

Relevant Documents /Reports

A. Restricted Entry of Automobiles



KRISHNA INSTITUTE OF MEDICAL SCIENCES DEEMED UNIVERSITY, KARAD.

(Declared U/s 3 of UGC Act, 1956 vide Notification No. F.9-15/2001-U.3 of the Ministry of Human Resource Development, Govt. of India.)
Karad, Dist. Satara (Maharashtra State) Pin: 415 110 Tel: 02164 -241555-8 Fax: 02164 243272/243273
Website : www.kimsuniversity.in E-mail : registrar@kimsuniversity.in

KIMSDU/G-3/3996/2014

Date : 10/12/2014

: CIRCULAR :

This is to inform all concerned teaching, non-teaching staff, students of KIMSDU and general public that w.e.f. 15th December 2014 no vehicle (four wheeler and two wheeler) will be allowed further than **Highway Gate Point and AT Point in the campus.**

Assistant Registrar (Estate & Security) is requested to ensure strict compliance of the circular and instruct security personnel regarding this.

**REGISTRAR
KIMSDU, KARAD**

C.C. Hon'ble Chancellor, KIMSDU
Hon'ble Vice- Chancellor, KIMSDU
Director, Health Sciences
Director of Research
Finance Officer, KIMSDU,
Controller of Examination, KIMSDU
Medical Administrator, KH
Medical Director, KH
Principal, KIMS
Principal, School of Dental Sciences,
Principal, Krishna Institute of Nursing Sciences
Principal, College of Physiotherapy
Principal, Krishna Institute of Biotechnology & Bioinformatics
Director Nursing Services
Assistant Registrar's (Academic, Administration, Estate & Security)
All HOD's, All Wards, All OPD's, KIMSDU
All Departments (College and Hospital), Art & Photography Dept.
Library, Guest House, All Hostels, Security Department

REGISTRAR
Krishna Institute of Medical Sciences
"Deemed To Be University", Karad

B. Battery-powered vehicles



Opp. Emerson Factory, Karad - Dhebewadi Road,
Agashivnagar - 415539 Tal.- Karad, Dist.- Satara. Mob: 8379048200

No.:- 3.

BOOKING RECEIPT

DATE:-16/4/2018.

CONTACT PERSON - Registrar Prishna Institute of Medical
Science Deemed to be University Karad.

ADDRESS -
Karad.

CONTACT NUMBER - 02169-291759.

MODEL - 2d passenger COLOUR - Brown.



RECEIVED:-

BY DD / CHECK NO. - _____ IN FAVOUR OF 'SHINGAN AUTO' PAYABLE AT

KARAD. OR CASH - 30,000/- DATE - 15/4/2018.

*** BOOKING AMOUNT ANY MODEL :- Rs. 10,000/-***

NOTE :-

1) Delivery after 20 days from the booking date.

2) If necessary booking cancel booking amount reffound after 20 days.

Patil

SHINGAN AUTO
Opp. Emerson Factory,
Karad-Dhebewadi Road,
Agashivnagar - 415 539,
Tal. Karad, Dist. Satara.
©:8379048200

Shing

FOR
SHINGAN AUTO KARAD
SHINGAN AUTO
PROPRIETOR

Opp. Emerson Factory, Karad - Dhebewadi Road,
Agashivnagar - 415539 Tal.- Karad, Dist.- Satara. Mob: 8379048200

No.- 1

BOOKING RECEIPT

DATE: 22/4/18

CONTACT PERSON - Registrar Krishna Institute of Medical
Science Deemed to be University Karad.
ADDRESS - Karad.

CONTACT NUMBER - 02164-241959.

MODEL - 5t passenger. COLOUR - Cream.

RECEIVED :-

BY DD / CHECK NO. - 039603 IN FAVOUR OF 'SHINGAN AUTO' PAYABLE AT

KARAD. OR CASH - 50,000/- DATE - 22/4/18.

*** BOOKING AMOUNT ANY MODEL :- Rs. 10,000/-***

NOTE :-

- 1) Delivery after 20 days from the booking date.
- 2) If necessary booking cancel booking amount reffound after 20 days.

SHINGAN AUTO

Opp. Emerson Factory,
Karad-Dhebewadi Road,
Agashivnagar - 415 539,
Tal. Karad, Dist. Satara.
☎: 8379048200

Kenny

FOR
SHINGAN AUTO KARAD

SHINGAN AUTO
Shing
PROPRIETOR





Opp. Emerson Factory, Karad - Dhebewadi Road,
Agashivnagar - 415539 Tal.- Karad, Dist.- Satara. Mob: 8379048200

No.:- 1

BOOKING RECEIPT

DATE: 27/04/18.

CONTACT PERSON - Registrar Krishna Institute of Medical Science
Deemed to be University Karad,
ADDRESS - Karad.

CONTACT NUMBER - 02164 - 241959

MODEL - erl passenger COLOUR - Cream.



RECEIVED :-

BY DD / CHEGK-NO. - _____ IN FAVOUR OF 'SHINGAN AUTO' PAYABLE AT

KARAD . OR CASH - 70,000/- DATE - 27/04/18.

*** BOOKING AMOUNT ANY MODEL :- Rs. 10,000/-***

NOTE :-

- 1) Delivery after 20 days from the booking date.
- 2) If necessary booking cancel booking amount reffound after 20 days.

B. P. Patil
Received

SHINGAN AUTO
Opp. Emerson Factory,
Karad-Dhebewadi Road,
Agashivnagar - 415 539,
Tal. Karad, Dist. Satara.
☎: 8379048200

[Handwritten signature]

FOR
SHINGAN AUTO KARAD
SHINGAN AUTO
[Handwritten signature]
PROPRIETOR

TAX INVOICE

SHINGAN AUTO

ADDRESS:- NEAR BY EMERSON FACTORY ,
AGASHIVENAGAR, MALKAPUR, KARAD - 416 539
GSTIN No :- 27GETP59018M1ZB



Bill to KRISHNA CHARITABLE TRUST Near DebheWadi Road , Karad , Satara. GSTIN No:-	Place of Supply Krishna Charitable Trust Near DebheWadi Road , Karad , Satara.	INVOICE No	Dated
		1	09-Apr-18

Description of Goods	HSN CODE	QTY	Units	RATE	Amount
EMPOWER E1 CARGO M1H3PCDHHFVX00033	87049012	1	pcs	138929	138929
Total					138929
Less Discount					5000
Taxable Value					133929
ADD CGST 6%				6%	8035.74
ADD SGST 6%				6%	8035.74
Total					150000.48

Net Chargeable (in words) ONE LAKH FIFTY THOUSAND RUPEES ONLY PAN NO-GETPS9018M	Payment Mode : BY CHECK (039803) & CASH	Authorised Signatory
Note-Please make cheques in favor of "SHINGAN AUTO"	PAID	PROPRIETOR <i>[Signature]</i>

Declaration
I/we hereby certify that my/our registration certificate under the maharashtra value added Tax Act,2002 is in force on the date on which the sale of the goods specified in the tax invoice is made by me/us and that the transaction of sale covered by this tax invoice has been effected by me/us and it shall be accounted for in the turnover of sales while filing of return and the due tax, if any, payable on the sale has been paid or shall be paid

Company's Bank Details
Bank name : HDFC BANK ,Karad.
A/c no. : 50200028443339
Branch & IFS code : KARAD , & HDFC000165

[Signature]
Customer Signatory

SUBJECT TO KARAD JURISDICTION

WARRANTY:-
1 year warranty for vehicle (Includes only electrical components without charge).
Physical and Mechanical Damage is not covered under warranty.
Warranty will be void in case, any component or wiring is altered at your end without our consent.
1 months warranty for batteries as provided by battery manufacturer.

SHINGAN AUTO
Opp. Emerson Factory,
Karad-Dhebewadi Road,
Agashivenagar - 416 539,
Tal. Karad, Dist. Satara.
©: 8379048200



**KRISHNA INSTITUTE OF MEDICAL SCIENCES
"DEEMED TO BE UNIVERSITY", KARAD**

Accredited by NAAC with 'A' Grade (CGPA: 3.20 on 4 Point Scale)
An ISO 9001:2015 Certified University

Declared U.S 3 of UGC ACT, 1956 vide Notification no.F.9-15/2001-U3 of the Ministry of Human Resource Development, Govt. of India
Karad, Dist. : Solapur (Maharashtra State) Pin : 415539 Tel : 02164-241555-8 Fax: 02164-243272/242170
Website : www.kimskol.ac.in E-mail: registrar@kimskol.ac.in

KIMSDU/G-3/1821/2018

Date : 24/04/2018

To,
Dy. R. T. O.,
R. T. O. Office,
Karad.


Respected Sir,

Greetings from Krishna Institute of Medical Sciences "Deemed To Be University".

Sir, Krishna Institute of Medical Sciences "Deemed To Be University" has purchased an E-Rickshaw, we request your good self to register it in the name of the Registrar, Krishna Institute of Medical Sciences "Deemed To Be University". E-Rickshaw will be exclusively used by Krishna Hospital & Medical Research Centre and Dental College, Karad for providing transport facilities to the patient on "No Loss No Profit" basis. So please grant us exemption in tax assessment.



Thanking You,
Yours Sincerely,


REGISTRAR
KIMSDU, Karad

Regn. No. MH50M0739

MH2535314

Regd. Owner
SOM of

MA

Purpose
NEW

Regn. Date
20/08/2018

Colour
CS/BLK

Point
ELECTRICITY

Vehicle Class
PASSENGER - TR

Manufacturer
ASTER AUTOMOTIVE PVT LTD

Chassis No.
MH18PCD44HFYA00023

Engine No.
YG148V1000M1804010

Model No.
EMPOWER E1

Hypothecated To
Manufacturing D.08/2017

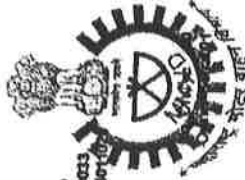
Seat. Capacity
005

Stand. Capacity
00

Tax Paid Up To
LTY

Regd. Veridify
See F Card

Address
A/P HALKAPUR TAL KARAD KARAD RD NO
9623885988Sazara MH 415538



Unladen Wt
Cubic Capacity
Wheel Base
P.L.W

00078
00000
00000
00000

By: 
Issuing Authority

Signature Of Issuing Authority



**KRISHNA INSTITUTE OF MEDICAL SCIENCES
DEEMED TO BE UNIVERSITY**

Declared U/s 3 of UGC Act, 1956 vide Notification No. F.9-15/2001-U.3 of the Ministry of Human Resource Development, Govt. of India,
Karad, Dist. Satara (Maharashtra State) Pin : 415 110
242170/241410 Website : www.kimsdeemeduniversity.in
Tel : 02164 -241555-8 Fax : 02164
E-mail : contact@kimsdeemeduniversity.in

Date- 20.12.2018

- KIMSDU/CMS/05/2018

Purchase Order No.615

To,
Irrigation Products International Pvt.Ltd.,
420/1-3,Byrathi,Opp SABC bible College,
Hennur Bagalur Main Road,
Bangalore:560077.

Sub: Purchase order for the Supply of Yamaha Battery Operated Golf Cart-6 Seater.

Dear Sir,

We are pleased to place herewith our purchase order for the supply of Yamaha Battery Operated Golf Cart-6 Seater as per details given below:

S.N	Particular	Qty	Rate	Amount
1	YDRE - Yamaha Battery Operated Golf Cart - 6 Seater (4 All Forward & 2 Rear Facing) -CRUISE Seating Capacity - 6 Colour - White Horse Power - 3.5 HP Rear Facing Seat Kit, Suntop, Windshield, Hub Cap, Charger Power Cable , Head Light, Tail Light, Horn, Battery: GS Battery - 12 Volt Battery - 4 No	1 No.	5,75,000/-	5,75,000/-
	Total Rs.			5,75,000/-
	Less: Special Discount			40,000/-
	Total Rs.			5,35,000/-
	Transportation Charges from Bangalore warehouse to KIMSDU,Karad			28,000/-
	Total Rs.			5,63,000/-
	IGST 12%			67,560/-
	Total Rs.			6,30,560/-

Terms & Conditions:-

1. Payments: 100% Advance.
2. Warranty-1 Year from the date of supply against any manufacturing defects.
3. Delivery Period: 1 Week.

Thanking You,

Yours Sincerely,

(R.S.Sande)

PURCHASE & STORE OFFICER
KRISHNA INSTITUTE OF MEDICAL SCIENCES
DEEMED UNIVERSITY, KARAD

CC: Finance Officer.
C.M Store.

SVM

Tax Invoice


GST IN : 29AABC1751H1ZK Name : Irrigation Products International (P) Ltd CIN : U001111Z1993PTC007359 Address : Hennur Bagalur Main Road, Opp SABC BHEL College, 420/1-13, Byrathi, Bangalore-560077, Karnataka India PH 044-2434387 Fax: 044-2434388 Email: ip-intl@rediffmail.com Web: www.ip-intl.com	Invoice No : KT/170/1119 Invoice Date : 24-12-2018 Customer Reference No & Date : KIMSDU/CMS/1107A/2018 DT 20 12 18 Payment Terms : 100% Advance Received Payment Due Date : 24-12-2018 Despatch Through : Speed Express Cargo Movers Electronic Reference Number :
Details of Receiver (Billed to) Name : Krishna Institute of Medical Sciences Deemed University Address : Kimsdu, NH-4 Malkapur, Dist Satara, Tal Karad - 415110 State Name/Code : Maharashtra India / 27	Details of Consignee (Shipped to) Name : Krishna Institute of Medical Sciences Deemed University Address : Kimsdu, NH-4 Malkapur, Dist Satara, Tal Karad - 415110 State Name/Code : Maharashtra / 27 GST IN : Kind Attn : Mr R.S.Sande Purchase Officer-+91-9850448852

Kind Attn Mr Rajendra Sande- Mob 9850448852

Sl No	Item Code	Description of Goods	HSN	Qty	Unit	Rate(Per Item)	Total	CGST		SGST		IGST	
								Rate	Amount	Rate	Amount	Rate %	Amount
1	J1A100010A	Yamaha Battery Operate Golf Car 6 Seater - 14 All Forward & 2 Rear Facing-CRUISE- Serial No J1A-102792 Includes Hub Cap-4 Nos Windshield-1Nos Suntop-1Nos Rear Facing Seat Kit-1Nos Light Kit-1Nos Charger alongwith Power Cable-1Nos DQDB4R1649103357 Stabilizer-1Nos SI No : 4664192921482028	8703 10 10	1	Nos	575,000.00	575,000.00					12	64,200.00

241

PAID

Description of Goods	HSN	Qty	Unit	Rate(Per Item)	Total	CGST		SGST		IGST	
						Rate	Amount	Rate	Amount	Rate %	Amount
											
						Sub Total				575,000.00	
						Discount				40,000.00	
						After Discount				535,000.00	
						Tax				64,200.00	
						Transport Charges				28,000.00	
						Tax for Transport Charges 12 %				3,360.00	
Total								INR		630,560.00	

Total Invoice Value (In Words) Rs. Six Lakhs Thirty Thousand Five Hundred Sixty Only

Amount of Tax subject to Reverse Charges

Bank Details : Bank Name : HSBC Bank : Branch : Main Branch-Chennai, IFSC Code : HSBC0600002 Account No : 138210802001, Account Name : Irrigation Products International Pvt Ltd.

Declaration : We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

Irrigation Products International (P) Ltd

The above goods are insured under policy no : 2001/1590261-44/06/000 with ICICI Lombard General Insurance Co.Ltd. The Consignee to notify immediately any damage/shortage and obtain written acknowledgement of the carrier.


Authorized Signatory

C. Ban on the use of Plastics



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Declared U/s 3 of UGC ACT, 1956 vide Notification no.F.9-15/2001-U.3 of the Ministry of Human Resource Development, Govt. of India
Karad, Dist. : Solara (Maharashtra State) Pin : 415539 Tel : 02164-241555-8 Fax: 02164-243273/242170
Website : www.kimskarad.in E-mail: registrar@kimskarad.in

KIMSDU/N-3/2580/2018

Date : 28/06/2018


: NOTIFICATION :

It is notified for the information of all concerned that as approved by Hon'ble Vice Chancellor and the Board of Management in its meeting held on 28th June 2018 has approved the **Plastic Policy** with effect from 01st July 2018.

The policy for reference is attached herewith.


**REGISTRAR
KIMSDU, KARAD**

C.C. : Hon'ble Vice- Chancellor
Finance Officer
Controller of Examination
Director of Research
Additional Director of Research
Dean, Faculty of Medical Sciences
Dean, Faculty of Dental Sciences
Dean, Faculty of Physiotherapy
Dean, Faculty of Nursing Sciences
Dean, Faculty of Allied Sciences (Krishna Institute of Biotechnology and Bioinformatics, Krishna Institute of Pharmacy)
Medical Director
Medical Administrator
Director Nursing Services
Assistant Registrar's (Academic, Administration, Estate & Security)
Dean (Academics), Faculty of Medical Sciences
Dean (Academics), Faculty of Dental Sciences
Dean (Academics), Faculty of Physiotherapy
Dean (Academics), Faculty of Nursing Sciences
Dean (Academics), Faculty of Allied Sciences
All HOD's, KIMS "Deemed To Be University"
All Departments (College and Hospital)
Publicity Department
Library, Guest House, All Hostels, Security Department
Art and Photography Department

	Doc Number	KIMSDU/POLICY/PLASTIC USE/1	Issue date	01.07.2018
	Rev No	0.0	Issue No	1
Name of the Document	Single use plastic policy			
Name of the Process/Area as	Housekeeping & Environment Management			

Objective: -

- To reduce the consumption of 'Single use plastic' & make alternative for it.
- To segregate & dispose the 'Single use plastic' properly.

Definition: -

1) Single use plastic: -

Single-use plastics, often also referred to as disposable plastics, are commonly used for plastic packaging and include items intended to be used only once before they are thrown away or recycled. These include, among other items, grocery bags, food packaging, bottles, straws, containers, cups and cutlery.

e.g. 1) plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging etc.

Single use plastics uses in hospital: -

- 1) Plastic cold drink water bottles.
- 2) Polythene bags
- 3) Plastic dish, cup, spoons & straw
- 4) Plastic bag for plant nursery
- 5) Thermocol used for packing.
- 6) Milk bag
- 7) Plastic stationery products used for office use.
- 8) Apron

Collection of Single use plastic: -

- To collect single use plastic, we have placed brown colored dustbins in all wards, labs, OPDs & departments of the hospital.
- During collection of waste bags of 'single use plastic', the bags weighed at the point of generation & the record of the same will maintain at the generation point & at the waste collection department.
- Waste bags should be properly labeled with the respective wards, labs, OPD & departments.
- The record of the number of bags collected from wards, labs, OPD & department also will be maintained.

Segregation of Single use plastic: -

- The collected wastes throughout the hospital then send to segregation process.
- The mixed single use plastic items then segregate to material wise & packed in non-chlorinated plastic bag.
- The packed non-chlorinated plastic bags then labeled with the 'name of items' which has packed & the record of the same has maintained at the 'Waste Management' register.

Disposal of Single use plastic: -


- After segregation of 'single use plastic', these items packs & stores in a store room for a week.
- After a week, we handed over these 'single use plastic' items to government authorized recycler for final disposal.
- The record of handed over single use plastic will maintain at waste management register. One copy of the handed over items will send to 'Central store' & one copy give to 'Authorized recycler'.
- After collection of 'Single use plastic' from us, the 'Authorized recycler' handed over these items to 'Plastic recycling plant'.
- We quarterly visited to the site of 'Authorized recycler' to confirm the disposal of our 'Single use plastic' items.

Recommendations: -

- i) Buy boxes instead of bottles. Often, products like laundry detergent come in cardboard which is more easily recycled than plastic.
- ii) Use only more than 1 liter drinking water bottles.
- iii) Use only glass bottles for cold drinks which are recyclables.
- iv) Use & encourage the public to use paper bags & cloth bags.
- v) Serve the drinks directly into glass.
- vi) Use only non-chlorinated plastic bags to collect the wastes.
- vii) Use bamboo flatware.
- viii) Use the paper tea cups.
- ix) Stop serving drinks with plastic straws.
- x) Use the paper straws or reusable straws as a sustainable alternative.
- xi) Offer the refilling of reusable water bottles for free.
- xii) Work with suppliers on reduction of unnecessary packaging - such as reusable crates.
- xiii) Educate the team members, employees & students of each waste stream specific to site.
- xiv) Use of certified compostable single use items.

APPROVED BY:	PREPARED BY & ISSUED: Process Owner	Page 2 of 2
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D. Landscaping with trees and plants

	KIMSDU, Karad	
	KIMSDU-DOM-HRD/Green Campus Policy	Version No.: 2.0
		Version Date: 01.01.2017
	Green Campus Policy	Rev. No.
		Rev. Date:
	Effective Date: 01.01.2017	

Scope

- A. Plastic free campus
- B. Vehicle free zones
- C. Paperless Office

A. The following items will no longer be permitted for sale or distribution at the campus or at events held by any university.

Single-use plastic food service ware

- Single-use plastic bottles of 1 litre or less in volume
- Single-use plastic banners

B. Areas demarcated (from IHR hostel barricade to GNM hostel barricade) will strictly be a vehicle zone on all days 24*7


C. All Offices will encourage use of emails, whatsapp and other electronic means of communication rather than the traditional paper circulars / memos etc.

This above regulations apply to all students, staff, visitors, outlets, retail locations and vending machines owned by or located on university premises irrespective of the ownership of the same.

Exceptions

Exceptions to this policy may be permitted in health-related or other emergency situations.

KIMSDU-DOM-HRD- Green Campus Policy	Version No:- 2.0	Version Date :- 01.01.2017	Revision No:- 0	Revision Date :-
Page 1 of 3	Prepared by HR	Reviewed By AC	Approved By MD	--

	KIMSDU, Karad		
	KIMSDU-DOM-HRD/Green Campus Policy	Version No.: 2.0	
		Version Date: 01.01.2017	
	Green Campus Policy	Rev. No.	
		Rev. Date:	
Effective Date: 01.01.2017			

3. Implementation and Compliance of Plastic usage/ Vehicle free areas and Paperless Office regulations


- All responsible for organizing or hosting events and activities on campus are responsible for ensuring compliance with the policy.
- University management is responsible for ensuring that the necessary facilities and procedures are in place to enable implementation of the policy, with support from the Estate and Security Office, Finance Office, the Accommodation Committee and Catering vendors.
- Heads of departments are responsible for ensuring University funds are not used for the purchase of products restricted by the policy.
- The Committee on Catering will be responsible for ensuring that restricted items are not sold or distributed in catering outlets, vending machines, or retail outlets on campus. The Committee will also be responsible for ensuring that catering and retail outlets, and vending machines find environmentally responsible alternatives.
- The Registrar Office will support policy implementation through communications and awareness-raising efforts among relevant units and other stakeholders.

4. Definitions

Campus: Anywhere within the boundary wall and any rented owned areas falling under the ambit of university.

Event: Any activity, meeting, conference, seminar, workshop, performance, speech, or gathering that takes place on the Campus.

KIMSDU-DOM-HRD- Green Campus Policy	Version No:- 2.0	Version Date :- 01.01.2017	Revision No:- 0	Revision Date :-
Page 2 of 3	Prepared by HR	Reviewed By AC	Approved By MD	---

	KIMSDU, Karad		
	KIMSDU-DOM-HRD/Green Campus Policy	Version No.: 2.0	
		Version Date: 01.01.2017	
	Green Campus Policy	Rev. No.	
		Rev. Date:	
Effective Date: 01.01.2017			

Single use: Any item designed to be used once and then disposed of or destroyed.

Single-use plastic food service ware: Any bags, straws, cups, containers, lids, cutlery, stirrers, or plates that are made of plastic and intended only for one-time use. This definition includes compostable or biodegradable plastics (such as Oxo biodegradable or vegetable-based plastics) meeting these criteria.

Single-use plastic bottles: Any formed or molded containers comprised predominantly of plastic resin and intended primarily as a single-use container containing any beverage for human consumption. This definition includes compostable or biodegradable plastic bottles meeting these criteria.

Single-use plastic banners: Any shape of banner made of plastic and intended only for one-time use. This definition includes compostable or biodegradable plastics (such as Oxo biodegradable or vegetable based plastics) meeting these criteria.

Environmentally-responsible alternatives: Any item or system that can replace the items restricted by the policy that is completely free of disposable plastic.

Compostable: Made solely of organic substances that break down into a stable product due to the action of bacteria in a controlled, aerobic process that results in a material safe and desirable as a soil amendment.

Biodegradable: Made solely of substances capable of being decomposed by bacteria or other living organisms.


REGISTRAR
 Krishna Institute of Medical Sciences
 "Deemed To Be University", Karad

KIMSDU-DOM-HRD- Green Campus Policy	Version No:- 2.0	Version Date :- 01.01.2017	Revision No:- 0	Revision Date :-
Page 3 of 3	Prepared by HR	Reviewed By AC	Approved By MD	--