



## INODAYA Hospitals - Kakinada

Documentation code:  
INH/HRM.Doc.No:01

### Policy on Human Resource Planning

Prepared date: 11/11/2025

Reference: HRM.01.a.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

#### 1.0 POLICY:

In order to deliver medical services excellence of the highest standards, Hospital shall ensure that the right talent in terms of qualifications, skill, experience and attitude is recruited to the company.

#### 2.0 PURPOSE:

To ensure an adequate number and mix of staff to meet the care, treatment and service needs of the organization

**3.0 DISTRIBUTION:** Human Resource Dept., Medical admin

#### 4.0 SCOPE:

This policy applies to:

- all new, permanent, temporary and casual pool appointments
- Existing employees resuming duty after leave of more than 12 months.
- Outsourced employees

#### 5.0 ABBREVIATIONS:

**HR:** Human Resource

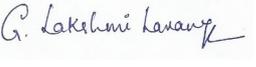
**HRD:** Human Resource Department

**HOD:** Head of the Department

#### 6.0 RESPONSIBILITY:

HR & HOD's are responsible

- To recruit suitable candidates as per the requirements of the organization
- To issue offer letters to the selected candidates

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator



## INODAYA Hospitals - Kakinada

Documentation code:  
INH/HRM.Doc.No:01

### Policy on Human Resource Planning

Prepared date: 11/11/2025

Reference: HRM.01.a.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

**7.0 DISTRIBUTION:** HRD & Medical admin

### 8.0 PROCESS DETAILS:

#### 8.1 DESCRIPTION OF THE PROCESS

All department heads should send their man power requirements to HR department for recruiting suitable candidates

In order to deliver quality care medical and service excellence of the highest standards, Hospital shall ensure that the right talent in terms of qualifications, skill, experience and attitude is recruited to the Hospital.

It shall be the responsibility of the HR Department to document the manpower requirements for each department. The manpower requirements of each of the department shall be on the following factors:

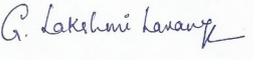
- Based on the growth projected for the organisation
- On future business projections
- Considering the bed capacity and the bed occupancy

HR Department along with the respective Departmental heads plan for the right number and mix of staff for the smooth functioning of the hospital.

All recruitments to the organisation shall therefore be done on merit against approved job roles and after a due process of selection by a team of experts who shall assess skills, competencies, attitude and job and organisation fit of the candidate.

Recruitments shall be done against an approved manpower budget, staffing requisition and job description.

HR shall do a Reference check where essential of specified candidates recruited at Professional levels and above, and appointments to sensitive positions.

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator



## INODAYA Hospitals - Kakinada

Documentation code:  
INH/HRM.Doc.No:01

### Policy on Human Resource Planning

Prepared date: 11/11/2025

Reference: HRM.01.a.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

#### 8.2 ACTIVITY AND RESPONSIBILITY:

S. No	Activity	Responsibility
1.	Manpower requirements for each department	HOD'S and HR Manager
2.	Based on the business projections, taking the bed capacity and the bed occupancy into consideration, the HR Department along with the respective Departmental heads plan for the right number and mix of staff.	HR Manager and HOD'S & Medical Admin

#### 9.0 Exit interviews:

- Exit interviews are conducted to all the employees who are planned to leave the organisation.
- The data collected during exit interview was analysed and to improve the HR practices.

#### RECORDS AND FORMATS:

##### *MANPOWER REQUISITION FORM*

Department: \_\_\_\_\_

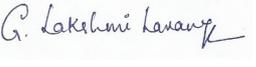
Requested By (HOD): \_\_\_\_\_

Date: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

Number of Staff Required: \_\_\_\_\_

Type of Employment:  Permanent  Contract  Temporary

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator



# INODAYA Hospitals - Kakinada

Documentation code:  
INH/HRM.Doc.No:01

## Policy on Human Resource Planning

Prepared date: 11/11/2025

Reference: HRM.01.a.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

Reason for Requirement:

New Position  Replacement  Workload Increase  Other \_\_\_\_\_

Qualification Required: \_\_\_\_\_

Experience Required: \_\_\_\_\_

Proposed Date of Joining: \_\_\_\_\_

Brief Justification:

---

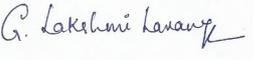
---

### Approvals

HOD Signature & Date: \_\_\_\_\_

HR Signature & Date: \_\_\_\_\_

Management Signature & Date: \_\_\_\_\_

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator