Narayana Hrudayalaya Hospitals

Caring with Compassion

NH/H.R. - Appt./2010/052

11th October, 2010

Mr. Ashish Sharma
754, Phagi House
Mahaveer Nagar
Tonk Road, Jaipur-302018

Sub:Tenure Appointment Letter

Dear **Mr. Sharma**
This is further to our Letter no NH/HRD-OFF./2010/061 dated 11th August 2010 issued to you offering you a tenure appointment with the hospital for a period of one year as a **Manager-Administration** which you have accepted and joined. The detailed terms and conditions governing the said appointment are given below:

Date of joining: Your date of joining stands to be with effect from **4th Sept 2010.**

Location: You shall be initially located at Jaipur. However, the management shall be entitled at any time during the course of your employment, to transfer you to any of its affiliates, subsidiaries or sister concerns in existence now or that may come up in future or acquired and you have agreed to comply with all directions and instructions in that behalf.

Duration of Employment: Your tenure appointment is for a period of one year from your date of joining and shall automatically come to an end at the end of the said period.

Duties : It is important to note that owing to the nature of the work, and depending upon the criticality of the requirement, you shall be required to accommodate any/all kinds of changes in the work schedule including night shift work, as decided and communicated to you by the management from time to time.

Confidentiality: You will at no time and under any circumstances, and without obtaining consent in writing, of the management, during your service, make known or divulge in any manner whatsoever any information, including secret information, concerning technical process/es, patient transactions, finances, affairs, business plans, clientele etc. In addition you shall be bound by the decision of the Management in regard to any publication (written or otherwise), of any work with which you may be associated.
It is important that your appointment shall be subject to the understanding that you will not engage yourself in any other work or in any full time/part time course/engagement, except with the prior permission (in writing), of the management. If you/your dependent family members have or wishes to have a financial/gainful interest in any business with NH/ any of its subsidiaries/units, then it would be obligatory on your part to tender a written declaration, before such a deal is entered into and the Management's decision shall be final and binding on the matter.
It shall be clearly understood that during the period of your association with the Institute if you shall come across/develop new techniques in surgery/intervention or line of treatment, the same shall exclusively be the property of the organization, which only shall have the right to apply for patents. Your salary is confidential between you and the organization and you are obliged to comply in maintaining absolute secrecy to the terms and conditions.

Narayana Hrudayalaya Hospitals

Caring with Compassion

Conduct : Under no circumstances shall any kind of misconduct, both behavioral (language, attitude, presentability, dishonesty/intemperance etc) and functional (communication with patients/patient party/colleagues, indiscipline, chronic late coming or absenteeism, insubordination etc) shall be permitted. Commission of any act as stated above will call for appropriate action including termination of the appointment. The management decision in this respect shall be final and binding.

Termination : Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, in case of reasonable suspicion of any misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency. The Management decision in this respect shall be final and binding on the matter.

Upon Separation from the organization (termination of your employment/your resignation) you shall return all papers, documents, cassettes, keys, stationery, uniform, file/folders, any other property of the organization that may have come into your possession/handed over to you, during your tenure in NH or in any of its units/subsidiaries to your departmental head at the place of your posting at the relevant time. Your final dues and payments shall be made only after you obtain a clearance certificate from all departments that you were associated with, during your course of employment with us. Please hand over vacant possession of any accommodation together with the furniture/fixtures, if any, provided to you without which no dues shall be paid.
The management shall have the right to adjust from your final dues any amount that it may have to spend towards repair of any damages caused to the accommodation/furniture/fixtures provided to you.

Notice Period: One-month's prior notice or salary in lieu thereof shall be given on either side if you/we wish to discontinue your services with the organization. In the event, you fail to give such notice; the Management will be at liberty to recover from you a sum equivalent to one-month salary then drawn by you. Please note that no leave shall form a part of notice period. In case of absence during the period the management shall have the right to take appropriate action as thought necessary.

General: You are required to record your attendance by swiping in and swiping out and/or signing the Attendance Register as may be advised by your superior from time to time.

You shall be entitled to leave as per rules of prevailing from time to time as applicable to your category. Before proceeding on leave it has to be approved and sanctioned by the Reporting authority and the same to be intimated to the HR Department also.
You will report to the **Vice Chairman or to any other person as may be communicated to you from time to time.**

Compliances to rules & regulations: You shall abide by all the existing rules and practices of NH as well as the instructions/advices issued to you from time to time by your superiors.

Narayana Hrudayalaya Hospitals

Caring with Compassion

Remuneration: - Your remuneration will be as detailed below, which shall be effective from your date of joining. An appropriate amount will be deducted from your payment if you are provided with accommodation. We wish you all the very best and look forward to a mutually satisfying and trusted association. Please sign the duplicate copy of this letter and hand over these to us as a token of your acceptance of the terms and condition contained therein.

Earnings		
	Rs/-	
Basic	20,331	
DA	8,229	
Total A	**28,560**	
Allowance		
HRA	7,261	
CA	5,770	
MA	3,389	
Others	0	
Total B	**16,420**	
Gross Salary (Total A+B)		**44,980**
PF (If applicable)	0	
ESI (If applicable)	0	
Health Insurance	65	
Group Personal Accident Insurance	22	
Gratuity (Subject to eligibility as per Act)	1,373	
Bonus (Subject to eligibility as per Act)	0	
Leave Encashment (as applicable)	3,623	
Others (if any)	0	
Total C		**5,083**
CTC (Total (A+B+C)		**50,063**

Deduction		
PF (If applicable)	0	
ESI (If applicable)	0	
TDS	0	
State Taxes	0	
House rent (If applicable)	0	
Other Deduction	0	
Total D		**0**
Net Salary (Cash in Hand)		**44,980**

Dr. A. Raghuvanshi
Vice Chairman