

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HAH CENTENARY HOSPITAL
GURU RAVIDAS MARG, NEW DELHI – 110062**

No: HIMSR/HR/N/

Dated: 27.04.2021

OFFICE ORDER

On the recommendation of Standing Assessment cum Selection Committee, the competent authority is pleased to approve contractual appointment of staff nurses in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research for a period of one year with effect from the date of their joining. An Annexure detailing their consolidated salary against their names is enclosed herewith.

All the incumbents are hereby directed to report to the Medical Superintendent of Hakeem Abdul Hameed Centenary Hospital for medical examination and other joining formalities within a week from the date of this order.

The appointment is subject to your medical fitness clearance certificate.

The terms and conditions of the appointment will be as under:

1. Your engagement is purely on contractual basis for a period of one year from the date of joining.
2. In addition to normal holidays(s), you will be entitled for 1 ½ days of leave for each completed month of service and maximum 18 days during the period of one year as per present policy subject to review. Leave will be availed in direct proportion to the period of service rendered in the months. In case of unauthorized/willful absence from duties for more than seven days, the appointment shall be terminable without assigning any notice. You will mark your attendance in the Biometric System (Face Recognition) of the Organisation.
3. There will be no encashment of leave. On the expiry of contract, the leave will be treated as lapsed, if not availed during the period of contract.
4. That this contract can be terminated within the contract period by one month notice or one month pay in lieu of notice from either side without assigning any reason.
5. You will be required to be present in the HAHCH Hospital throughout the working hours and may be asked to perform duties beyond office hours and on holidays without any extra remuneration. Your conduct & activities should be in a manner that promotes the aims and objectives of HIMSR/HAHCH.
- 6. If at any time during the period of the contract, your activities are found detrimental to the interest of the Organisation, your services will be terminated forthwith without any notice and no representation for its continuation will be entertained.**
7. That no notice is required to be given on expiry of the contractual period by efflux of time.
8. That this appointment will not confer any right on you to claim regular appointment to the post and will not count for the purpose of seniority, promotion and service benefits etc.
9. That the above terms & conditions are illustrative and not exhaustive. The Competent Authority may vary them as per exigencies of work.
10. If the contractual appointment is acceptable, you may submit your joining and acceptance of the terms and conditions report to the office of Medical Superintendent within a week, failing which this offer shall stand withdrawn automatically.



(Mushtaq A. Zargar)
Head Finance & Administration

All Concerned Appointees

I accept the above terms & conditions for joining as Staff Nurse on in Hakeem Abdul Hameed Centenary Hospital of Hamdard Institute of Medical Sciences & Research.

Copy to:

1. Medical Superintendent, HAHCH
2. Nursing Superintendent, HAHCH
3. Addl. Medical Superintendent
4. Finance Section, HIMSR
5. P.A to Dean HIMSR
6. P.S. to CEO
7. Personal File/Guard File

ANNEXURE

APPOINTMENT OF STAFF NURSES IN HAH CENTENARY HOSPITAL

Sl. No	Name	Consolidated Salary (Per month)
1.	Mr. Sarfraj Mohammad	23,000
2.	Ms. Ngamshakning Roel	23,000
3.	Ms. Alva Aman	23,000
4.	Mr. Vinod Kumar	21,000
5.	Ms. Latika	21,000
6.	Ms. Urmila	20,000
7.	Ms. Deepika Pawar	20,000
8.	Ms. Deepika	20,000
9.	Ms. Rukmani	21,000



(Mushtaq A. Zargar)
Head Finance & Administration

Name _____
Signature _____
Date _____