Chettinad Health City
Rajiv Gandhi Salai (OMR)
Kelambakkam, TN 603 103

T +91 44 4741 1000
E info@care.edu.in
W care.edu.in

Chettinad Academy of Research and Education (Deemed to be University)

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Sample Appointment letters of faculty during last five years

Accredited by NAAC with A Grade

Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr. Indumathi S.
F12, Leela Enclave,
49/50, Morrison 4th Street,
Alandur,
Chennai - 600 016

Mob: 7708185041

Date: 22.04.2015

CHRI/AO-DR/2015/014

Dear Dr. Indumathi S.

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. JOB TITLE

Your job title will be Professor, Department of Anatomy and you will report to the Dean.

2. SALARY

You will be paid a monthly salary as per the annexure.

3. PLACE OF POSTING

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

acl

S. Indumathi

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. CONTRACT OF EMPLOYMENT HOURS OF WORK

4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June -6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

acl

7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

acl

S. Indumathi

10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Dean.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

acl

S. Indumathi.

11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. NOTICES

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

acl

S. Indumathi

14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For Chettinad Hospital & Research Institute,

Authorized Signatory

I, DR. S. INDUMATHI, do hereby accept without any reservation whatsoever the above terms and conditions. I undertake to abide by them and I will report for duty on 22.04.2015

Date: 22.04.2015

S. Indumathi

Signature of the Employee

acl

S. Indumathi

Chettinad
Hospital & Research Institute

Dr.Balaji.T.K
No.5,Vathiar kandan street,
Choolai,
Chennai-600112
Mob:9443469106

01.09.08
CHRI/AO-DR/2008-09/144

Dear Doctor,

With reference to the discussion you had with us, we are pleased to offer you the post of **ASSOCIATE PROFESSOR-ANATOMY** in our organization. The offer is subject to your acceptance of the following terms and conditions.

1. You will be paid the salary as per annexure attached
2. You will adhere to the working hours of the Institution including working/postings at various Health Centres or at the discretion of the managements.
3. A standard conveyance facility at fixed pick up points from city to the Hospital will be provided for you on chargeable basis as per Hospital rules from time to time.
4. You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management.
5. You will be subject to all rules regulations and orders that are in force and that may be brought into force from time to time.
6. The management will be entitled to terminate your services by giving three months notice in writing, or by payment of salary in lieu of such notice. In the event you desire to leave the services, you will be required to give three months notice in writing or pay three months salary in lieu of notice period.
7. You shall not during your employment with us, engage in any trade, business or occupation or concerned or interested in any capacity whatsoever either directly or indirectly and either alone or jointly with others in any trade, business or occupation without our prior written permission and you are absolutely forbidden from engaging or occupying, competing directly or indirectly with us or having any interest opposed or competitive to our interests.

01.09.08
CHRI/AO-DR/2008-09/144

8. During the course of your service with us the terms and conditions of this letter will continue to apply till such time as they are altered or revised in writing.

9. You will be retiring from the services on attaining superannuation as per the Hospital records.

10. You will treat all matters relating to the project of the organization in strict confidence and not discuss them to outsiders. You shall maintain the secrecy of document and information entrusted to you, and on no account shall divulge or disclose either in full or in part to any one of whatsoever reason.

11. You shall serve the organization diligently, devoting the whole of your time and attention to the discharge of your duties and such other work relating to the organization, which the management may entrust you with.

12. You shall carry out your responsibilities as per the instructions of the Dean / Head of the Department / Medical Superintendent.

13. Food & Accommodation will be provided by the Hospital on chargeable basis as per the Hospital rules and regulations

This letter is issued to you in duplicate. You are required to peruse all the above terms and conditions and sign at the bottom of this letter, at the place indicated in token of your acceptance by you of all the terms and conditions. The original of this letter is to be retained by you and duplicate duly signed by you, is to be returned for our files and records.

We would like to wish you all the best for your career success in our organization.

Thanking You,

Yours truly,
for **Chettinad Hospital and Research Institute**

Sp.R.Chidambaram
Authorised Signatory

I.....do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on.....

Signature.....

Date.....

sa

CHETTINAD HOSPITAL AND RESEARCH INSTITUTE
Regd. Office: Rani Seethai Hall, 5th Floor, 603, Anna Salai, Chennai – 600 006
Hospital Address: I T Highway, Kelambakkam, Kancheepuram Dist – 603 103
Tel: 044 – 2747 5123, 5959 Fax: 044 – 2747 5970 E-Mail: mail@chettinadhospitals.com

CHRI/AO-DR/2007-08/069 11.04.2007

Dr. Hanna Sugirthabai Rajila R
Block IB-4, Vasanth Apartments
Bye Pass Road
Velachery
Chennai – 600 042

Dear Doctor,

With reference to the discussion you had with us, we are pleased to offer you the post of ASSISTANT PROFESSOR IN ANATOMY in our organization. The offer is subject to your acceptance of the following terms and conditions.

1. You will be paid the salary as per annexure attached
2. You will adhere to the working hours of the Institution including various shifts, departments.
3. A standard conveyance facility at fixed pick up points from city to the Hospital will be provided for you on chargeable basis as per Hospital rules from time to time.
4. You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management.
5. You will be subject to all rules regulations and orders that are in force and that may be brought into force from time to time.
6. The management will be entitled to terminate your services by giving three months notice in writing, or by payment of salary in lieu of such notice. In the event you desire to leave the services, you will be required to give three months notice in writing or pay three months salary in lieu of notice period.
7. You shall not during your employment with us, engage in any trade, business or occupation or concerned or interested in any capacity whatsoever either directly or indirectly and either alone or jointly with others in any trade, business or occupation without our prior written permission and you are absolutely forbidden from engaging or occupying, competing directly or indirectly with us or having any interest opposed or competitive to our interests.

CHETTINAD HOSPITAL AND RESEARCH INSTITUTE
Regd. Office: Rani Seethai Hall, 5th Floor, 603, Anna Salai, Chennai – 600 006
Hospital Address: I T Highway, Kelambakkam, Kancheepuram Dist – 603 103
Tel: 044 – 2747 5123, 5959 Fax: 044 – 2747 5970 E-Mail: mail@chettinadhospitals.com

8. During the course of your service with us the terms and conditions of this letter will continue to apply till such time as they are altered or revised in writing.

9. You will treat all matters relating to the project of the organization in strict confidence and not discuss them to outsiders. You shall maintain the secrecy of document and information entrusted to you, and on no account shall divulge or disclose either in full or in part to any one of whatsoever reason.

10. You shall serve the organization diligently, devoting the whole of your time and attention to the discharge of your duties and such other work relating to the organization, which the management may entrust you with.

11. You shall carry out your responsibilities as per the instructions of the Dean / Head of the Department / Medical Superintendent.

This letter is issued to you in duplicate. You are required to peruse all the above terms and conditions and sign at the bottom of this letter, at the place indicated in token of your acceptance by you of all the terms and conditions. The original of this letter is to be retained by you and duplicate duly signed by you, is to be returned for our files and records.

We would like to wish you all the best for your career success in our organization.

Thanking You,

Yours truly,
for **Chettinad Hospital and Research Institute**

SPK.Chidambaram
Authorised Signatory

I, R. Manikandan Raja ....do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on...1.6.2007

Signature R. Manikandan Raja
Date.....1.6.2007

Chettinad
Hospital & Research Institute

Date: 16.02.2015

Dr. Hannah Sugirthabai Rajila
Emp. No. 0786
Associate Professor
Anatomy

CHRI/HR/AI/2015/001

Consequent to the review of your performance, tenure assessment, the management is happy to promote you from the position of Associate Professor to **Professor** in the department of Anatomy with effect from 02nd June 2014.

We are sure that you will continue to be dedicated as you have done in the past and fully justify the confidence placed in you, by the Management. We hope with this, you will make best use of the opportunity offered to you and your potential, to shoulder higher responsibilities in your new position.

All the other terms and conditions of your employment as detailed in your letter of appointment and whenever amended subsequently remain unaltered.

Kindly read all the guidelines, rules & regulations, terms of employment, code of commitment, policies & procedures of the Institution as may be in force from time to time and adhere to the same.

The Institution reserves the right to change, modify or alter the compensation structure and all other terms and conditions of your employment as may be communicated to you from time to time.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

With Best Wishes,

for **Chettinad Hospital & Research Institute,**

Authorized signatory

Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91(0) 44 4741 1000, 3301 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr. Sowjanya Bandlamudi
No.12-455-17/2/1,
Neelima Nursery Road,
Tadepalli, Guntur District,
Andhra Pradesh- 522 502,

Mob: 9949491684

Date: 25.07.2012

CHRI/AO-DR/2012-13/027

Dear Dr. Sowjanya Bandlamudi

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. JOB TITLE

Your job title will be Assistant Professor, Department of Anatomy and you will report to the Dean.

2 SALARY

Your gross monthly salary is Rs. 70000/- (Rupees Seventy Thousand only Per Month) which is inclusive of all benefits (such as Basic pay inclusive of DA, Fixed HRA, Conveyance, Special and other allowances etc.) all converted into monthly benefits.

3. PLACE OF POSTING

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

B. Sowjanya

vs

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. HOURS OF WORK

4.1 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.2 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

VS

B. Soujanya

7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

VS

B. Sanjanya

10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Dean.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

B. Serunjogi

11. **INTELLECTUAL PROPERTY**

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. **OBLIGATIONS**

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. **NOTICES**

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

B. Soujanya

VS

14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, DR. SOWJANYA BANDARUPI do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 25-07-2012

Date:

B. Sowjanya

Signature of the Employee

vs

B. Sowjanya

Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0)44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Mr.Manickam.S
SP.S.S.House,
13,Masilamani Street,
T.Nagar,Chennai-600017
Ph:044-24323681
Mob:9444036949.

06.10.09

CHRI/AO-DR/2009-10/228

Dear Sir,

With reference to the discussion you had with us, we are pleased to offer you the post of **ASSISTANT PROFESSOR-ANATOMY** in our organization. The offer is subject to your acceptance of the following terms and conditions.

1. You will be paid the salary as per annexure attached
2. You will adhere to the working hours of the institution including workings/postings at various Health Centres or at the discretion of the management
3. A standard conveyance facility at fixed pick up points from city to the Hospital will be provided for you on chargeable basis as per Hospital rules from time to time.
4. You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management.
5. You will be subject to all rules regulations and orders that are in force and that may be brought into force from time to time.
6. The management will be entitled to terminate your services by giving three months notice in writing, or by payment of salary in lieu of such notice. In the event you desire to leave the services, you will be required to give three months notice in writing or pay three months salary in lieu of notice period.
7. You shall not during your employment with us, engage in any trade, business or occupation or concerned or interested in any capacity whatsoever either directly or indirectly and either alone or jointly with others in any trade, business or occupation without our prior written permission and you are absolutely forbidden from engaging or occupying, competing directly or indirectly with us or having any interest opposed or competitive to our interests.

Registered Office: Rani Seethai Hall, 5th Floor, 603 Anna Salai, Chennai, Tamil Nadu 600 006 India

06.10.09
CHRI/AO-DR/2009-10/228

8. During the course of your service with us the terms and conditions of this letter will continue to apply till such time as they are altered or revised in writing.

9. You will be retiring from the services on attaining superannuation as per the Hospital records.

10. You will treat all matters relating to the project of the organization in strict confidence and not discuss them to outsiders. You shall maintain the secrecy of document and information entrusted to you, and on no account shall divulge or disclose either in full or in part to any one of whatsoever reason.

11. You shall serve the organization diligently, devoting the whole of your time and attention to the discharge of your duties and such other work relating to the organization, which the management may entrust you with.

12. You shall carry out your responsibilities as per the instructions of the Medical Director/Dean / Head of the Department / Medical Superintendent.

13. Food & Accommodation will be provided by the Hospital on chargeable basis as per the Hospital rules and regulations

This letter is issued to you in duplicate. You are required to peruse all the above terms and conditions and sign at the bottom of this letter, at the place indicated in token of your acceptance by you of all the terms and conditions. The original of this letter is to be retained by you and duplicate duly signed by you, is to be returned for our files and records.

We would like to wish you all the best for your career success in our organization.

Thanking You,

Yours truly,
for **Chettinad Hospital and Research Institute**

Authorised Signatory

I Dr. S. MANICKAM do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 1.2.2010.

Signature S. Manickam
Date 06.10.2009

S. Manickam

Chettinad Hospital & Research Institute, Rajiv Gandhi Salai, Kelambakkam, Kanchipuram Dist, Tamil Nadu 603 103 India
Phone: 044-[illegible]3300, 3301, Fax: 044-[illegible], e-mail: chettinadhealthcity.com, www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr. Arathi. M. S
Karpagamal Illam,
No.127, First Street,
Caldwell Colony,
Tuticorin-628 008

Mob: 9894309973

Date: 07.08.2012

CHRI/AO-DR/2012-13/034

Dear Dr. Arathi. M. S

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. JOB TITLE

Your job title will be Assistant Professor, Department of Anatomy and you will report to the Dean.

2. SALARY

Your gross monthly salary is Rs. 70,000/- (Rupees Seventy Thousand only Per Month) which is inclusive of all benefits (such as Basic pay inclusive of DA, Fixed HRA, Conveyance, Special and other allowances etc.) all converted into monthly benefits.

3. PLACE OF POSTING

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

vs

M. S. Arathi

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. CONTRACT OF EMPLOYMENT HOURS OF WORK

4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June -6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

vs

7. INSTITUTION PROPERTY

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. BORROWINGS/ACCEPTING GIFTS

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. TERMINATION

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

M. S. Arathi

10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential Information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Dean.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

VS

M.S. Arafb

11. **INTELLECTUAL PROPERTY**

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. **OBLIGATIONS**

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. **NOTICES**

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, Dr. M.S. ARATHI ..... do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 7/08/2012

Date:

Signature of the Employee

M.S. Arathi

Chettinad Hospital & Research Institute IT Highway, Kelambakkam, Kancheepuram Dist Tamil Nadu 603 103 India
T +91 (0) 44 2747 5123, 5950 F +91 (0)44 2747 5970 mail@chettinadhospitals.com www.chettinadhospitals.com

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Chettinad
Hospital & Research Institute

Mr.Vaithianathan.G
No.123,Perumal koil street,
Pondicherry-1
Mob:09844403152,09449218667

23.06.08

CHRI/AO-DR/2008-09/107

Dear Sir,

With reference to the discussion you had with us, we are pleased to offer you the post of **TUTOR-ANATOMY** in our organization. The offer is subject to your acceptance of the following terms and conditions.

1. You will be paid the salary as per annexure attached
2. You will adhere to the working hours of the institution including working/postings at various Health Centres or at the discretion of the managements.
3. A standard conveyance facility at fixed pick up points from city to the Hospital will be provided for you on chargeable basis as per Hospital rules from time to time.
4. You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management.
5. You will be subject to all rules regulations and orders that are in force and that may be brought into force from time to time.
6. The management will be entitled to terminate your services by giving three months notice in writing, or by payment of salary in lieu of such notice. In the event you desire to leave the services, you will be required to give three months notice in writing or pay three months salary in lieu of notice period.
7. You shall not during your employment with us, engage in any trade, business or occupation or concerned or interested in any capacity whatsoever either directly or indirectly and either alone or jointly with others in any trade, business or occupation without our prior written permission and you are absolutely forbidden from engaging or occupying, competing directly or indirectly with us or having any interest opposed or competitive to our interests.

23.06.08
CHRI/AO-DR/2008-09/107

8. During the course of your service with us the terms and conditions of this letter will continue to apply till such time as they are altered or revised in writing.

9. You will be retiring from the services on attaining superannuation as per the Hospital records.

10. You will treat all matters relating to the project of the organization in strict confidence and not discuss them to outsiders. You shall maintain the secrecy of document and information entrusted to you, and on no account shall divulge or disclose either in full or in part to any one of whatsoever reason.

11. You shall serve the organization diligently, devoting the whole of your time and attention to the discharge of your duties and such other work relating to the organization, which the management may entrust you with.

12. You shall carry out your responsibilities as per the instructions of the Dean / Head of the Department / Medical Superintendent.

13. Food & Accommodation will be provided by the Hospital on chargeable basis as per the Hospital rules and regulations

This letter is issued to you in duplicate. You are required to peruse all the above terms and conditions and sign at the bottom of this letter, at the place indicated in token of your acceptance by you of all the terms and conditions. The original of this letter is to be retained by you and duplicate duly signed by you, is to be returned for our files and records.

We would like to wish you all the best for your career success in our organization.

Thanking You,

Yours truly,
for **Chettinad Hospital and Research Institute**

Sp.K.Chidambaram
Authorised Signatory

I.....do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on.....

Signature.....

Date.....

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Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91(0)44 4741 1000, 3300 F +91(0)44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr. Janani.Y
New No.46,
Srinivasapuram,
2nd Main Road,
Korattur,
Chennai-600076
Mob: 9688619991

Date: 16.06.2014

CHRI/AO-DR/2014/022

Dear Dr. Janani.Y

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. JOB TITLE

Your job title will be Assistant Professor, Department of Anatomy and you will report to the Dean.

2. SALARY

You will be paid a monthly salary as per the annexure.

3. PLACE OF POSTING

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

3.2 The Institution may also assign you to work, or utillze your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

Received

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VS

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. CONTRACT OF EMPLOYMENT HOURS OF WORK

4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

VS

7. INSTITUTION PROPERTY

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. BORROWINGS/ACCEPTING GIFTS

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. TERMINATION

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

vs

10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Dean.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

vs

11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. NOTICES

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

14. APPLICABILITY OF INSTITUTION POLICY

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. GOVERNING LAW/JURISDICTION

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. ACCEPTANCE OF OUR OFFER

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, DR. Y. JANANI .....do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on..2/7/2014...

Date: 2/7/2014

Signature of the Employee

vs

CHETTINAD HOSPITALS PRIVATE LIMITED
Regd. Office: Rani Seethai Hall, 5th Floor, 603, Annasalai, Chennai – 600 006.
Hospital Address: Vandalur – Kelambakkam Road, (Off Old Mahabalipuram Road),
43, Padur, Chengalpattu Taluk, Kanchipuram Dist – 603 103. Tele Fax : 04114 – 275970.
e-mail : chettiandhospital@vsnl.net

Ref:CHPL/AO-DR/2005-06/13 29.09.05

Dr. Sanjay Andrew Rajaratnam,
150 (193), Ponnamallee High Road,
Chennai – 600 010.
Ph: 98410 44126

Dear Doctor,

With reference to the discussion you had with us, we are pleased to offer you employment on contract basis for a period of one year as LECTURER IN PHYSIOLOGY in our organization for the following terms and conditions and the offer is subject to acceptance by you and all the terms and conditions in Toto.

1. You will be paid a consolidated salary of Rs.25,000/-per month.

2. A standard conveyance facility at common pick up points from city to the Hospital will be provided for you.

3. Your service will be confirmed after one year from the date of your joining and depending upon your performance and skill.

4. You will be subject to all rules regulations and orders that are in force and that may be brought into force from time to time.

5. You may be terminated at any time by the organization giving one month notice or one month remuneration in lieu of notice, at the discretion of the organization. The management is not bound to assign any reason for such termination.

6. You shall not during your employment with us, engage in any trade, business or occupation or concerned or interested in any capacity whatsoever either directly or indirectly and either alone or jointly with others in any trade, business or occupation without our prior written permission and you are absolutely forbidden from engaging or occupying, competing directly or indirectly with us or having any interest opposed or competitive to our interests.

7. During the course of your service with us the terms and conditions of this letter will continue to apply till such time as they are altered or revised in writing.

CHETTINAD HOSPITALS PRIVATE LIMITED
Regd. Office: Rani Seethai Hall, 5th Floor, 603, Anmasalai, Chennai – 600 006.
Hospital Address: Vandalur – Kelambakkam Road, (Off Old Mahabalipuram Road),
43, Padur, Chengalpattu Taluk, Kanchipuram Dist – 603 103. Tele Fax : 04114 – 275970.
e-mail : chettiandhospital@vsnl.net

8. You will treat all matters relating to the project of the organization in strict confidence and not discuss them to outsiders. You shall maintain the secrecy of document and information entrusted to you, and on no account shall divulge or disclose either in full or in part to any one for whatsoever reason.

9. You shall serve the organization diligently, devoting the whole of your time and attention to the discharge of your duties and such other work relating to the organization, which the management may entrust you with.

10. You shall carry out your responsibilities as per the instructions of the Dean / Head of the Department.

This letter is issued to you in duplicate. You are required to peruse all the above terms and conditions and sign at the bottom of this letter, at the place indicated in token of your acceptance by you of all the terms and conditions. The original of this letter is to be retained by you and duplicate duly signed by you, is to be returned for our files and records.

We would like to wish you all the best for your career success in our organization.

Thanking you,

Yours truly,
For Chettinad Hospitals Private Limited

(M. Manickam)
Authorised Signatory

I, Dr. SANJAY ANDREW. R. do hereby accept without any reservation whatsoever the above terms and conditions. I undertake to abide by them and I will report for duty on 14.10.05

Date
Signature.....
Date..14.10.05.....

Consequently, his existing service particulars are recast and this Order is annexed to his Service Register /Personal File. This Order takes effect from the forenoon of 13th March, 2017.

Authorized Signatory

CARE REGISTRAR

Chettinad Academy of Research and Education

To

Dr.Sanjay Andrew Rajaratnam
Professor – Department of Physiology
Chettinad Hospital and Research Institute

Copy submitted to Medical Council of India

Copy to:

1. Vice-Chancellor, Chettinad Academy of Research and Education
2. Dean, Chettinad Hospital and Research Institute
3. HoD – Physiology, Chettinad Hospital and Research Institute
4. Human Resources Department, CHRI – for annexing this Order with Service Register/Personal File of the individual

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Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91(0) 44 4741 1000, 3300 F +91(0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr. Agnishwar Girigoswami
Manoharchak Contai,
Midnapore East,
West Bengal – 721 401.
Mob : 09433246490

Date : 01.11.2010

CHRI/AO-DR/2010-11/297

Dear Dr. Agnishwar Girigoswami,

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Assistant Professor, Department of Medical Bio-nanotechnology and you will report to the Dean.

2. **SALARY**

Your gross monthly salary is Rs:36,000/-(Rupees Thirty Six Thousand only per month) which is inclusive of all benefits(such as Basic pay inclusive of DA, contribution to EPF, Fixed HRA, Conveyance ,Special and other allowances etc) all converted into monthly benefits.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at Department of Medical Bio-nanotechnology CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

Received original.

pn

Regd. Office : Rani Seetha Hall, 5th Floor, 603 Anna Salai, Chennai, Tamil Nadu 600 006 India

3.2 The Institution may also depute you to work, or assign your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. HOURS OF WORK

The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM. and if necessary for additional hours depending on your responsibilities.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 11 calendar days per calendar year in addition to casual leave of 12(Jan – June-6days and July -Dec -6days)per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

7. INSTITUTION PROPERTY

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months' prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three month's prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Dean.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favour of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. NOTICES

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

for **Chettinad Hospital & Research Institute,**

Authorised Signatory

I, DR. AGNISHWAR GIRIGOSWAMI do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 01.11.2010.

Date:

Signature of the Employee

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Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr.Ram Gopal C.N.
New No.31-A, Old No.20,
First Cross Street,
Kasturibai Nagar,
Adyar,
Chennai - 600 020

Mob: 9444290841

Date: 06.04.2015

CHRI/AO-DR/2015/009

Dear Dr.Ram Gopal C.N.

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Associate Professor, Department of AHS and you will report to the Director.

2. **SALARY**

You will be paid a monthly salary as per the annexure.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

C. N. Ramgopal

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. CONTRACT OF EMPLOYMENT HOURS OF WORK

4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

C. N. Ramesh

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7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

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10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Dean.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

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11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. NOTICES

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

C. N. Ramsamy

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14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, DR. C.N. RAM GOPAL do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on.....

Date: 6/04/2015

C.N. Ramgopal

Signature of the Employee

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Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

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Chettinad
Hospital & Research Institute

Dr. Kumar Ebenezar. K
No.19/1, Raja Rajan Nagar Extn,
VI th Cross,
Trichy,
Pin - 620 021,
Mob : 9489114626

Date: 07.10.2011

CHRI/AO-DR/2011-12/072

Dear Dr. Kumar Ebenezar. K

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution for a period of two year from the date of joining. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Assistant Professor, Department of Medical Bio Nanotechnology and you will report to Dr.Murugesan.R

2. **SALARY**

Your gross monthly salary is Rs: 42000 /- (Rupees Forty Two Thousand Only Per Month) which is inclusive of all benefits (such as Basic pay inclusive of DA, Fixed HRA, Conveyance ,Special and other allowances etc) all converted into monthly benefits.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

Received
(K. KUMAR EBENEZAR)

VS

Registered Office Rani Seethai Hall, 5th Floor, 603 Anna Salai, Chennai, Tamil Nadu 600 006 India

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. HOURS OF WORK

4.1 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.2 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric readers kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 11 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days)per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year .

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

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7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

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9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months' prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three month's prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

VS

10. **CONFIDENTIAL INFORMATION**

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10.4 At no time will you remove any Confidential Information from the office without the permission of Dr. Murugesan. R

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

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VS

11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favour of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

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VS

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Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

for **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, K. Kumar Ebenezer do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 07/10/2011.

Date: 07/10/2011

Signature of the Employee

VS

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Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91(0)44 4741 1000 / 3300 F +91(0)44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr.Surajit Pathak
Habra Staff Quarters,
Po-Habra,
Dist - 24 pgs (N),
West Bengal - 743 263.

Mob: 9002737622

Date: 12.08.2015

CHRI/AO-DR/2015/051

Dear Dr.Surajit Pathak

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Assistant Professor, Department of AHS and you will report to the Director.

2. **SALARY**

You will be paid a monthly salary as per the annexure.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

Original Received
Surajit
22/8/15

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3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. CONTRACT OF EMPLOYMENT HOURS OF WORK

4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

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7. INSTITUTION PROPERTY

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. BORROWINGS/ACCEPTING GIFTS

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. TERMINATION

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

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10. CONFIDENTIAL INFORMATION

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Director.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

VS

11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. NOTICES

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

VS

14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, Dr. Surajit Parnaik .....do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on..21/08/15

Date: 21/08/15

Surajit Parnaik
Signature of the Employee

vs

Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr.Gowtham Kumar.S
Emp. No. 2090,
Assistant Professor,
Department of Genetics,
CHRI,
Padur.

CHRI/REV/2012-13/116

Dt : 02.01.2012

Dear Dr.Gowtham Kumar.S,

Sub: Revision of Salary – Reg.

1. **SALARY**

The Management is happy to revise your salary from Rs.30000/- per month to Rs.34000/-(Rupees Thirty Four Thousand Only per month) which is inclusive of all benefits (Basic pay inclusive of DA, Fixed HRA, Conveyance and other allowances etc all converted into monthly benefits) with effect from 1st January 2012 based on your performance and contribution.

2. **PLACE OF POSTING**

2.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

2.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

VS

Received

2.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

3. HOURS OF WORK

3.1 You will adhere to the working hours of the Institution including workings/postings at various Health Centers or at the discretion of the management.

3.2 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

4. LEAVE/HOLIDAYS

4.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

4.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

4.3 You are entitled for 6 days Sick Leave per Calendar year.

5. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

6. INSTITUTION PROPERTY

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

VS

7. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

8. **TERMINATION**

8.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months' prior notice in writing or salary in lieu thereof.

8.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 8.1 above.

8.3 You may terminate your employment with the Institution, without any cause, by giving not less than three month's prior notice or salary in lieu of notice period.

8.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

8.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. CONFIDENTIAL INFORMATION

9.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

9.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

9.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

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10.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

10.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

11. OBLIGATIONS

11.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

11.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

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13. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

14. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

All other terms and conditions mentioned in your appointment order remain unaltered.

We wish you all the best and expect your valuable contribution towards the growth of the Institution.

Thanking you,

Sincerely Yours,

For Chettinad Hospital & Research Institute,

Authorized Signatory

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Chettinad Hospital & Research Institute, Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103, India
T + 91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad Hospital & Research Institute

Dr. Shoba Narayan
15A, Madurakali Nagar,
Madipakkam,
Chennai-600091
Mob: 9840825263

Date: 28.06.2014

CHRI/AO-DR/2014/047

Dear Dr. Shoba Narayan

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Assistant Professor, Department of AHS and you will report to the Director.

2. **SALARY**

You will be paid a monthly salary as per the annexure.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

VS

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. CONTRACT OF EMPLOYMENT HOURS OF WORK

4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

VS

7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

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16. ACCEPTANCE OF OUR OFFER

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, SHOBA NARAYAN .....do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on.. 17.9.14

Date:

Shoba N

Signature of the Employee

Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Received Original
by

Dr. Saravanan. R
No.1116, T.V.K nagar,
Pappireddipatti T.K,
Dharmapuri,
Pin- 636 905.
Mob : 9994071533

Date: 03.10.2011

CHRI/AO-DR/2011-12/067

Dear Dr. Saravanan. R

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution for a period of two year from the date of joining. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Assistant Professor, Department of Marine Pharmacology and you will report to the Dr.Murugesan.R

2. **SALARY**

Your gross monthly salary is Rs: 40000 /- (Rupees Forty thousand Only Per Month) which is inclusive of all benefits (such as Basic pay inclusive of DA, Fixed HRA, Conveyance ,Special and other allowances etc) all converted into monthly benefits.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

VS

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

4. HOURS OF WORK

4.1 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.2 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 11 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days)per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year .

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

VS

7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months' prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three month's prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

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15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

for **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, R. Saravanan do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 03.10.2011

Date: 03.10.2011.

Signature of the Employee

Chettinad Hospital & Research Institute Rajiv Gandhi Salai, Kelambakkam, Kancheepuram Dist. Tamil Nadu 603 103 India
T +91 (0) 44 4741 1000, 3300 F +91 (0) 44 4741 1011 mail@chettinadhealthcity.com www.chettinadhealthcity.com

Chettinad
Hospital & Research Institute

Dr. Karunanithi. R
No. 4, Ellai Amman Koil Street,
Perumbair Kandigai Village & Post,
Thozhupedu,
Madhurantagam Taluk,
Kancheepuram Dist-603310
Mob: 8148281885

Date: 28.06.2014

CHRI/AO-DR/2014/048

Dear Dr. Karunanithi. R

With reference to the discussion you had with us, we are pleased to offer you the position in our Institution. The offer is subject to your acceptance of the following terms and conditions.

1. **JOB TITLE**

Your job title will be Assistant Professor, Department of AHS and you will report to the Director.

2. **SALARY**

You will be paid a monthly salary as per the annexure.

3. **PLACE OF POSTING**

3.1 Your place of posting will be at CHRI. You may however be required to work at any place of business which the Institution has or may later acquire. The Institution may, after giving you reasonable notice, transfer or assign your service to any place of service of the Institution that may be presently operating, or which may subsequently be acquired or established, in any part of India or abroad.

3.2 The Institution may also assign you to work, or utilize your services to any associate Institution, subsidiary or other Institution/concern/organization/firm with whom the Institution may make such arrangement or Agreement.

Received

3.3 You may be required by the Institution to make such tours as may be necessary in the interest of the Institution's development or as you may be directed by the Institution to make. The Institution shall reimburse to you all reasonable expenses incurred by you as per Institution policy.

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4.1 You will be on probation for one year from the date of joining and your service will be confirmed on successful completion of your probation period at the sole discretion of the management. During the probation , the appointment can be terminate by either side after giving one months' notice in writing or in lieu of notice by paying one month salary.

4.2 The normal working days are Monday through Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Institution. The normal working hours are from 8.30 AM to 04.00 PM and if necessary for additional hours depending on your responsibilities.

4.3 You are advised to record your attendance while coming 'IN' and going 'OUT' in anyone of the Bio Metric reader kept in at various places.

5. LEAVE/HOLIDAYS

5.1 You are entitled to a paid leave of 12 calendar days per calendar year in addition to casual leave of 12 Days (Jan – June-6days and July -Dec -6days) per Calendar year

5.2 The Institution shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1st January to 31st December of that Calendar year.

5.3 You are entitled for 6 days Sick Leave per Calendar year, and 12 days Earning Leave after completion of one year.

6. NATURE OF DUTIES

You will perform to the best of your ability all the duties, as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out during the course of the personal discussion you had with us at the time of selection.

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7. **INSTITUTION PROPERTY**

You will always maintain in good condition Institution Property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

8. **BORROWINGS/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom, you may be having official dealings.

9. **TERMINATION**

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months prior notice in writing or salary in lieu thereof.

9.2 If, your employment under this Agreement is terminated by reason of reconstruction or amalgamation of the Institution and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions substantially the same as the terms of this Agreement, then you shall have no claim against the Institution in respect of the termination of your employment under this Agreement, which claim in any case shall not exceed the compensation set out in 9.1 above.

9.3 You may terminate your employment with the Institution, without any cause, by giving not less than three months prior notice or salary in lieu of notice period.

9.4 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

9.5 On the termination of your employment for whatever reason, you will return to the Institution all property; documents and papers, both original and copies thereof, including any samples, literature, contracts records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

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10. **CONFIDENTIAL INFORMATION**

10.1 During your employment with the Institution you will devote your whole time, attention and skill to the best of your ability for its development and success. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Institution.

10.2 On the termination of your employment with the Institution, howsoever arising, and for a period of six months thereafter, you must not, neither on your behalf nor on behalf of any other person solicit business in competition with the Institution from any clients of the Institution with whom, you have had dealings at any time during the course of your employment with the Institution.

10.3 You must always maintain the highest degree of confidentiality and keep as confidential records, documents and other Confidential information relating to the business of the Institution, which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Institution. For the purposes of this clause 'Confidential Information' means information about the Institution's business development and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Institution's products, processes, research outcomes, including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.4 At no time will you remove any Confidential Information from the office without the permission of Director.

10.5 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Institution.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal/termination under clause 10.4 above in addition to any other remedy the Institution may have against you under the then prevailing law.

11. INTELLECTUAL PROPERTY

11.1 All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Institution and you hereby waive any right, title or interest, if any in the same in favor of the Institution. Further, it shall be your duty to promptly reduce to writing and to disclose to the Institution all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts, which you may make or conceive.

11.2 You agree to, at all times, assist the Institution in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest title thereto in the Institution, its successors, assigns or nominees.

11.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Institution.

12. OBLIGATIONS

12.1 You expressly agree to defend, indemnify and hold the Institution harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

12.2 You agree that you will defend, at your own expense, and will indemnify and hold the Institution harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Institution on a claim that any materials, software or other writings or articles developed by you for the Institution during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

13. NOTICES

Notices may be given by you to the Institution at place of working address. Notices may be given by the Institution to you at the address intimated by you in the official records.

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14. **APPLICABILITY OF INSTITUTION POLICY**

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

15. **GOVERNING LAW/JURISDICTION**

Your employment with the Institution is subject to Indian Laws. All disputes shall be subject to the exclusive jurisdiction of Chennai Courts only.

16. **ACCEPTANCE OF OUR OFFER**

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention within 14 days of receipt of this letter.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **Chettinad Hospital & Research Institute,**

Authorized Signatory

I, KARUNANITHI RAJAMANICKAM do hereby accept without any reservation whatsoever the above terms and conditions. I under take to abide by them and I will report for duty on 07-07-2014

Date: 07-07-2014

Signature of the Employee