



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

**FIRST CYCLE NAAC ACCREDITATION 2022**

## CRITERION 6

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.4. Financial Management and Resource Mobilization

*6.4.2 Appointment Orders*

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# **APPOINTMENT ORDERS**



## AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur District, Kerala State, India – 680 555

Tel: +91 487 230 4070, E-mail: amalanursingcollege@gmail.com

10<sup>th</sup> October, 2019

P.V. Chacko & Co.,  
Chartered Accountants,  
Palackal Court,  
P.B. No. 3587,  
M.G. Road, Ernakulam

Dear Mr. Romid,

**Sub: Your Appointment as Statutory Auditor for the Financial Year 2019-20**

We take pleasure in informing you that at the recently concluded Annual General Meeting held on 29<sup>th</sup> September, 2019, the members of our Society have approved the appointment of your Firm M/s. P.V. Chacko & Co. as Statutory Auditor of Amala College of Nursing for the Financial Year 2019-20.

Thanking you.

Yours faithfully,

Fr. Francis Kurissery CMI  
Director



Prot. Dr. RAJEE REGHUNATH  
PRINCIPAL  
AMALA COLLEGE OF NURSING  
AMALA NAGAR P.O., THRISSUR-680 :





# AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680 555, Kerala

## PROVISIONAL APPOINTMENT ORDER (NTS)

Mr. ~~Mrs.~~ Ranjith K.R. is appointed as Accountant  
Trainee in the department of Amala Institute of Medical  
w.e.f. 1.2.2013 Qualification: Plus Two (+2), DCA & Tally <sup>Sciences</sup>

The first 3 months will be training period: From 1.2.2013 to 30.4.2013


His/Her stipend during the training period will be Rs. 5500/-  
(Rupees Five thousand and five hundred only)

Thereafter, monthly salary will be Rs. 5500/-  
(Rupees Five thousand and five hundred only)

His/Her notice period will be one month, failing which one month's salary  
in lieu of notice period will be forfeited.

The original certificate of SSLC has been submitted in  
the Joint Director's office. ☒

Rs. .... (.....) to be  
deposited in lieu of original certificate. ☒

  
Director


I accept the terms and conditions of appointment.

Signature: Ranjith K.R.

Name of the employee: Ranjith K.R.

- Copy to:
- 1) HOD
  - 2) Office superintendent
  - 3) Accounts
  - 4) Office file



  
Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL  
AMALA COLLEGE OF NURSING  
AMALA NAGAR PO., THRISSUR-680:





# AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680 555, Kerala

## PROVISIONAL APPOINTMENT ORDER (NTS)

Mr./Ms. Jackson James..... is appointed as Accounts  
Officer..... in the department of Amala Institute of Medical Sciences

w.e.f. 1.2.2013. Qualification: B.Com., ms Office & Tally.....

The first 3 months will be training period: From 1.2.2013 to 30.4.2013.

His/~~Her~~ stipend during the training period will be Rs. 23,000/-  
(Rupees Twenty three thousand only.....)

Thereafter, monthly salary will be Rs. 23,000/-  
(Rupees Twenty three thousand only.....)

His/~~Her~~ notice period will be one month, failing which one month's salary  
in lieu of notice period will be forfeited.

The original certificate of ..... has been submitted in  
the Joint Director's office. ☐

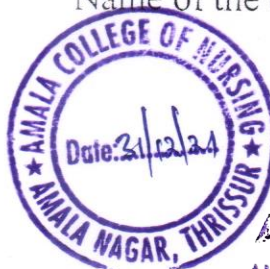
Rs. .... (.....) to be  
deposited in lieu of original certificate. ☐

I accept the terms and conditions of appointment.

Signature:

Name of the employee: Jackson James

- Copy to:
- 1) HOD
  - 2) Office superintendent
  - 3) Accounts
  - 4) Office file



Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL  
AMALA COLLEGE OF NURSING  
AMALA NAGAR PO., THRISSUR-680 :



# AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur - 680 555, Kerala

## MOU

Name : Mr. Franco Joseph K, FCA  
Designation : Chief Finance Officer (CFO)  
Mobile No : 7559924101  
Date of Joining : 07.07.2014  
Accommodation : NIL  
Payment mode : By salary  
Protected pay (inclusive of Basic & DA) : Rs. 1, 00,000 (Rupees One Lakh only)  
Income Tax : He will pay TDS as applicable from salaries  
Annual Increment : @ 10% of Protected Pay for 5 years, thereafter annual increment @ 5% of the protected pay.  
Probation : One year in 2 years period  
Leave : First year 12 CL & 12 SL  
Second Year onwards additional 12 AL. Of these AL 6 AL can be carried over annually.  
Assured period of service : Atleast 3 years from the date of joining  
Notice period : 3 months  
Duties : As assigned by the Director

Date: 07.07.2015

Fr. Francis Kurissery CMI  
Director

Prot. Dr. RAJEE BEGHUNATH  
PRINCIPAL

AMALA COLLEGE OF NURSING  
AMALA NAGAR, P.O., THRISUR-680

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: 0487 - 2304113 (Principal's Office)  
: 0487 - 2304103 (Joint Director)  
Fax : 0487 - 2307969 (Med. College), 2307020 (Hospital)