

**Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune – 411052**

**POLICIES RELATED TO
STAFF WELFARE MEASURES**



**Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune – 411052**

Sr.no.	Name of staff welfare policy
1	Staff Mediclaim Policy
2	Staff Provident Fund Policy
3	Staff Leave Policy
3	Staff Health Checkup And Vaccination Policy
4	Staff Cultural (Virangula) Policy



**Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune - 411052**

STAFF MEDICLAIM POLICY



महर्षी कर्वे स्त्री शिक्षण संस्था - कर्वेनगर, पुणे ४११ ०५२

जा.क्र. २३७३/२०२०

परिपत्रक

दिनांक २८.११.२०२०

प्रति,
शाखाप्रमुख

विषय: ग्रुप मेडिकलेम पॉलिसीचे दि.२७.१२.२०२० पासून ते २६.१२.२०२१ पर्यंत नुतनीकरण करणे विषयक माहिती.

स.न.वि.वि.

आपल्या सर्वांना माहित आहे की, संस्थेच्या विनाअनुदानित कायम सेवकांसाठी ग्रुप मेडिकलेम पॉलिसी नव्याने renew करावयाची आहे. याही वर्षी सेवकांना या पॉलिसीचा लाभ मिळावा, असा संस्थेचा मानस आहे.

सदर ग्रुप मेडिकलेम पॉलिसी ही with pre existing disease या स्वरूपाची असल्यामुळे याकरिता सेवकांकडून काही प्रमाणात योगदान(Contribution) घेण्यात येते. दरवर्षी संस्था आपल्या सेवकांसाठी रु.१.०० लाखाचे Sum Assured घेते. सदर प्रकाराला आपण Base Policy असे संबोधतो. सदर Base Policy साठी योगदान(Contribution) हे मागील वर्षापेक्षा थोडे जास्तही असेल. सदर योगदान किती असेल? त्याबद्दल अंदाजे रक्कम Google Form मध्ये दिलेली आहे. सदर योगदानामधील (contribution) ७५% Premium चा हिस्सा संस्था उचलतेतर फक्त २५% Premium चा हिस्सा सेवकांकडून संस्था पगारातून दोन समान हप्त्यांमध्ये recover करते. सदर Base Insured Policy ज्या सेवकांना घ्यावयाची आहे त्यांनी आपणांस पाठविण्यात आलेल्या Google Form मधील रकान्यामध्ये अंदाजे दिलेल्या हप्त्याच्या रकमेपुढे आपला होकार किंवा नकार असेल तो कळवावा.

Base Policy असल्याशिवाय Additional Sum Insured Policy घेता येणार नाही. जर आपल्या शाखेतील सेवकांना Base Policy च्या व्यतिरिक्त मागील वर्षीप्रमाणे जर अजून वाढीव Sum Insured रक्कम रु.१.०० लाखाचे coverage घ्यावयाचे असेलतर त्याचा जो काही हप्ता येईल त्याची संपुर्ण १००% हप्त्याची रक्कम सदर सेवकाने भरावयाची आहे. सदर Additional Sum Insured Policy साठी योगदान (contribution) किती असेल? त्याबद्दल अंदाजे रक्कम Google Form मध्ये दिलेली आहे. तसेच सदर Additional Sum Insured Policy ज्या सेवकांना घ्यावयाची आहे त्यांनी आपणांस पाठविण्यात आलेल्या Google Form मधील रकान्यामध्ये अंदाजे दिलेल्या Additional Sum Insured Policy च्या हप्त्याच्या रकमेपुढे आपला होकार किंवा नकार असेल तो कळवावा.

प्रत्येक सेवकांनी Medclaim संदर्भातील Google Form मध्ये दिलेली माहिती Google Form मध्ये खाली दिलेल्या सूचनेनुसार Online भरून दि.०६.१२.२०२० पर्यंत Submit करावी. त्याची पोहोच म्हणून प्रत्येक सेवकाला त्यांच्या स्वतःच्या Email ID मध्ये Inbox मध्ये Message मिळेल. Message जर आला नाहीतर आपल्या शाखेतील मेडिकलेमचे काम पाहणारे लेखनिक यांच्या निर्देशनास आणून देणे व तसा mail खालील दिलेल्या mail ID वर पाठवून देणे.

A) खालील Point क्र.१ प्रमाणे आपल्या शाखेतील सेवकांना माहिती देणे आवश्यक आहे व त्यानुसारच त्यांना Google Form त्यांचे स्वतःचे नाव भरावयाचे की नाही? यासंदर्भात मार्गदर्शन करावे.

१) यावर्षी कायम झालेले नवीन सेवक तसेच संस्थेच्या विनाअनुदानित शाखेत २ वर्षे व त्यापेक्षा अधिक काळ (संस्थेच्या Consolidated Salary वर) काम करणा-या आपल्या शाखेतील सदर सेवकांना माहिती देणे Google Form त्यांचे नाव व त्यांच्या फॅमिली मॅम्बर्सचे नाव भरण्यासंदर्भात मार्गदर्शन करावे. Contractors तर्फे असणा-या सेवकांना सदर Google Form ची mail देऊ नये. अन्यथा याची सर्वस्वी जबाबदारी ही आपल्या शाखेतील मेडिकलेमचे काम पाहणारे लेखनिक यांची राहिल.

Medical
Claims
check
Neha
look in to the

MKSSSBT Institute
of Nursing Education
Inward No. 276
Date : 14/12/2020

B) खालीलप्रमाणे मेडिकलेमपॉलिसीधारक सेवकांची माहिती Reconciliation च्या स्वरूपात खालील email ID वर देणे आवश्यक आहे.
खालील तक्त्यामधील माहितीही जर मराठीमध्ये भरणार असाल तर सदर तक्त्याची PDF करून आम्हांला पाठवावी.

१	मागील वर्षी एकूण संख्या(२०१९-२०)	
२	(+) चालू वर्षी (नवीन कायम सेवक) एकूण संख्या(२०१९-२०)	
३	(+) चालू वर्षी २ वर्ष व त्यापेक्षा अधिक काळ (फक्त संस्था apptn.order) असलेले सेवक संख्या	
४	(-) आपल्या शाखेतून बदली झालेल्या सेवकांची संख्या	
५	(+) दुस-या शाखेतून आपल्या शाखेत बदली झालेल्या सेवकांची संख्या	
६	(-) सेवानिवृत्ती सेवकांची नांवे व संख्या	
७	(=) चालू वर्षी एकूण संख्या(२०१९-२०)	

आपल्या शाखेतील मेडिकलेमचे काम पाहणारे लेखनिक यांनी आपल्या माहितीसाठी व रेकॉर्डसाठी आपल्या शाखेतील सेवकांची माहितीकी ज्यांनी मेडिकलेम पॉलिसीसाठी होकार दिलेला आहे अशा सेवकांची खालील कोष्टकामध्ये नोंद करून ठेवावी. जेणे करून त्यांना मेडिकलेम संदर्भात पत्रव्यवहार करणे सोयीस्कर जाईल.

अ.क्र.सेवकाचे नाव

मो.क्र.

सेवकाचा Email ID

तसेच आपल्या शाखेतील सेवकांची माहिती उपरोक्त प्रमाणे उपलब्ध असल्यामुळे आपल्याला आपल्या शाखेतील किती सेवकांनी Google Form द्वारे Form भरलेले आहेत की नाही ते आपल्या शाखेच्या Email ID मध्ये पाहणे व त्याप्रमाणे अजून आपल्या शाखेतील किती सेवकांचे Google Form भरावयाचे बाकी आहेत ते पाहणे व त्यानुसार अजून Google Form भरावयाचे राहिलेल्या सेवकांना आठवण करून दिलेल्या मुदतीत सदर Google Form भरावयास सांगणे त्यानंतरच उपरोक्त Reconciliation आपण तयार करणे.

संस्थेकडून आपल्या शाखेच्या Email ID वर सदर परिपत्रक व दोन प्रकारचे Google Form १) Medilclaim form for Married Employee २) Medilclaim form for Unmarried/ Divorsee/ Widow पाठविले जातील, त्यानंतर आपण सदर तिन्ही बाबी आपल्या उपरोक्त कोष्टकामध्ये उपलब्ध असलेल्या आपल्या सेवकांच्या Email ID वर पाठवून द्यावी व त्यांना दिलेल्या परिपत्रकातील व Google Form मधील सूचनांप्रमाणे ०६.१२.२०२० पर्यंत कार्यवाही करावयास सांगावी. खालील माहितीचा उपयोग हा एखादया सेवकाची बदली झाल्यास त्या सेवकांकडून मेडिकलेमचा हप्ता वसूल करणे सोयीस्कर जावे यासाठी होणार आहे.

C) आपल्या शाखेतून बदली झालेल्या सेवकांची माहिती:

सेवकाचे नांव	बदली झालेल्या शाखेचे नांव	कुटुंबातील व्यक्तीची संख्या
१	२	३

D) दुस-या शाखेतून आपल्या शाखेत बदली झालेल्या सेवकांची माहिती:

सेवकाचे नांव	बदली जेथून झाली त्या शाखेचे नांव	कुटुंबातील व्यक्तीची संख्या
१	२	३

C व D मध्ये काही बदल असेल तर तसा बदल C व D च्या Format मध्ये करावा तसेच बदल नसेल तर निरंक म्हणून याची PDF file ई-मेलवर पाठवून द्यावी. कळावे, आपला,



डॉ. पी. व्ही. एस. शास्त्री

सचिव

महर्षी कर्वे स्त्री शिक्षण संस्था

Circular

Per,

Branch Head

Subject - Group Medclaim Policy 27. 12. From 2020 to 26. 12.

Information on renewal by 2021.

As you all know, the group medclaim policy for unsubsidized permanent employees of the organization needs to be renewed anew. The organization is of the view that the employees should get the benefit of this policy this year as well.

As this group medclaim policy is in the form of pre-existing disease, some contribution is taken from the employees for this. Every year the organization pays Rs. 1. Takes a sum assured of Rs. We call this type of base policy. The contribution for this base policy will be a little higher than last year. What will be the contribution? The approximate amount is given in Google form. The organization collects 75% of the premium in this contribution and only 25% of the premium is recovered from the employees by the organization in two equal installments. Employees who want to take this base insured policy should let us know if they agree or disagree with the approximate installment amount given in the column in the Google form sent to you.

Additional sum insured policy cannot be taken without having base policy. In addition to the base policy, if the sum insured amount is increased to Rs. 1. If you want to get coverage of Rs. What will be the contribution for this additional sum insured policy? The approximate amount is given in Google form. Also this additional sum insured policy which is to be taken by the servants. Let them know if you agree or disagree with the approximate additional sum

insured policy installment amount given in the columns in the Google form they sent you. Fill in the information given by each servant in the google form regarding mediclaim online as per the instructions given below in google form. 06. 12. Every employee will get a message in their own Email ID in the inbox to access it by 2020. If the message is not received, bring it to the notice of the scribe in charge of Mediclaim in your branch and send it to the given mail id below the hour mail

A) The following point no. It is necessary to inform the employees of your branch as per 1 and whether they want to fill their own name in google form or not? Guidance should be given in this regard

1) To inform the new employees who have been appointed this year as well as the employees who have been working in the non-subsidized branch of the organization for 2 years and for more than that examination (on the consolidation salary of the organization). Google form should guide them to fill in the names of their family members.

Mail of this google form should not be given to the employees belonging to the contractors.

Otherwise, it will be the sole responsibility of the scribe in charge of Mediclaim in your field

B) Mediclaim policy holders are required to provide the following information in the form of reconciliation to the following email id

If you are going to fill in the information in the table below in Marathi, then send us the PDF of the table

1	Total number in last year (2019-20)	
2	(+) Current Year (New Permanent Servants) Total Number (2019-20)	
3	(+) Servant organization with current year 2 years and above	

	(organization only apptn.order)	
4	(-) Number of employees transferred from your branch	
5	(+) Number of employees from another branch to your branch	
6	(-)Retired servants names and number	
7	(=) Total no. of present year	

The scribe supervising the work in his branch should record the information of the servants in his branch for his information and record in the table below. So that it will be convenient for them to correspond regarding Medclaim.

Also, since the information of the servant in your branch is available as above, you need to see how many servants in your branch have filled the google form in the email id of your branch and as such, you still have to fill the google form of the servant in your branch.

Remind the remaining employees to fill out this Google form within the given time frame and then you will create the above reconciliation.

This circular and two types of Google form 1) Medclaim form for employee 2) Medclaim form for unmarried / Divorsee / widow will be sent by the organization to the email id of your branch As per the instructions in the circular and Google form given to them. 12. 2020 Ask to take action till. The following information will be used to facilitate recovery of Medclaim installment from a servant in case of transfer.

c) Information of employees transferred from your branch:

Name of Servant	Name of the branch transferred	Number of family members
1	2	3

d) Information of the servant transferred to your branch in another branch

Name of Servant	Name of the branch from which the transfer took place	Number of family members
1	2	3

If there is anything in C and D, the hour should be done in the format of C and D and if there is no change, then send this PDF file to e-mail as a blank. Let me know

Yours,

Dr. P. V. S. Shastri

Secretary

Maharshi Karve Stree Shikshan Samstha

Sd/



Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052

STAFF PROVIDENT FUND POLICY



महर्षी कर्वे स्त्री शिक्षण संस्था, कर्वेनगर, पुणे

संस्थेतील विना अनुदानित तत्वावरील कार्यरत शिक्षक व शिक्षकेतर कर्मचा-यांच्या प्रॉव्हीडंट फंड कायद्यातील तरतूदीबाबत स्पष्टीकरण

व्यवस्थापक मंडळ सभा दि. २२ मार्च २०१९

जा. क्र.

दि. २५ मार्च २०१९

संदर्भ - संस्थेत विना अनुदानित तत्वावरील कार्यरत शिक्षक व शिक्षकेतर कर्मचा-यांना प्रॉव्हीडंट फंड कायदा लागू करणेबाबत पी एफ चे क्षेत्रीय कार्यालय गोळीबार मैदान, पुणे येथील कार्यालयातून या बाबत आलेले पत्र तसेच एम्प्लॉईज प्रॉव्हीडंट फंड स्कीम 1952 पैरा 2(f) (i) आणि (ii) व सब पैराग्राफ (1) ऑफ पैरा 69 मधील तरतूदीस अनुसरून 'एक्स्लूडेड एम्प्लॉई' या संकल्पनेबाबत त्या कार्यालयातील सहाय्यक आयुक्त श्री अतूल कोतकर यांचेसमवेत झालेली प्रत्यक्ष चर्चा

पार्श्वभूमी - संस्थेत एम्प्लॉईज प्रॉव्हीडंट फंड अँड मिसलेनियस प्रोव्हीजन्स अॅक्ट १९५२, नुसार सध्या कार्यरत कर्मचा-यांना ज्यांचे मासिक वेतन रु. १५०००/- पर्यंत आहे त्यांना पीएफ लागू करण्यात येतो. तसेच ज्या कर्मचा-यांचे मासिक वेतन रु. १५०००/- पेक्षा अधिक आहे अशा कर्मचा-यांमधील ज्या कर्मचा-यांना संस्थेत रुजू होण्यापूर्वी, त्यांच्या पूर्वीच्या आस्थापनांमधून पीएफ लागू केला आहे, व ज्यांनी सदर पीएफ ची रक्कम काढून घेतली नाही, अशा कर्मचा-यांना पीएफ लागू करण्यात येत आहे. या बाबत पीएफ कायद्यातील तरतूदीबाबत अधिक स्पष्टता आणण्याच्या उद्देशाने स्पष्टीकरण करणे विचाराधीन होते.

संस्थेच्या व्यवस्थापक मंडळाच्या दि. २२ मार्च २०१९ मध्ये झालेल्या चर्चेस अनुसरून या बाबत खालील प्रमाणे स्पष्टीकरण करण्यात येत आहे.

१) एम्प्लॉईज प्रॉव्हीडंट फंड स्कीम 1952 पैरा 2(f) (i) आणि (ii) व सब पैराग्राफ (1) ऑफ पैरा 69 मधील तरतूदीनुसार कर्मचा-यांना प्रॉव्हीडंट फंड चे डिडक्शन लागू करणे कायदानुसार बंधनकारक राहिल ते खालील प्रमाणे -

अ) ज्या कर्मचा-यांचे मासिक वेतन रु. १५०००/- पर्यंत आहे अशा सर्व कर्मचा-यांना पीएफ लागू करावा.

ब) ज्या कर्मचा-यांचे मासिक उत्पन्न रु. १५०००/- पेक्षा अधिक आहे परंतु ज्यांना संस्थेत रुजू होण्या पूर्वीच्या आस्थापनामध्ये पीएफ लागू होता (जरी त्या कर्मचा-यांनी पूर्वीची पीएफ ची रक्कम काढून घेतली असेल तरीही) व ज्यांचे वय वर्षे ५५ पर्यंत आहे अशा सर्व कर्मचा-यांना पीएफ लागू करण्यात येईल.

क) ज्या कर्मचा-यांचे मासिक वेतन रु. १५०००/- पेक्षा अधिक आहे व ज्यांना संस्थेत रुजू होण्यापूर्वी पूर्वीच्या आस्थापनांमध्ये पीएफ लागू नव्हता असे कर्मचारी पीएफ कायदानुसार एक्स्लूडेड एम्प्लॉई म्हणून संबोधले जातील व त्यांना पीएफ चे डिडक्शन लागू होणार नाही.



ड) संस्थेच्या सेवेत नव्याने नियुक्त होणा-या कर्मचा-याचे वय ५५ पेक्षा अधिक आहे, (त्यांना त्यांच्या पूर्वीच्या आस्थापनांमध्ये पीएफ लागू असेल तरीही) असे कर्मचारी पीएफ कायदानुसार एक्सलूडेड एम्प्लॉई म्हणून संबोधले जातील व त्यांना पीएफ चे डिडक्शन लागू होणार नाही.

२) या बाबत अधिक पारदर्शकता आणण्याच्या उद्देशाने दि. ०१.०४.२०१९ नंतर नियुक्त करण्यात येणा-या कर्मचा-यांच्या नियुक्ती आदेशात खालील बाबींचा समावेश राहिल (फक्त इंग्रजी मध्ये उल्लेख केलेल्या मुद्याचा समावेश करावा).

अ) ज्या कर्मचा-यांचे मासिक वेतन रु. १५,०००/- पेक्षा कमी आहे त्या कर्मचा-यांच्या नियुक्ती आदेशात,

"The rules mentioned under The Employee's Provident Fund and Miscellaneous Provisions Act 1952 and The Employee's Provident Funds Scheme, 1952 will be applicable to you. You shall fill up Form No. 11 immediately after joining."

या मुद्याचा समावेश करावा.

(वरील मुद्याचे मराठीत भाषांतर - एम्प्लॉईज प्रॉव्हिडंट फंड अँड मिसलेनियस प्रोव्हिजन्स अॅक्ट १९५२ आणि एम्प्लॉईज प्रॉव्हिडंट फंड स्कीम १९५२ मधील तरतूदी आपणास लागू रहातील. आपण आपल्या नियुक्ती नंतर फॉर्म नं ११ तातडीने भरावा).

ब) ज्या कर्मचा-यांचे मासिक वेतन रु. १५००० पेक्षा अधिक आहे अशा कर्मचा-यांच्या नियुक्ती आदेशात,

"The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you, provided, you are previously covered under EPF Act by your previous employer, and your age is up to 55 years. You shall submit the necessary proofs about PF membership such as PF Slip or UAN Number immediately after joining. If you are not covered under rules of EPF Act by your previous employer, you shall be treated as excluded employee as per Section 2(f) of The Employee's Provident Fund Scheme 1952. You shall fill up the Form No. 11 immediately after joining accordingly."

या मुद्याचा समावेश करावा

(वरील मुद्याचे मराठीत भाषांतर - आपणास या पूर्वीच्या आस्थापनामध्ये प्रॉव्हिडंट फंड लागू असल्यास व आपले वय ५५ वर्ष पर्यंत असल्यास आपणास एम्प्लॉईज प्रॉव्हिडंट फंड अँड मिसलेनियस प्रोव्हिजन्स अॅक्ट १९५२ आणि एम्प्लॉईज प्रॉव्हिडंट फंड स्कीम १९५२ मधील तरतूदी लागू रहातील. आपण रुजू होताना या बाबत चे आवश्यक पुरावे म्हणजेच पीएफ नंबर किंवा यूएन नंबर तातडीने सादर करावे. आपणास या पूर्वीच्या आस्थापनामध्ये पीएफ लागू नसल्यास एम्प्लॉईज प्रॉव्हिडंट फंड स्कीम १९५२ मधील सेक्शन २(१) मध्ये नमूद केल्यानुसार एक्सलूडेड एम्प्लॉई असे संबोधण्यात येईल. आपण रुजू होताच तातडीने फॉर्म नं ११ मध्ये त्या नुसार आवश्यक ती माहिती भरावी.

सचिव



Clarification regarding the provisions of the Provident Fund Act for teachers and non-teaching staff working on non-subsidized basis in the organization.

Board of Directors March 22, 2019

References: - PF's field regarding implementation of Provident Fund Act for teachers and non-teaching staff working on non-subsidized basis in the institute. A letter from the Office of the Commissioner at Golibar Maidan, Pune regarding the concept of Employees Provident Fund Scheme 1952 in accordance with the provisions of para 2 (f) (i) and (ii) and sub paragraph (1) of para 69. Shri Atul Kotkar's direct discussion with him

Background: - As per the Employees Provident Fund and Miscellaneous Provisions Act, 1952, the employees currently working in the organization whose monthly salary is Rs. Up to 15,000 PF is applied to them Also, PF is being applied to employees whose monthly salary is more than Rs. An explanation was under consideration for the purpose of bringing more clarity to the provisions of the PF Act

Following the discussion held on 22nd March 2019, the following explanation is being given in this regard

1) As per the provisions of para 2 (f) (i) and (ii) and sub paragraph (1) of para 69 of the Employees Provident Fund Scheme 1952, it will be mandatory for the employees to apply the deduction of provident fund as follows.

A) Employees whose monthly salary is Rs. 15000 should be applied for PF

B) Employees whose monthly income is Rs. Over 15,000 but PF will be applicable to all employees who have PF in the establishment prior to joining the organization (even if those employees have withdrawn the previous PF amount) and who are up to 55 years of age.

C) The monthly salary of the employees more than Rs. 15,000 . And employees who did not apply for PF in previous establishments before joining the organization will be treated as excluded Employees under PF Act and will not be subject to PF deduction.

D) Newly recruited employees in the service of the organization who are above 55 years of age (even if PF is applicable in their previous establishments) such employees will be deemed as excluded Employees under PF Act and will not be subject to PF deduction.

2) For the purpose of bringing more transparency in this regard. The following matters will be included in the appointment order of the employees to be appointed after 01.04.2019(Only the point mentioned in English should be included).

A) Employees whose monthly salary is Rs. Less than 15,000 In the appointment order of those employees,

“ The rules mentioned under The Employee’s Provident Fund and Miscellaneous Provisions Act 1952 and The Employees Provident Funds Scheme , 1952 will be applicable to you . you shall fill up form no 11 immediately after joining ”

This point should be included

“The rules mentioned under Provident Fund Act 1952 and Employees Provident Fund Scheme 1952 will be applicable to you , provided, you are previously covered under EPF act by your previous employer , and your age is up to 55 years . You shall submit the necessary proofs about PF membership such as PF Slip or UAN Number immediately after joining. If you are not covered under rules of EPF Act by your previous employer , you shall be treated as excluded employee as per Section 2(f) of The Employee’s Provident Fund Scheme 1952 . You shall fill up Form No. 11 immediately after joining accordingly .”

This point should be included

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**Maharshi Karve Stree Shikshan Samstha
Smt Bakul Tambat Institute of Nursing Education
Karvenagar, Pune 411052**

STAFF LEAVE POLICY



HR Policies

3.11.3	An employee shall retire from service on the last day of the month (after working hours) in which he/she attains the respective age of 60/58 years as applicable, and as amended from time to time in relevant rules on the lines of State Government employees.
3.12	Reappointment after retirement
3.12.1	The person retired from service shall not be reappointed unless & until concerned Local Managing Committee, Centralized HRD Committee and The Managing Committee feels it essential.
3.12.2	The employee appointed in this way, shall be appointed on consolidated salary as decided by the Managing Committee.
3.12.2	The term of appointment will be initially from 1 year and may be extended up to two years as per need of particular unit. The concerned employee shall produce his fitness certificate within one month of his such appointment.
3.12.3	The decision about further continuation of services of these employees shall be taken by concerned Local Managing Committees and shall be approved by Centralized HRD Committee. Their services shall be continued with rise in their previous consolidated salary as per decision taken by Centralized HRD Committee.
3.12.4	The upper age limit for such reappointment shall be 65 years.
3.13	Physical fitness
3.13.1	Every person to be appointed in MKS Rolls for any post shall undergo a medical check up either by Samstha's Resident Medical Officer or a Registered Medical Practitioner and produce his certificate of physical fitness within three months from his date of joining. His / her continuation of appointment shall be subject to his/her medical fitness. The rules and procedures for medical examination of candidate as to their physical fitness provided in appendix III to Maharashtra Civil Services (General conditions of services) Rules 1981 will be applicable.
3.13.2	The fees if any charged by the Medical authority for the medical check-up of the employee shall be borne by the concerned employee himself.
3.14	Leave Rules
3.14.1	Earned Leaves
3.14.11	The confirmed employees are eligible to avail these leaves.
3.14.12	30 days Earned Leave is credited to the account of employee for every completed year of service (Calendar year).-First 15 leaves on 30 th June and remaining 15 leaves on 31 st December.
3.14.13	Employees shall get Earned leave sanctioned from their superiors minimum 7 days in advance.
3.14.14	The accumulation limit for these Earn leaves is 300. Any leave above 300 will be lapsed.
3.14.15	The encashment of these Earn leaves is done at the time of separation (due to retirement or resignation).
3.14.16	The employees, who are retired from the services due to age, will be eligible to get the encashment of their balance Earned Leave maximum up to 300 leaves.
3.14.17	The employees, who are separated from service due to resignation, will be eligible to get the encashment of 50% of their balance Earned Leaves maximum up to 75 leaves.
3.14.2	Sick Leave (Half-pay Leave)
3.14.21	All confirmed employees are eligible to avail these leaves
3.14.22	20 days Medical Leave (Half-Pay leave) for the completed year (calendar year) of service is credited to the account of employee on 31 st December.



HR Policies

3.14.23	This type of leave will be granted on the basis of medical certificate from the Registered Medical Practitioner. If the employee avails two or more days of Medical Leaves, he should submit the certificate of illness during the leave period and also the fitness certificate before rejoining the duties.
3.14.24	There is no limit of accumulation for such types of leaves.
3.14.3	Maternity Leave
3.14.31	The female employees working on the rolls of MKS who have completed one year of service are eligible to avail such types of leaves.
3.14.32	The employees who are confirmed in Samstha's services are eligible to avail 180 days of such leave.
3.14.33	The employees who have completed 1 year of service but who are not confirmed in service will be eligible to avail 90 days of Maternity Leave
3.14.34	These leaves will be availed maximum up to two times in entire career i. e. up to first two occasions of delivery.
3.14.35	The confirmed employees who wish to adopt a baby will also be eligible to avail 180 days of such leaves. Such employees shall produce all the related documents, legal agreement etc. These leaves shall be applicable from the date of implementation of Registered Agreement.
3.14.4	Casual Leave
3.14.41	All employees appointed on rolls of MKS are eligible to avail such type of leave
3.14.42	8 days of casual leaves are granted for a calendar year.
3.14.43	These leaves can be availed as per the proportionate service period of that year.
3.14.44	These leaves cannot be combined with any other kind of leave. However it can be combined with Holidays or Sundays. Holidays or Sundays falling within the period of Casual Leaves shall not be counted as Casual Leave.
3.14.5	Compensatory off
3.14.51	Based on work exigencies, employee may be expected to work over and above their scheduled working hours or on a holiday. Compensatory off will be provided for such employees.
3.14.52	Non-Teaching employees below the level of Heads will be eligible for availing compensatory off.
3.14.53	Employees doing extra work of minimum 4 Hours over and above their scheduled working hours will be eligible for Half Day Compensatory Off.
3.14.54	Employees doing extra work of minimum 6 Hours over and above the scheduled working hours will be eligible for Full Day Compensatory Off.
3.14.55	The decision of converting extra work done in to generation of compensatory off in each case will be taken by concerned Head.
3.14.56	The extra work done within the Office / Samstha premises will be strictly on the basis of bio-metric record of concerned employee.
3.14.57	Compensatory offs will be sanctioned only on the basis of extra work done and will not be given in advance.
3.14.58	Compensatory Off cannot be clubbed with any other leave.
3.14.59	A compensatory-Off generated till the month of October shall be availed before 31 st December. Compensatory Offs generated in November and December can be availed up to the month of March of following year. Balance Compensatory Off of previous year will be lapsed after the month



HR Policies

	of March of following year.
3.14.60	Maximum 3 number of Compensatory Off can be availed at a time.
3.14.61	Any Compensatory Off generated will be properly recorded immediately. This record will be verified by Head of the unit prior to its approval.
3.14.62	To make proper work planning, concerned employee availing compensatory off shall take prior approval from his immediate superior in writing.
3.14.63	The employees who work extra for exams of other Institutions on a non-working day, for which the remuneration is paid to employees by respective institutions, will not be eligible for Compensatory Off for such extra work.
3.14.32	The employees who are confirmed in Samstha's services are eligible to avail 180 days of such leave.
3.14.33	The employees who have completed 1 year of service but who are not confirmed in service will be eligible to avail 90 days of Maternity Leave
3.14.34	These leaves will be availed maximum up to two times in entire career i. e. up to first two occasions of delivery.
3.14.35	The confirmed employees who wish to adopt a baby will also be eligible to avail 180 days of such leaves. Such employees shall produce all the related documents, legal agreement etc. These leaves shall be applicable from the date of implementation of Registered Agreement.



**Maharshi Karve Stree Shikshan Samstha's
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STAFF HEALTH CHECKUP AND VACCINATION POLICY



**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION
KARVENAGAR, PUNE 52**

HEALTH COMMITTEE

SOP FOR STAFF

Health and Wellness of employee plays an important role in his/her deliverables of work & responsibility, and conduction Annual health check-up ensures that human resources stay healthy and fit.

- Conduct Annual health check-up at Ram Krishna Math, near Dandekar Bridge, Pune.
- In annual health check-up, List of laboratory investigations included as follows:

- 1) Haemogram
- 2) Blood Sugar
- 3) Urine routine ®
- 4) X-ray chest
- 5) HIV test
- 6) Lipid profile
- 7) Serum D
- 8) Serum B12
- 9) ECG (for 40 and above)

- Institute health committee in-charge should maintaining health record.
- Staff should inform any major health issue to health committee in- charge and principal, as early as possible.
- Maintain staff's health register and records, update periodically.



- Staff should submit any health incidental report to health committee in charge and principal.
- Maintain and update first aid kit.
- Teacher should visit to the physician of staff clinic at Deenanath Mangeshkar Hospital to get required specialty department reference.
- During clinical posting, if accidental needle stick injury happens, refer staff to staff clinic and follow hospital policy about needle stick injury.
- O.P.D. consultation is free for all staff members in Deenanath Mangeshkar Hospital.
- All staff members have facility of mediclaim health insurance from Samstha, under this insurance policy holder & dependent family members are covered.


Sign of Health committee Incharge




Sign of Principal
PRINCIPAL
Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of
Nursing Education
Karvenagar, Pune-411052.