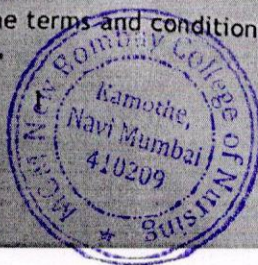
1. **PROBATION** - You shall be on probation till 17/09/2022. If your services are found satisfactory during this period, your services may be confirmed in writing at the expiry of the probation period. Unless your services are confirmed in writing before the expiry of your initial probation period, you will remain in probation or will be deemed to be discharged on completion of your initial probation period for which no notice or notice pay will be given to you.

The management may on review of your performance at its discretion dispense with the probation period.

2. **SALARY** - Your annual Cost to Company will be Rs. 240000, (Rupees Two Lakh(s) Forty Thousand Only) per year.

Please note that

- a. Management reserves the right to bifurcate the salary, merging or bifurcating with any other allowance/ allowances.
 - b. Management reserves the right to make all the statutory and necessary deductions from your monthly salary.
 - c. ICU / CCU / OT allowances will be applicable to you only when you are working in any of these departments and for the period you work in the said departments. This allowance will be subjected to your attachment to this special area for continuous 30 days or more. This allowance will cease as soon as you are transferred out of these departments.
3. **PLACE OF WORK AND TRANSFER** - At present you will work at Terna Speciality Hospital & Research Centre, Nerul. However, please note that your services are liable to be transferred to any other department or any of the sections, subsections, centers, sub-centers, subsidiary, sister concern or any other unit of the organization, which may be located at Nerul or anywhere out of Nerul including other states in India whether presently operational or will be operational in the future as the Management may deem necessary.
 4. **WORKING HOURS** - Your working hours will be as per duty schedule framed from time to time.
 5. **DUTIES** - You will carry out duties entrusted to you by the Head of the Department and will work under his/her direction and supervision. You shall obey the orders and directions of your superiors. Management reserves the right to allot you any type of duties consistent with your job profile.
 6. **WORK AND DISCIPLINE** - You shall abide by the terms and conditions of the standing orders and the rules of the company as in force from time to time.



7. **OTHER WORK EMPLOYMENT** - Your appointment is on Full-Time basis with the hospital and accordingly you will not take up any other work, part time or otherwise, without written prior permission of the Management. Double-employment is strictly prohibited and your services shall be terminated in case of violation of this condition. However you may contribute articles to newspapers, journals and magazines.
8. **EDUCATION** - In the event you desire 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. **HOSPITAL PROPERTY** - You shall be responsible for the safekeeping of the property of the Company and will return the same in good condition and order. The Company reserves the right to deduct the money value of all such items from your emoluments 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 management.
10. **PAST RECORD** - If it is found at any time hereafter that your past record is objectionable or if any Declaration given by you or statement made by you to the Management proves false or if you have willfully suppressed any material information your services will be liable for termination forthwith without any notice.
11. **CONFIDENTIAL INFORMATION** - You will not without the written consent of management will disclose or divulge or make public except on legal obligation, any information regarding hospital matters and administration or research carried out whether the same be confined to you or become known to you in the course of your services or otherwise. You shall observe strict secrecy regarding the Hospital business and shall not divulge directly or indirectly or disclose to any person on affairs or any information regarding the Hospital. You shall not publish any written articles or deliver any talk or give any interview on any subject related to the Hospital.
12. **RETIREMENT** - You will retire on completion of the age of 58 years or on being declared medically unfit for Service by the Company's Medical Board.
13. **TERMINATION** - During the initial or extended period of probation, your services can be terminated with 15 days' notice or payment in lieu thereof. On resignation you shall also be required to give 15 days' notice or salary in lieu thereof.
After confirmation in writing your services are liable to be terminated at 30 days' notice or payment in lieu thereof. On resignation you shall also be required to give 30 days' notice or salary in lieu thereof. Any leave will not be allowed during notice period if in case you have taken any leave during this period you will have to do payment in lieu thereof.


Your appointment is made on the basis of information given by you in your application for employment. In case any information given by you is incorrect or found to be concealed at any time during the course of employment, your services are liable to be terminated without any notice or salary in lieu thereof.

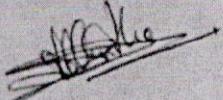
Amongst all your general Duties and responsibilities as a "Staff Nurse" you will also be bound by a separate list of duties and responsibilities which is annexed herewith and marked as "Annexure B". which may be amended or altered according to the need from time to time and shall also be binding on you as the same will form a part and parcel of this appointment order.

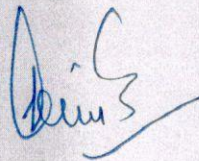
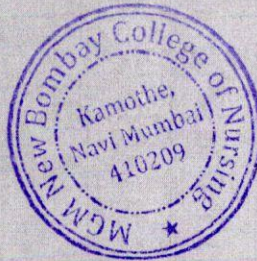


14. ACCEPTANCE - If the foregoing terms and conditions are acceptable to you, please confirm this in writing, indicating your understanding and acceptance of the terms on duplicate copy of this letter, which should be signed by you and returned to us.

For & on behalf of

 Terna Speciality Hospital & Research Centre, Nerul


Authorized Signatory

A handwritten signature in blue ink.



टाटा स्मारक केंद्र
TATA MEMORIAL CENTRE

टाटा स्मारक अस्पताल
TATA MEMORIAL HOSPITAL

प. ऊ. वि. भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान
A GRANT-IN-AID INSTITUTION OF THE DEPARTMENT OF ATOMIC ENERGY, GOVT OF INDIA
H.R.D. DEPARTMENT

AA No. 1130522

C.C. No. : 528314
Ref.No. : EO/T/22/3362

15.07.2022

Ms. Dakshata Mahendra Patil
Nurse (Locum)
TMH

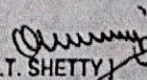
Madam,

You are appointed as **Nurse (Locum)** at this hospital on the following terms and conditions :-

1. Your appointment is for a period from **27.06.2022 to 26.12.2022 (I-Term)**. The appointment is a purely temporary one and it can be terminated at any time without assigning any reason or any notice.
2. You will get a consolidated remuneration of **Rs.30,000/-p.m. (Rupees Thirty Thousand Only)**.
3. A deposit of **Rs. 5000/-** will be deducted from your first salary. The deposit will be refunded without interest after completion of the above period. If you leave the post midway the deposit will be forfeited.
4. You will be governed by the rules and regulations applicable to the purely temporary employees of the Tata Memorial Centre.
5. You will not be entitled for any type of leave except casual leave.
6. You will have to apply leaves, to avail any type of leave, failing which your absenteeism will be considered as **Absence Without Leave & salary will not be paid to you for that period.**
7. Your working hours will be decided by the authorities.
8. This appointment will not confer on you any right or claim for permanent absorption in TMC.
9. You are required to sign the Muster Roll daily which is kept in the **Nursing Dept.** Also, you are required to mark your attendance(In & out) everyday on Biometric Attendance system at each time when leaving the hospital premises.
10. You are required to submit one cancelled cheque or copy of Passbook of Saving Bank Account, attested copies of PAN Card and AADHAAR Card at the time of joining TMH.

If the offer of appointment on the above terms and conditions is acceptable to you, you are requested to communicate your acceptance immediately in the enclosed form.

Yours faithfully,


[C.T. SHETTY]
DY. ADMIN. OFFICER



Dr. E. Borges Marg, Parel
Mumbai - 400 012, India.
Phone : +91-22-2417 7000
Fax : +91-22-2414 6937

डॉ. ई. बोरजेस मार्ग, परेल,
मुंबई - ४०० ०१२, भारत.
दूरभाष : +९१-२२-२४१७ ७०००
फैक्स : +९१-२२-२४१४ ६९३७



NABH ACCREDITED



MGM
NEW BOMBAY HOSPITAL, VASHI
Plot No. 35, Sector 3, Vashi, Navi Mumbai - 400703. Tel.: (022) 5066 6777



JCI ACCREDITED

MGM/NBHV/2022/251

Date: - 14/09/2022

OFFER LETTER

To,

MS. ANITA RAMESH BHARDWAJ
At-Pandive, Post Koproli, Taluka Uran,
District Raigad, Navi Mumbai,
Maharashtra - 410206.

Dear Ms. Anita Bhardwaj,

We are pleased to offer you the post of Staff Nurse at MGM New Bombay Hospital, Vashi, Navi Mumbai. You are requested to confirm the acceptance of the same within 2 working days from the receipt of this letter.

Detailed Terms and Conditions will be explained to you at the time of joining.

Thanking you.

Shyam Kempalle
Manager-HR & Admin

MANAGER - HR & ADMIN
MGM'S NEW BOMBAY HOSPITAL, VASHI



Acceptance (Signature) :

MGMV/F/Hr.43/Ver.1/01.01.2020

29/12/2004

TO
MS. NAVITA EURESH MANE

SUB 1 Appointment for the POST OF STAFF NURSE

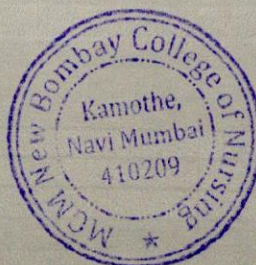
APPOINTMENT ORDER NO. 135/2004

Dear Madam,

We have pleasure to inform you that Director, MGM New Bombay Hospital, Vashi, is pleased to appoint you appointment as " Staff Nurse " in M.G.M.'s New Bombay Hospital, Vashi, w.e.f. 28/10/2004 on consolidated salary of Rs. 7,800/- per month. (Basic Pay Rs. 3,467/- + Spl All - Rs. 152/- + HRA - 181/-).

Your appointment is subject to the conditions mentioned below :-

1. Your appointment is purely temporary.
2. You will be on probation for one year, and the period of probation may be extended by further period and during the probation period, your services are liable to be terminated without notice and without assigning any reason.
3. You should be ready to work as per shift duty roster being prepared by the Hospital authorities from time to time.
4. You will have to give one month notice or one month's salary in lieu of the notice, to the Management before resigning the job.
5. After closure of probationary period, your services are liable to be terminated by the Management by giving a month's notice or one month's salary in lieu of notice period.
6. You will have to submit to the Administrative Officer, M.G.M.'s New Bombay Hospital authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph, along with original Certificates while reporting on duty. The original certificates will be in the custody of this Hospital for one year.
7. Your services are transferable to any of the institutions run by the M.G.M. in or outside the state of Maharashtra.
8. Your services are liable to be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behaviour is not suitable in the interest of the institution.



...2.....

9. You are required to give a security deposit of one month's of your pay in two instalments which will be refundable at the time of quitting service from this hospital by giving proper period of notice.
10. Health Insurance is compulsory and mandatory and he / she is requested to join the Health Insurance Scheme through this Hospital for which annual premium will be paid in the ratio of 50 : 50 Individual and Hospital respectively.
11. Your appointment is subject to your medical fitness for which you are required to undergo a Medical Checkup in this Hospital before joining the post.

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

Thanking You,

Yours faithfully,

A. SUBRAMANIAM
ADMINISTRATOR

Acceptance.

MS. SAVITA SURESH MAHE

CC:- Dr. N.M. Kadam
Dr. A.M. Kapadia
Dr. Kalyani Sen
Accountant
Personal File



[Handwritten signature]

04/09/2002

TO
MS. MANJULA HIMBRE

SUB : Appointment for the post of STAFF NURSE

APPOINTMENT ORDER NO. 118/2002

Dear Madam

We have pleasure to inform you that Director, MGM New Bombay Hospital, Vashi, is pleased to appoint you as a "Staff Nurse" in M.G.M.'s New Bombay Hospital, Vashi w.e.f. 03/09/2002 on consolidated salary of Rs. 3,134/- per month. (Basic Pay Rs. 2,500/- + Spl.All Rs. 485/-, HRA Rs.149/-)

Your appointment is subject to the conditions mentioned below :-

1. Your appointment is purely temporary.
2. You will be on probation for one year and the period of probation may be extended by further period and during the probation period, your services are liable to be terminated without notice and without assigning any reason.
3. You should be ready to work as per shift duty roster being prepared by the Hospital authorities from time to time.
4. You will have to give one month notice or one month's salary in lieu of the notice, to the Management before resigning the job.
5. After closure of probationary period, your services are liable to be terminated by the Management by giving a month's notice or one month's salary in lieu of notice period.
6. You will have to submit to the Administrative Officer, M.G.M.'s New Bombay Hospital authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph along with original Certificates while reporting on duty. The original certificates will be in the custody of this Hospital for one year.
7. Your services are transferable to any of the institutions run by the M.G.M. in or outside the state of Maharashtra.
8. Your services are liable to be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behaviour is not suitable in the interest of the institution.



[Handwritten signature]

2. You are required to give a security deposit of one month's of your pay in four instalments which will be refundable at the time of quitting service from this hospital by giving proper period of notice.

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

Thanking You,

Yours faithfully,

A. SARAHANIAN
ADMINISTRATOR

Acceptance

MS. MANJULA NIMERE

CC:- Dr. H.N. Kadam
Dr. A.H. Kapadia
Dr. (Mrs.) Kalyani Sen
Accountant
Personal File



[Handwritten signature]



MGM MEDICAL COLLEGE & HOSPITAL
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai - 410209
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No: -MGM.H/KAM/App./B.Sc./HR/2022/205

Date: 17/08/2022

To,
Ms. Sonu Sara Sunil,
Karumpil House, Mundukottackal PO,
VTC Pathanamthitta, Dist-Kozhenchery,
Kerala 689649
Contact No.: 9372631350
Email ID:- sonusarasunil31@gmail.com

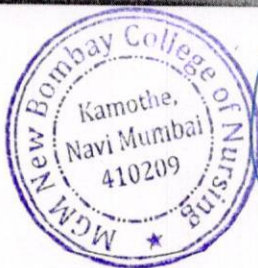
Subject: - Appointment as a "Staff Nurse".

Dear Sonu,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950+ AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 23,825/- (Rupees twenty three thousand eight hundred twenty five only) per month. Your monthly salary will be paid by MGM Medical College, Kamothe.

Your appointment is subject to the terms and conditions mentioned below: -

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to Human Resource Department, while reporting for duty.
4. Your appointment is subject to the Maharashtra Nursing Council Certificate submission, within a period of three months.
5. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
6. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.



A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.

8. You will not be allowed to avail of any kind of leave during probation period except CL, which could be availed by you only after three months of your joining the services.
 9. You will have to open an account with IDBI Bank, to enable to remit your salary.
 10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
 11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
 12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Human Resource Department, before joining your duty.
 13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.
- You are advised to report for your duties immediately.

Signature of the Employee:- Baner

Date of Joining:- 21/9/2022

Kalyan
Hospital Director
MGM Hospital, Kamothe

22/9/22
Dean
MGM Medical College, Kamothe
MGM Medical College & Hospital
Kamothe, Navi Mumbai - 410209

Copy for information:-

1. The Hon'ble Medical Director.
2. The Registrar, MGMIHS, Kamothe
3. The Dean, MGM Medical College, Kamothe.
4. The Nursing Superintendent, MGM Hospital, Kamothe.

Copy to:-

1. Personal File
2. Accounts Department, MGM Medical College
3. The Time Keeper

