

INDIAN MEDICAL ASSOCIATION PONDA BRANCH

(Registered under The Societies Act, 1860. Reg. No: 70/Goa/95)
Address: IMA House, 2nd Floor, Kurtarkar Commercial Arcade,
Phase II, Kazi Wada, Ponda Goa 403 401
Ph: 0832-2313482 Email: pondaima@gmail.com
Website: www.imaponda.org



IMA PONDA CHARITABLE TRUST PONDA GOA

(Registered Under Section 80 (G) of the Income Tax Act PAN No. AAAT16960K)
Address: House No 42, Dilasa Palliative Care Centre, Bandora,
Farmagudi Ponda Goa – 403 401
0832-2335108 / 8080372568 / 8600928539
Email: dilasa.ponda@gmail.com, office.dilasa@gmail.com
Website: www.dilasapalliativecare.in

Date: 1st June, 2024

Ms. Mrunali Mamlekar
H. No. A/6 Shantinagar, Ponda
Goa

EMPLOYMENT CONTRACT - DILASA

THIS AGREEMENT is made as of the 1st June, 2024, between IMA Ponda Charitable Trust, nationally registered charitable trust, having its principal place of activity at Ponda, Goa and Ms. Mrunali Mamlekar, Shantinagar, Ponda Goa

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions mutually agreed as below w.e.f 1st June, 2024.

Title	Medical-social Worker
Reports to	Palliative Care Physician / Secretary IMA Ponda Charitable Trust (In absence of Palliative Care Physician)
Type of appointment	Full Time – Contract
Remuneration	Rs. 15,000 (Rs. Fifteen Thousand Only) per month

Roles & Responsibilities

1. Ensure that the dignity, safety and confidentiality of all patients are respected at all times,
2. Work as a team member in the multidisciplinary set up consisting of doctors, nurses, paramedical staff and volunteers,
3. Coordinate and help the patients, the families and other members to maintain liaison with Dilasa team,
4. Assess the social condition of the patients, plan, implement and provide appropriate counseling,
5. Make the patient and family understand the medical problems he/she is suffering from and help them to cope up and adjust to it emotionally,
6. Make the patient and the family understand the meaning and goals of palliative care,
7. Provide emotional support, counseling and psychotherapy to patients and their family members,
8. Ensure narrative therapy to those who are grieving,
9. Provide emergency psychological support when the patient s and their loved ones undergo mental, emotional, social or familiar.
10. Contribute to organization Policies and Procedures and assist in carrying out regular reviews and audit of the same.
11. Responsible for the appropriate nutritional needs of individual patients.
12. To have knowledge of and providing care to patients and families of different cultural, religious and ethnic backgrounds.
13. Provide a high standard of personalized and on-going after care for bereaved families and friends.



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14. Support and care for colleagues whilst working in an emotionally stressful environment.
15. Develop and implement training courses and organize meetings to help educate the general public about palliative care,
16. Maintain liaison with external agencies contributing in improving patient care and financial support,
17. Frequently work with nurses, patients and caretakers to create a plan of care that is individualized to a patient's needs.
18. Reach out to the people in their homes and convince them about palliative care,
19. Submit regular reports to the management as required
20. Provide information to the Pharmacist on the requirements of medicines for the patients.
21. Conduct regular knowledge/information sharing sessions for the staff and caregivers.
22. Participate in medico-social research.

During the term of your employment with the organization,

1. Period of this contract is for a period of six months and can be extended based on mutual understanding.
2. Your place of employment shall be at the Dilasa, Farmagudi, Ponda-Goa,
3. Your performance shall be evaluated from time to time and the terms of appointment shall be revised, as required.
4. TDS and other deductions as applicable shall be made while making payments.
5. You shall not engage in any employment or act in any way, which conflicts with your duties and obligations to the organization.
6. You shall behave in the most decent manner benefiting the organization.
7. You shall obey the orders of your reporting officer and report any personal or professional concerns to your reporting officer.
8. You shall also perform, with consent from your reporting officer, other duties and responsibilities assigned by other superiors of the organization from time to time.
9. You are eligible for reimbursement of travelling expenses (Domestic) incurred during the course of discharging your duties/ responsibilities on behalf of the organization.

Leave Details:

1. You are entitled to avail weekly off (Sunday).
2. Your regular work timings will be from 8.00 am to 6.00 pm with the flexibility to extend or adjust under exceptional situations
3. You will be entitled for Ten (10) Public Holidays, as per specified, and One-day leave per month which cannot be accumulated.



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IMA PONTA CHARITABLE TRUST PONDA GOA

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4. Any leave taken will have to be compensated, either by working extra day or by deduction from the monthly salary.
5. You shall inform your leave to the reporting officer and Secretary IMA Ponda Charitable Trust, prior to availing it.
6. If you are absent from work for three consecutive working days, without taking prior approval from the reporting officer and Secretary IMA Ponda Charitable Trust, the Organization can terminate your contract without providing any notice or incurring any obligation or liability to pay any amount or dues to you.

Resignation/ Termination:

1. During the terms of your contract, in case there is a requirement to discontinue your role at Dilasa, as a decision from either end, the expected notice period would be one month.
2. At the time of termination of the contract agreement, if there are any dues from you, the same shall be adjusted against your salary or any other payment due to you from the Organization.
3. Your period of contract with IMA Ponda Charitable Trust shall be 1st June, 2024 which can be extended till 31st March 2025

Kindly indicate your acceptance of this contract by returning duplicate copy of letter duly signed by you.

Dr. Dattaram Desai
Chairman

Dr. Aaron Soares
Secretary

Declaration

I accept the above offer of contract employment with IMA Ponda Charitable Trust, I have read and understood the above terms and conditions and I agree to abide by them.

Signature:
Ms. Mrunali Mamlekar

Date: 19/08/2024

