



Maharshi Karve Stree Shikshan Samstha's

SITABAI NARGUNDKAR COLLEGE OF NURSING
FOR WOMEN



Estd. : 2007

Mouje Sukali, (Gupchup) Tah. Hingna, Dist. Nagpur -441110

6.3.1

Any Other Relevant Document



THE ORIENTAL INSURANCE CO. LTD.

CHOKHARE ASHISH GANESH
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 36 YRS EMP ID : 33
PHS ID : OI PUN 39634853 MKSS E
Valid Upto : 27/12/2023

Paramount Health



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CHOKHARE SV/ATI ASHISH
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 31 YRS EMP ID : 33
PHS ID : OI PUN 39634853 MKSS W
Valid Upto : 27/12/2023

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CHOKHARE HONEESHA ASHISH
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 7 YRS EMP ID : 33
PHS ID : OI PUN 39634853 MKSS D
Valid Upto : 27/12/2023

Paramount Health

PARAMOUNT HEALTH SERVICES AND INSURANCE TPA PVT. LTD

Plot No. A-442, Road No - 28, M.I.D.C. Industrial Area, Ram Nagar, Wagle Estate, Thane (W) - 400 604.

Cashless Access to Network Hospitals can only be obtained
when accompanied with the Authorization letter issued by PHS

24 Hours Helpline - Mumbai: (022) 6662 0808

Toll free no - 1800 22 6655 (admissions preferably)

Website : www.paramounttpa.com E-mail : contact.phs@paramounttpa.com



mWise QR code (android)

Mobile App



mWise QR code (iOS)

Please Quote Your PHS ID No. For HELP
Immediate intimation to PHS is a must in case of Hospitalization



Sitabat Nargundkar
Principal
Sitabat Nargundkar
College of Nursing for Women, Nagpur.



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TAKSHASHEELA GIRIDHAR MESHARAM
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 34 YRS EMP ID : 34
PHS ID : OI PUN 39634854 MKSS E
Valid Upto : 27/12/2023

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SUNIL PATIL
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 39 YRS EMP ID : 34
PHS ID : OI PUN 39634854 MKSS H
Valid Upto : 27/12/2023

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SHANAYA PATIL
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 4 YRS EMP ID : 34
PHS ID : OI PUN 39634854 MKSS D
Valid Upto : 27/12/2023

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College of Nursing for Women, Nagpur.



THE ORIENTAL INSURANCE CO. LTD.

WAGDE ARCHANA KAV/ADUJI
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 46 YRS EMP ID : 45
PHS ID : OI PUN 39634865 MKSS E
Valid Upto : 27/12/2023

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THE ORIENTAL INSURANCE CO. LTD.

WAGDE KAV/ADUJI DOMAJI
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 58 YRS EMP ID : 45
PHS ID : OI PUN 39634865 MKSS H
Valid Upto : 27/12/2023

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PARAMOUNT HEALTH SERVICES AND INSURANCE TPA PVT. LTD

Plot No. A-442, Road No - 28, M.I.D.C. Industrial Area, Ram Nagar, Wagle Estate, Thane (W) - 400 604.

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Principal
Sitabai Nagoundkar
College of Nursing for Women, Nagpur.



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MANDAOKAR BHARTI SOMESHWAR
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 29 YRS EMP ID : 47
PHS ID : OI PUN 39634867 MKSS E
Valid Upto : 27/12/2023

Paramount Health



THE ORIENTAL INSURANCE CO. LTD.

WAKUDKAR MAHESH BHOJRAJI
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 32 YRS EMP ID : 47
PHS ID : OI PUN 39634867 MKSS H
Valid Upto : 27/12/2023

Paramount Health



THE ORIENTAL INSURANCE CO. LTD.

WAKUDKAR NISHTHI MAHESH
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 2 YRS EMP ID : 47
PHS ID : OI PUN 39634867 MKSS D
Valid Upto : 27/12/2023

Paramount Health

PARAMOUNT HEALTH SERVICES AND INSURANCE TPA PVT. LTD

Plot No. A-442, Road No - 28, M.I.D.C. Industrial Area, Ram Nagar, Wagle Estate, Thane (W) - 400 604.

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College of Nursing for Women, Nagpur.



THE ORIENTAL INSURANCE CO. LTD.

INDURKAR SHRIKRISHNA MADHUKAR
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 46 YRS EMP ID : 372
PHS ID : OI PUN 39754741 MKSS E
Valid Upto : 27/12/2023

Paramount Health



THE ORIENTAL INSURANCE CO. LTD.

INDURKAR KISHORI SHRIKRISHNA
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 31 YRS EMP ID : 372
PHS ID : OI PUN 39754741 MKSS W
Valid Upto : 27/12/2023

Paramount Health



THE ORIENTAL INSURANCE CO. LTD.

INDURKAR RAM SHRIKRISHNA
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 10 YRS EMP ID : 372
PHS ID : OI PUN 39754741 MKSS S
Valid Upto : 27/12/2023

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THE ORIENTAL INSURANCE CO. LTD.

INDURKAR KAIVALAYA SHRIKRISHNA
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA
AGE : 7 YRS EMP ID : 372
PHS ID : OI PUN 39754741 MKSS S
Valid Upto : 27/12/2023

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Principal
Sitabai Mangundkar
College of Nursing for Women, Nagpur.

Gmail

MKSSS Nursing Nagpur <nursing.nagpur@maharshikarve.org>

Re: Sir Please provide gratuity working or details for FRA proposal for FY 2022-23 of BSc Nursing and Post BSc Nursing

1 message

Sat, Oct 21, 2023 at 4:45 PM

Sunil Paste <sunil.paste@maharshikarve.org>
 To: "Sitabai Nargundkar College of Nursing for Women, Nagpur" <nursing.nagpur@maharshikarve.org>
 Cc: Vaishali Mehendale <vaishali.mehendale@maharshikarve.org>, rupa.verma@mkssscnw.org, ashish chokhare <ashish.chokhare@mkssscnw.org>, Sheetal Dandavate <sheetal.dandavate@maharshikarve.org>

Dear Sir/Madam,

I am giving you details of Gratuity Bifurcation for Teaching & Non-Teaching as follows :-

Sr. No.	Name of Units	Gratuity Amount		Total Amount Rs.
		Teaching	Non Teaching	
11	Sitabai Nargundkar College of Nursing Education, Nagpur (BSC)	3,16,029.00	2,80,871.00	5,96,900.00
12	Sitabai Nargundkar College of Nursing Education, Nagpur (PBBSC)	41,024.00	17,076.00	58,100.00

Thanks & Regards,

Sunil S. Paste
 Maharshi Karve Stree Shikshan Samstha

On Wed, Oct 18, 2023 at 4:43 PM Sitabai Nargundkar College of Nursing for Women, Nagpur <nursing.nagpur@maharshikarve.org> wrote:

Dear Sir
 We enclosed the details

On Wed, Oct 18, 2023 at 4:33 PM Sunil Paste <sunil.paste@maharshikarve.org> wrote:
 Dear Sir/Madam,

Please find attached herewith List of employees eligible for Gratuity working. You are requested to please fill the Category i.e. "Teaching" or "Non-Teaching" from the drop down list and send it immediately, so we can give you a bifurcation of Gratuity Amount.

Thanks & Regards,

Sunil S. Paste
 Maharshi Karve Stree Shikshan Samstha

On Tue, Oct 17, 2023 at 11:55 AM Sitabai Nargundkar College of Nursing for Women, Nagpur <nursing.nagpur@maharshikarve.org> wrote:

Dear Sir
 We Need Gratuity Working or details for FRA Proposal fy 2022-23 in Form A1 and A2 submission
 BSc Nursing-596900/- (2022-23)
 and Pb BSc Nursing-58100/- (2022-23)

Maharshi Karve Stree Shikshan Samstha's
 Sitabai Nargundkar College of Nursing for Women
 (NAAC Accredited)
 Mouje Sukli (Gupchup), Takli Mihan Road, Tal. Hingna, Nagpur 441110.
 (M) 8888241033, 9960962340 Web Site www.mkssscnw.org
 Email id- nursing.nagpur@maharshikarve.org principalnursingcollege@gmail.com



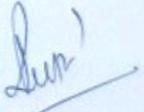
Principal
 Sitabai Nargundkar
 College of Nursing for Women, Nagpur.

Maharshi Karve Stree Shikshan Samstha's
 Sitabai Nargundkar College of Nursing for Women
 (NAAC Accredited)
 Mouje Sukli (Gupchup), Takli Mihan Road, Tal. Hingna, Nagpur 441110.

Sitabai Nargundkar College of Nursing Education, Nagpur (BSc.)

Version	Name of Employee	Name of Unit	Category (Select from Drop-down List)
Ver-2	KRISHNA INDURKAR	NURSING COLLEGE NAGPUR	Non-Teaching
Ver-2	ASHISH CHOKHARE	NURSING COLLEGE NAGPUR	Non-Teaching
Ver-2	RUPA VARMA	NURSING COLLEGE NAGPUR	Teaching
Ver-2	APRNA INGOLE	NURSING COLLEGE NAGPUR	Non-Teaching
Ver-3	BHARATI MANDAOKAR	NURSING COLLEGE NAGPUR	Teaching
Ver-3	KARISHMA AMBHORE	NURSING COLLEGE NAGPUR	Teaching
Ver-3	SNEHA PINGALE	NURSING COLLEGE NAGPUR	Teaching
Ver-3	VANDANA THANGAVEL	NURSING COLLEGE NAGPUR	Teaching




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Sitabai Nargundkar College of Nursing Education, Nagpur (PBBSc.)

Version	Name of Employee	Name of Unit	Category (Select from Drop-down List)
Ver-2	ARCHANA WAGDE	NURSING COLLEGE NAGPUR (PBBSC)	Non-Teaching
Ver-3	TAKSHASHEELA MESHRAM	NURSING COLLEGE NAGPUR (PBBSC)	Teaching
Ver-3	PRIYANKA GUJAR	NURSING COLLEGE NAGPUR (PBBSC)	Teaching



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HR Policies

1 PURPOSE:

- 1.1 To provide guidelines for implementation of HR procedures in MKSSS and thereby implementation of QMS system established in MKSSS Enhance interested party's satisfaction by meeting their requirements

2 SCOPE:

Applicable to Non-Teaching employees working in unaided units of MKSSS

3 DESCRIPTION:

3.1	Term	Definition
3.1.1	MKS	Maharshi Karve Stree Shikshan Samstha
3.1.2	Managing Committee of MKSSS	committee formed as per the guidelines of Mumbai Public Trust Act and works as the Apex Committee of Samstha and takes all important decisions about MKSSS and its units
3.1.3	LMC	Local Managing Committee of a Unit is the committee which looks after day to day activities of the concerned unit and works for overall development of the concerned unit under the guidance of Managing Committee
3.1.4	Centralized HRD Committee	committee, which works for development of Human Resources (Unaided Non-Teaching) of MKSSS and take all the decisions related to employees services under the guidance of Managing Committee
3.1.5	Varishtha Vetan Shreni Samiti	Committee which takes decision about employee's (Aided & Un-aided) time-bound increments under the guidance of Managing Committee

3.2	Probation
3.2.1	For direct recruited employees
3.2.11	The employees joining through Direct Recruitment process (for the posts other than Peons, Junior Clerks, Lab Attendants and Lab Assistants), shall be on probation for the period of two years
3.2.12	The performance of employees on probation shall be reviewed after every quarter with the help of Performance Appraisal Forms (MKS/HO/HR/F/16-A to C) as applicable.
3.2.13	The decision about continuation/extension/confirmation/termination based of performance will be taken in respective Local Management Committees and if required will be referred to Centralized HRD
3.2.14	The salary during the probation shall be on consolidated basis. The Basic salary + Grade Pay of the respective Pay scale for respective post shall be the initial consolidated salary. e.g. For Peons Basic Rs. 4440 + Grade pay Rs.1300 = Total Rs. 5740 consolidated salary. In this way based on the designation, the consolidated salary shall be decided. If in some cases, the experienced employee, drawing more salary is to be recruited, his consolidated salary shall be decided based on his present salary drawn, and during the confirmation of his services, his salary fixation shall be done accordingly

HR Policies

3.2.15	The matrons recruited in Hostels shall be paid consolidated salary of Rs. 10000/- for two years. After successful completion of probation, they shall be confirmed in Samstha's services and the scale will be applicable as mentioned in the 'Salary' part of this manual.
3.2.16	The employees on probation shall be eligible for 8 days casual leave per year. The entitlement of such leaves shall be proportionate to number of days worked. The Samstha's standard procedure of Leave as mentioned in this Manual in 'Leaves' chapter shall be followed for the same.
3.2.17	The probation period shall be automatically extended, by the number of days equal to the days of Un paid leaves availed during the period of probation except the casual leaves.
3.2.18	The services of probationer can be terminated by giving one month notice from either side
3.3	For employees (Class iv employees like Peons and Lab Attendants who are confirmed) recruited through internal selection process (Employees selected from within other units of Samstha)
3.3.1	The employees recruited by this procedure will be on probation for one year
3.3.2	The performance of such employees shall be monitored after every quarter through Performance Appraisal Form (MKS/HO/HR/F/16-A to C) as applicable
3.3.3	The salary drawn of previous post of such employees shall remain unchanged for one year. After successful completion of probation period, he / she will be eligible for the salary of the post appointed for. He / she will be paid the arrears of the salary after successful completion of probation period.
3.3.4	If the performance of employee during the probation period is not found satisfactory, he / she will be re-designated to his / her previous post. In this case, such employee will be placed at vacant post in any of the units. If the post is not vacant, then it will be created by way of termination of recently joined contract employee.
3.3.5	The salary related terms and conditions as above shall be mentioned accordingly in Appointment Order (MKS/HO/HR/F/10-A to G) as applicable of respective employee
3.4	Absorption in samstha's services
3.4.1	The employees recruited as Peons, Junior Clerks, Lab Attendants, Lab Assistants, Store-Keeper cum Junior Clerk, Receptionist cum Telephone Operator -after 1 st September 2012, shall be employed through contractor. Their salary details shall be as mentioned in 'Salary'
3.4.2	The decision about absorption of employees in Samstha's services, recruited on any other positions by Samstha other than the posts mentioned above, shall be taken by Centralized HRD Committee
3.5	Confirmation
3.5.1	Unit Heads - In case of Unit Heads, the review of performance of concerned employee will be taken in presence of concerned Local Managing Committee Chairman and the designated Centralized HRD Committee members through Employee Appraisal form (MKS/HO/HR/F/16-A to C) as applicable and accordingly it will be recommended by Centralized HRD Committee to Managing Committee. After approval of Managing Committee, the Confirmation Order will be issued to concerned. (MKS/HO/HR/F/17-A to B) as applicable.
3.5.2	Other Regular Employees - Based on the quarterly Performance Appraisal Report (MKS/HO/HR/F/16-A to C) as applicable, the decision of confirmation will be taken in concerned Local Managing Committee Meetings and if required, in Centralized HRD meeting.
3.5.3	The Confirmation Orders shall be issued (MKS/HO/HR/F/17-A to B) as applicable, accordingly by mentioning the Basic salary, Scale and Grade Pay in the same.

MKS/HO/HR MAN CH 05 / Rev-0	Issue Date: 01/04/2017	Page 3 of 7
HR Policies		

3.6	Resignation & notice period
3.6.1	The confirmed employees of Samstha shall serve three months of notice period from the date of resignation letter. The concerned employee will be officially relieved from the service only after completion of three months' notice period. The concerned LMC Chairman shall have the powers to accept a shorter notice on the condition that the salary for the period for which the notice falls short of three months shall be recovered from the concerned employee. No employee shall be given relieving letter and Experience Certificate until he / she fulfills the conditions as mentioned above.
3.6.2	An employee who is on probation shall serve one month's notice period from the date of resignation. If he is not in a position to complete his one month's notice period, the concerned LMC Chairman shall have the powers to accept a shorter notice on the condition that the salary for the period for which the notice falls short of one month shall be recovered from the concerned employee.
3.6.3	No employee shall be given relieving letter and Experience Certificate until he / she fulfills the conditions as mentioned above.
3.7	Termination
3.7.1	The Chairman / Secretary, may terminate the services of the Confirmed employee by issuing a written notice (MKS/HO/HR/F/19) of three months. When it is not possible to give such a notice of three months, the pay and allowances of the employee for the period of three months shall be paid to employee by MKS in lieu of such notice.
3.7.2	In case of an employee who is on probation, his services may be terminated by issuing a written notice of one month (MKS/HO/HR/F/19). Where it is not possible to give such notice, the consolidated pay of one month shall be paid to employee in lieu of such notice.
3.8	Abolition of post
3.8.1	In the event of abolition of a post in cadre, the Managing Committee shall, as far as possible, try to accommodate the employee in any post in any other cadre without affecting his basic pay.
3.8.2	If no such equivalent post is available and the employee is willing to accept any other lower post in any other cadre that may be available, the Managing Committee shall have powers to appoint him at such lower post without affecting his basic salary
3.8.3	If the basic pay of the employee is higher than the maximum of the scale of such lower post, his pay may be fixed to the maximum pay attached to the lower post
3.9	Service records
3.9.1	The record of service of confirmed employees of MKSSS shall be kept in the form of Service Book prescribed for the Government employees. The Service Books shall be kept in duplicate
3.9.2	The procedure for writing the events and recording the Date of Birth in Service Book, as prescribed under Rule 38 of the Maharashtra Civil Services (General Conditions of Services) Rules, 1981 shall be followed.
3.9.3	All events in the service life of the employee such as his Bio-data, appointments, post occupied, pay-scale, pay drawn and pay verification done from time to time, increments, promotions, rewards, punishments, leave enjoyed leading up to the final retirement shall be recorded in the Service Books. Leave account of the employees shall also be kept in their Service Books
3.9.1	At the end of every year the service of the employee shall be verified with reference to the records such as muster rolls, pay bills, etc. and a certificate of verification shall be recorded in Service Book.

HR Policies

3.9.2	All entries in the Service Book shall be attested by the Concerned Unit Head / Secretary wherever applicable by full signature, and the signatures of the employees, for having satisfied about the correctness of the entries, shall be obtained in the prescribed column No. 8 in the original service book
3.9.3	The original Service Book shall be the property of MKS and shall be preserved for a period of 5 years beyond the date of resignation/ retirement/ death of the employee concerned or till the finalisation of Pension Case /Departmental Proceedings / Judicial Proceedings as applicable.
3.10	Increments
3.10.1	Annual Increment
3.10.1.1	All confirmed employees will be eligible for yearly increment and this will be effective from 1 st July every year. The rate of increment will be as per State Government rules of 6 th Pay Commission which is 3% of Basic + Grade Pay.
3.10.1.2	Whenever an employee is promoted to next higher scale, he will be eligible for increment as prescribed in State Government Rules of 6 th Pay Commission (3% of Basic + Grade Pay)
3.10.1.3	The other rules of eligibility for increment shall be as per State Government Rules of 6 th Pay Commission.
3.10.2	Time Bound Increment (Kalbaddha Padonnati)
3.10.2.1	This is applicable to the permanent employees working in the posts -working in Sampada Bakery - such as Skilled Workers, Junior Mistry, Senior Mistry, Junior Supervisor, Senior Supervisors, Cashier Skilled Assistants, - In Mahilashram Vasatigruh , and other Hostels - as Head Cooks, Cooks, Molkarin, Helper, Head Cook, Matrons, Senior Matrons, Case Workers, Senior Case Workers - and The other posts such as, sweepers, peons, lab attendants, lab assistants, Junior Clerks, Senior clerks, head clerks, Junior Library Clerks, Junior Library Assistants and such equivalent posts, working in all unaided Higher Education units as well as other unaided units of MKS such as Mahilashram Vasatigruh, Sampada Bakery, Baya Karve Hostel, Sir Sasoon David Hostel, Mahila Nivas, Tejaswini Health Club, Pradhan Karyalaya Group, Vrudhashram, Satara, Wai, Nagpur and Ratnagiri unit's permanent staff i. e. the posts which are in promotion chain.
3.10.2.2	When an employee completes his twelve years of continuous service after the date of implementation of scale to him, in the same post, and fulfills the conditions of service as mentioned in Maharashtra Civil Services Rules 1981, he is eligible for this Time Bound Increment or Kalbaddha Padonnati.
3.10.2.3	An employee, fulfilling the conditions as above, shall apply to his Unit Head requesting for the same. This application, after proper scrutiny by concerned Local Managing Committee, a proposal shall be prepared as per the prescribed format. The proposal along with Local Managing Committee Resolution (Tharav) shall be sent to the Varishtha Vetan Shreni Samiti through Secretary. Varishtha Vetan Shreni Samiti shall study the proposal and recommend the same to Managing Committee for approval. The decision about approval/rejection shall be intimated to concerned Unit Head by Secretary. The execution of the decision shall be made by concerned Unit Heads accordingly.
3.11	Age of Retirement
3.11.1	The age of Retirement for confirmed employees working in MKSSS as Peons, Lab Attendants, Sweepers, Head Cook, Cook, Madatris, Molkarin, Drivers cum peons (Generally classified as Class IV employees) shall be 60 years.
3.11.2	The confirmed employees working in any posts other than those mentioned above, (Generally Classified as Class III to Class I) shall retire from service on attaining the age of 58 years.

HR Policies

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

HR Policies

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

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