



INODAYA Hospitals - Kakinada

Policy on Human Resource Planning

Documentation code:
INH/HRM.Doc.No:06

Reference: HRM.2d.NABH Standards – 6th Edition

Prepared date: 11/11/2025

Policy on Administration

Issue Date: 11/11/2025

Issue no: 1

Review No: 0

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HRM 2d: ADMINISTRATIVE POLICY

1.0 POLICY:

To ensure proper distribution and awareness of administrative policies in the hospital

2.0 PURPOSE:

Employee rights and responsibility are protected within the hospital

3.0 SCOPE:

This policy is applicable to all departments

4.0 RESPONSIBILITY:

Hospital Administration

5.0 DISTRIBUTION:

Thorough out the hospital

6.0 PROCESS DETAILS:

6.1 DESCRIPTION OF THE PROCESS:

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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1. Probation/ Confirmation

Employees employed against regular vacancies at any level will initially have a probation period of 2 year on joining. Confirmation Appraisals will be done after 2 years. Unsatisfactory performance may lead to extension of probation period and in extreme cases even termination of services. Appraisal will be done by the Head of the Department.

Only after receiving the incident report from the department of police services will be regularized.

2. Working hours

Hospital follows different work timings for different departments, some work on shift basis, decided by the Head of the Department.

3. Leave Rules

The leave rules of INODAYA Hospital are as per the A.P State Government rules.

Failure to report for duty on the expiry of the sanctioned leave shall be considered as absence from the job.

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Note:

▪ **Administrative Staff**

- Employees doing shift duty or essential duty-one day off after six days work & Monthly off provided the employee concerned has worked for minimum 15 days in that month.
- Office staff doing general duty and or straight duty, Floor Supervisors, Ward-In-Charges, College of Nursing faculty and Nursing Superintendent – Second Saturdays & Sundays

▪ **Doctors**

- All doctors including Casualty Medical Officers and House Surgeons doing duty on Holidays prescribed by the Institution- Eligible for only 1 compensatory off for doing duty on each holiday.
- House Surgeons-All Sundays and no monthly Saturday off
- Casualty Medical Officers-1 day off after 6 days work

▪ **Nursing Office**

- Staff nurses – 1 day off in a week.
- NS, Sr. In-charges doing supervisory duty on Sundays/ holidays get a compensatory off during the week.
- Compensatory off in lieu of Holidays falling on Sunday or weekly off day can be availed within 6 months subject to the discretion of the management.
- No compensatory off can be accumulated or combined with any other leave except for C/L.
- No compensatory off will be permissible for restricted holidays.

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- Compensatory off: for working on Public Holidays/ weekly offs and will be allocated at the discretion of the management.

Work on Holidays

Work on Sundays and other holidays will be limited to skeleton staff required for patient-care and the maintenance of essential services. Any employee when called for duty on such occasions shall attend to such work as allotted to him/her.

Leave combinations

- Leaves in the INODAYA Hospital are as per A.P State Government Rules.

4. List of Closed & Restricted holidays

GENERAL HOLIDAYS:

01. REPUBLIC DAY
02. HOLI
03. GOOD FRIDAY
04. INDEPENDENCE DAY
05. DUSSEHRA (VIJAY DASHMI)
06. MAHATMA GANDHI'S BIRTHDAY

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07. DIWALI

08. MAKARA SANKARANTI

09. MAHA SHIVARATRI

10. RAM NAVAMI

11. MILAD-UN-NABI*(Birthday of Prop. Mohammed.)

12. JANMASHTAMI

13. GANESH CHATURTHI

14. IDU'L FITR*

15. IDU'L ZUHA (BAKRID)*

16. CHRISTMAS

OPTIONAL HOLIDAYS:

01. NEW YEAR'S DAY

02. GURU GOVIND SINGH'S BIRTHDAY

03. MUHARRAM

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04. PONGAL

05. BASANTA PANCHAMI

06. GURU RAVIDAS'S BIRTHDAY

07. MAHAVIR JAYANTI

08. BUDDHA PURNIMA

09. HAZARAT ALI'S BIRTHDAY

10. RAKSHA BANDHAN

11. JAMAT-ul-VIDA*

12. GURU NANAK'S BIRTHDAY

13. CHRISTMAS EVE

14. BOXER'S DAY

5. Compensation

Compensation structure for probationer and confirmed employees:

- Fixed components:
 - i. Basic
 - ii. HRA (if accommodation not provided)

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- iii. DA (Dearness Allowance)
- iv. CCA/ Travel Allowance (if accommodation not provided by hospital)
- v. PF (Employees Contribution)
- vi. CPS (Contributory Pension Scheme)

- Administrative Allowance, Uniform Allowance, Incentive Allowance etc if applicable to the Job position.

Administrative Allowance

Permanent and regular supervisory staffs that are given administrative responsibilities as decided by the Management from time to time shall be eligible to receive Administrative allowance per month depending upon the cadre

- Retiral Benefits:
 - i. Gratuity
 - ii. EL Encashment
 - iii. GIS (Group Insurance Service)
 - iv. FBF (Family Beneficiary Fund)
 - v. APGLI (Andhra Pradesh General Life Insurance)

Payday

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Salary is usually credited into individuals account on the 1st working day of every month.

Other Benefits provided to the employee:

1. Medical Benefits

- For the Probationers medical benefits are provided only to self, spouse & children.
- After retirement medical benefits are eligible to the retired employee and spouse.

2. Allowances – Holiday, LTC (Leave Travel Concession)

Holiday Allowances and leave travel concession are available to confirmed employees of the hospital as per the APTADA Rules.

3. Insurance

All the employees covered under Provident fund are insured under group insurance scheme.

6. Performance Appraisals

INODAYA Hospital conducts AGI (Annual Grade Increment) for its employees.

- One year will be counted from the date of joining.
- After completion of Eight, Sixteen & Twenty-Four years there will be given SGP (Special Grade Post Scale).

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Eligibility

All employees who have completed 1 year in the organization.

7. Performance Incentive

Increments

Increment is the annual increase in pay in a time scale allowed after every 12 months after confirmation. The annual increment is given subject to satisfactory performance, effective from the date of joining.

Promotion

The promotion of an employee from lower post to a higher post or from lower grade to a higher grade will be made by selection of suitable employees of the institution with the requisite qualifications and experience on the basis of their suitability and merit for promotion, subject to availability of the vacancy. Merit and not seniority of an employee will be the criterion for promotion.

8. Rewards & Recognition Programmes

Best Employee award given by the Hospital.

8.0 RECORDS:

9.0 REFERENCES:

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- All HRM policies
- A.P Leave Rules
- A.P TADA Rules

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