

Report on Non Teaching Staff Tour 2024

Name of the Program : Non Teaching Staff Tour 2024

Venue : Kochi Nefertiti Cruise Ship, Velarpadam Church and Cheerai beach.

Date : 19/01/2025

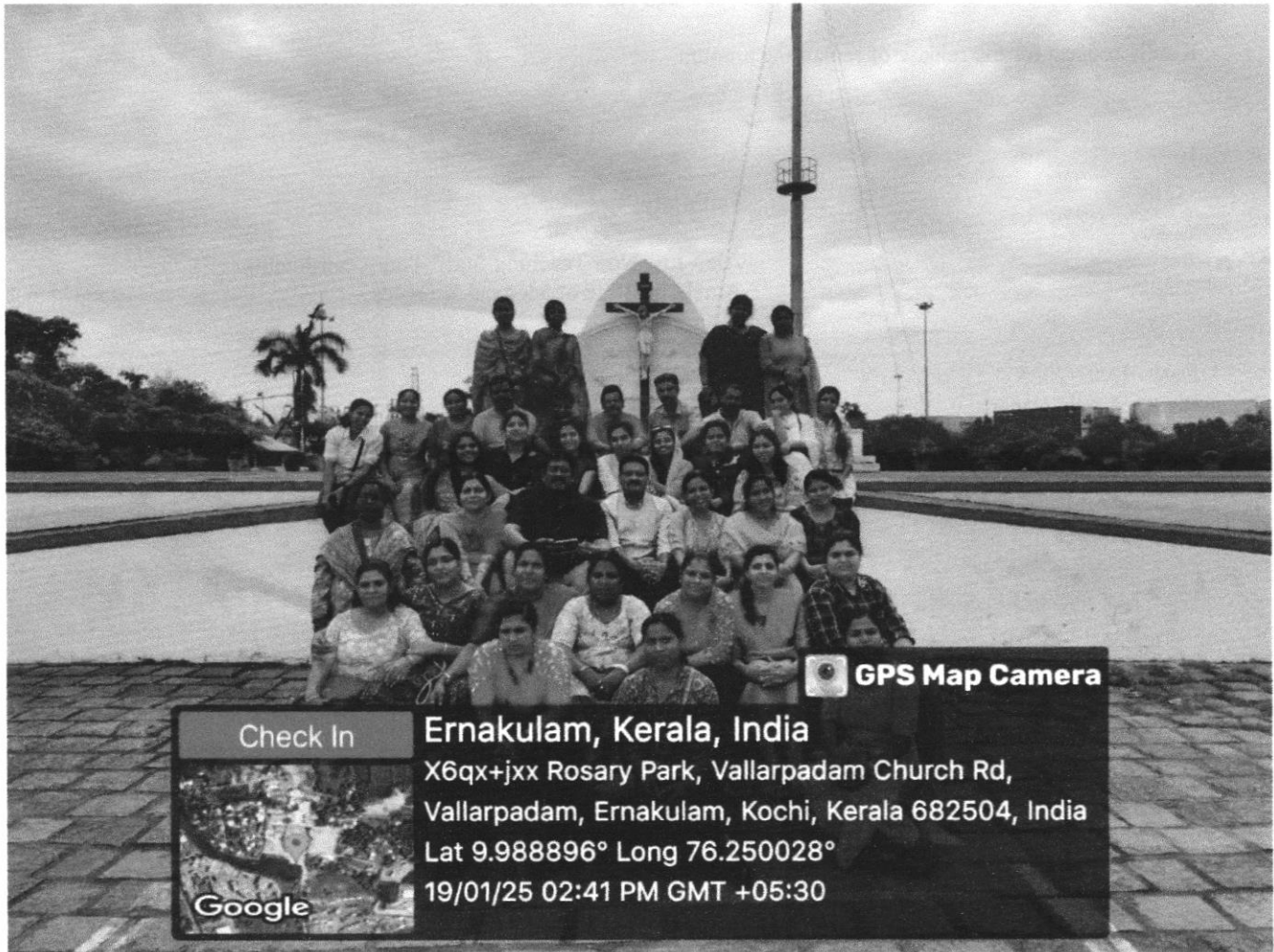
Time : 06:00 AM to 09:00 PM

No of Participants : 40

Organised by : Non Teaching Staff Association

Non Teaching Staff Association Members : Binumon Antony, Vinoj Mathew, Liji T C

Tour Committiee Coordinator and Members : Alen Joy, Farshana, Liji K O, Ajeena, Sharon, Sony P Gopinath



From
Ms. Alen Joy, Tour Coordinator (Non Teaching Staff)
Amala Institute of Medical Sciences

To
Rev. Fr. Antony Mannummel CMI, Joint Director
Amala Institute of Medical Sciences

Dear Father,

This is regarding the Non teaching Staff tour for the year 2024-25. Application forms of the same has been forwarded to the HR as well as Accounts and Advance amount has been provided.

Kindly request for the release of remaining amount.

Faithfully,

Alen Joy, Non Teaching Staff Tour Coordinator
Amala Institute of Medical Sciences

Date : 13/01/2025
Place : Amala Nagar



TOUR - APPLICATION FORM

1	NAME OF THE DEPARTMENT	NON TEACHING STAFF
2	NAME OF THE PRIEST IN-CHARGE	Fr. Antony Mannummel CMI
3.	IN-CHARGE OF THE TOUR COMMITTEE	Ms. Alen Joy Mr. Binumon Antony
4	TOUR COMMITTEE MEMBERS	Alen Joy, Liji K O, Farshana K.F.
5	DESTINATION	Ajeeng, Vinej, Liji Ernamkulam (Nektiti Cruise)+ Cherai beach
6	DATE & TIME OF DEPARTURE	19/01/2025, 6:00 AM
7	DATE & TIME OF ARRIVAL	19/01/2025, 9:00 PM
8	NO OF NIGHT STAY	NIL
9	TOTAL NO OF STAFF IN THE DEPARTMENT	37
10	NO OF MEMBERS FOR THE TOUR	MALES: 9 FEMALES: ³² 28 CHILDREN: 0 TOTAL: 3741
11	EXPECTED EXPENSE FOR THE TOUR [INCLUDING FOOD, ACCOMODATION, ENTRANCE FEE, MOVIE, SNACKS, TIP ETC]	1,36,000/-
12	ADVANCE REQUIRED	98,000/-
13	MODE OF REPAYMENT [WHETHER REIBURSEMENT OR DEDUCTION FROM THE SALARY]	Deduction from the salary.
13	DATE OF PREVIOUS TOUR FROM THE DEPARTMENT	7 th May 2023
14	DETAILS OF STAFF GOING FOR TOUR [PHONE NUMBER & ADDRESS & THE NAME OF FAMILY MEMBERS IF ANY ACCOMPANYING SHALL BE INCLUDED]	ATTACH AS ANNEXURE -1

Approved by
Fr
Priest In-Charge

Verified by
Adv Piljo Verghese
GM [HR & Legal]

Fr. Julious Arakkal CMI
Director

Alen Joy
10/1/25



ANNEXURE NO:1

Date & Place of the Tour:

NAME OF THE DEPARTMENT

SL.NO	NAME	TOTAL AMOUNT	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Fr. Antony Mannummel CMI	—		
2	Joby Thomas k.	3500/-	300	1067 x 3
3	Bindman Antony	3500/-	300	1067 x 3
4	Asha thomas	3500/-	—	
5	Sumana P.A	3500/-	300	1067 x 3
6	Subitha V.V	3500/-	300	1067 x 3
7	Reeba T.B	3500/-	300	1067 x 3
8	Viji V.C	3500/-	300	1067 x 3
9	Shyama C.N	3500/-	300	1067 x 3
10	Liji K.O	3500/-	300	1067 x 3
11	Ancy T.A	3500/-	300	1067 x 3
12	Shashan Lazar	3500/-	300	1067 x 3
13	Alan Job	3500/-	300	1067 x 3
14	Ajeena A.V	3500/-	300	1067 x 3
15	Farshana K.F	3500/-	300	1067 x 3
16	Lakshmi Priya Sajeevan	3500/-	300	1067 x 3
17	Jency Francis	3500/-	300	1067 x 3
18	Vinod Mathew	3500/-	300	1067 x 3
19	Annes P.A	3500/-	300	1067 x 3
20	Sheela	3500/-	300	1067 x 3
21	Spene C.S	3500/-	300	1067 x 3
22	Shyamala	3500/-	300	1067 x 3
23	Bhumen P. Job	3500/-	300	1067 x 3
24	Krishnan K.V	3500/-	300	1067 x 3
25	Bilcy T.B	3500/-	300	1067 x 3
26	Sindha C.D	3500/-	300	1067 x 3
27	Aby Rose Antony	3500/-	300	1067 x 3
28	Maneisha Manthasan	3500/-	300	1067 x 3
29	Rashmi	3500/-	300	1067 x 3
30	Ranjith K.R	3500/-	300	1067 x 3
31	Liji C.J	3500/-	300	1067 x 3
32	Damy A.D	3500/-	300	1067 x 3
33	Suresh P.V	3500/-	300	1067 x 3
34	Liji T.C	3500/-	300	1067 x 3
35	Shahina Basheer.	3500/-	300	1067 x 3
36	Rema	3500/-	300	1067 x 3
37	Sony	3500/-	300	1067 x 3

Name & Signature of the Priest In - Charge

Fr. Julius Arakkal CMI

Director

Name & Signature of the Tour In-Charge

Signature of GM | HR & Legal



ANNEXURE NO:1

Date & Place of the Tour: 19 JANUARY 2025 & ERNAKULAM

NAME OF THE DEPARTMENT

SL.NO	NAME	TOTAL AMOUNT	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Rev. Fr. Antony Mappurath CMI			
2	Dr. Joby Thomas K.	3400/-	300/-	1034X3
3	Brianon Antony	3400/-	200/-	1034X3
4	Asha Thomas	3400/-	—	1134X3
5	Sumana P.A	3400/-	300/-	1034X3
6	Subitha V.V	3400/-	300/-	1034X3
7	Reeba T.B	3400/-	300/-	1034X3
8	Viji V.C	3400/-	300/-	1034X3
9	Shirna C.N	3400/-	300/-	1034X3
10	Liji K.D	3400/-	300/-	1034X3
11	Abby T.A	3400/-	—	1134X3
12	Sharon Lazar	3400/-	—	1134X3
13	Alan Jay	3400/-	—	1134X3
14	Aheena A.V	3400/-	300/-	1034X3
15	Parshana K.F	3400/-	300/-	1034X3
16	Lakshmi Panya Sajeevan	3400/-	300/-	1034X3
17	Jenny Francis	3400/-	300/-	1034X3
18	Vinay Mathew	3400/-	300/-	1034X3
19	Anales P.A	3400/-	300/-	1034X3
20	Sheela	3400/-	300/-	1034X3
21	Seena C.S	3400/-	300/-	1034X3
22	Shyamala	3400/-	300/-	1034X3
23	Andromon P Job	3400/-	300/-	1034X3
24	Krishnan K.V	3400/-	300/-	1034X3
25	Biley T.B	3400/-	300/-	1034X3
26	Sindhu C.D	3400/-	300/-	1034X3
27	Abby Rose Antony	3400/-	—	1134X3
28	Manusha Mantharam	3400/-	—	1034X3
29	Rashmi	3400/-	300/-	1034X3
30	Ramitha K.R	3400/-	300/-	1034X3
31	Liji C.T	3400/-	300/-	1034X3
32	Adomy A.D	3400/-	300/-	1034X3
33	Suzeth P.V	3400/-	300/-	1034X3
34	Riji T.C	3400/-	300/-	1034X3
35	Shahina Basheer	3400/-	—	1134X3

Name & Signature of the Priest In - Charge

Fr. Julious Arakkal CMI

Name & Signature of the Tour In-Charge ALVIN JOY

Director

Signature of GM [HR & Legal]

Alvin Joy
10/1/25



AMALA INSTITUTE OF MEDICAL SCIENCES

(An ISO 9001:2008 Certified Hospital)

AMALANAGAR - THRISSUR

PAYMENT VOUCHER

Department :- Non teaching staff, MC Date :- 09/01/2025 V. No.

Particulars	Amount
<u>Tour advance</u>	<u>99,300/-</u>
Total	<u>99,300/-</u>

Amount in words (...Ninty nine thousand and three hundred.....)

Sanctioned By Director / Jt. Director Cashier



Signature: Alan

Payee Name: ALEN JOY



TOUR - APPLICATION FORM

1	NAME OF THE DEPARTMENT	Non-teaching Staff, Medical College
2	NAME OF THE PRIEST IN-CHARGE	Rev. Fr. Antony Mannummel CMI
3.	IN-CHARGE OF THE TOUR COMMITTEE	Ms. Alen Joy
4	TOUR COMMITTEE MEMBERS	Binumon Antony, Vinoj Mathew, Liji T.C.
5	DESTINATION	Liji K.O., Ajeena A.V., Farshana K.F. Ernamkulam
6	DATE & TIME OF DEPARTURE	8:00 AM, 19/01/2025
7	DATE & TIME OF ARRIVAL	9:00 PM, 19/01/2025
8	NO OF NIGHT STAY	No
9	TOTAL NO OF STAFF IN THE DEPARTMENT	40
10	NO OF MEMBERS FOR THE TOUR	MALES: 9 FEMALES:32 CHILDREN: 0 TOTAL: 41
11	EXPECTED EXPENSE FOR THE TOUR [INCLUDING FOOD, ACCOMODATION, ENTRANCE FEE, MOVIE, SNACKS, TIP. ETC]	1,36,000/-
12	ADVANCE REQUIRED	99,300/-
13	MODE OF REPAYMENT [WHETHER REIBURSMENT OR DEDUCTION FROM THE SALARY]	Deduction from the salary
13	DATE OF PREVIOUS TOUR FROM THE DEPARTMENT	7 th May 2023
14	DETAILS OF STAFF GOING FOR TOUR [PHONE NUMBER & ADDRESS & THE NAME OF FAMILY MEMBERS IF ANY ACCOMPANYING SHALL BE INCLUDED]	ATTACH AS ANNEXURE -1

Approved by
Fr
Priest In-Charge

Verified by
Adv Piljo Verghese
GM [HR & Legal]

Fr. Julious Arakkal CMI
Director

Alen Joy
10/1/25

Piljo Verghese
10/1/25



Tour Expense			
SI No	Purpose	Amount	
1	Nefertiti Cruise ship	2300/ person x 40	92000
2	Transportation	19500 + 500(Driver)	20000
3	Parking	120/hrs x 2	240
4	Food and beverage cost 77/Person x 40	2700 + 380 (travel)	3080
Total			115320
2883/ per person X 40 = 115320			
Balance : 136000 - 116080 = 20680			

Almudiyas
22/1/25-

[Handwritten Signature]

Adv. PHINERGEEV ALAPPATT V
K/630/06
THRISSUR -3
LEGAL ADVISOR



SI NO	NAME	RATE/ PERSON	CONTRIBUTION FROM THE MANAGEMENT	DEDUCTION FROM THE SALARY
1	Joby Thomas K	2883	300	861 X 3
2	Binumon Antony	2883	300	861 X 3
3	Asha Thomas	2883	—	961 X 3
4	Sumana P A	2883	300	861 X 3
5	Subitha V V	2883	300	861 X 3
6	Reeba T B	2883	300	861 X 3
7	Viji V C	2883	300	861 X 3
8	Shyma C N	2883	300	861 X 3
9	Ajeena	2883	300	861 X 3
10	Liji K O	2883	300	861 X 3
11	Alen Joy	2883	—	961 X 3
12	Jency francis	2883	300	861 X 3
13	Vinoj Mathew	2883	300	861 X 3
14	Annie P A	2883	300	861 X 3
15	Sheela	2883	300	861 X 3
16	Seena C S	2883	300	861 X 3
17	Shyamala	2883	300	861 X 3
18	Binumon P Job	2883	300	861 X 3
19	Sharon Lazar	2883	—	961 X 3
20	Farshana	2883	300	861 X 3
21	Krishnan K V	2883	300	861 X 3
22	Bilsy T B	2883	300	861 X 3
23	Sindhu C D	2883	300	861 X 3
24	Aby rose Antony	2883	—	961 X 3
25	Lakshmi Priya Sajeevan	2883	300	861 X 3
26	Manusha Manoharan	2883	—	961 X 3
27	Rashmi	2883	300	861 X 3
28	Ranjith K R	2883	300	861 X 3
29	Liji C J	2883	300	861 X 3
30	Damy	2883	300	861 X 3
31	Suresh P V	2883	300	861 X 3
32	Liji T C	2883	300	861 X 3
33	Shahina Basheer	2883	—	961 X 3
34	Rama	2883	300	861 X 3
35	Litty	2883	300	861 X 3
36	Sourmya	2883	300	861 X 3
37	Jesmy	2883	300	861 X 3
38	Daisy K B	2883	—	961 X 3
39	Sony P Gopinath	2883	—	961 X 3
40	Lissy	2883	300	861 X 3
TOTAL		115320		



Report

The Non-Teaching Staff Association organized a tour on January 19, 2025, to the Nefertiti Cruise Ship, Velankanni Church, and Cherai Beach, providing an opportunity for relaxation, bonding, and rejuvenation. A total of 40 staff members participated in this much-anticipated event.

The journey commenced at 6:00 AM, with a Holy Mass led by Fr. Antony Mannummel, who offered prayers and extended his good wishes for a safe and joyful trip. Following the mass, the participants enjoyed a traditional South Indian breakfast at 8:00 AM, consisting of idly, vada, egg, chutney, and sambar, fostering a sense of camaraderie and togetherness.

By 9:10 AM, the group reached Bolgatty Island IWAI Jetty, Ernakulam, where they boarded the Nefertiti Cruise Ship. The participants were warmly welcomed with a refreshing welcome drink as they embarked on an exciting four-hour cruise. The ship's crew ensured a delightful experience with engaging cultural performances, including dance and mimicry acts.

The group explored the upper deck, marveling at the breathtaking panoramic views of the sea. They later gathered for tea, snacks, pastries, and biscuits, accompanied by live music that added to the lively atmosphere. Inside the cruise auditorium, the participants enthusiastically took part in music and dance performances, making cherished memories together.

The journey aboard the cruise concluded with a lavish grand lunch, offering a diverse spread of delicious dishes. The hospitality and service provided by the cruise staff were highly commendable, ensuring a memorable and enjoyable experience for everyone.

At 2:00 PM, the group disembarked and proceeded to visit Velankanni Church, where they spent peaceful and reflective moments. They explored the serene surroundings, offered prayers, and took time to appreciate the spiritual significance of the place. The tranquil atmosphere allowed for deep contemplation and devotion, enriching the overall experience.

Later, the group headed to Cherai Beach, where they admired the scenic sea views, captured beautiful photos, and indulged in local street food and ice cream. They also explored the local street market, purchasing handmade crafts, toys, and clothing. Many participants stepped into the sea, enjoying the gentle waves and refreshing ocean breeze, adding to the excitement of the day.

As the sun began to set, everyone gathered near the bus at 6:30 PM to commence the return journey. The group arrived back safely at 9:00 PM, marking the end of a truly delightful and memorable tour, filled with fellowship, relaxation, and cherished moments.

Minutes prepared by : Ms. Alen Joy, (Tour Coordinator)
Office Associate

Verified : Mr. Binumon Antony, (NTSA President)
Health Inspector

Approved by : Fr. Antony Mannummel CMI
Associate Director

Betsy

Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL

MALA INSTITUTE OF MEDICAL SCIENCES
MALA NAGAR, THRISSUR-680 555

