



# delhi heart & lung institute

Super Speciality Hospital



Ref. No.: DHL/HR/PF/EC-3443

1<sup>st</sup> Feb 2019

**Rimmi Rawat**  
H No-25, Plot -36, Neh Sarai,  
South Delhi

**SUB: APPOINTMENT LETTER**

Dear Ms. Rimmi,

We are pleased to appoint you as **Pharmacist** in the department of Pharmacy in Delhi Heart & Lung Institute w.e.f. **1<sup>st</sup> Feb 2019** on the following terms and conditions:

**1. EMOLUMENTS:**

Your CTC will be as per enclosed annexure. You will be provided with uniform and washing facility for uniform in the laundry maintained by the Hospital and hostel accommodation with applicable charges.

**2. MEDICAL EXAMINATION:**

The appointment is subject to production of a certificate of physical fitness from the concerned Hospital Authority before joining the Hospital. Further extension of your tenure will be based on the medical & physical fitness certified by the Hospital Medical Officer. Management reserves the right to conduct medical examinations whenever found necessary to ensure your medical and physical fitness to carry out normal duties. Forms for Medical Examination may be obtained from the Administration Section.

**3. MEDICAL FACILITIES:**

You will be entitled to medical facilities for self and spouse covered under Mediclaim as per rules of the Hospital.

**4. LEAVE:**

- Earned Leave - 15 days per year

(Un availed Earned leaves will be en-cashed as per prevailing policy)

- Casual Leave - 07 days per year
- Sick Leave - 05 days per year

Maternity Leave – As per applicable rules.

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of Apex Heart Care Pvt. Ltd.

CIN : U85110DL2002PTC114118

3 mm-II Panchkuian Road, New Delhi - 110

Tel.: 42999999 Fax : 42999802, 4299

web : www.dhli.in e-mail : info@d

**EMERGENCY NO. : 78 38 103 11**


Name	Ms. Rimmi
DOI	1 <sup>st</sup> Feb 2019
Designation	Pharmacist
<b>Monthly Components</b>	
Basic Pay	15400
Gross Salary (a)	15400
<b>Benefit Components</b>	
Group Mediclaim	158
Leave Encashment	214
Total (b)	372
Total CTC (a+b)	15772



- Gratuity under the Payment of Gratuity Act, 1972, if applicable.
- Applicable Tax is to be borne by you

Your individual remuneration is purely a matter between yourself and the hospital and has been arrived on the basis of your job skills, specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

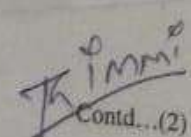
For Delhi Heart & Lung Institute

  
P K Sharma  
Manager-HR

Accepted

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Employee's Signature

Delhi Heart Care Pvt. Ltd.  
10DL2002PTC114118

  
Contd... (2)  
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