BMCHRC
Affordable Care with Human Touch

Bhagwan Mahaveer
Cancer Hospital & Research Centre
(Managed By K. G. Kothari Memorial Trust)

D.O.J.: **28/09/2022**

To,
Dr. Anjali Mishra
D/O Murari Mohan Mishra
H.No. 719A/28, Third Street, Bihari Ganj,
Ajmer, Rajasthan 305001

Sub: -Offer of the appointment for the post of Manager

Dear Dr. Anjali,

The Management is pleased to appoint you as a **Manager** in the department of **Human Resource** on a purely ad hoc and temporary basis. The other terms and conditions of the appointment are as under:

1. The appointment is subject to medical fitness and the date of appointment shall be from the date of joining on the post.
2. You will be on probation for an initial period of Six Months from the date of your joining. In case your performance is found unsatisfactory during the probation period, the hospital may, at its option, terminate your services by giving one month's notice or payment of salary in lieu thereof or extend the probation period. Similarly, you will be at liberty to resign from services of the hospital on giving one month's notice or forfeiture of salary in lieu thereof.
3. The House Rent allowance shall be in accordance with the rules applicable in the BMCHRC. Further your salary break up will be as per Annexure A
4. Ten days of casual leave and Five days of sick leave will be permissible to you during the first year after completion of one month of services but these leaves shall be permissible according to the ratio of services rendered and 24 days of privilege leaves per year will be accrued after completion of one year of services.
5. Medical benefits will be provided as per hospital rules.
6. Unauthorized absence from duty will be viewed as indisciplined and viewed seriously.
7. Unauthorized absence for more than seven days will be termed as automatic termination from the service.
8. If any medical negligence is found in your work, your services shall be terminated with immediate effect without any termination notice or any pay in lieu of notice period.
9. You will do the duties in rotational shifts and as per the duty roster sanctioned by the Head of the department.
10. You will not indulge in any activity detrimental to the organization.
11. You shall have to attend all the teaching programs as and when required.
12. You will be a full-time employee of BMCHRC and will not undertake any other assignment or appointment other than in BMCHRC.

Executive Director

Anjali

NABH

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Annexure A

Name :	**Dr. Anjali Mishra**
Department :	**HR**
Designation :	**Manager**
CTC w.e.f. :	**28-Sep-22**

Particulars	Amount (Monthly) in INR	Amount (Yearly) in INR
Basic	29100	349200
HRA	23280	279360
Washing	5820	69840
Institutional Allowance	0	0
Gross Salary	**58200**	**698400**
PF Employer	0	0
ESI Employer	0	0
Gratuity	1400	16800
Total	**1400**	**16800**
CTC	**59600**	**715200**
PF Employee	0	0
ESI Employee	0	0
Total Deduction	**0**	**0**
Cash in Hand	**58200**	**698400**

The above compensation structure is subject to change without affecting the CTC.

The above-mentioned net salary will be subjected to deduction of income tax, if applicable.

Gratuity shall be payable on continuous service of 5 Years.

(Maj Gen S C Pareek), Retd
Executive Director

Anjali
Employee signature