



# VRIKSHAKALPA AYURVEDA & PANCHAKARMA CENTER


(A Unit of Vrikshakalpa Herbal LLP)

E 1/12, 1st floor, main market road, Malviya Nagar, New Delhi – 110017

## EMPLOYEE FILE CHECK LIST

Name: Mangima. VM  
Designation: Female Therapist Employee Code: VK/VMN/006  
Age: 22yrs Sex: Female

Attachment	Yes	No
Employee Training Calendar	✓	
LAB Report	✓	
Job Description Form	✓	
Police verification	✓	
Degree		✓
Diploma/Reg	✓	
Adhar Card	✓	
Resume	✓	
Appraisal form		✓
General Medical Testing	✓	
Induction training	✓	
Appointment form with privileged	✓	
Job Application form	✓	

  
Vrikshakalpa Ayurveda & Panchakarma Center,  
A Unit of Vrikshakalpa Herbal LLP  
E 1/12, 1st Floor, Main Market Road,  
Malviya Nagar, New Delhi - 110017



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## EMPLOYEE TRAINING CALENDAR

Name : Manjima V.M. Sex : F Age : 22 yr

Employee Code : VK/MVN/006 Designation : Female therapist

S. No.	Name of Training	Trainer Name	Training Date	Trainer Sign
1.	Triage training	Dr. Amit Kumar	05/06/22	
	code training	Dr. Amit Kumar	05/06/22	
	Fire training	Dr. Amit Kumar	05/06/22	
2.	Safety through training	Dr. Kusum Verma	12/06/22	
	Scope and Non Scope training	Dr. Kusum Verma	12/06/22	
	Bio-medical waste	Dr. Kusum Verma	12/06/22	
	Emergency patient training	Dr. Kusum Verma	12/06/22	
3.	Hospital control training	Dr. Amit Kumar	19/06/22	
	Vulnerable patient filed	Dr. Amit Kumar	19/06/22	
	Panchakarma training	Dr. Amit Kumar	19/06/22	
4.	Combat Infection training	Dr. Kusum Verma	26/06/22	
	Standard Operation Procedure	Dr. Kusum Verma	26/06/22	
	CPR	Dr. Kusum Verma	26/06/22	
5.	Triage training	Dr. Amit Kumar	03/07/22	
	Code training	Dr. Amit Kumar	03/07/22	
	Fire training	Dr. Amit Kumar	03/07/22	
6.	Safety through training	Dr. Kusum Verma	12/07/22	
	Scope and Non-Scope training	Dr. Kusum Verma	12/07/22	
	Bio-Medical Waste	Dr. Kusum Verma	12/07/22	

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E 1/12, 1st floor, main market road, Malviya Nagar, New Delhi – 110017

## EMPLOYEE TRAINING CALENDAR

Name: Raymundo V.M. Sex: F Age: 22 yrs

Employee Code: 181MUN/006 Designation: Female therapist

[illegible]

  
Vikashkalpa Ayurveda & Panchkarma Center,  
A Unit of Vikashkalpa Herbal LLP  
112, 1st Floor, Main Market Road,  
Vijaya Nagar, Bangalore - 560017



# Immuno Diagnostics Pvt. Ltd.

Leading Immuno Assays Laboratory of Northern India

ISO 9001:2015 CERTIFIED LABORATORY

CIN No. U74899DL1979PTC009991



Reference No.	: - 2207007753	Age/Gender	: 22 Yrs/Female
Pt's Name	: Ms. MANJIMA V.M.		
Referred By	: Dr. AMIT VERMA		DHJ-VRI
Sample Collection Date/Time	: 05-Jul-2022	Date	: 05-Jul-2022
Sample Receiving Date/Time	: 05-Jul-2022 05:40PM	Approved Date	: 05-Jul-2022 07:40PM
Sample From	: VRIKSHAKALPA AYURVEDA	Report Print Time	: 06-Jul-2022 04:43PM

## HAEMATOLOGY

Test Description	Observed Value	Biological Reference Interval
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### Complete Blood Count\*[6 part Sysmex XN-550]

Haemoglobin (Hb)*	13.0	12.0-16.0 g/dL
RBC Count*	4.80	4.00-5.20 Millions/cumm
Packed Cell Volume*	40.3	36-46 %
MCV*	84.8	80-100 fL
MCH*	27.4	26-34 pg
MCHC*	32.3	31-37 g/dL
RDW-CV*	14.5	11.5-14.5 %
ESR *	18	0-20
TLC (Total Leucocyte Count)*	7530	4000-11000 /cumm
<b>Differential Leucocyte Count</b>		
Neutrophil*	39.4	40-80 %
Lymphocyte*	50.7	24-44 %
Eosinophils*	1.7	01-06 %
Monocytes*	7.8	2-8 %
Basophils*	0.4	0-1 %
IG %*	0.000	0.0 - 0.40 %
Absolute Neutrophil Count*	2.97	2.0-7.0 x 10 <sup>3</sup> /uL
Absolute Lymphocyte Count*	3.820	1.0-3.0 x 10 <sup>3</sup> /uL
Absolute Eosinophil Count*	0.130	0.02-0.50 10 <sup>3</sup> /uL
Absolute Monocyte Count*	0.6	0.2-1.0 x 10 <sup>3</sup> /uL
Absolute Basophil Count*	0.030	0.02-0.10 x 10 <sup>3</sup> cells/uL
IG*	0.000	0.0 -0.30 10 <sup>3</sup> /uL
Platelet Count*	2.90	1.50-4.50 Lakh/cumm
Mean Platelet Volume*	10.00	
Plateletcrit*	0.30	0.20 - 0.50 %
PDW [Platelet Distribution Width]*	11.10	09 - 17 fL
P-LCR [Platelet to Large Cell Ratio]*	23.60	19.7 - 42.4 %
Causes of low Hb include:	Causes of high Hb include:	

Dr. Nidhi Vachher  
M.B.B.S. M.D.(Pathology)  
Hony Consultant Pathologist

Dr. Richa Kakkar  
M.B.B.S. D.C.P. D.N.B  
Hony Consultant Pathologist

Dr. Ajay Kumar  
Ph.D (BARC)  
Thyroid Physiologist

Dr. Rohini Bhatia  
M.B.B.S. M.D.(Pathology)  
Hony Consultant Pathologist

Dr. Malti Goyal  
M.B.B.S. M.D. (Pathology)  
Hony Consultant Pathologist

This test is done by Immuno Diagnostics Pvt Ltd

Page 1 of 4

109, Pocket D&E Shopping Complex, Sarita Vihar, New Delhi-110 076

All results should be co-related clinically; if results are alarming or unexpected, contact the laboratory immediately. Not valid for Medico-Legal. Result pertain to the specimen submitted.



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Iron deficiency anemia, Vitamin deficiency anemia. (B12/Folic acid), Anemia of inflammation, Aplastic anemia, Anemias associated with bone marrow disease, Hemolytic anemia etc

#### Causes of low WBC include:

Cancer (caused by chemotherapy treatments), Bone marrow disorders or damage, Autoimmune disorders (problems with the immune system in which the body attacks itself), such as lupus, Infections (including tuberculosis and HIV), Immune system conditions, Crohn's disease, Malnutrition, Radiation treatments for cancer, Rheumatoid arthritis, Vitamin deficiencies, Liver damage and/or enlarged spleen.

#### Causes of low Platelets include:

Leukemia and other cancers, Some types of anemia., Viral infections such as Dengue, Hepatitis C or HIV, Chemotherapy drugs and radiation therapy, Heavy alcohol consumption, ITP

Smoking, COPD (chronic obstructive pulmonary disease) exacerbation, Dehydration, Emphysema, Heart failure, Polycythemia vera

#### Causes of high WBC include:

Infection, Inflammation, Injury, Emotional stress, Labor, Pregnancy, Smoking, Allergic reactions, Excessive exercise, A bone marrow or immune disorder, Certain cancers, such as acute or chronic leukemia

#### Causes of high Platelets include:

Acute bleeding and blood loss, Cancer, Infections, Iron deficiency, Removal of your spleen, Inflammatory disorders, such as rheumatoid arthritis, sarcoidosis or inflammatory bowel disease, Surgery or other type of trauma, Essential thrombocythemia

Please Correlate with clinical conditions.

**Instrument :** Fully automated bidirectional hematology analyser (6 part differential Sysmex XN-550)

**Method :** Hematology analyses according to the Hydrodynamic Focussing [DC method], Flow Cytometry Method [Using a semiconductor laser], and SLS- hemoglobin method.

**Sample :** EDTA whole blood in cool condition

Laboratory is NABL Accredited


\*\*\* End Of Report \*\*\*

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Ph.D (BARC)  
Thyroid Physiology

Dr. Rohini Bhatia  
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Dr. Malti Goyal  
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CIN No. U74899DL1979PTC009991



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Sample Collection Date/Time	: 05-Jul-2022	Date	:05-Jul-2022
Sample Receiving Date/Time	: 05-Jul-2022 05:21PM	Approved Date	:05-Jul-2022 06:25PM
Sample From	: VRIKSHAKALPA AYURVEDA	Report Print Time	:06-Jul-2022 04:43PM

## IMMUNOASSAY

Test Description	Observed Value	Biological Reference Interval
------------------	----------------	-------------------------------

**HIV I & II Antibody Quantitative\***

0.77

Chemiluminescent microparticle immunoassay

### INTERPRETATION :

ACTIVITY INDEX	RESULT
Less Than 0.90	NEGATIVE
Between 0.90 To 1.10	EQUIVOCAL
More Than 1.10	POSITIVE

### CLINICAL USE:

This is a screening test for the HIV infection with a sensitivity of >99.9%. As per NACO guidelines, all reactive samples are tested by three different methods prior to release of report. All reactive results must be confirmed with a Western Blot Test.

Laboratory is NABL Accredited

\*\*\* End Of Report \*\*\*

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Test Description	Observed Value	Biological Reference Interval
HBsAg Quantitative* Chemiluminescence Microparticle Immuno Assay	0.86	AI

## INTERPRETATION:

ACTIVITY INDEX	RESULT
Less Than 0.90	NEGATIVE
Between 0.90 To 1.10	EQUIVOCAL
More Than 1.10	POSITIVE

## Comment:

Hepatitis B Surface antigen (HBsAg) is a distinctive serological marker of acute or chronic hepatitis B infection. HBsAg is the first antigen to appear following infection with hepatitis B virus and is generally detected 1 to 10 weeks before the onset of clinical symptoms. HBsAg assay are routinely used to diagnose suspected HBV infection and to monitor the status of infected individuals to determine whether the infection has resolved or patient has become a chronic carrier to the virus.

Laboratory is NABL Accredited

\*\*\* End Of Report \*\*\*

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# VRIKSHAKALPA AYURVEDA & PANCHAKARMA CENTER

## (A UNIT OF VRIKSHAKALPA SHERBAL LLP)

E 1/12, 1<sup>ST</sup> FLOOR, MAIN MARKET ROAD, MALVIYA NAGAR, NEW DELHI - 110017

EMAIL: VRIKSHAKALPAAYURVEDA@GMAIL.COM

REF. NO.

DATE: 22/05/2022

To  
MANJIMA V M,  
C/O MANOJ T P, VENGATT MANGARI,  
P C PALAM P O, KAKKUR, KOZHIKODE,  
Kerala - 673585



**Subject: *Engagement as Panchakarma Therapist***

With reference to your interview with the undersigned, we agree to engage you as a Panchakarma Therapist at a fixed remuneration of **Rs. 15000/- per month** renewable on year to year basis depending on your performance, for the **Vrikshakalpa Ayurveda & Panchakarma Center, 1<sup>ST</sup> Floor, Main Market Road, Malviya Nagar, New Delhi - 110017** managed by **Vrikshakalpa Herbal LLP** on the following terms and conditions:

**DATE OF BIRTH:** 19/07/2000

**DATE OF JOINING:** 01/06/2022

**REMUNERATION:** Your monthly remuneration will be **INR 15000/- (Fifteen Thousand Only)** per month, subject to statutory deduction. In no case CTC will exceed the said amount.

**PLACE OF WORK/TRANSFERS:** Although your job is transferrable to any of our branches in India as per discretion of our management, but presently you are posted and deputed at **Vrikshakalpa Ayurveda & Panchakarma Center, 1<sup>ST</sup> Floor, Main Market Road, Malviya Nagar, New Delhi - 110017** managed by **Vrikshakalpa Herbal LLP**

**LEAVE:** You will be eligible to the benefits of Leave as per Rules of the Company, as applicable from time to time. In case of any emergency, one earned leave per month is allowed with prior intimation.

Your aforesaid monthly remuneration shall constitute the entire CTC ("Cost-to-Company") and no



other remunerations, perquisites, allowances, etc. shall be provided to you, unless granted specifically by the Company.

#### **MISCELLANEOUS:**

1. During the period of your work with us, you shall be fully devoted to the Company's works & objectives. You shall not be entitled to take up any other Employment or Assignment or any office, honorary or for any consideration (in cash or in kind or otherwise) outside the Company, either full-time or part-time, without the prior written permission of the Company.
2. You shall not (except in the normal course of Company's business) write any Articles or Statements, deliver any lecture or Broadcast or make any communication to Public, Third Parties and/or any form of Media (including Press & Magazine publication) which may be relating and or concerning to the Company's affairs, without prior written permission from the appropriate authority.
3. You shall maintain utmost secrecy in respect of Company's Policies & Affairs including but not limited to official Documents, Technical information Commercial Offers, Design Company's patterns & Trade Mark and Company's Human assets profile.
4. You shall invariably comply and adhere to all extent HR Rules and regulations as the Company may frame from time to time.
5. This appointment letter will be issued to you on the basis of the information and particulars furnished by you in your Job Application (including Bio data/Curriculum Vitae) and during the Interview had with our authorities. If it transpires that you have furnished any false statements (or have not disclosed any material facts), Management shall be open to take such action as it deems fit in its sole discretion, including termination of your employment.
6. You will be responsible for safekeeping and returning in good condition and order of such Company property which may come to your possession by the virtue of present employment.
7. Management reserves the rights to terminate your contract and/or take appropriate disciplinary actions in case of any type of Misconduct done/Misappropriation caused by you.
8. You shall be on Probation for initial Six months during which period your services could be terminated on a day's notice. After successful completion of the said Probation period, in case either side opt for Separation, then at least 1 (one) month's prior written Notice has to be given. If no notice is given by employee, then company has right to hold the salary of one month.
9. You will not be allowed to leave the assignment before completion of one year under normal circumstances.
10. If you remain absent for 7 consecutive days without permission in writing of the management or if you proceed on leave without sanction or over stay the sanctioned leaves without first getting it sanctioned, your services shall automatically come to an end and it will be presumed that you have abandoned the employment of your own and you will further be liable to give one month's salary in lieu thereof. If necessary, the dues on this account will be adjusted from payment or your earned wages and other benefits.
11. You are permitted for 20 days leave yearly once for your home visit, which will be not eligible for paid leave in first year and afterwards half salary will be given every year.
12. The timings of organization/clinic is 9:00 AM to 7:30 PM or 8 AM to 6:30 PM with 1 hour lunch time.

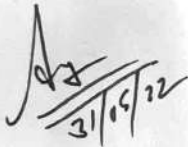
13. Please note this letter of engagement shall be treated as null and void if you fail to produce the original certificates / marks sheets as promised by you.

### **JOB RESPONSIBILITIES & KEY TASKS:**

1. To conduct and supervise procedures related to Panchakarma.
2. To ensure proper attention to the patient & their attendants.
3. To ensure that the therapy rooms have equipment/ facilities necessary for rendering patient care as per availability.
4. To maintain discipline and high standards of the medical care at the department.
5. To ensure optimum utilization of resources by him /her and subordinates
6. To comply with patient safety policy
7. Responsible for Pre and post treatment care of all the cases done.
8. Be available for emergency case & when required.
9. Be available for all the camps and other promotional activities conducted by the institution.
10. To maintain all documents and records up to date as per norms of NABH.
11. No mobile phone or other entertainment sources will be allowed in the center for personal usage.

We welcome you to The Company family and look forward for a long and fruitful collaboration. Please communicate your acceptance to the above terms and conditions within 3 days and join the duties.

With Thanks & Best Regards



Vrikshakalpa Ayurveda & Panchkarma Center,  
A Unit of Vrikshakalpa Herbal LLP  
E 1/12, 1st Floor, Main Market Road,  
Malviya Nagar, New Delhi - 110017

For & On behalf of  
Vrikshakalpa Ayurveda & Panchakarma Center,  
A unit of Vrikshakalpa Herbal LLP

I accept the above mentioned letter unequivocally and unconditionally & undertake to follow the Company's HR Rules, Regulation & Guidelines throughout the tenure of my Service with you.



(MANJIMA V M)

Received copy of Appointment letter



# POLICE CLEARANCE CERTIFICATE (PCC)

[Change Password](#)|[Log Out](#)

## APPLICATION DETAILS AND STATUS

**PCC NO. :** SB/2022189019

**Name of the applicant:** Manjima V M

**D/O** Manoj T P

**DOB:** 19/07/2000

**Address of applicant:** Vengatt Mangari P C Palam P O Kakkur  
Kozhikode Kerala 673585

**Applicant's Residing Period** FROM 06/2000 TO 08/2022

**Address Details :**

**DATE :** 11/08/2022 19:16:06



**STATUS:** Pending

**District:** SOUTH DIST

**Police Station:** MALVIYA NAGAR

**Nationality** INDIAN

**Aadhar No.** 660069678673

**Email\_ID:** manjimamallika159@gmail.com

**Mobile No:** 9072849567

**Organization Name:** Vrikshakalpa Herbal LLP

**Organization Address:** E 1 12 1st Floor Main Market Malviya Nagar New  
Delhi 110017

**Phone No:** 8447426748

**Criminal case Status** Na

**Case Details** NA

[Add Applicant](#)

### **Attached Documents:-**

- |  |     |
|--|-----|
| 1. Photo   | YES |
| 2. Residential Proof (Telephone Bill, Driving Licence, Electricity Bill, Election ID Card) | YES |
| 3. Attach letter of Agency Requiring PCC   | YES |
| 4. If, Tenant, attach rent agreement.  | NO  |

[PRINT](#)

# PCC Receipt Page

## Transaction Receipt Fields

**Message:** Transaction Successful

**Transaction Date:** 11/08/2022 19:16:06

**Applicant's Name:** Manjima V M

**PCC Number:** SB/2022189019

**Receipt Number:** 222323182757

**Merchant ID:** DELHIPOLICE

**OrderInfo:** PCC Payment

**Transaction Amount:** 351.4

**Transaction Response Code:**

**Shopping Transaction Number:** 50001498489

**Batch Number for this transaction:** 20220811

**Authorization ID:** 006926

**Card Type:** VC

---

[Close](#) [View Status](#)

**PRINT**

manjimanallika1sa@gmail.com

manjima@2000

# ASHRAMAM



## TRAINING COLLEGE

### Authorised Training Centre of STED COUNCIL

A Govt. of India Registered an Autonomous Organization New Delhi

VAZHAVARA - 685 515 - KERALA

### STATEMENT OF MARKS

Name of the Candidate : **MANJIMA .V.M**  
Register Number : **AN/ 11295/ 2019**  
Date of Issue : **30/11/2018**  
Name of the Course : **Ayurveda Panchakarma & Massage Therapy**

Sl. No.	SUBJECTS	MAXIMUM MARKS	MINIMUM MARKS	MARKS AWARDED
1.	Moolasidhantha & Panchakarma	100	40	80
2.	Dravyaguna Vinjanam & Bhaishajya Kalpana	100	40	89
3.	Anatomy, Physiology & General Nursing	100	40	72
4.	Massage Therapy & Treatment Procedure	100	40	76
TOTAL		400	160	317

Controller of Examinations

Director

01/06/2022



Reg. No. AN/1127/2019

ASRAMAM



# TRAINING COLLEGE

Authorised Training Centre of STED COUNCIL,  
A Government of India Registered an Autonomous Organisation New Delhi  
VAZHAVARA - 685 515 - KERALA

Web: aayurvedyasramam.com, E.mail: asramamkattappana@gmail.com

## CERTIFICATE

Date: 29/11/2019

This is to certify that Sri./Smt./Kum.....MANJIMA .V.M.....

has successfully completed the course of .....

AYURVEDA NURSING PANCHAKARMA & MASSAGE THERAPY

conducted in the year .....2019.....

Course Director

DR. DIVYA RANI K. BAMS  
REG. NO. 19653



Managing Director

Manjima  
01/06/2022





भारत सरकार  
GOVERNMENT OF INDIA



Manjima V M  
DOB: 19/07/2000  
FEMALE  
Mobile No:  
6282815742



6600 6967 8673

എന്റെ ആധാർ, എന്റെ ഐഡൻറിറ്റി

*Manjima*  
01/06/2022



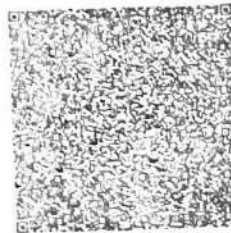
भारतीय विशिष्ट पहचान प्राधिकरण  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA



Download Date: 24/09/2021

Address :

C/O Manoj T P, Vengatt  
Mangari, P C Palam P O,  
Kakkur, Kozhikode,  
Kerala - 673585



Generation Date: 15/09/2021



1947



help@uidai.gov.in



www.uidai.gov.in

आयकर विभाग  
INCOME TAX DEPARTMENT

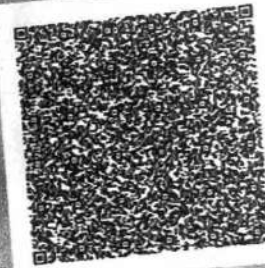


भारत सरकार  
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card

CESPV3637Q



नाम / Name

MANJIMA V M

पिता का नाम / Father's Name  
MANOJ

जन्म की तारीख / Date of Birth  
19/07/2000

हस्ताक्षर / Signature

30006

01/06/2022

## BIO DATA

Name : MANJIMA V M  
Address : VINGATTI MANGARTTHI  
PC PALAM (PO)  
NARIKKUNI (VIA)  
673585  
Contact number : 9072849567

## PERSONAL DETAILES

Father : MANOJ T P  
Date of Birth : 19-07-2000  
Gender : Female  
Caste : BOYAN, OBC  
Nationality : Indian  
Marital Status : Single  
Languages : Malayalam & Tamil

## EDUCATIONALA QUALIFICATION

- S S L C
- Plus Two

## OTHER QUALIFICATION

- Ayurveda Nursing

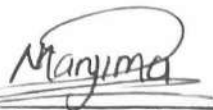
## DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

PLACE- P C PALAM

DATE - 15-01-2020

MANJIMA V M



31/6/2022





# VRIKSHAKALPA AYURVEDA & PANCHAKARMA CENTER

(A Unit of Vrikshakalpa Herbal LLP)

E 1/12, 1st floor, main market road, Malviya Nagar, New Delhi – 110017

## GENERAL MEDICAL TESTING

Date : 4/07/2022  
Doctor Name: Dr. Ashish Ranjan Jha.  
Name of Employee: Manjima V. M.  
Employee Code: VMVN/006.  
Department Head: Dr. Amit Kumar.

### General Examination:

1. B.P 120/80
2. Weight 59 kg.
3. Pulse 72/M,
4. Eye sight 6/6
5. Chest 32"
6. Height 5.4"
7. Any chronic disease No
8. Allergy if / Any No.

### Comment:

Physically fit

Dr. Ashish Ranjan Jha  
DGD Batla House  
Medical Officer (South East)  
Govt. of NCT of New Delhi



# VRIKSHAKALPA AYURVEDA & PANCHAKARMA CENTER

## (A UNIT OF VRIKSHAKALPA SHERBAL LLP)

E 1/12, 1<sup>ST</sup> FLOOR, MAIN MARKET ROAD, MALVIYA NAGAR, NEW DELHI - 110017

EMAIL: VRIKSHAKALPAAYURVEDA@GMAIL.COM

REF. NO.

DATE: 19/07/12

Name: Manjima Age/Sex 22/F Designation: Ayurveda Panchakarma  
TaraRat

Question 1: What is the expiry time of unused potli and used potli?

Answer 1: unused potli - 10 day's  
used potli - 4 day's

(5)

Question 2: How to make kashaya for Kashaya Basti? If you have to make 400 ml of kashaya?

Answer 2: water - 1600

Powder - 100

water and powder low flame and boiling  
then 400ml kashaya

(4)

Question 3: How to do Bio Medical waste management in therapy room?

Answer 3: Red - gloves, catheter, blood cotton,  
Yellow - bedsheet - towel - human body touch  
black - normal or daily daily using ~~water~~ waste

(4)

Question 4: How to do CPR?

Answer 4: 1. wake up call for help  
2. chest compression - 30  
3. open the airway - 3  
4. Begin rescue breath  
5. Repeat chest compressions  
6. Repeat rescue breathe

(4)

17  
20

19/07/12

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E 1/12, 1st floor, main market road, Malviya Nagar, New Delhi – 110017

## PRIVILEGING FORM FOR THERAPISTS

Name of the Therapist: *Manjima VM*

Employee ID No: *VK/MVM/006*

Designation: *Panchakarma Therapist*

Dept: *Panchkarma*

Based on the evaluation of credentials and request of *Dr. Amit Kumar*.....  
and considering the facilities and requirements of our hospital, hereby the grant the  
following privileges – permission to perform the below mentioned activities independently -  
to him/her.

Privileging for	Requested (Mark - Y/N)	Approved (Mark - Y/N)	Deferred (Mark - Y/N)
<b>General Privileges:</b>			
Identification of Dravyas/aushadhis	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Preparation of Kashayas i.e., Panchakarma preparation	<i>Yes</i>	<i>Yes</i>	<i>No</i>
<b>Core Privileges (Dept. Specific)</b>			
Performing poorva karmas	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Performing Panchakarma procedures-Snehana	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Supervising/Performing Swedana	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Supervising/Performing Basti	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Supervising/Performing Vaman	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Supervising/Performing Nasya	<i>Yes</i>	<i>Yes</i>	<i>No</i>
Supervising/Performing other procedures-Lepa, Pichu, Stanika Vasti	<i>Yes</i>	<i>Yes</i>	<i>No</i>

Requested by: *Dr. Amit Kumar*

Approved by: *Dr. Kusum Verma*

HOD: *Dr. Amit Kumar*

*Arz*  
*19/07/22*

*Kusum Verma*  
*19/07/2022*

Vrikshakalpa Ayurveda & Panchakarma Center,  
A Unit of Vrikshakalpa Herbal LLP  
E 1/12, 1st Floor, Main Market Road,  
Malviya Nagar, New Delhi - 110017

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## INDUCTION TRAINING

Name Manjima.V.M

Sex: Female Age: 22

Trainer: Dr Amit Kumar

Department: Panchkarma

Old Experience: NO

Job Application Now: Appls

Date Initiation of Training: 05/06/22

### Name of Completion of Training

- |                               |                                      |
|-------------------------------|--------------------------------------|
| 1) <u>CPR</u>                 | 9) <u>Triage</u>                     |
| 2) <u>Fire</u>                | 10) <u>HIC</u>                       |
| 3) <u>Code</u>                | 11) <u>Emergency Patient</u>         |
| 4) <u>MRD</u>                 | 12) <u>Combat Infection Training</u> |
| 5) <u>Bio Medical Waste</u>   | 13) <u>Scope non-Scope</u>           |
| 6) <u>Receptionist</u>        | 14) <u>Safety through</u>            |
| 7) <u>Pharmacist</u>          | 15) <u>SOP</u>                       |
| 8) <u>Panchkarma Training</u> | 16) <u>Vulnerable Patient</u>        |

1.) Clinic- Vision/Mission/Ownership. Explain

2.) Employee Rights and Responsibilities. Explain

3.) Organization hierarchy Explain

4.) Theory Training Points.

• Proper Training given

• Hard Copy given

5.) Practical Training Points.

• Proper Training given

• Hard Copy given

6.) Goal of Job: To become good Panchkarma Therapist

7.) Aim of Job: To become good Panchkarma Therapist

8.) Comments about trainee: Good

Signature of Trainer: Kusum Sharma

Manjima  
Signature



# VRIKSHAKALPA AYURVEDA & PANCHAKARMA CENTER

(A Unit of Vrikshakalpa Herbal LLP)

E 1/12, 1st floor, main market road, Malviya Nagar, New Delhi - 110017

## APPLICATION FOR EMPLOYMENT

CENTER NAME	Vrikshakalpa Ayurveda and P.K center
CENTER ADDRESS:	E-1/12, first floor, main market Road, Malviya Nagar
Position Applier for	Therapist
Referred by:	Placement/Employee/Newspaper Advt./Customer

### Personal Information

Name:	Manjima V.M			
Like to be called as:	Manjima V.M			
Date of Birth:	19/07/2000	Place of Birth:	Kerala	
Sex:	Male/Female	Mother Tongue:	Malayalam	
Present Address:	3A/2p, second floor, Toot Sarai, Malviya Nagar			
City:	Delhi	Pin Code:	110017	
Tel. No. Mobile:	9072849567	Email ID:	manjimamallika@gmail.com	
Res				
Off				
Languages Known:	Malayalam, Hindi, English, kannada, Tamil			
Family History:	Married/Single	Wedding date:		
Name	Relationship	DOB	Occupation	Dependent
Manoj. T. P	Father	19/05/30	Music teacher	(Y/N)
Mallika. K. M	Mother	29/8/1976	house wife	(Y/N)
Nidhan Raj T. V	Brother	30/5/1996	Army Officer	(Y/N)
Manu. T. V	Brother	28/4/1998	Marcho navy	(Y/N)
				(Y/N)
Personal Attributes				
Your Strength		Your Weakness		
Sports		-		

### Educational Information

Particulars	MM/YY of Completion	College/University	Marks & %	Regular/Distance
SSC	March : 2016	Davandoor H.S.S	82%	Regular
HSC	March : 2018	Davandoor H.S.S	60%	Regular
Graduation (Specify Specialization)				

**Any other Knowledge/Skill areas, special assignments, projects, training you would like to specify**

—

Work Experience: No. of Years: 344/

Duration		Total No. of Months	Designation & Name of the Organization	Nature of Duties	Reason for leaving
From mm/yy	To mm/yy				
20/2019	20/2020	1/yy	Ayurvedic wellness -Ever		Covid-19

Female Therapist

Female Therapist

*[Faint, illegible handwritten notes at the bottom of the page.]*



**Break up of Salary in Present Employment**Last Revised on 01/06/2022Next Revision Due on 31/06/2023


A) Monthly Gross Salary	16000/-
B)	
C) Reimbursable Allowance (Pls. Specify)	
	16000/-
Sub-Total	
D) Annual Benefits	
Bonus	
Medical	
LTA	
Any other Allowance	
Sub-Total	16000/-
E) Retirement Benefits	
Gratuity	
Superannuation	
Sub-total	
F) Grand Total (A*12+B*12 +C+D)	192000/-


**Joining Information**

Joining time required	Expected Salary	Negotiable / Not Negotiable
<u>300</u> days	Monthly 16000/-	
	Annual CTC 192000/-	

**Certification**

I certify the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any material misrepresentation or omissions made herein renders me liable to termination or dismissal.

Place: DelhiDate: 01/06/2022  
Signature

  
Vishwakalpa Ayurveda & Panchkarma Center,  
A Unit of Vishwakalpa Herbol LLP  
E-11/2, 1st Floor, Main Market Road,  
Meharaj Nagar, New Delhi - 110017



# VRIKSHAKALPA AYURVEDA & PANCHAKARMA CENTER

(A Unit of Vrikshakalpa Herbal LLP)

E 1/12, 1st floor, main market road, Malviya Nagar, New Delhi - 110017

## JOB APPLICATION FORM

### APPLICANT SECTION

#### Personal details

Given name: Manjima.V.M Family name: \_\_\_\_\_

Preferred name: Manjima.V.M

Address: Vegatt Mangari P.C Palam (PO) Narrikuni (V)  
Kakkur, Kozhikode, Kerala

Telephone Daytime: \_\_\_\_\_ Mobile: 9072849567

Email: manjima.mallika@gmail.com

#### Current qualifications

Qualification title	Institution/training provider	Year completed
<u>Diploma in Ayurveda</u> <u>&amp; Nursing and-</u> <u>Panchakarma</u>	<u>Asuramam Training</u> <u>Institutions</u>	<u>2018-2019</u>

Are you currently undertaking study/training?  
(tick one)

☐ Yes

☒ No

If yes, course/program name: \_\_\_\_\_

(tick one)

☐ Full time

☐ Part time

☐ Distance

☐ Other

#### Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date
<u>Kerala Ayurveda</u> <u>Vaichyashala</u> <u>Wellness Evr</u>	<u>01/02/2022</u>	<u>Panchakarma</u> <u>Therapist</u>	<u>covid-19</u>	

## Holidays/Leaves

Each employee will be given weekly off (not necessary Sunday due to Patient convenience and nature of Job role). It will help in rejuvenate oneself and take rest.

The leave rules are based on Calendar year.

12 public holidays will be declared every year. Not all employees can avail this facility due to the nature of business. Compensatory off or overtime to be given for the employees, as they could not avail the public holiday.

The list of holidays will be put on the notice board.

The leaves admissible below are exclusive of intervening holidays and can be taken at such time as may be convenient to the employer. Leaving aside emergencies, prior information shall be given as far as possible before availing leaves and two types of leaves shall not be availed in continuation.

Employees' entitlement of casual, sick and Earned leave will be as per the clinic norms.

Leave taken (SL/CL/PL) to be intimated to HRD through leave card to avoid loss of pay.

	Casual Leave	Sick Leave	EL
Entitlement	days	on Actual	days
Accumulation	06	06	06 days
Notice	Day/Telephonic	Telephonic	days

Only Non-ESIC staff can avail sick leave on actual, subject to providing the actual Documentary proof of Hospitalization.

### Maternity Leave

Maternity Leave may be granted to a female staff with less than two surviving children, for a period of upto 3 months (84 days) on full pay (only for Non ESI covered employees) and for other staff which is covered under ESI, will be taken care as per ESI policy.

Maternity Leave may also be granted on full pay (only for Non ESI covered employees) Including miscarriage and abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.

### Paternity Leave

Male staff with less than two children may be granted 15 days Paternity leave during the confinement of his wife for childbirth on full pay (only for Non ESI covered employees) and for other staff which is covered under ESI, will be taken care as per ESI policy.

  
Vikshakalpa Ayurveda & Panchkarma Center,  
A Unit of Vikshakalpa Herbal LLP  
E 1/12, 1st Floor, Main Market Road,  
Malviya Nagar, New Delhi - 110017

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date
ANoop	907293638	Therapist	
Credentiaing and privilege			
Gincy	7510950434	Therapist	

What type of work are you  
available for? (tick one)

Full time



Part time



Casual



When will you be available for work?

Immediately

Please provide any other information that you identify as being pertinent to this application  
(eg medical conditions, disabilities)

### Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

### Terms & Condition

- 1 Training Period -1 Month on Stephen.
- Probation Period – 1 Months, if staff leave the job with for leaving. One month period Notice and with the approval of M.S is only exceptable otherwise one month salary will be deducted.
- If Company terminates from the duty Immediately then 15 Days salary will be given to you.
- Yearly blood test and other medical facility provide by the Institute will be given to you.
- Employee has to provide police verification .
- Dress charges will be deducted from first month salary.
- Employee has to follow Rule and Regulation of Clinic
- Employee has to provide details as per Best of these knowledge to complete this file.

Signed:

*Anoop*

Date:

01/06/2022

*Aj*  
Vrikshakalpa Ayurveda & Panchkarma Center,  
A Unit of Vrikshakalpa Herbal LLP  
E 1/12, 1st Floor, Main Market Road,  
Malviya Nagar, New Delhi - 110017