



INODAYA Hospitals - Kakinada

Documentation code:

INH/HRM.Doc.No:03

Policy on Antecedent Verification

Prepared date: 11/11/2025

Reference: HRM.01.e.NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

1.0 Purpose

To identify and implement verification methodology for the employees as identified by the management with respect to criminal / negligence background

Objectives

To verify the

- Address verification
- Conduct
- Criminal /Negligence background

2.0 Scope:

Identified Employees of **INODAYA Hospitals, Kakinada.**

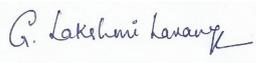
3.0 Responsibility

Human Resources department

IDENTIFIED DEPARTMENT FOR ANTECEDENT VERIFICATION

Antecedent Verification will be done for all employees by an out sourcing **agency** by providing details to local police station for checking criminal back ground verification

Other Departments: Inodaya reference check and Original Certificates Verification will be done for all other departments. Inodaya reference check will be done on Employee previous company / with two outside person who are known to employee from more than 2 years and those should not be relatives

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



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All Full time consultants Education Check & Antecedent Verification will be done with Out sourcing agency, and In house education check will done from Indian Medical Council for all Doctors Including Residents.

Nursing Staff: Education Check will be done with Nursing Registration.

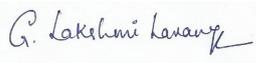
Procedure:

At **INODAYA Hospitals, Kakinada**, the HR department initiates the process, for the identified positions at the time of joining. The concerned employee details are given to the outsourced agency and the agency completes the verification as per the requirement and gives the report within 10 days, upon which joining order is given to the employee. All the details which are obtained from the agency are kept confidential and filed in the individual personal file.

The format of verification is given below.

ANTECEDENT VERIFICATION FORMAT

Full Name	
Father / Husband Name	
Sex, Age, date of Birth	
Adhar Card Number	
Present Address	

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Address Verification	
Marital Status	
Political Affiliation	
Police Verification	A) Conviction if any B) Any other activity which brings him/ her in to the police record.

FREQUENCY:

At the time of joining for all employees and whenever required.

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