

**Terms & Conditions for engagement as Retainer Doctor on part-time basis
for ERPL Madarihat**

1. The Retainer Doctor will be provided space in IOCL office for rendering medical consultation to the IOCL employees and their family members.
2. The Doctor shall visit 2 days in a week for 2 hours/day at the location. The day and time shall be fixed as per IOCL requirements.
3. The doctor shall not be our regular employee and as such he shall not be governed by the Corporations rules applicable to our employees. His status shall be that of a Retainer doctor rendering specialized medical services part-time on retainership basis.
4. In the event of his visiting to any of our employee at their residence, the doctor shall be entitled to charge visiting fee.
5. Proper record of doctor's attendance (i.e. necessary log time registers / attendance sheets) to be maintained in the prescribed format.
6. The doctor's attendance is required by the IOCL employees in emergencies during his visiting hours. He shall attend to them without any extra charge.
7. The doctor shall be available at the designated time & place for medical consultation / advice for rendering medical aid to IOCL employees.
8. The doctor shall maintain health history of the IOCL employees and check medical certificates, which they may bring from other doctors after illness and determine their physical fitness for work.
9. The doctor shall issue the medical certificates to IOCL employees free of charge outlining the nature of their illness and leave recommended, if any. The doctor shall also issue fitness certificate as and when required. The doctor shall be solely responsible w.r.t. the certificates, prescriptions, references issued by him to any employee.
10. The doctor shall maintain a register for the persons availing the treatment on daily basis and the medicines provided / prescribed to them.
11. No extra payment shall be made to the doctor for administering injections / BP check, if required.
12. In case of absence of doctor during prescribed days, the payment of charges will be deducted on prorata basis.
13. The rates agreed upon by doctor shall be of all inclusive basis including transportation charges, if any. No separate transportation or charges shall be provided by IOCL.
14. The doctor shall submit his bill on monthly basis to SIC of the Station, who in turn will certify the same and forward to Finance Department, ERPL Guwahati for further processing.
15. The contract / Work Order shall be for a period of 3 years from the date of issuance of work Order (or the date mentioned in the work order) and on expiry of 3 years, further extension of 2 years can be granted on mutual agreement, The contract can be terminated by either side by giving 3 months' notice.
16. The Corporation (i.e. IOCL) reserves the right to terminate the above services by giving three months' notice at any time during the contractual period without assigning any reasons.
17. Doctor with MD qualification shall be paid remuneration @ Rs.1535/- per hour and doctor with MBBS qualification shall be paid remuneration @ Rs.1190/- per hour including all taxes and duties. The remuneration will be paid on actual attendance basis.
18. All payments shall be released through ECS in the bank account of the doctor. IOCL shall deduct Income Tax at Source, if applicable, from the remuneration / fee payable to the doctor, as applicable under the Income Tax Act, from time to time and shall furnish necessary TDS certificate to the doctor.
19. The Corporation shall provide the doctor, suitable premises in the IOCL location / office. However, he shall bring the basic medical equipment and medicines which are ordinarily required for the purpose of dealing with emergencies.
20. The doctor shall only prescribe medicines, which will be purchased directly by our employees from the market. The medicines prescribed shall be in line with the medical rules of the Corporation. The treatment will be only allopathic.
21. However, in emergency, he/she may dispense medicines / formulations from his stock and charge them for the same but the same shall be restricted to minimum doses for a day or two only.
22. Station-In Charge (SIC) of the station shall be the Engineer-in-Charge in terms of the execution of this work order.

I hereby agree to the above terms & conditions

(Signature of doctor with date)