



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017



SGPGIMS/HA/433/2022

Date: 19.07.2022


Office Order

Subject: Allocation of the Cell/Service to Nursing Staffs working under Deptt of Hospital Administration, SGPGIMS, reg.

With regard to the subject mentioned as above, nursing staffs working under Deptt of Hospital Administration are hereby being allocated & entrusted with new task/responsibility. The details of the allocation of cell/assigned task of area are mentioned vide infra:

Sl no	Name of Nursing Staff	Allocation of Cell/Service
1.	Mrs. Sunita Kumari	Patient Safety Cell
2.	Mrs. Juin Dutta Ghosh	Quality Cell
3.	Mr. Dhikhil C. D.	Hospital Infection Control Cell
4.	Mr. Ashutosh Srivastava	Bio- Medical Waste Management Service

Aforesaid, nursing staffs must hand over their existing obligations to counterparts and take over new responsibilities and obligation assigned to them, as mentioned vide supra, with immediate effect.



(Dr. R. Harsvardhan)
HoD, Hospital Administration

Distribution: For Compliance

- Mrs. Sunita Kumari
- Mrs. Juin Dutta Ghosh
- Mr. Dhikhil C. D.
- Mr. Ashutosh Srivastava

Copy: For information

- Dr. R. Harsvardhan, HoD, Hospital Administration
- O/o HoD, Hospital Administration


(Dr. R. Harsvardhan)
HoD, Hospital Administration



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



CLASSIC SERVICES



Appointment Letter

Mr. Ankit Kumar Singh

Email: ankitsurya.singh78@gmail.com

Ph. 7007476632

Sir,

We are pleased to appoint you for the position of **Jr Pharmacovigilance Associate** purely on contract basis working at **Sanjay Gandhi Post Graduate Institute of Medical Sciences, Raebareli Road, Lucknow, Uttar Pradesh - 226014**, under Indian Pharmacopoeia Commission, an Autonomous Organization of Ministry of Health and Family Welfare, Sector-23, Raj Nagar, Ghaziabad, Uttar Pradesh.

The appointment is effective **from 27.02.2023**. You will be paid an amount of Rs. 26,250.00 (Rupees Twenty-Six Thousand Two Hundred Fifty Only) plus employer contribution for EPF/ESI/Insurance as per Rules, if applicable.

During your work period, if your work is not found satisfactory, the contract can be terminated at any point of time without assigning any reason thereof. The services rendered would not count for the purpose of seniority, eligibility for promotion/confirmation or any other claim at the Company/Principal employer. A notice period for one month or salary in lieu is required in case you wish to leave this job for smooth relieving. You are informed to comply with the working hours of your respective organization under which you are posted. You will be entitled for 8 days casual leave for your contract tenure (Yearly) (2 days leave in every quarter). The attendance of the employees will be considered through the EZHRM App.

If, you are absent from duty without prior intimation/approval from the Management for a period of 3 days and more, you will be terminated from the service without assigning any reason thereof. Relieving letter and experience will be issued on receipt of No Dues Certificate from Indian Pharmacopoeia Commission (IPC).

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



CLASSIC SERVICES



You are governed by the Company rules and regulations in force which might change from time to time. Any violation of the rules, the Company/Management has the right to take appropriate action.

Any change in your communication address has to be informed to the Company immediately. The information provided by you in your bio-data is accepted by the company, and if, any information found false, the Company can terminate the services without assigning any reason thereof.

Annexure

Salary - 26,250/- pm

Break-up as follows: -

Basic - 15,000

HRA- 5700

Conveyance Allowance - 2775

Medical Allowance - 2775

Gross Salary = Basic + HRA + Conveyance Allowance + Medical Allowance = 26,250/-

Net salary = Gross Salary- EPF (Contribution of Employee 12% of Basic) = 24,450/- pm

CTC = Gross salary + EPF (Contribution of Employer 12% of basic + 150 admin charge) = 28,200/-

Human Resource



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