


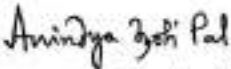


ANTARA SASMAL

(YEAR OF APPOINTMENT: 2023)



<p>केन्द्रीय विद्यालय संगठन क्षेत्रीय कार्यालय, एर्णाकुलम पोस्ट कडवन्त्रा, कोची - 682020 फोन नं. 0484-2205111, 0484-220309 ई-मेल: <a href="mailto:dcernakulamregion@gmail.com">dcernakulamregion@gmail.com</a> वेबसाइट: <a href="https://roernakulam.kvs.gov.in">https://roernakulam.kvs.gov.in</a></p>		<p>KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE, ERNAKULAM KADAVANTHRA (P.O.), KOCHI - 682020 Phone No. 0484-2205111, 0484-2203091 Email Id: <a href="mailto:dcernakulamregion@gmail.com">dcernakulamregion@gmail.com</a> Website: <a href="https://roernakulam.kvs.gov.in">https://roernakulam.kvs.gov.in</a></p>
F 31053/PGT/2023/KVS RO(EKM)/18435		Date : 28.10.2023
<b>MEMORANDUM</b> शीघ्र डाक / SPEED POST		
<b>SUB: - OFFER OF APPOINTMENT TO THE POST OF POST GRADUATE TEACHER (GEOGRAPHY)</b>		
<p>With reference to his/her application, Mr/Mrs/Ms. <b>ANTARA SASMAL</b>, is hereby informed that he/she has been selected for appointment against a temporary post of <b>Post Graduate Teacher (Geography)</b> in Kendriya Vidyalaya Sangathan in the pay matrix/level - <b>8 (cell 1) (7<sup>th</sup> CPC)</b> and initially posted at <b>Kendriya Vidyalaya TIRUCHUR (PURANATTUKARA)</b> in <b>ERNAKULAM</b> Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.</p>		
<p>2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.</p>		
<p>3. No TA/DA will be admissible while initially joining the Sangathan as <b>Post Graduate Teacher (Geography)</b> at the place mentioned in the first para of this memorandum.</p>		
<p>4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.</p>		
<p>5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.</p>		
1		

**ANTARA SASMAL: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**


<b>THE UNIVERSITY OF BURDWAN</b>					
					
Serial No. BUR/CBGS/20025/IV/2019/SE/00006					
<b>GRADE CARD</b>					
<p>The following is the statement of Credit Value, Grade, Grade Point, Semester Grade Point Average (Semester - IV) and Cumulative Grade Point Average obtained by <b>ANTARA SASMAL</b> Roll No. <b>BUR MA_G 2018/006</b> at the M.A. Final Examination 2020 in GEOGRAPHY [Session 2018-2020]</p>					
Course Code	Course Type	Course Title	Credit Value(V)	Grade (G)	Grade Point (GV)
MGGCT-401	CORE [Th]	Historical and Political Geography	4	8	32
MGGCT-402	CORE [Th]	Geography of Development	4	9	36
MGGCT-403	CORE [Th]	Region and Regional Planning	4	8	32
MGGMT-404-C	MAJOR ELECTIVE [Th]	Environmental Geography	4	9	36
MGGMP-403-C	MAJOR ELECTIVE [Pr]	Environmental Geography	4	9	36
MGGTP-406	CORE [Pr]	Term Paper and Community Participation and Social Outreach	2	9	18
Total Credit Value :		22	Semester Grade Point Average (SGPA) :		8.63
Total Grade Point :		190.00	Result :		Q
Credit Retained in Course(s)					
2020					
ALL					
			Credit Value	SGPA	
Third Semester			26	7.76	
Second Semester			24	7.66	
First Semester			24	7.16	
Total Credit Value of the Programme			96		
Cumulative Grade Point Average (CGPA)			7.78		
<b>Result : A [Very Good]</b>					
Date of Publication of Result : 15/10/2020				 <b>Anindya Zohi Pal</b> Controller of Examinations	
[See Reverse]					

**CHIRANJIT PAL**

**(YEAR OF APPOINTMENT: 2023)**

 **IDENTITY CARD** 


**WEST BENGAL POLICE**  
**OFFICE OF THE**  
**SUPERINTENDENT OF POLICE**  
**DISTRICT : BIRBHUM**



**CHIRANJIT PAL**  
**PSI OF POLICE**

**D. O. I. : 29.07.2023**      **BLOOD GROUP : AB+**

*Chiranjit Pal*  
Sig. Of Holder

  
Superintendent of Police  
BIRBHUM DIST. WEST BENGAL  
[ Issuing Authority ]



**CHIRANJIT PAL: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**

**THE UNIVERSITY OF BURDWAN**

0097130



Marksheet Sl. No. : BUR/MA GA/73721

The following is the statement of marks obtained by **CHIRANJIT PAL**.

Roll BUR MA G No. 2013/14 at the M.A. Semester-IV(FINAL) Examination,2015 in  
**GEOGRAPHY**

Paper	Details Of Paper	Type	WRITTEN/PRACTICAL		I.A./VIVA-VOCE		TOTAL		
			F.M.	MARKS OBTAINED	F.M.	MARKS OBTAINED	F.M.	Q.M.	MARKS OBTAINED
401	Regional Planning and Development	GEN	45	28	5	3	50	18	31
402	Landuse planning and Rural development	GEN	45	26	5	4	50	18	30
403	Environmental issues in Geography	SPL	45	32	5	4	50	18	36
404 (Prac.)	Environmental issues in Geography	SPL	50	36			50	18	36
405 (Prac.)	Remote sensing & Geographical information system	GEN	50	34			50	18	34
406 (Sp.)	Environmental issues in Geography (Term)		50	41			50	18	41
Semester Full Marks		Semester - I	Semester-II		Semester-III		Semester-IV(FINAL)		
		300	300		300		300		
Marks Obtained		189	177		194		208		
<b>GRAND TOTAL</b>			<b>MARKS OBTAINED</b>			<b>RESULT</b>			
1200			768			I			
ELECTIVE PAPER(s):									
OPTIONAL PAPER(s):									
SPECIAL PAPER(s): Environmental issues in Geography									

First Class(I) -- 60% and above

Second Class(II) -- 40% and above but below 60%

\*I.A. = Internal Assessment, \*F.M. = Full Marks, \*Q.M.= Qualifying Marks,

\*GEN= General,\*SNC=Semester Not Clear, \*SPL= Special, \*A= Absent

The result was published on: 2015-08-26

Controller Of Examinations

**DR. MANORANJAN GHOSH (YEAR OF APPOINTMENT: 2023)**



Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D.  
 (Awarded Padma Bhushan and Padma Shri by President of India)



Celebrating 50 Years of Excellence

**OFFER LETTER**

SIP/4784  
July 08, 2023

To,  
 Dr. Manoranjan Ghosh  
 New Delhi

Dear Dr. Ghosh,

This has reference to your application and subsequent interview. We are pleased to offer you the position as 'Assistant Professor' in Symbiosis School of Liberal Arts (SSLA), Pune, under the Faculty of Humanities and Social Sciences - Symbiosis International Deemed University (SIU), Pune. Your Salary details are attached in Annexure 'A'.

Symbiosis Pay Scales are in consonance with 7<sup>th</sup> Pay Scales. The Dearness Allowance (DA) and House Rent Allowance (HRA) shall be implemented by the Management at its discretion from time to time. The statutory deductions of Provident Fund, Profession Tax and Income Tax, will be as applicable.

Your appointment will be on the process of selection till the expiry of the ad-hoc appointment.

For procedural requirements educational and work experience that this offer is subject to educational and work experience.

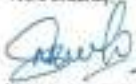
As per rules of Symbiosis, you will be issued appointment Health Care (SCHC).


Please note that you will be (including IPF and other post).

This offer is valid for two (2) acceptance within 2 days. It on receipt of your acceptance.


For any further clarifications,

Looking forward to your long

Yours sincerely,  
  
 Mr. Navender Singh  
 Head, Human Resources



Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D.  
 (Awarded Padma Bhushan and Padma Shri by President of India)



Celebrating 50 Years of Excellence

**Annexure 'A'**

Name		Dr. Manoranjan Ghosh	
Designation		Assistant Professor	
Institute		SSLA	
Basic Pay (Academic Level 11)		75300	
		Per Month (₹)	Per Annum (₹)
<b>(A) Monthly Cost</b>			
Basic		75,300	9,03,600
DA (24% on Basic)		21,664	2,59,928
House Rent Allowance (27% of Basic)		20,331	2,43,972
Travel Allowance		2,959	35,508
City Compensatory Allowance		240	2,880
Additional Allowance (*)		3,072	36,864
<b>TOTAL (A)</b>		<b>1,22,566</b>	<b>14,68,452</b>
<b>(B) Indirect Cost</b>			
PF (12% of 15000)		1,800	21,600
Gratuity (4.8% of Basic + DA)	(*)	4,628	55,517
Research Support Fund (*)		5,857	70,284
Faculty Development Programme Fund (*)		1,657	19,884
Insurance (*)		300	3,600
Annual Health Check-up		167	2,004
LPD Facility		290	3,480
Recreation & Wellness Centre (RWC) Facilities		736	8,832
<b>TOTAL (B)</b>		<b>18,267</b>	<b>2,20,591</b>
<b>Total (A) + (B) (Total Compensation)</b>		<b>1,40,833</b>	<b>16,89,043</b>

**Note:**


(\*) The Additional Allowance has been indicated to cover the proposed benefit of DA.

(\*\*) Gratuity will be as per the provision of the Payment of Gratuity Act 1972.

(\*) You will be eligible to avail Research Support Fund @ Rs.50,000/- for the Academic Year 2023-2024. The amount will be disbursed after assessment by competent authority as per SIU norms. This amount will be for Research related activities as specified in the SIU Research Manual. The amount has been indicated per month proportionately for calculation purpose only.

(\*) You will be eligible to avail Faculty Development Programme (FDP) fund @ Rs.20,000/- for the Academic Year 2023-2024. The amount will be disbursed after assessment by competent authority as per SIU norms. The amount has been indicated per month proportionately for calculation purpose only. In addition SIU provides regular FDPs through Symbiosis Teaching and Learning Resource Centre (STLRC) for all its full time faculty.

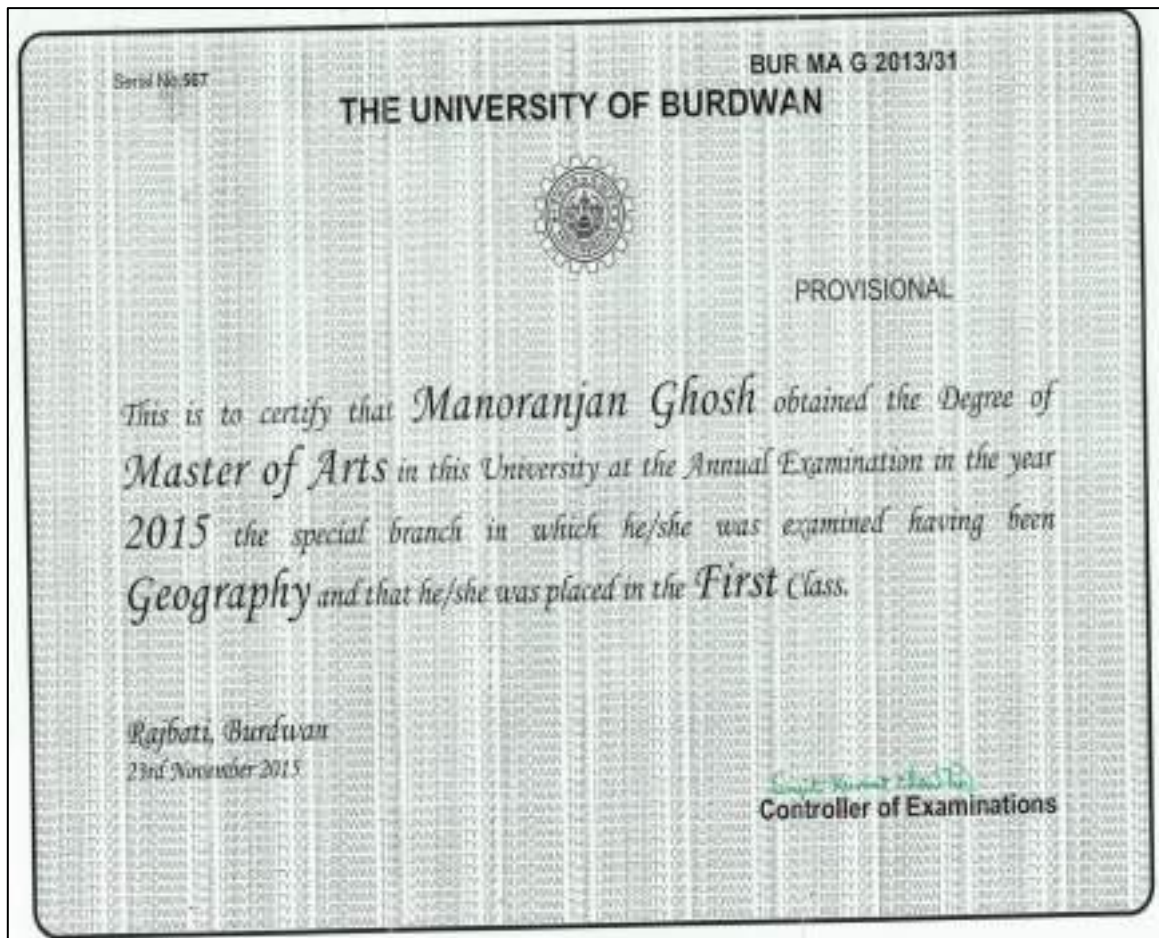
(\*) Insurance premium will be paid by Symbiosis.

  
 Mr. Navender Singh  
 Head, Human Resource

SIP/4784  
 July 08, 2023

Group 1 Bapat Road, Pune 411 004, Maharashtra, India. | Tel: +91-20-23425305  
 Email: headhr@symsibs.ac.in | Web: www.symsibs.ac.in





**DR. MANORANJAN GHOSH: PROOF OF EDUCATION (M.A.) IN DEPARTMENT  
OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**






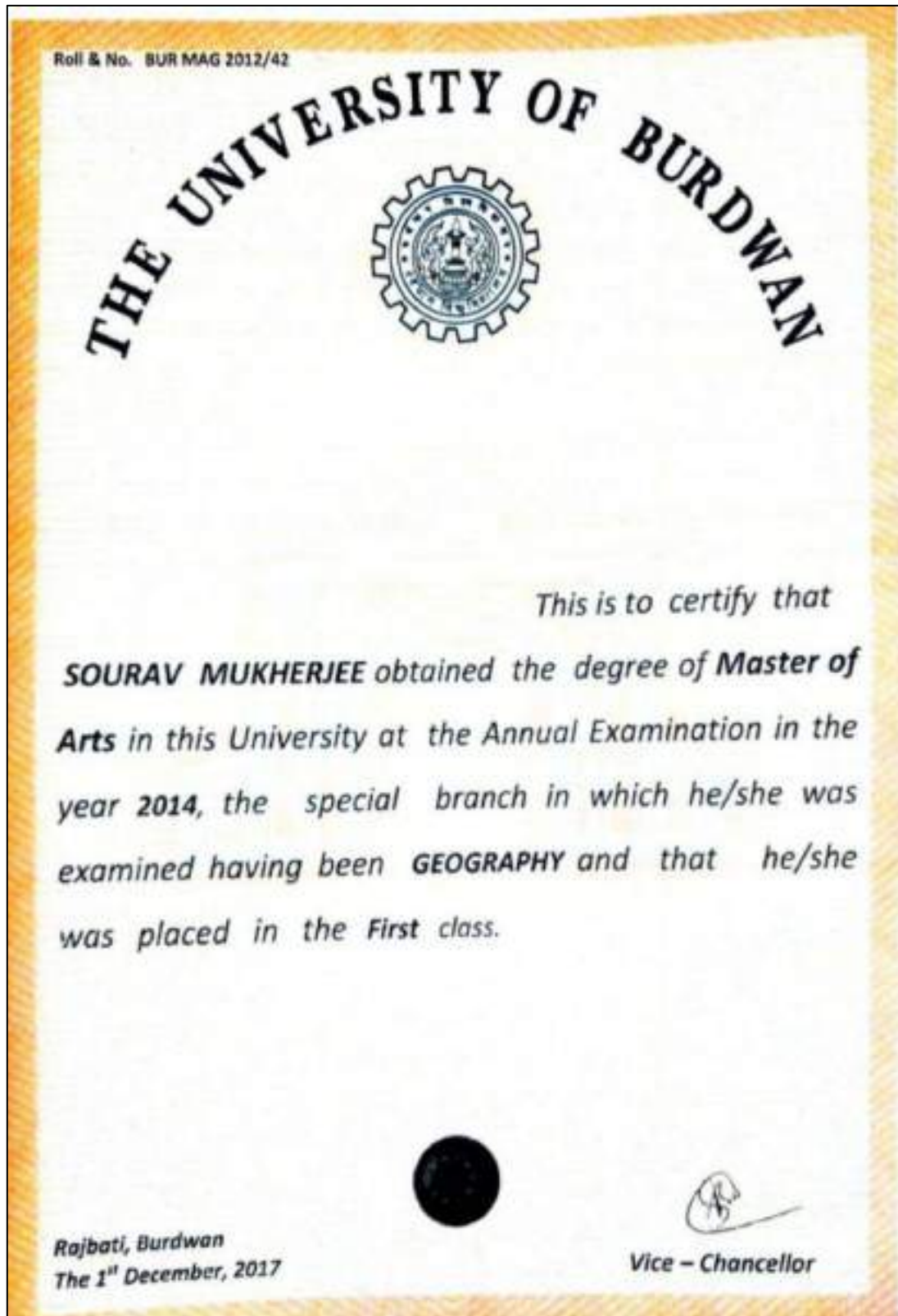
**SOURAV MUKHERJEE**

**(YEAR OF APPOINTMENT: 2023)**

	<b>IDENTITY CARD</b> ID NO. JNVUDLG/2023-24/ 61	
	<b>NAVODAYA VIDYALAYA SAMITI</b> Ministry of H.R.D. Deptt. Of Secondary and Higher Education B-15 Institutional Area, Sector 62, NOIDA GB NAGAR Dist. Pin-201307	
<b>Name</b>	: Mr. Sourav Mukherjee	  Principal Jawahar Navodaya Vidyalaya Udalguri, Assam
<b>Father's name</b>	: Late Nitai Mukherjee	
<b>Designation</b>	: PGT-Geography	
<b>Date of Joining</b>	: 04-08-2023	
<b>Identification Mark</b>	: Small pit below left eye	
<b>Date of Issue</b>	: 10-08-2023	
<b>Date of Birth</b>	: 28-05-1992	
<b>Valid Till</b>	: Till Transfer	

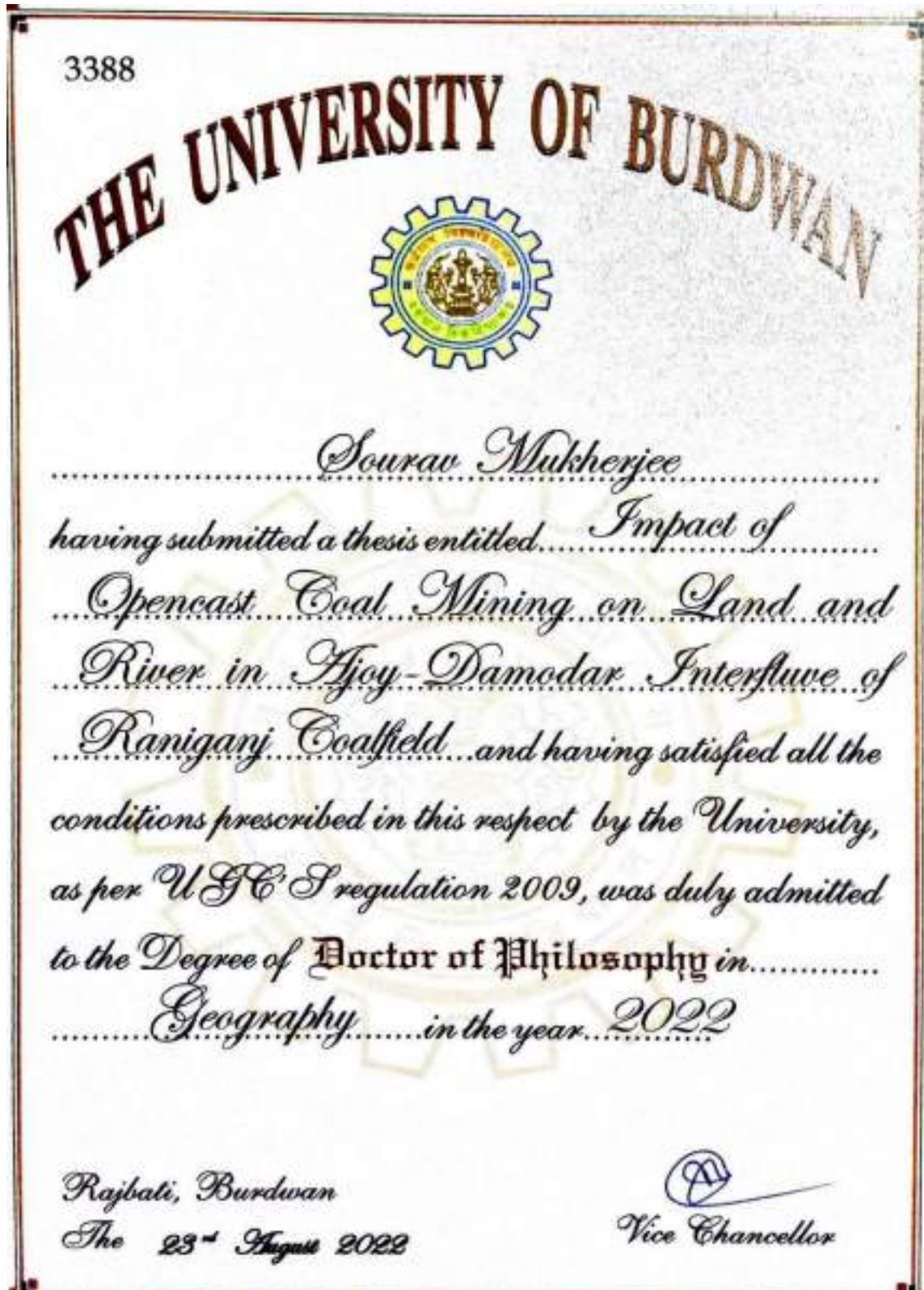
<b>JAWAHAR NAVODAYA VIDYALAYA, UDALGURI, ASSAM.</b>	
Sonaigaon, P.O-Bandarguri, Dist-Udalguri, Assam-784509	
<b>Perm. Address</b>	: Ray Para, R.K. Ray Road : Distt-Pachim Bardhaman, W. Bengal-713301
<b>Sex</b>	: Male
<b>PAN No.</b>	: BORPM6662J
<b>ADHAAR Card No.</b>	: 626245060518
<b>Mob No.:</b>	: 9832467261
 <i>Signature of the Employee</i>	
<b>1. Please surrender this card on mutilation/transfer/cessation of the employment.</b> <b>2. Loss of the card should be immediately reported to the police and NVS head quarter</b> <b>3. Loss of this card will be viewed seriously with penalty of Rs. 20/-</b>	

**SOURAV MUKHERJEE: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**





**SOURAV MUKHERJEE: PROOF OF EDUCATION (Ph.D) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**DR. SWATILEKHA SEN**

**(YEAR OF APPOINTMENT: 2023)**

  
**GOVERNMENT OF KERALA**  
**PUBLIC POLICY RESEARCH INSTITUTE**

---

**ID No. 04/FAC/PPRI**






**Dr. Swatilekha Sen**  
**Assistant Professor**

  
Prof. Mohanakumar S, Director  
Issuing Authority

**Kaimanam, Pappanamcode P.O.**  
**Thiruvananthapuram – 695 018**  
**Phone : 0471-249115**

KOYEL SARKAR

(YEAR OF APPOINTMENT: 2023)

	<h2>Arambagh Vivekananda Academy</h2> <p>(A Unit of Arambagh Niradita Trust) English Medium Co-ed School Affiliated to CBSE, Delhi Affiliation No. - 2430125, School No. - 15540 Basantapur Sports Complex • Ward No.- 11 • Arambagh • Hooghly • W.B. • Pin-712601 Web: www.arambaghvivekanandaacademy.com, email ID : avacademy01@gmail.com Phone : 03211 258900 Fax : 03211 258900</p>
Ref. No. <u>AVA/001/2023-24</u>	Date <u>03.04.2023</u>
<b>To</b> <b>KOYEL SARKAR</b> Chandul Shyama Kalitala, Purba Burdwan P.O. - Nutanganj, Pin-713102 Mobile – 9933531410 / 7001332231 E-mail-koyelsarkar786@gmail.com	
<b>Sub.: Letter of Appointment to the post of Asstt. Teacher in Geography</b>	
Madam,	
<p>I have been directed by the Managing Committee to inform you that you are hereby appointed to the post of Asstt. Teacher of Geography at Arambagh Vivekananda Academy (C.B.S.E Affiliated 10+2 English Medium Co-ed School) in the Pay Band - 9,000/- - 40,500/- . Your pay will be fixed at Rs. 11,160/- + Grade Pay Rs.4,800/- i.e. Basic Pay Rs. 15,960 + <u>D.A.@60%</u> on Basic Pay, HRA @ 15% on Basic Pay + M.A. Rs. 500/-(fixed), Total Monthly emolument is Rs. 28,430/- (Twenty Eight Thousand Four Hundred Thirty only).</p> <p>You shall have to come under Employees Provident Fund after completion of your probationary period.</p> <p>You are requested to join the school on <b>05.04.2023 at 10.00 a.m.</b> failing which your appointment shall stand cancelled.</p> <p>During the probationary period your service is terminable by serving at least one month's notice on either side.</p> <p>You are to continue to serve this institution subject to the Code of Conduct as prescribed by Central Board of Secondary Education, New Delhi.</p>	
	<p>Yours faithfully,  <b>Principal &amp; Secretary</b> Arambagh Vivekananda Academy</p> <p>Principal Arambagh Vivekananda Academy Arambagh, Hooghly, W.B. 712601 Tel: 03211 258900</p>



**KOYEL SARKAR: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**

Roll & No. BUR MAG 2012/20

**THE UNIVERSITY OF BURDWAN**



*This is to certify that*

***KOYEL SARKAR** obtained the degree of **Master of Arts** in  
this University at the Annual Examination in the year  
2014, the special branch in which he/she was examined  
having been **GEOGRAPHY** and that he/she was placed  
in the **First class**.*

Rajbati, Burdwan  
The 1<sup>st</sup> December, 2017




Vice – Chancellor

**KOYEL SARKAR: PROOF OF EDUCATION (M.Phil) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



MANOJ KUMAR MAHATO

(YEAR OF APPOINTMENT: 2023)


  
**कार्यालय, जिला शिक्षा पदाधिकारी, पूर्वी सिंहभूम, जमशेदपुर।**  
 स्टेट हाईवे रोड, सी०एच० एरिया, चिन्टपुर, जमशेदपुर, पिन-831001, दूरभाष नं० - 0657-2225420,  
 ई-मेल-eastsinghbhum.rmsa@gmail.com/jamshedpurdeo@gmail.com

**-:कार्यालय-आदेश:-**

सरकार के सचिव, स्कूली शिक्षा एवं साक्षरता विभाग, झारखण्ड, राँची के ड्राफ्ट नं० 1308 दिनांक 28.04.2023 के द्वारा प्राप्त निदेश के क्रम में उप सचिव, झारखण्ड कर्मचारी न्यून आयोग, राँची का पत्रांक 878 दिनांक 26.04.2023 के द्वारा अन्य जिले के साथ-साथ पूर्वी सिंहभूम जिला को संयुक्त स्नातक प्रशिक्षित शिक्षक प्रतियोगिता परीक्षा 2016 के परीक्षाफल एवं अंतिम रूप से अनुशंसित अभ्यर्थियों की सीधी भर्ती स्नातक प्रशिक्षित शिक्षक के पद पर विषय भूगोल (18अभ्यर्थी) में नियुक्ति हेतु सूची प्राप्त कराई गई है।

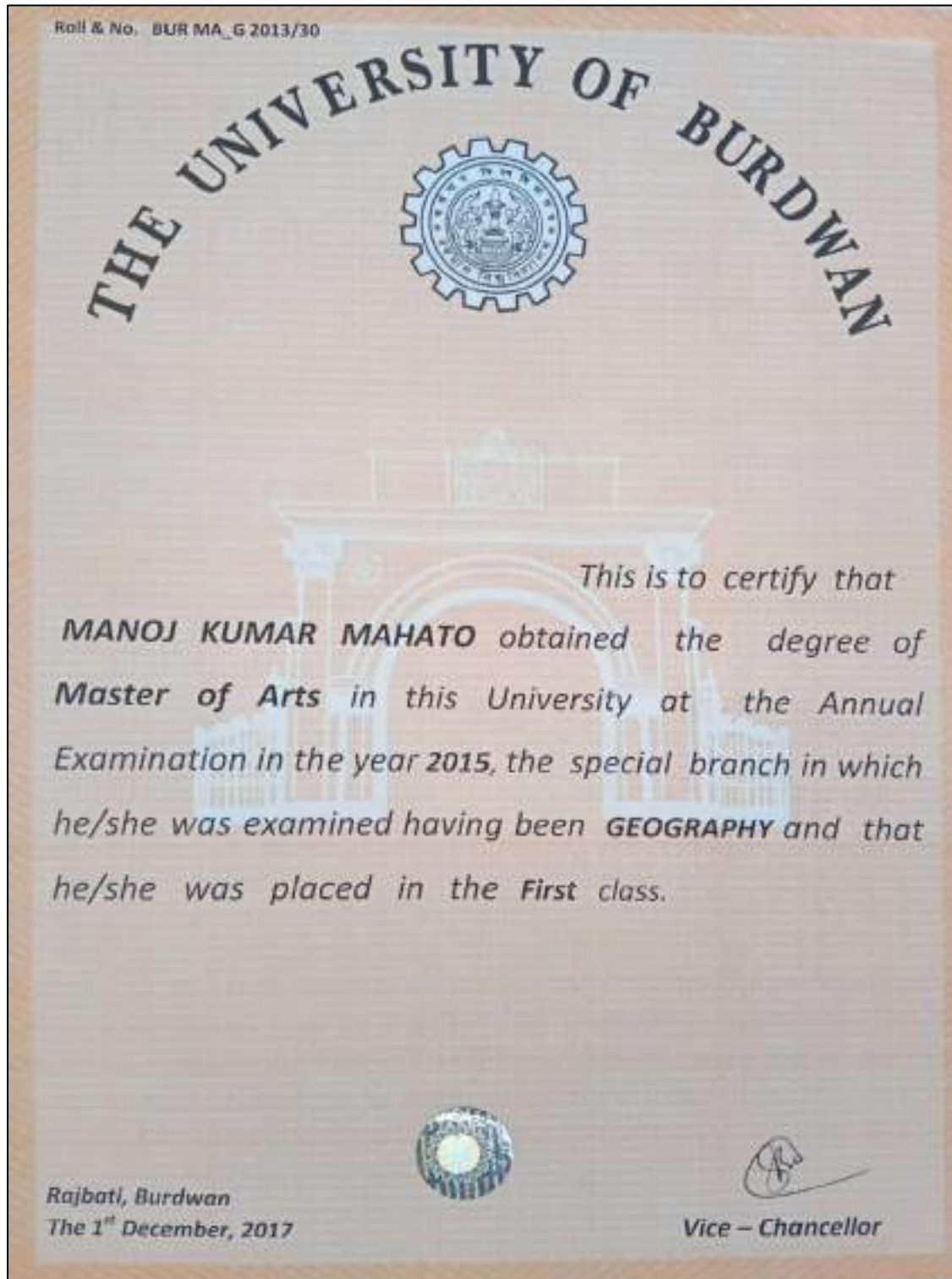
उक्त के क्रम में जिला शिक्षा स्थापना समिति (स्नातक प्रशिक्षित शिक्षक हेतु) की दिनांक 09.05.2023 को सम्पन्न बैठक में लिए गए निर्णय के आलोक में पूर्वी सिंहभूम जिलान्तर्गत सरकारी माध्यमिक विद्यालयों में विभागीय अधिसूचना संख्या 434 दिनांक 01.03.2016 द्वारा प्रख्यापित "झारखण्ड सरकारी माध्यमिक विद्यालय शिक्षक एवं शिक्षकेतर कर्मचारी नियुक्ति एवं सेवा शर्त नियमावली 2015 में लिहित प्रावधानों एवं चालनमान 9300-34800, ग्रेड पे-4600 (अपुनरीक्षित) लेवल-7 (पुनरीक्षित) एवं राज्य सरकार द्वारा स्वीकृत अन्य भत्तों के साथ अस्थायी रूप से योगदान की तिथिसे विन्यासित शर्तों के अधीन नियुक्त कर उनके नाम के सामने अंकित विद्यालय में रिक्त पद पर पदस्थापित किया जाता है।

Sl. No.	STATE MERIT LIST	ROLL NO	CANDIDATE NAME	FATHER'S NAME	DOB	SEX	Reservation Category	Recommendd Category	SUBJECT	POSTING SCHOOL
1	2	3	4	5	6	7	8	9	10	11
1	305	14151153752	SITARAM MAHATO	LATE GOLAK MAHATO	01.07.1976	MALE	UR	UR	GEOGRAPHY	HIGH SCHOOL R.P. PATEL, JUGSALAI, JAMSHEDPUR
2	420	13115132736	ARUP SEN	SATISH CHANDRA SEN	08.03.1989	MALE	UR	UR	GEOGRAPHY	H.S RAJYA SAMPOSIT GANDANATA, BAHARAGORA
3	512	26124227556	AMIT GHOSH	SANATAN GHOSH	18.12.1991	MALE	UR	UR	GEOGRAPHY	UPG. GOVT. +2 SCHOOL TARAMANI SMARAK, KARADUBA, GHATSHILA
✓	513	31113278324	MANOJ KUMAR MAHATO	HEM CHANDRA MAHATO	06.04.1992	MALE	UR	UR	GEOGRAPHY	UPG. GOVT. +2 SCHOOL SHIVLAL, MUSABANI

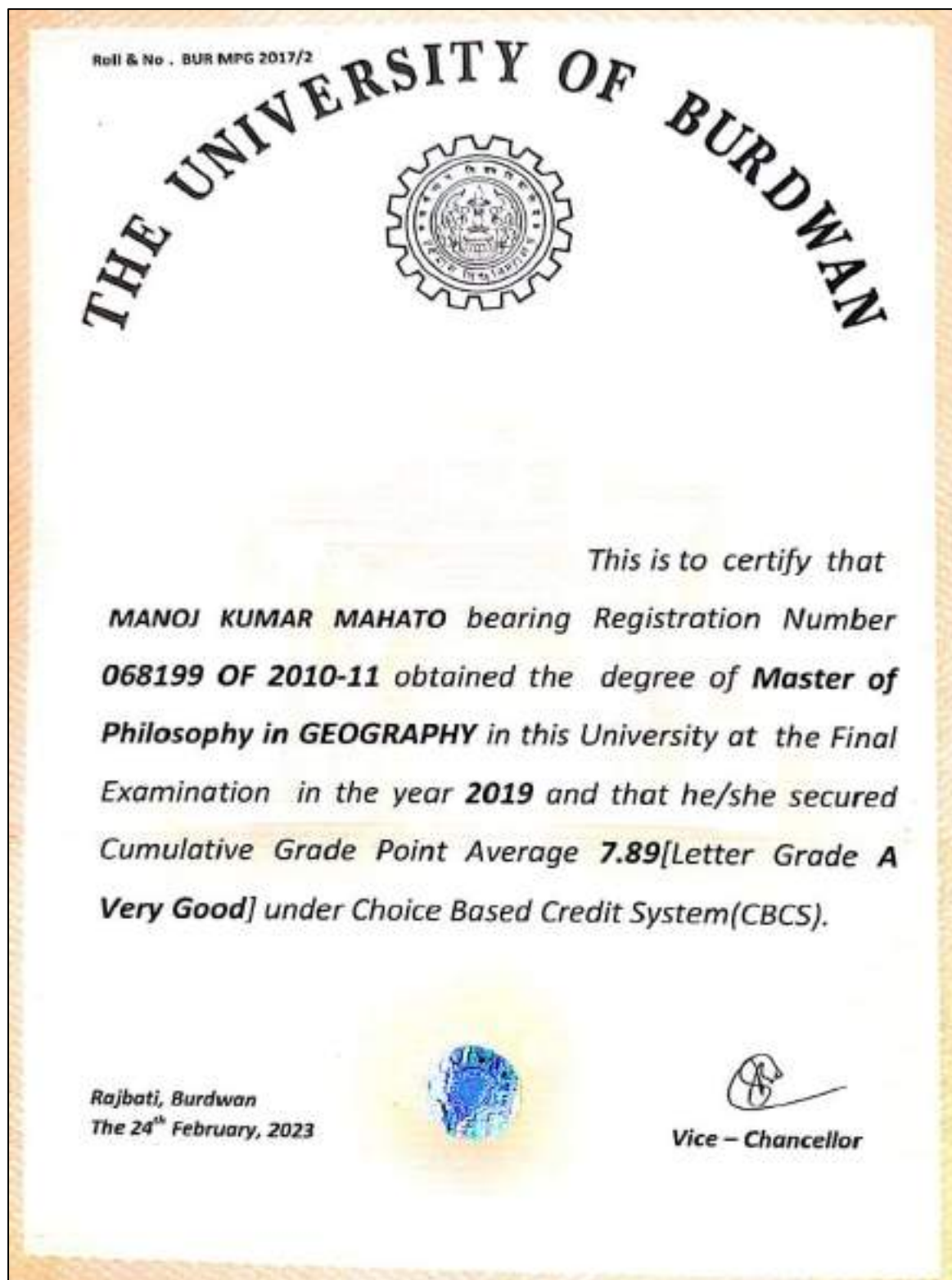
  
 2/19



**MANOJ KUMAR MAHATO: PROOF OF EDUCATION (M.A.) IN DEPARTMENT  
OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**MANOJ KUMAR MAHATO: PROOF OF EDUCATION (M. Phil) IN DEPARTMENT  
OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**MRINMOY CHATTERJEE**

**(YEAR OF APPOINTMENT: 2023)**

 **Centre for Monitoring Indian Economy Pvt. Ltd.**  
HO.: 11, Apple Heritage, 54-C, Andheri-Kurla Road,  
Andheri (East), Mumbai-400093, Tel.: 62838100, [www.cmie.com](http://www.cmie.com)

Emp. no.: 11996    Issued on: Sept 07 2023    CIN: U99999MH1982PTC027062

 Name: **Mrinmoy Chatterjee**  
Designation: Field Information Officer, Household Survey  
Address: Aradanga, Po- Ushagram, West Bengal,  
Asansol-713303



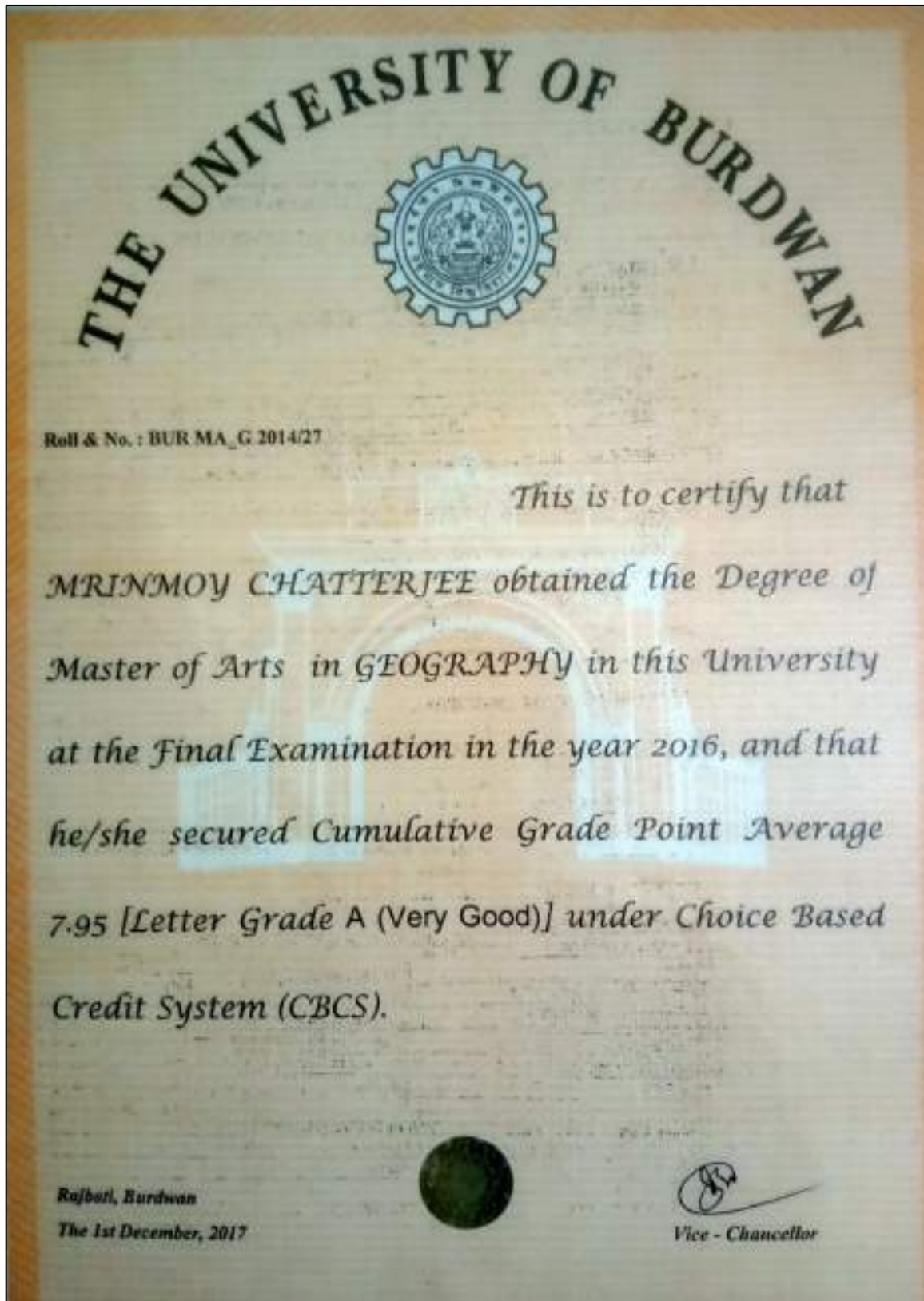
  
Raju Debnath  
Manager  
Kolkata

**Kolkata Branch:** 30, Circus Avenue, Fourth Floor,  
Kolkata-700017, West Bengal

Tel.: 91-33-22822563



**MRINMOY CHATTERJEE: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**PRADIP DAS**

**(YEAR OF APPOINTMENT: 2023)**

**केन्द्रीय विद्यालय**  
**KENDRIYA VIDYALAYA**  
(Under the Ministry of Education, Govt. of India)  
VARALOTTI - VIRUDHUNAGAR - 626109  
e mail : kvvirudhunagar@gmail.com  
PH : 9489551685  
2023 - 2024

**STAFF IDENTITY CARD**

**BG**  
**O+**

**D.O.B**  
28-07-1994



**PRADIP DAS**  
**PGT (GEO)**  
100669

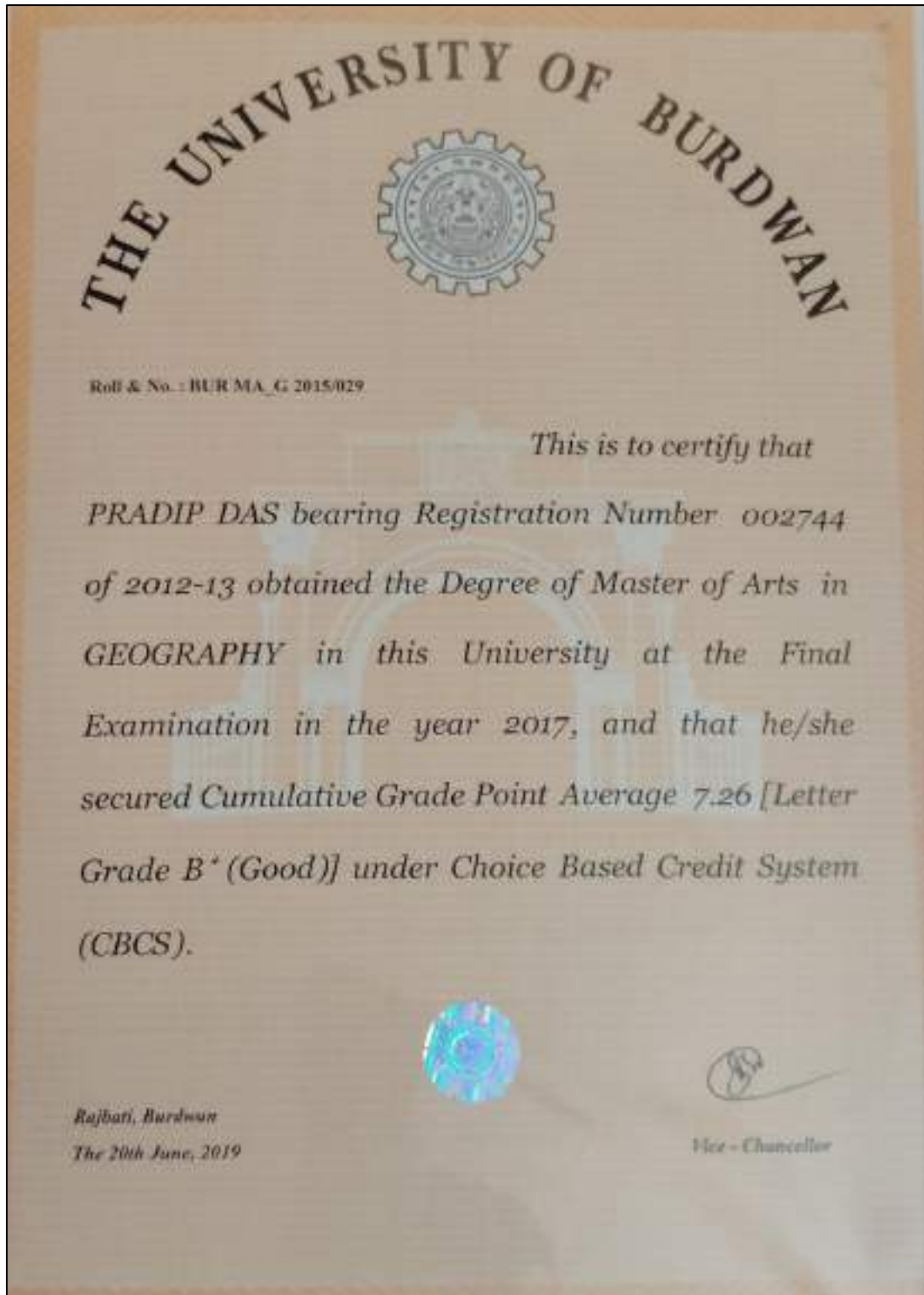
ISMILE, H.P.COLLEGE ROAD,  
ASANSOL, WEST BENGAL-713301

9083394929



*Pradip Das*  
PRINCIPAL

**PRADIP DAS: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**





**PURBITA SANYAL**

**(YEAR OF APPOINTMENT: 2023)**



## CHILD IN NEED INSTITUTE (CINI)

**PURBITA SANYAL**

**Designation :** MEL & Research Manager  
**Address :** Ichlabad - 3, Sripally  
Burdwan - 713103

**Phone No. :** 9475000573  
**Date of Birth :** 10.11.1997  
**Next to Kin :** Bipasha Sanyal  
**Address :** Ichlabad - 3, Sripally  
Burdwan - 713103

**Phone No. :** 9475125283  
**Blood Group :** O+ ve

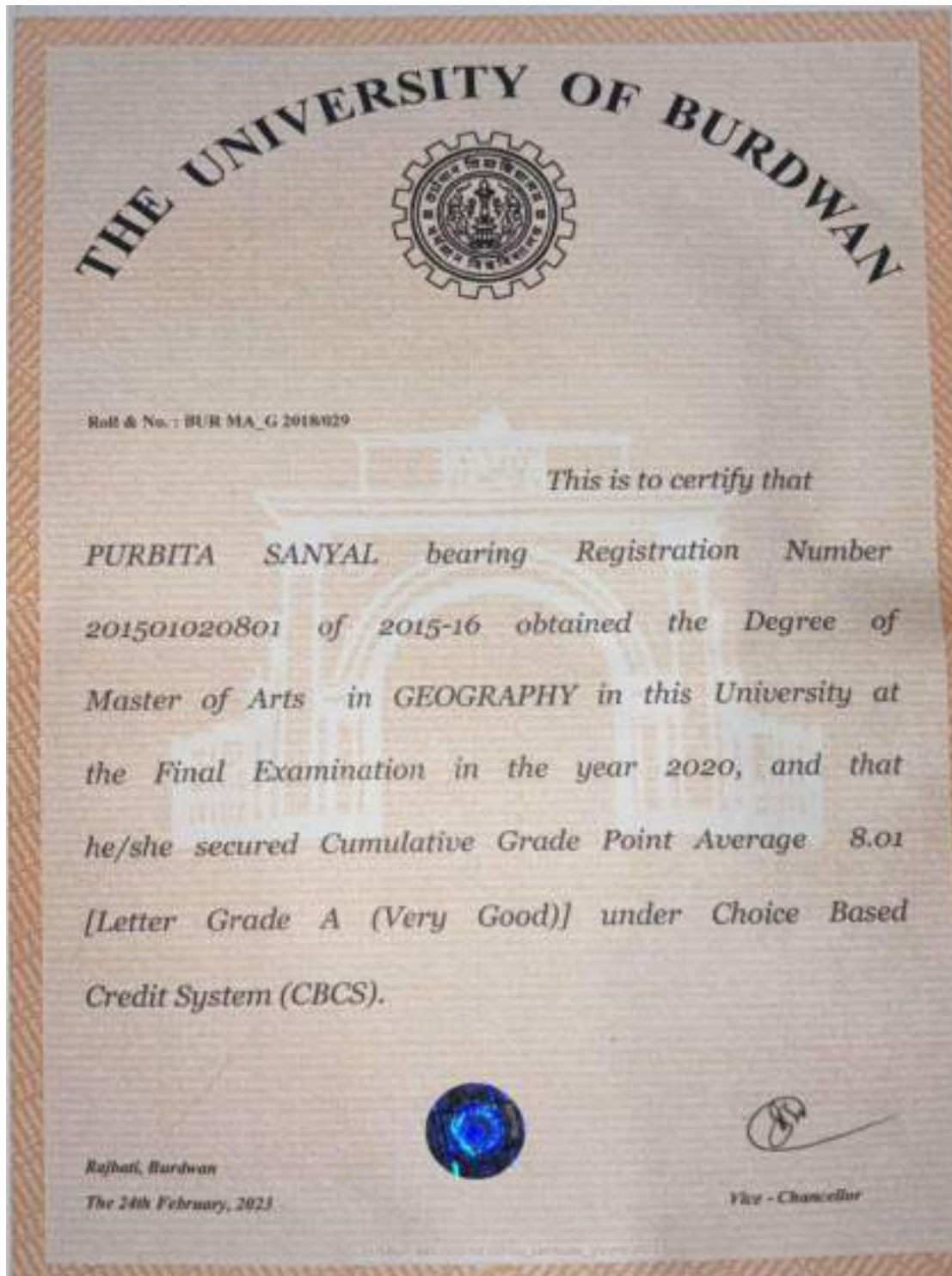


**ID No.** 10/18/1389/23



**Ashim Paul**  
Chief Operating Officer

**PURBITA SANYAL: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**RITA MAJHI****(YEAR OF APPOINTMENT: 2023)**

**Government of West Bengal**  
**Directorate of Technical Education & Training**  
**Plot-B/7, 3<sup>rd</sup> Floor, Karigari Bhawan, New Town, Rajarhat**  
**Kolkata – 700 160**

Memo No. 424-TET Dated, Kolkata, the 20<sup>th</sup> February, 2023

On the recommendation of the Public Service Commission, West Bengal, Sri/Smt. **RITA MAJHI (ST ST)**, S/o, D/o **RANJIT MAJHI** is hereby appointed on probation to the post of **Cashier**, in the establishment of the **Raghunathpur Govt Polytechnic** in the Pay Level 6 (Rs. 22,700 – 58,500/-) in the pay matrix specified under the WBS (ROPA) Rules, 2019 plus other allowances as admissible under prevailing rules and orders with effect from the date on which he/ she actually joins the post and until further order(s).

Finance Deptt.'s (Audit Branch) order no. 1832-F(P) dated 01.03.2013 along with its amendment orders is applicable to this appointment.

This appointment is made subject to the same terms and conditions of service, discipline etc. under the existing rules and orders issued or amended from time to time, as are applicable to same category or cadre of Govt. employees, in the employment under Govt. of West Bengal.

The candidate concerned is liable to be transferred to any other Govt. Polytechnic, as and when necessary.

This appointment is terminable on one month's notice (or a month's pay and allowances in lieu of a month's notice) from either side

Inter-se-seniority of the candidate appointed on the recommendation of the Public Service Commission, West Bengal (Clerkship Examination-2019) shall be determined by the order of merit, mentioned therein.

This appointment is made in the interest of Public Service with the approval of the competent authority.

The Principal Accountant General (A&E), West Bengal and all other concerned are being informed.

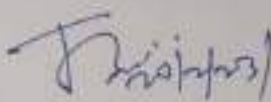
Sd/- Jayanta Banerjee  
 Director of Technical Education & Training  
 West Bengal  
 Dated, Kolkata, the 20<sup>th</sup> February, 2023

Memo No. 424/1(8) -TET  
 Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001
2. The Secretary, Public Service Commission, West Bengal, 161-A, S.P. Mukherjee Road, Kolkata – 700 026
3. The Jt. Secretary to the Govt. of West Bengal, Deptt. of TET&SD, Karigari Bhawan, 3<sup>rd</sup> Floor, New Town, Rajarhat, Kolkata – 700 160
4. The Principal/Principal-in-Charge, Raghunathpur Govt Polytechnic. He/she is hereby advised to send the joining report of the candidate to this Directorate at the earliest.
5. The Treasury Officer Raghunathpur
6. The Establishment Section, Directorate of Technical Education & Training, West Bengal, Karigari Bhawan, 3<sup>rd</sup> Floor, New Town, Kolkata – 700 160

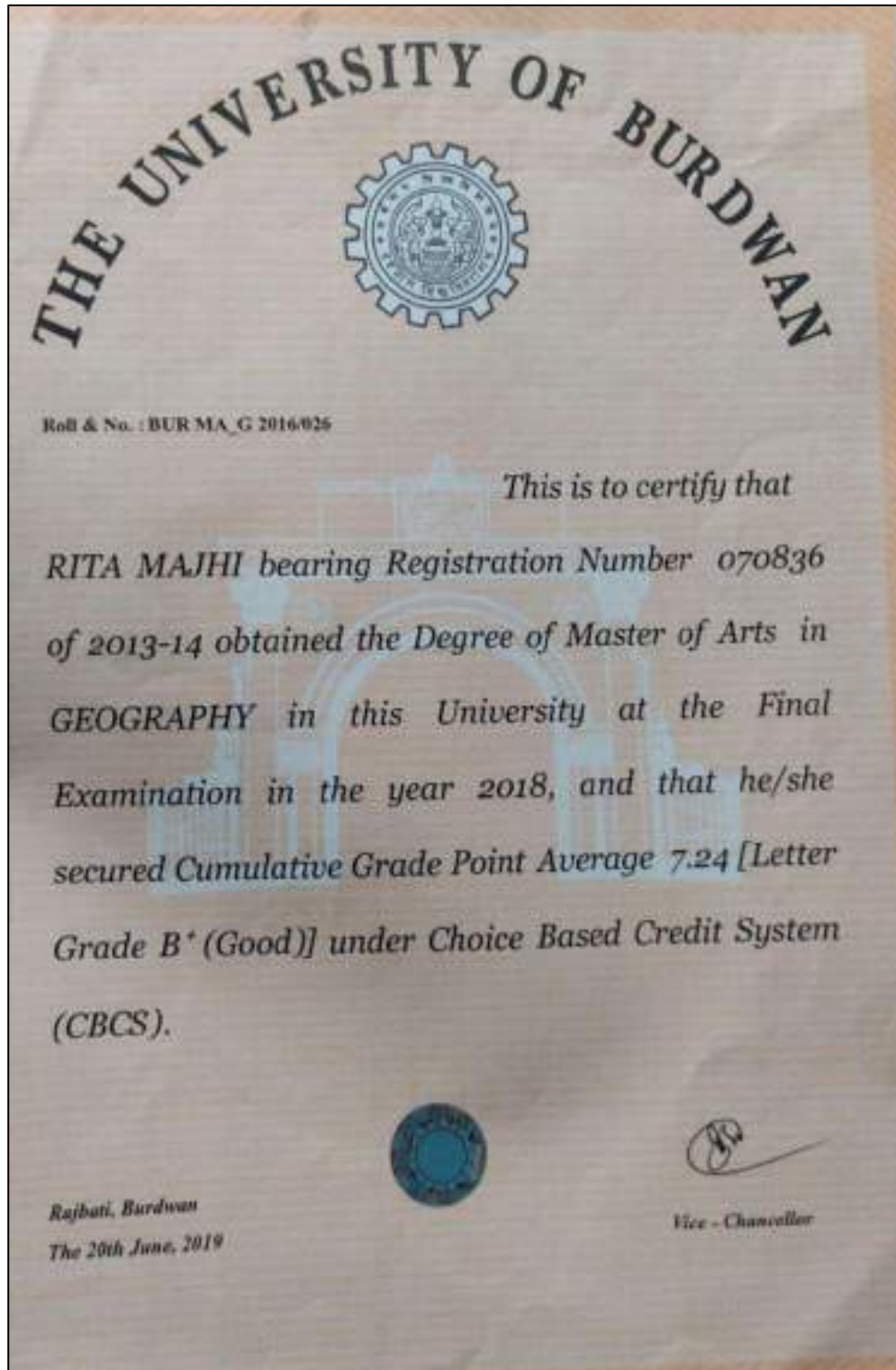
✓ Sri/Smt. **RITA MAJHI**, S/o, D/o **RANJIT MAJHI**, Sidhu kam pally Nimtar porulia State : West Bengal District : Purulia Pin: 723101. – He/she is requested to join the post within thirty (30) working days from the date of issuance of this order, failing which his/her appointment is liable to be cancelled without assigning any reason thereof.

1. Guard File

  
 Director of Technical Education & Training  
 West Bengal



**RITA MAJHI: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**





**SANJIB DAS**

**(YEAR OF APPOINTMENT: 2023)**

	
<b>BARANAGORE RAMAKRISHNA MISSION</b>	
<b>ASHRAMA HIGH SCHOOL (H.S.)</b>	
37, Gopal Lal Tagore Road, Kolkata-700 036, Ph : 2556-7500	
Valid Upto	: 31-12-2025
Name	: <b>SANJIB DAS</b>
Date of Birth	: 15 / 03 / 1994
Father's Name	: Late Sujan Das
Designation	: Assistant Teacher
Home Address	: K.P. Lane, PO-Dulmi, Nadiha PS+Dist.- Purulia, Pin-723102
Phone No.	: 8653767336 / 7908134076
Blood Group	: B+
PAN	: CPUPD3454E
Aadhaar No.	: 5898 0772 8342
	
	
Counter sign by Secretary	
	
Signature of the Teacher	

**SANJIB DAS: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**

THE UNIVERSITY OF BURDWAN					
Serial No BUR/CBCS/20625IV/2115SE/00043					
					
GRADE CARD					
The following is the statement of Credit Value, Grade, Grade Point, Semester Grade Point Average (Semester - IV) and Cumulative Grade Point Average obtained by <b>SANJIB DAS</b> Roll No. <b>BUR MA G 2014/43</b> at the M.A. Final Examination 2016 in GEOGRAPHY [Session 2014-2016]					
Course Code	Course Type	Course Title	Credit Value (V)	Grade (G)	Grade Point (GV)
MGGCT-401	CORE [Ic]	Historical and Political Geography	4	7	28
MGGCT-402	CORE [Ic]	Geography of Development	4	8	32
MGGCT-403	CORE [Ic]	Region and Regional Planning	4	7	28
MGGMT-404	MAJOR ELECTIVE [Ic]	Geomorphology	4	8	32
MGGMP-405	MAJOR ELECTIVE [Ic]	Geomorphology & Community Outreach	4	9	36
MGGCT-406	CORE [Ic]	Term Paper	2	8	16
Total Credit Value :			22	Semester Grade Point Average (SGPA) :	
Total Grade Point :			172.00	Result : Q	
Credit Retained in Course(s)					
2016					
ALL					
			Credit Value	SGPA	
Third Semester			26	7.61	
Second Semester			24	7.33	
First Semester			24	6.83	
Total Credit Value of the Programme			90		
Cumulative Grade Point Average (CGPA)			7.39		
<b>Result : B* [Good]</b>					
Date of Publication of Result : 22/09/2016					
			<i>Rajob Mukherjee</i> Controller of Examinations		
[See Reverse]					

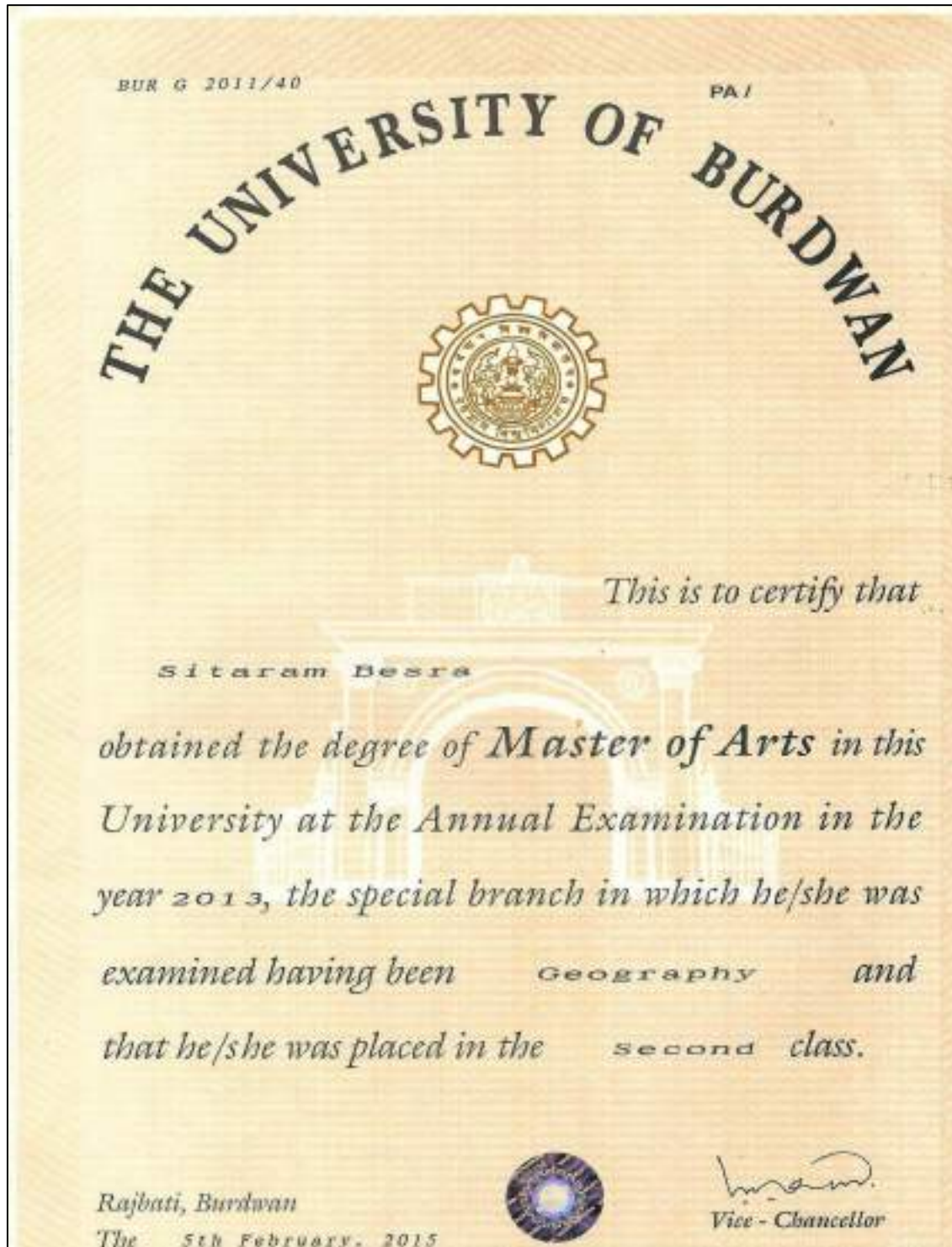
**SITARAM BESRA**

**(YEAR OF APPOINTMENT: 2023)**





**SITARAM BESRA: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**SOMA TUDU**

**(YEAR OF APPOINTMENT: 2023)**

 **KENDRIYA VIDYALAYA SANGHATHAN**   
(Ministry of Education)  
18, institutional Area, Shaheed Jeet Singh Marg,  
New Delhi - 110016

**KENDRIYA VIDYALAYA LUNGLEI**  
Ramthar Veng, Near Remand Home, Lunglei,  
Mizoram - 796701, Ph: 0372-2950909

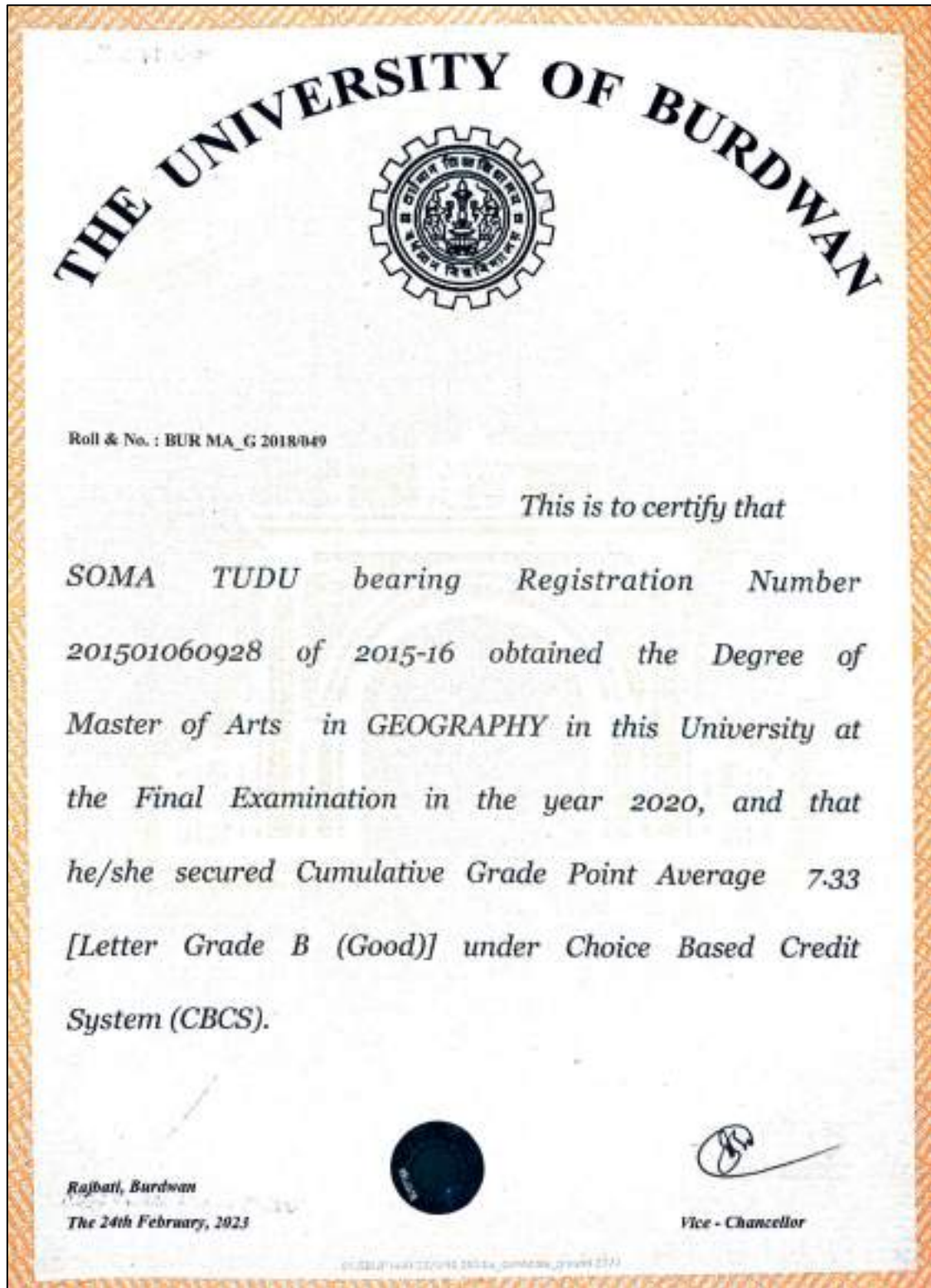
**IDENTITY CARD**



Name : Soma Tudu  
Employee ID : 105697  
Unique ID No. : KVS/23/105697  
Designation : PRT  
Date of Birth : 08/09/1995  
Date of Joining : 13/12/2023  
Blood Group : O +ve

  
Principal


**SOMA TUDU: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



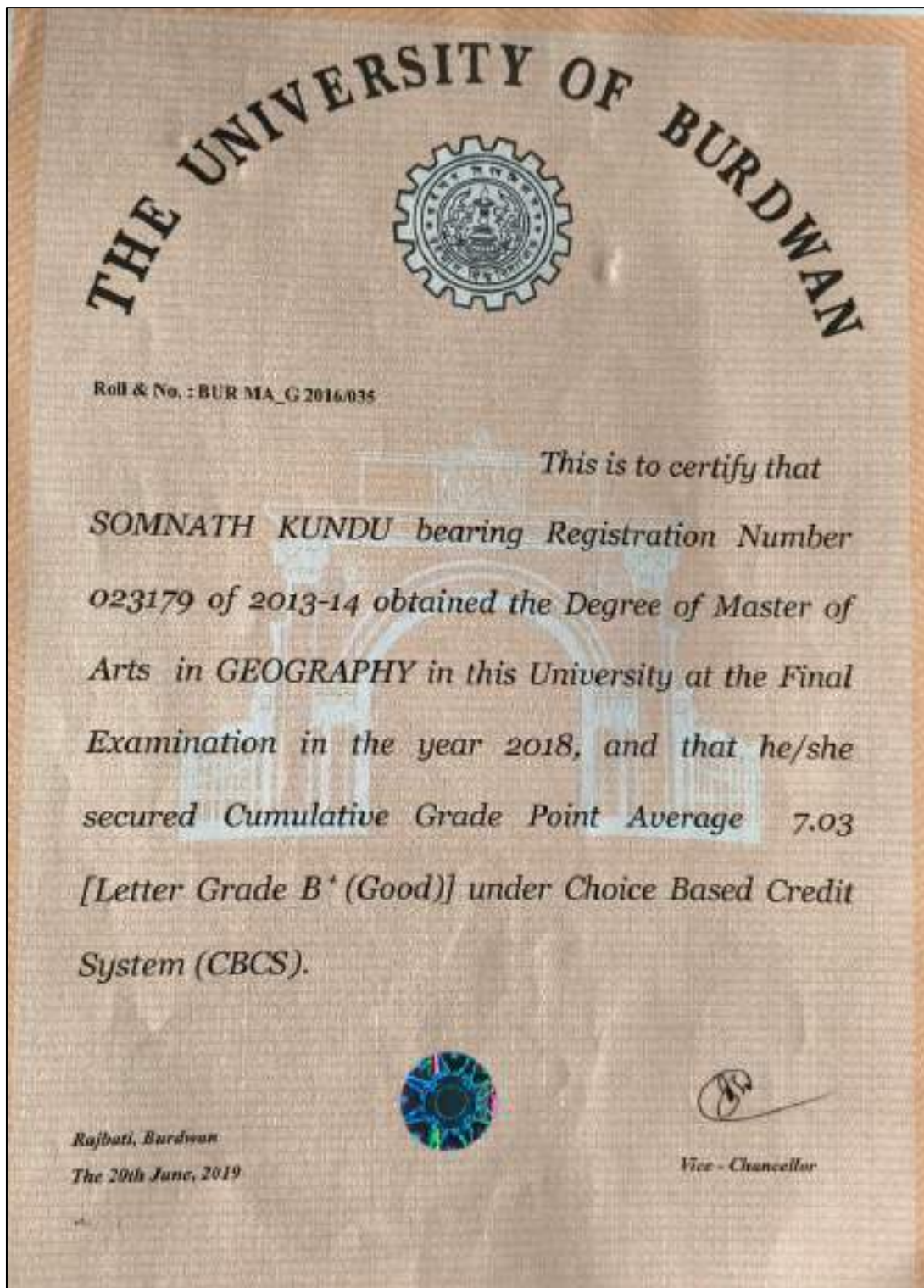


**SOMNATH KUNDU**

**(YEAR OF APPOINTMENT: 2023)**

<b>IDENTITY CARD</b>	
 <i>(P.W)</i> <i>Gurab</i>	NAME- SOMNATH KUNDU
	FATHER'S NAME- GOUTAM KUNDU
<i>Dr. Section Officer</i> <b>Seal &amp; Signature</b> of issuing Authority	Date Of Birth - 24/06/1996
	DEPARTMENT - ENGINEERING
	DESIGNATION - TM-IV
	UNDER CONTROL - SSE/P.WAY/GRAE
	PF NO - 03229006959
	Date Of Appointment - 06/10/2023
	IDENTIFICATION MARK - A BLACK MOLE ON THE RIGHT HAND AT THE END OF LITTLE FINGER
	HRMS ID- FDCLYA
	MOBILE NO- 8250138582
	BLOOD GROUP- O+
Residential Address:- VILL+POST -JHANTIPAHARI PS-CHHATNA <i>Somnath Kundu</i> DIST-BANKURA.PIN-722117 Signature	

**SOMNATH KUNDU: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**





# Burdwan Model School

(A Unit of Oriental Association for Education and Research)  
Affiliated to Central Board of Secondary Education, New Delhi  
Affiliation No. - 2430114, School No. - 15566

oaeerbms@gmail.com  
+91 8001025555

SL. No. 941

Ref No:- BMS/NC/APPOINT./41/23-24

From:  
Burdwan Model School  
Katwa road, Mirzapur, Burdwan-02

Date:

To  
SUBARNA ROY  
Halnagata, Burdwan - 713101

## SUBJECT: LETTER OF APPOINTMENT


Dear Madam/Sir,

Being directed by the School Managing Committee, I have the honour to inform you that the successful completion of your 3 months probationary period, you have been confirmed for the post of an Assistant Teacher with effect from 01/04/2023

Your salary has been revised to \_\_\_\_\_, which includes allowances and other benefits. Please find the details of your salary breakdown attached to this letter. Your service will be reviewed every 1 year and adjustments in salary will be based on your performance. You shall be governed by the Service rules and code of conduct of the School laid by the School Managing Committee.

This letter is served to you in duplicate. Kindly sign and return the duplicate copy of this letter of your acceptance of the Terms and Condition contained herein.

Thank You.  
Yours Faithfully,


  
Manager  
Burdwan Model School

Where dreams deserve decorations.



**SHUVADIP PRAMANIK**

**(YEAR OF APPOINTMENT: 2023)**


**DAV COLLEGE TRUST & MANAGEMENT SOCIETY**  
**CHITRA GUPTA ROAD, NEW DELHI**

(UNIT : DAV PUBLIC SCHOOL HUDCO BHILAI DIST. DURG CO.)

Ref.: T&NT STAFF/APPT./2023/540 - B DATED : 03.08.2023

Sub: Appointment of TGT

**MEMORANDUM**

Reference to her application for the post of TGT(Social Science) in DAV institutions and further subsequent interview held on 13.02.2023 & 14.02.2023. I have been directed to offer her the post of TGT(Social Science) at DAV Public School, Hudco Bhilai, Dist. Durg (CG) on a basic pay of Rs. 44,500/- in the pay scale of LEVEL-3 in 7<sup>th</sup> CPC per month and admissible allowances as sanctioned by DAV College Trust & Management Society, New Delhi/DAV College Managing Committee, New Delhi from time to time.


- The terms and conditions of this appointment:
1. That he/she will be on probation for a period of one year which can be further extended by one year at the discretion of the Society, New Delhi/DAV College Managing Committee. If considered satisfactory during probation period by the DAV College Managing Committee, it may assign any reason by giving one month's notice. He/she will be at liberty to leave the job but only after satisfactory completion of probation period.
  2. After confirmation on the aforesaid post, he/she shall be entitled to either side or on payment of salary in lieu of notice.
  3. In the matter of other general conditions, regulations of the DAV College Trust & Management Society and the instructions issued by it from time to time.
  4. He/she will be given Provident Fund benefit under EPF Organization under EPF & MP Act 1952, EDLI Scheme 1978 and employees PF Scheme.
  5. In case, any information given by him/her is found to be false, his/her services are liable to be terminated, besides any other action.
  6. He/she will be required to faithfully follow the school programme and administration in accordance with the instructions of the Principal.
  7. The Governing Body, namely the DAV College Trust & Management Committee reserves its right to transfer him/her at any time.
  8. He/she shall devote his/her whole time to the duties of the post. He/she shall not engage himself/herself in any other work which is likely to interfere with his/her duties without the permission of the DAV College Trust & Management Committee, New Delhi, nor will he/she be entitled to any other permission of the Principal of the school.

02.

9. He/she shall maintain cordial relations with all members of the school community and also set highest standard of discipline in the school, and shall follow the Code of Conduct as set forth by the DAVCMC (copy enclosed).
10. During his/her service career, he/she shall not take part in politics nor indulge in activities prejudicial to the interest of the school or the DAV College Trust & Management Society, New Delhi/DAV College Managing Committee or the Government.
11. If he/she absents himself/herself from duty without permission during normal course of service or after the expiry of his/her leave and does not join duty even when called upon to do so, he/she shall be deemed to have abandoned his/her employment and his/her services can be terminated.
12. In case there is any change in address/contact details, in future, he/she will inform the office immediately.
13. Before assuming the charge of duties he/she will be required to produce the following certificate to the Principal:
  - (i) Medical Certificate of fitness from the Registered Medical Practitioner.
  - (ii) Attested copies of academic and professional qualifications, and Matriculation Certificate alongwith originals (returnable).
  - (iii) A certificate of good character from the last employer or Principal of the College last attended or a Gazetted Officer.

If the aforesaid terms and conditions are acceptable to him/her, he/she should sign the duplicate copy of the appointment letter in token of his/her acceptance and send the same to this office immediately, but not later than fifteen days. Failing which it shall be presumed that he/she is not interested in the post and this offer of appointment will be treated as cancelled.

In case, the offer is acceptable to him/her, he/she may report for duty to the Principal on or before 24.08.2023.

  
**Manager**  
 DAV Public School Hudco Bhilai  
 & Authorized Signatory  
 DAV College Trust & Management Society,  
 New Delhi

Mr. Shuvadip Pramanik  
 M.A., B.Ed., CTET  
 Mob: 9002117866

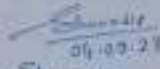
Copy for information and necessary action to -

1. Principal, DAV Public School, Hudco Bhilai Dist. Durg (CG)
2. \_\_\_\_\_

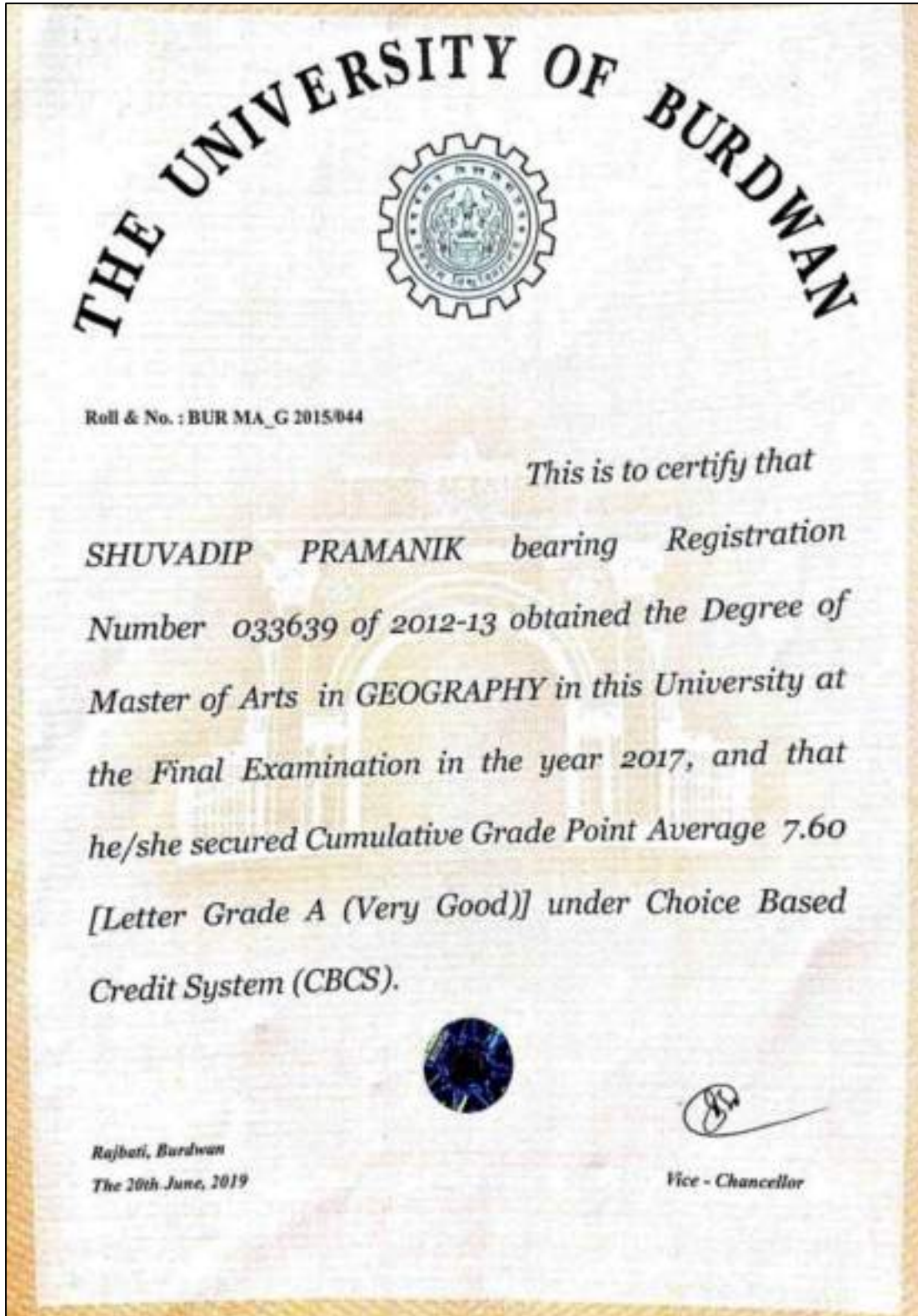
I accept the aforesaid terms and conditions of appointment and shall join the duty on or before D.O.J. as directed.

24.08.2023

Encl: Code of Conduct

Signature with name & date  
 Contact Number & Address  
  
 04.08.23  
 Shuvadip Pramanik  
 P.O. - 1, Hudco, Bhilai  
 Dist. - Durg  
 Ph. - 9002117866

**SHUVADIP PRAMANIK: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**



**SUBIR KUNDU**

**(YEAR OF APPOINTMENT: 2023)**

The image shows a police identification card for Subir Kundu, a Constable in the Bankura District Police, West Bengal. The card features the Government of West Bengal emblem and the Bankura District Police logo. It includes a photograph of the officer in uniform, a QR code, and various identification details.

SL NO	EMPLOYEE ID	BLOOD GROUP
WBNK/407	2019071666	AB+
DATE OF BIRTH	DATE OF ISSUE	
01-08-1996	15-07-2023	

[Scan the QR code]

Issuing Authority  
(S.P. Bankura)

Bankura District Police



**SUBIR KUNDU: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF  
GEOGRAPHY, THE UNIVERSITY OF BURDWAN**

**THE UNIVERSITY OF BURDWAN**

Serial No. BUR/CBCS/2002/IV/2018NE/0047


**GRADE CARD**

The following is the statement of Credit Value, Grade, Grade Point, Semester Grade Point Average (Semester - IV) and Cumulative Grade Point Average obtained by **SUBIR KUNDU** Roll No. **BUR MA\_G 2017/047** at the M.A. Final Examination - 2019 in **GEOGRAPHY** [Session 2017-2019]

Course Code	Course Type	Course Title	Credit Value (V)	Grade (G)	Grade Point (GV)
MGGCT-401	CORE [16]	Historical and Political Geography	4	6	24
MGGCT-402	CORE [16]	Geography of Development	4	7	28
MGGCT-403	CORE [16]	Region and Regional Planning	4	7	28
MGGAIT-404-F	MAJOR ELECTIVE [16]	Natural Hazards and Disaster Management	4	7	28
MGGAIT-405-F	MAJOR ELECTIVE [16]	Natural Hazards and Disaster Management	4	7	28
MGGTP-406	CORE [16]	Term Paper and Community Participation and Social Outreach	2	8	16
Total Credit Value :		22	Semester Grade Point Average (SGPA) :		6.90
Total Grade Point :		152.00	Result :		Q
Credit Retained in Course(s)					
2018					
ALL					
			Credit Value	SGPA	
Third Semester			26	7.61	
Second Semester			24	7.50	
First Semester			24	7.66	
Total Credit Value of the Programme			96		
Cumulative Grade Point Average (CGPA)				7.43	

**Result : B\* [Good]**

Date of Publication of Result : 05/08/2019

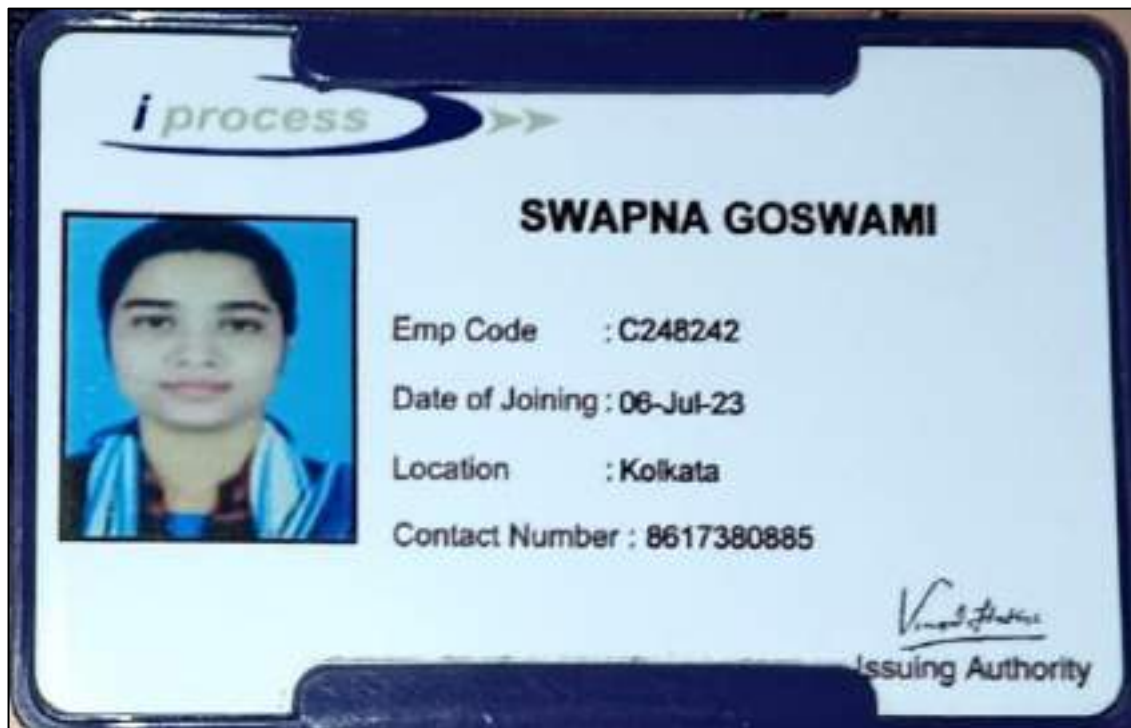


*Anindya Zohi Pal*  
Controller of Examinations

[See Reverse]

**SWAPNA GOSWAMI**

**(YEAR OF APPOINTMENT: 2023)**



**SWAPNA GOSWAMI: PROOF OF EDUCATION (M.A.) IN DEPARTMENT OF GEOGRAPHY, THE UNIVERSITY OF BURDWAN**





SL. No. 945



 **ARCADIS**



**Sharif Ahmed Khan**

Employee No.: 122328

[www.arcadis.com](http://www.arcadis.com)

Doc Id: ITSPL/HR/451/23

Date:26th June'2023

**Debduti Dey**

**Add:** Goyalapara, Madhabganj, P.S- Bishnupur, Dist- Bankura, West Bengal - 722122

**Email:** debdutidey022@gmail.com

**Sub: Appointment for the position of Senior ITES Executive - Projects**

**Dear Debduti,**

Congratulations!! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to appoint you for the position of **Senior ITES Executive - Projects** in the company. You are requested to join us on **26th June'2023**. You will be working as a full time employee in the **Delivery function** in the company.

However, your employment is subject to satisfactory completion of background verification check and your signing of Non-Disclosure agreement.

**Probation Clause:** You will be on probation period for 3 (three) months, which maybe further extended at the absolute and sole discretion of the company.

**Place of Work:** Your initial place of work will be at Ranchi. However, you may be transferred, after giving reasonable notice, to any other place of business of the Company in India.

**Duties:** A schedule of your broad duties and responsibilities will be given to you in due course on joining. However, the Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Company's interests.

**Salary/Compensation:** Your annual cost to the Company will be **Rs 344424**(Rupees Three Lacs Forty-Four Thousand Four Hundred Twenty Four Only) and your Net Take Home salary/ Per Month, will be **Rs 25002** (Rupees Twenty Five Thousand Two only). "CTC Annexure" details out the compensation structure.

**Broadband Installation Reimbursement & Recovery:** You may be required to get a broadband connection installed at home within 10 days of the joining to be enabled for Work from Home option in case you are assigned a work from home, which is at the sole discretion of iMerit. In case you are assigned for a work from home option, iMerit will pay a broadband installation reimbursement as per the Broadband Installation Policy of iMerit on producing the original receipt of the same. Please note that installation requires to be in the place from where you will be working in case of a Work from Home scenario. Also, to add, the decision of enablement of Work from Home / Office is based on work requirements and at the sole discretion of the company. You shall also be reimbursed a monthly broadband rental charge as per company policy. However, in view of the aforesaid, iMerit shall recover the amount paid for broadband installation if you leave the organization within Six (6) months from joining. Such a recovery will be made from the Full & Final settlement amount with no exceptions.

**Provident Fund:** Employee and Employer Contribution for Provident Fund shall be capped at ((Gross Salary – HRA) or 15000/- whichever is lower) \*12%. As per PF rules, employer doesn't have the statutory compulsion to pay more than 15000 rupees for PF contribution however in case any employee wants to have his/her contribution to be deducted on actuals (if higher Gross- HRA is higher than 15000 rupees per month) then the balance calculated over and above 15000 rupees shall be deposited separately in the Voluntary PF contribution as per rules (VPF).

**Gratuity:** You will be entitled to gratuity as per the Payment of Gratuity Act, 1972. As per the Act gratuity is payable only after completion of five (5) continuous years in service. The calculation of gratuity as per the Act is last drawn basic X 15 days/26 days X number of completed years in service. The amount of gratuity shall not exceed Rs. 20, 00,000/-.

**Absenteeism:** Absence for a continuous period of 3 (three) days from your place of work without prior approval of your superior, or written intimation in case of unforeseeable circumstances such as medical emergency by itself will be proof of your voluntary abandonment of services and the same shall automatically stand terminated without any notice or intimation.

The continuation of this appointment shall at all times be subject to your consistent performance expected from you from time to time.

You shall observe and conform to such duties, directions and instructions as mandated by the Company and those in authority over you.

You shall not during the continuance of your employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote your time and attention to your duties.

A high standard code of conduct is expected from you and any behavior reflecting unfavorably on you or the Company is questionable and liable to disciplinary action as per company policy.

In addition to the terms and conditions mentioned above, you are required to abide by the Company policies which are enforced for the time being, such as the HR Policy, or may be framed by the Company from time to time.

**Retirement Age:** You shall retire on the attainment of normal retirement age fixed by the company, which at present is 60 years.

**Hours of work:** You will be required to work for 8.5 hours a day with 30 minutes break for lunch. The Company follows normal working hours of 48 working hours per week.

**Documentation:**

Listed below are the documents you need to carry on your date of joining:-

- a) All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- b) All past experience certificates, release letters/resignation letters.
- c) A photo id proof e.g. PAN card, voter's ID card, Aadhar Card, Passport etc.
- d) Passport size photographs (2).



**Non-Disclosure:** During the course of your employment with the Company, you will have access to Confidential Information. For purposes of this appointment letter, “Confidential Information” means all data, information, ideas, concepts, discoveries, trade secrets, inventions (whether or not patentable or reduced to practice), innovations, improvements, know-how, developments, techniques, methods, processes, treatments, drawings, sketches, specifications, designs, plans, patterns, models, plans and strategies, and all other confidential or proprietary information or trade secrets in any form or medium (whether merely remembered or embodied in a tangible or intangible form or medium) whether now or hereafter existing, relating to or arising from the past, current or potential business, activities and/or operations of the Company or any of its affiliates, including, without limitation, any such information relating to or concerning finances, sales, marketing, advertising, transition, promotions, pricing, personnel, customers, suppliers, vendors, raw partners and/or competitors. You agree that you will not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any person, other than in the course of your assigned duties and for the benefit of the Company, either during the period of your employment or at any time thereafter, any Confidential Information or other confidential or proprietary information received from third parties subject to a duty on the Company’s and its subsidiaries’ and affiliates’ part to maintain the confidentiality of such information, and to use such information only for certain limited purposes, in each case, which shall have been obtained by you during your employment by the Company (or any predecessor). The foregoing shall not apply to information that (i) was known to the public prior to your disclosure; (ii) becomes generally known to the public subsequent to disclosure to you through no wrongful act of yours or your representative; or (iii) if permitted by law, you are required to disclose by applicable law, regulation or legal process (provided that you have provided the Company with prior notice of the contemplated disclosure and cooperates with the Company at its expense in seeking a protective order or other appropriate protection of such information .

**Non Solicitation:** During the period of employment and for a period of two (2) years after the date of termination of your employment with the company , you sell not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries

The term “Solicit” shall mean but is not limited to any request or appeal may directly or indirectly either oral or written or any endeavour to obtain seek or plead for business or securing a promise of business or an attempt to advertise promote sale distribute products or services or issuance of an offer a product or service, submission of a quotation or request for any favours of commercial value addressed to any customers and suppliers of iMerit which may directly or indirectly result in interfering with the business relationship of the company or its affiliates and subsidiaries with this customer and suppliers. The term “Hire” shall mean but is not limited to a request or appeal or an attempt to offer or to offer an opportunity for employment or contractual work directly or indirectly with or without wages to any employees of the company or its affiliates and subsidiaries

**Non Disparagement:** You undertake to refrain from making any negative or disparaging statements orally or in writing about iMerit or stockholders directors officers employees products services or business practices at any point of time for any publication in the print media Internet block or in any other media and sell further refrain from urging or influencing

any person to make any such statement or engage in any conduct which goes against the interest of iMerit in any manner this covenant shall survive and continue in perpetuity and shall be binding on the employee at all times

**Intellectual property:** You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and agree not to challenge the validity of Company’s and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to IMerit or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against IMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to IMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors’ special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you.

You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or unliquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by you. Company's right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

**Data Privacy Policy:** Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as your spouse or children). Such data may be received from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process such data for the relevant and limited purposes specified in Company’s data privacy policy (“Privacy Policy). Further, the Company may for these purposes transfer such data to any country in which iMerit’s worldwide organization does business. By signing these Terms of Employment, you consent to the terms and conditions of the Privacy Policy, as maybe modified by Company at any time, and in its sole discretion, upon notice to, and you expressly consent to the following: (a) the processing of your personal data in accordance with the Privacy Policy; (b) the collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Privacy Policy; (c) the transfer worldwide of personal data held about you by the Company to other employees and offices of the Company’s worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.; and (d) treating any personal data to which you have access in the course of your employment strictly in accordance with the Privacy Policy and other Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes of which it was disclosed to you. The reference to information “about you” or similar references, includes references to information about third parties, such as spouse and children (if any), which are provided by you or on your behalf.

**Non-Compete:** The employment with Employer requires undivided attention and effort. As a result, during the term of employment, and for a period of six months after termination of employment, the employee will not, without Employer’s express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

**Indemnity:** You shall indemnify, defend and hold the harmless the Company from and against all or any damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to any breach or failure of performance (in whole or in part) by you of any obligation, covenant or agreement contained in this Appointment Letter or any of the Company policies.

**Termination of Employment:**

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving 1 Month notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

Notwithstanding the above, your services shall be suspended or terminated with immediate effect, according to the discretion of the Company, on the following grounds:

- (a) cases of negligence,
- (b) dereliction of duty (that is, inability to perform assigned task and delivering sub-standard quality of work),
- (c) acts of misconduct,
- (d) Conviction for any criminal charge.

Acts of misconduct include and not limited to:



- 1) Damaging company property and company name,
- 2) Sharing confidential information with outsiders,
- 3) Involvement in any form of physical or sexual harassment,
- 4) Consumption of drugs or alcohol on the company premises,
- 5) Submission of fraudulent or fake documents.

**Correspondence and address for communication:**

Company will correspond with you directly or at the address given below:

**Address:**Goyalapara, Madhabganj, P.S- Bishnupur, Dist- Bankura, West Bengal - 722122

**Email :**debdutidey022@gmail.com

In case there is any change in your address, you will inform the Company in writing within 3 (three) days from the date of such change.

Any letter sent by the Company by Registered A.D./Speed Post through Courier at the above address will be deemed as proper service. Any Communication sent by e-mail or Fax at the above e-mail address or fax number will be deemed as proper service.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance and confirming that the terms are correctly understood.



---

Anupam Biswas

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

I acknowledge that I have understood all the clauses of this appointment letter. I accept and agree to all the terms and conditions of employment.

Signature:

Date:

**CTC Annexure**

Name of the Employee : Debduti Dey

Designation: Senior ITES Executive - Projects

Salary Components	Monthly	Annual
<b>A. Emoluments</b>	<u>INR</u>	<u>INR</u>
Basic Pay	13451	161412
House Rent Allowance	3363	40356
Special Allowance	10088	121056
<b>Sub Total – A</b>	<b>26902</b>	<b>322824</b>
<b>B. Deductions</b>		
Provident Fund	1800	21600
ESIC Contribution		
Professional. Tax	100	1200
Income Tax (applicable as per the IT act)		
Insurance ( as applicable)		
<b>Sub Total - B</b>	<b>1900</b>	<b>22800</b>
<b>C. Employer's Contribution</b>		
Provident Fund	1800	21600
ESIC Contribution		
<b>Sub Total – C</b>	<b>1800</b>	<b>21600</b>
<b>Tentative Net Salary (A - B)</b>	<b>25002</b>	<b>300024</b>
<b>Fixed CTC (A+C)</b>	<b>28702</b>	<b>344424</b>
Annual Performance Bonus Potential		
<b>Total CTC</b>		<b>344424</b>
* Annual Bonus will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

**Employee Confidential Information, Invention, and Arbitration Agreement**

As a condition of my employment with **iMerit Technology Services Pvt Ltd.** an Indian company registered under the Companies Act, 1956, having its principal place of office at Vishnu Chambers, 4th Floor Block –GP, Saltlake, Kolkata-700091 and its subsidiaries, affiliates, successors or assigns (together the “Company”), and in consideration of my compensation and other benefits now and hereafter paid/payable to me by the Company, I agree to the following:

**1. Maintaining Confidential Information**

a) **Confidential Information:** I agree at all times during the term of my employment with the Company, and thereafter, to hold in the strictest confidence, and not to use, except for the benefit of the Company, or to discuss with any person, firm or corporation or any other entity as such, without written authorization of the concerned personnel of the Company, confidential information which shall include any, confidential knowledge, data , intellectual property, proprietary information product information , inventions, processes, know-how, designs, trade secrets, proprietary information, formulae, developmental or experimental work, computer programs, software (which shall include both source code and object code forms,) databases, other original works of authorship,, samples, devise, demonstrations, customer lists, business plans, financial information, commercial information, personal information or other data, technical or personal information, of the Company or any of its, employees, clients, consultants or licensees, not generally known to the public hereinafter referred to as “Confidential Information.”

b) **Former Employer Information:** I agree that I will not, during my employment with the Company, improperly use or disclose any confidential, proprietary information or trade secrets of my former employers or companies, if any, and that I will not bring onto the premises of the Company, any unpublished document or any property belonging to my former employers or companies, if any, unless consented to in writing by the said employers or companies.

c) **Third Party Information:** I recognize that the Company has received and in future will receive from third parties Confidential Information and use it only for certain limited purposes. I agree that I owe the Company and such third parties during the term of my employment with the Company and thereafter, a duty to hold all such Confidential Information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except where deemed necessary in performing my work for the Company consistent with the Company’s agreement with such third parties

d) **Exceptions:** I recognize that this Agreement shall not apply to Confidential Information that falls within any of the following categories:

That, as on the effective date of the Agreement, was already known by me without obligation of confidentiality, as demonstrated by appropriate documentary evidence antedating the relationship between iMerit and me or

- i. That, after the effective date of the Agreement, comes lawfully into my possession and this is not in violation of any contractual or legal obligation to iMerit with respect thereto shown by documentation sufficient to establish such third party as the lawful source of the Confidential Information;
- ii. That, is or after the Effective Date, becomes part of the public domain through no fault of mine; or,
- iii. That, after the effective date of the Agreement, is independently ascertained or developed by me and not



having had any access, either directly or indirectly to Confidential Information.

I shall provide the Company with at least thirty (30) days prior written notice if I intend to disclose, use, publish or otherwise disclose any part of the Confidential Information in reliance of any of the exceptions listed above in Clause 1(d) and obtain the prior, written permission of the Company before proceeding to disclose any such Confidential Information.

## 2. **Intellectual Property**

I agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by me during or as a consequence of my employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. I hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, I hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract, and licensing rights) in such Work Product to Company and its affiliates. I retain no rights to use the Work Product and agree not to challenge the validity of Company’s and its affiliates’ ownership in the Work Product. I hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of my employment hereunder. If I have any rights to the Work Product that cannot be assigned to iMerit or its affiliates, I hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against iMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to iMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicenseable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of my employment or these Terms of Employment, I will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

I agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors’ special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure my signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as my agent and attorney in fact to act for and on my behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by me.

I agree that I will not violate or attempt to violate the intellectual property rights, interests or title of any third party. My obligations under this Section shall remain in effect and survive any termination or expiration of my employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or un-liquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by me. Company’s right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

3. **Conflicting Relationship:** I agree that, during the term of my employment with the Company, I will not engage in any other employment, occupation, consultation or other business activity directly related to the business in which the Company is now involved or becomes involved during my tenure, nor will I engage in any other activities that conflict with my obligations to the Company. Further I may subsequently agree to comply with terms and conditions that are in addition to the terms and conditions contained in this Agreement. In such case I agree to comply fully with such additional terms and conditions, as well as the terms and conditions in this Agreement.
4. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to the Company, its successors or assigns.
5. **Non Solicitation and Non Disparagement:** During the period of employment and for a period of two (2) years after the date of termination of my employment with the company , I will not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries.

I undertake to refrain from making any negative, damaging or disparaging statements (orally or in writing) about Company or its stockholders, directors, officers, employees, products, services or business practices, or clients or customers at any point of time for any publication in the print media, internet, blog or in any other media and shall further refrain from urging or influencing any person to make any such statement or engage in any conduct, which goes against the interest of the Company , in any manner. This covenant shall survive & continue in perpetuity and shall be binding on myself, at all times.

**6. Compliance with Data Protection Laws:**

I shall comply with the Data Protection Laws when handling personal data in the course of employment including personal data relating to any employee, consultant, customer, client, supplier or agent of iMerit. I will also comply with the iMeirt's policy while handling personal data. In case of failure to comply with the Data Protection Laws or any of the policies the same may be dealt with under our disciplinary procedure of iMeirt and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

“Data Protection Laws” Data protection and privacy laws, regulations, regulatory requirements and codes of practice and code of data protection and privacy policy of iMerit in connection with its data processing obligations or which may otherwise apply, including laws applicable in the country or countries where personal data is collected, held or processed, including the Data Protection Directive and Directive 2002/58/EC and 95/46/ EC (and respective local implementing laws) and the Privacy and Electronic Communications Directive 2002/58/EC, regulations issued by the USA Department of Health and Human Services, and any applicable guidelines and codes issued by a competent data protection authority, or other competent governmental body or agency, in respect of such laws, or any subsequent directives.

7. **Notification of New Employer:** In the event that I leave the employment of the Company, I hereby consent to notification by the Company to my new employer about my rights and obligations under this Agreement.
8. **Conflict of Interest Guidelines and Disciplinary Action Guidelines:** I agree to diligently adhere to the

Conflict-of-Interest guidelines and Disciplinary Action Guidelines of the Company.

9. **Representations:** I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence, proprietary information acquired by me, in confidence or in trust prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

## 10. Arbitration and Equitable Relief

- i. Arbitration. Except as provided in Clause 10 (b) below, I agree that any dispute or controversy arising out of, relating to, or concerning any interpretation, construction, performance or breach of this Agreement, shall be settled by arbitration according to the Indian Arbitration and Conciliation Act 1996, as amended. There shall be a Sole Arbitrator appointed by the Company. The place of arbitral proceedings shall be Kolkata, India. English shall be the language of the arbitral proceedings. The arbitral award shall be final and binding upon both the Parties.
- ii. Equitable Remedies. I agree that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of the covenant's set forth in Clauses 1,2 and 4 herein. Accordingly, I agree that if I breach any of such Clauses, the Company shall have, in addition to any other right or remedy available, the right to seek injunctive relief from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Agreement.

11. **Non- Competition:** The employment with Company requires undivided attention and effort. As a result, during the employment, and for a period of six months after termination of employment, I will not, without Employer's express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

## 12. General Provisions

- i. Entire Agreement: This Agreement sets forth the entire agreement and all understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification of, or amendment to, this Agreement, nor any waiver of any rights under this Agreement will be effective unless in writing and signed by both the Company and myself. Any subsequent changes or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.
- ii. Severability: If one or more of the provisions in this Agreement are deemed void by law, then such provisions shall be removed or deleted but the remaining provisions will continue in full force and effect.
- iii. Successors and Assigns: This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns. The company may assign this Agreement to any party acquiring substantially all of the Company's business by merger, consolidation, sale of assets or otherwise.
- iv. (Notices: Any required or permitted notices hereunder must be given in writing to the address of each of the parties as set forth in the cause title herein above or to such other address as either party may substitute by written notice to the other in the manner contemplated herein.

- v. Headings: Titles or headings to the clauses in this Agreement do not constitute terms of this Agreement and should not be interpreted as such, but are inserted solely for the sake of convenience.
- vi. Force Majeure: Neither party shall be responsible for any delay or failure in performance caused by any government act, law, regulation, order or decree, war, strikes or other disputes, by communication line or power failures beyond its control, or by fire, flood or other natural disasters, acts of third parties (including without limitation, terrorist acts), or by other causes beyond its reasonable control, whether or not the condition was foreseeable, nor shall any such delay or failure be considered to be a breach of this Agreement. In any such event, performance shall take place as soon thereafter as is reasonably feasible.
- vii. Survival: The provisions relating to confidentiality, ownership of intellectual property rights, survival of obligations and arbitration shall survive upon termination/ expiry of this Agreement.
- viii. Waiver: Failure of either party at any time to require performance of any of the provisions of this Agreement shall not affect the right to require full performance of the Agreement at any time thereafter. Any instance of waiver of a breach of any of the provisions shall not be construed as waiver of any subsequent breach or implied nullification of the provision's effect. Except as otherwise provided in this Agreement, any waiver, modification or other amendment of this Agreement will not be effective unless it is in writing and endorsed by both the parties.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED AND ACCEPTED THE TERMS AND CONDITIONS OF THIS AGREEMENT.

**Accepted by iMerit Technology Services Pvt Ltd**

Signature of Employee:

Name:.....

Signature :

Address:



Name: Anupam Biswas

Designation: Chief Delivery Officer

Date:.....

Date: 26th June'2023



SL. No. 948

# CHANDRAPUR COLLEGE



P.O: Chandrapur, Dist.: Burdwan. PIN - 713145

**NAAC ACCREDITED - B**



Phone : 0342-2752122, Mobile: 9564032629 / 8536879523

Website : [www.chandrapurcollege.ac.in](http://www.chandrapurcollege.ac.in) : E-mail: [collegechandrapur@gmail.com](mailto:collegechandrapur@gmail.com)

Ref No *CP/O.A/2020-2021*

Date *.06.07.2020.*

From  
The Principal  
Chandrapur College  
Chandrapur, Purba Bardhaman, PIN - 713145

To  
Sontu Kumar Roy  
S/o - Subhas Chandra Roy  
Vill.- Muraripur  
P.O.: Hossainpur  
P.S.: Bhatar  
Dist. - Purba Bardhaman  
PIN: 713125

**Sub: Approval of Engagement of SONTU KUMAR ROY as State Aided College Teacher, Category- II in Chandrapur College. He was earlier engaged as GT w.e.f. 06.02.2017.**

You are hereby engaged as **State Aided College Teacher, Category - II of HISTORY** w.e.f. 01.01.2020 in terms of the Memorandum No.2081 Edn(CS)/10M-83/2019 dated 23.12.2019 of the Higher Education Department, Govt. of West Bengal and as per **modified Memo No ED-100/C44634/2020 dated 03/07/2020** issued by Education Directorate, Govt. of West Bengal

The benefits/remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081 Edn(CS)/10M-83/2019 dated 23.12.2019 and subsequent Memorandum/G.O. issued in this respect from time to time

  
Principal

Chandrapur College  
Principal  
Chandrapur College  
Dist-Purba Bardhaman  
PIN-713145 W.B

Encl.: Approval Order of

**31<sup>st</sup> August 2023**

**To,**  
**Mr. Bapan Mondal**  
**P.O. + P.S.-Kakdwip, District- 24 Parganas(S),**  
**Pin:743347, West Bengal, India**

Matix Fertilisers And Chemicals Ltd.  
CIN : U24120WB2009PLD153272  
Registered Office & Plant :  
Panagarh Industrial Park,  
P.O. Panagarh Bazar,  
Dist. Purba Bardhaman - 713 148  
West Bengal, India.  
T : +91 343 350 2000  
hrpanagarh@matixgroup.com

### **Offer-cum-Appointment Letter**

**Dear Mr. Bapan Mondal**

**Congratulations!**

Please refer our discussion with respect to the opportunity at our organization, we are pleased to offer you the position of **"Assistant Manager, Documentation"** in our organization as per the terms and conditions attached with this letter in Annexure -A.

#### **1. Role Details**

- **Designation** : Assistant Manager
- **Grade** : J-3
- **Department** : Technical Services
- **Compensation:** CTC Breakup attached as Annexure -B
- **Location** : Panagarh

#### **2. Date of Joining**

You are requested to join at the job location **on or before 3<sup>rd</sup> October 2023** failing which, it will be construed that you have not accepted the offer / dishonored the offer, if accepted in writing and the offer shall stand automatically withdrawn.

#### **3. Place of Reporting**

You should report for joining at **HR department of Panagarh Site**



**Matix Fertilizers and Chemical Limited**  
**Panagarh Industrial Park, Panagarh**  
**PO- Panagarh Bazar, Dist. – Purba Bardhaman**  
**West Bengal, PIN - 713148**



# THE UNIVERSITY OF BURDWAN



Roll & No. : BUR MLIS(I) 2019/004

*This is to certify that*

*BAPAN MONDAL bearing Registration Number 5084 of 2016-17 obtained the Degree of MASTER OF LIBRARY AND INFORMATION SCIENCE in this University at the Final Examination in the year, 2021, and that he/she secured Cumulative Grade Point Average 9.21 [Letter Grade A<sup>+</sup> (Excellent)] under Choice Based Credit System (CBCS).*

*Rajbati, Burdwan*

*The 24th February, 2023*



*Vice - Chancellor*



# ROYAL INSTITUTE OF NURSING AND MEDICAL SCIENCES

RINMS/ADMIN/APPT/07/2023-24/0008

17.07.23

To,  
Ms Bratati Karmakar  
At-Salbedia, Karmakar Para Road  
P.O- Salbedia, Dist- Bankura  
Pin-722203

## JOINING LETTER

We are pleased to offer you this post as per the following terms and Conditions:-

1. You will be working as "Librarian" at Royal Institute of Nursing and Medical Sciences.
2. Your appointment will be effective from 17<sup>th</sup> July 2023.
3. You will be reporting to Principal for day to day operations.
4. You will be paid a consolidated remuneration of Rupees Eighteen Thousand only per month
5. You will be on probation for a period of six (06) months from the date of joining subjected to be found remaining medically (physically and mentally) fit in the opinion of the company. In case the management is not satisfied with your work and conduct, your services will be liable for termination without any notice at any time during on or completion of probation period.
6. You will not undertake any other assignment without specific prior written permission from the management.
7. You will be responsible to supervise and control the work of the person reporting to you.
8. You will be posted to any of our branches as per our requirement.
9. If you wish to leave the services of the company, you will only do after giving one months notice or payment in lieu thereof.
10. Your continuance of service will also be subject to satisfactory verification of your credentials etc. If any personal information of credentials sent or given to the company is found false in any respect, the employment shall be terminated without any notice/salary in lieu of notice thereof.

We welcome you to Royal Institute of Nursing and Medical Sciences.

Please sign on the duplicate copy of this letter as a token of your having accepted the aforementioned terms and conditions.

Yours Sincerely,  
For Royal Institute of Nursing and Medical Sciences.

Arpita Ghedi (HR Manager)

Basic	Rs	9000.00
House Rent: Allowance	Rs	3600.00
Conveyance Allowance	Rs	2700.00
Uniform Allowance	Rs	2700.00
<b>Total</b>		<b>18000.00</b>

## ACCEPTANCE

I have read, understood and accept the above terms and conditions.  
Signature of the employee: Bratati Karmakar Date: 17/07/2023  
Name of the employee: BRATATI KARMAKAR





SL. No. 950

# THE UNIVERSITY OF BURDWAN



Roll & No. : BUR MLIS(I) 2017/007

*This is to certify that*

*BRATATI KARMAKAR bearing Registration Number 029918 of 2010-11 obtained the Degree of MASTER OF LIBRARY AND INFORMATION SCIENCE in this University at the Final Examination in the year 2019, and that he/she secured Cumulative Grade Point Average 7.82 [Letter Grade A (Very Good)] under Choice Based Credit System (CBCS).*



Rajbati, Burdwan

The 24th February, 2023

Vice - Chancellor

Date of Issue :



*[Handwritten signature in green ink]*

**Sreegopal Banerjee College**  
**Bagati, Mogra, Hooghly**

**Signature & Designation of Issuing Authority with Date & Stamp.**



# SREEGOPAL BANERJEE COLLEGE

( Government Sponsored )

Vill.: Bagati, P.O.: Mogra,  
Dist.: Hooghly, Pin : 712148  
Phone : (033) 2684-4124 / 2706

## STAFF IDENTITY CARD

Name *Dr. Biswajit Das*

Designation *Assistant Professor*

Date of Birth *1st November, 1992*

Address *Tufanganj, Cooch Behar WB*

Phone No. *8906310624*

*Biswajit Das*  
Signature of the Employee

# THE UNIVERSITY OF BURDWAN



## PROVISIONAL CERTIFICATE

*Biswajit Das* having submitted a thesis entitled "Plasma screening effects on atomic bound states" and having satisfied all the conditions prescribed in this respect by the University, as per UGC's regulation 2016, was duly admitted to the Degree of Doctor of Philosophy in Mathematics in the year 2022.

Rajbati, Burdwan

The 7<sup>th</sup> March, 2022

  
Registrar



To  
The Principal  
Memari College,  
Memari, Purba Bardhaman.

Sub.: Joining Report

Respected Sir,

In response to your letter No. Apptt.(T.S.)/23-24/ 199 dated 16.10.2023

I, Debjit Konai, do hereby inform you that I am **joining as an Assistant Professor in Statistics** at Memari College under the condition stated in your letter quoted above in the **forenoon of 17.10.2023**.

Please accept my joining report and do the needful and oblige.

Thanking you,

Yours faithfully,

*Debjit Konai*  
(Debjit Konai) 17.10.2023

Dated: 17.10.2023

*on 17.10.2023*  
*allowed to join at 10-30 AM*

*Shou*  
*17.10.2023*

Principal  
MEMARI COLLEGE  
Memari, Purba Bardhaman

**Dr.B.C. ROY ENGINEERING COLLEGE, DURGAPUR**  
JEMUA ROAD, FULJHORE, DURGAPUR-713206  
Phone:0343-250-1353



Employee Code: **BCR/ENGG/T/358**



**DR. KUSHAL ROY**

**ASSISTANT PROFESSOR**

**Department : BASIC SCIENCE & HUMANITIES**

*Signature of Registrar*

**Signature of Registrar**

*Kushal Roy*

**Signature of Employee**

SL. No. 959



बिहार सरकार

**Government of Bihar**  
Department of Science,  
Technology and Technical Education  
**Bhagalpur College of Engineering**  
Bhagalpur - 813210



**IDENTITY CARD NO:** 40145036

**Name :** Dr. Subhajit Das

**Father's Name :** Prasanta Kumar Das

**Designation :** Assistant Professor, Department of Mathematics,

**Date of Birth :** 11/12/1995 **Blood group:** A+

**Address :** Nalhati Pathar Kal Para Ward 04, PO-

Nalhati, PS-Nalhati, Dist- Birbhum, Pin-731243

Signature of Employee:

Subhajit Das

Signature of Principal



To,  
The Vice-Principal,  
Netaji Mahavidyalaya,  
Arambagh, Hooghly.

Date - 30/12/2023

**Sub: Joining report.**

Sir,

This is to report you that with reference to the appointment notification issued by the vice principal and secretary, Netaji Mahavidyalaya, Arambagh, Hooghly bearing Ref no. (Aram / NM / Office/ 174/2023-24) dated 25/11/2023 and on the recommendation of of West Bengal College Service Commission (Letter No. 448- CSC/ BU/(HGL.) - 09/17 Dated 06/11/2023) I, Dr. Sudipta Ghosh, would like to join as an assistant Professor in the Department of Mathematics, Netaji Mahavidyalaya, Arambagh, Hooghly on 30/12/2023 (forenoon).

I pray and hope that you would be kind to grant my joining report.

Thanking you

Yours faithfully

Date - 30/12/2023

Place - Arambagh

*Sudipta Ghosh* 30/12/23

Sudipta Ghosh

Vill+PO: Derpur, Dist: Birbhum

West Bengal, Pin-731234

*Accepted and  
allowed to join on 30/12/23*  
*B. S. Ghosh*  
30/12/23  
**VICE-PRINCIPAL**  
**Netaji Mahavidyalaya**  
**Arambagh, Hooghly**



# THE UNIVERSITY OF BURDWAN



*Sudipta Ghosh*

having submitted a thesis entitled "On some aspects of boundary layer flows of nonfluids"

and having satisfied all the conditions prescribed in this respect by the University, as per UGC regulation-2009, was duly admitted to the degree of **Doctor of Philosophy** in *Mathematics*

in the year..... *2019*

Rajbati, Burdwan

  
Vice - Chancellor

The 11<sup>th</sup> June '2019.

To  
The President  
Khalisani Mahavidyalaya  
Khalisani, Chandannagar, Hooghly  
West Bengal, 712138

Subject: Joining Letter for the post of Assistant Professor in Mathematics  
Ref. Appt./TS/2023/104 dated 1/12/2023

Sir,

With reference to your appointment letter no Appt./TS/2023/104 dated 1/12/2023, I would like to inform you that I am joining the post of Assistant Professor in Mathematics of Khalisani Mahavidyalaya today i.e on 01.12.2023 forenoon at 10.30 a.m.

Kindly consider this as my formal joining letter.

With Regards

Yours faithfully

Md Sadikur Rahman  
01.12.2023  
(Dr. Md Sadikur Rahman)

Permitted to join  
on 01/12/2023 forenoon  
at 10:30 am

*[Signature]*  
Principal  
KHALISANI MAHAVIDYALAYA  
Khalisani, Chandannagar  
Hooghly, W.B., Pin:712138

ISFL/E3/Sep-23/OL/26533

**Date: 01/09/2023****Mr. Asraful Islam**Kankhuria, Kukhudihi, Kakuria,  
Birbhum, West Bengal - 731103**Sub: Offer and Appointment Letter****Dear Asraful Islam,**

With reference to your discussions with us, we are pleased to offer you employment with **IIFL Samasta Finance Limited** for the position of “**Executive**” in the **Human Resources** Department. As per our internal Organization Structure, you will be designated as **Executive** in the Grade of **E3** and will be based at our “**Murshidabad**” branch. You will be notified about the person you will be reporting and the location of your posting after successful completion of your training. The reporting lines and location are subject to change depending on business requirements. Besides what the designation connotes, your job and duties shall include any other task or responsibility as is felt suitable by the management and is assigned to you from time to time. The terms and conditions of your employment will be the following:

**1. REMUNERATION:**

The detailed break-up of your CTC is provided in the Annexure A. Your total remuneration package or Cost to Company(CTC) is **Rs.285300/-** and consists of the following:

- i. **Annual Gross Salary:** Your total annual gross salary will be **Rs.228000/-** per annum.
- ii. **Benefits:** You are eligible for benefit programs such as Gratuity, Provident Fund and ESIC.
- iii. **Additional Benefits:** Free accommodation, marriage gift, gift for new-born child (up to 2 children), education scholarship for employee’s children who secure first division in 10<sup>th</sup> and 12<sup>th</sup> grade school.

**2. PLACE OF WORK:**

Your work-place will be presently based at our **Murshidabad** branch. Your appointment is governed by the rules and regulations applicable to the other employees of your category. At the discretion of the company, you may be posted or transferred to any office/branch/location or any of our associate companies at any time in any part of India and abroad, either presently existing or as may come in existence in future.

**3. DATE OF JOINING:**

Your tentative date of joining the company’s service and commencement of employment is **04-Sep-2023**, but can change based on our mutual consent.

**Page 1 of 6**

#### 4. TRAINING AND PROBATION:

You will be auto confirmed from your date of joining, the employer-employee relationship can be separated by either party upon giving a notice of 2 (Two) calendar months or payment in lieu thereof subject to management discretion. For the purpose of this clause, payment in lieu of notice would include the Gross salary only. Future increment in your remuneration will not be automatic and shall depend upon your performance matching / meeting the expectations and be at the discretion of the company. Full and Final settlement is subjected to successful completion of notice period and approval from reporting manager. Settlement will be done in 45 days from the date of last working day.

5. While you are in the services of IIFL Samasta, you are not permitted to carry on any business or profession or enter for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interests of IIFL Samasta. You will not divulge details like your compensation structure, performance rating, performance incentive amount, increment, etc and will not divulge to any person or utilize any of IIFL Samasta's secrets or other related information (which you may possess by reason of your association with IIFL Samasta) with any external agencies, press etc. outside IIFL Samasta. Any act in breach of this term would entail initiation of appropriate action as deemed fit by IIFL Samasta.

#### 6. POSTING & TRANSFER:

Your place of work, in the first instant, will be (mention branch name or HO & Location). However, you can be transferred temporarily or permanently for duty anywhere within ISFL offices / branches, depending upon the needs of the organization. Also, your service may be transferred to any office in any location of the company depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the company at any given point of time.

7. IIFL Samasta may, after giving you reasonable notice, transfer or assign your services to any place of business that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.
8. **Non-Performance:** If you fail to fulfil the set performance standards, the company will place you on Performance Improvement Plan for three months and provide you with the necessary training; if you still are not performing, your employment will be terminated by giving you one month's written notice or by paying you one month's salary in lieu of such notice.
9. You shall be required to execute a separate **Employee Code of Conduct agreement** as an annexure in this appointment letter. You hereby acknowledge that any violation of this agreement during your appointment will lead to termination of your services.
10. During the course of your services with IIFL Samasta you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by IIFL Samasta.



11. You shall observe secrecy and shall neither during the tenure of your services nor after superannuation /separation divulge and/or disclose either directly or indirectly to any person / firm / company any information or documents which comes to your attention / knowledge in the course of your employment and you shall strictly adhere to this “confidentiality clause”.
12. The company shall be at liberty to terminate your employment without any notice or compensation if, any time during the period of employment if you are found guilty of any act of disobedience, indiscipline, insubordination, incivility, insobriety, unauthorized absence, dishonesty, fraud or any other serious misconduct or neglect or incompetence in the discharge of your duties or breach of any stipulation in this appointment letter or company’s norms or if you become incapacitated or are adjudged insolvent beyond compound with your creditors.
13. In the event that you fail to attend to your duties for a period of 7 (Seven) consecutive days, without any valid reason or without prior approval of the management, the company shall be entitled to terminate your employment without notice or compensation.
14. That for the purpose of clause Nos. 11, 12 and 13, the company’s opinion as to whether any of the events mentioned therein have occurred shall be final and binding and you shall not be entitled to question the same on any ground.
15. You shall not take any advance/loan or whatsoever from any outside sources using the company pay slip or ID card without permission from the HR Department.
16. You will be entitled to 6 Days Casual Leaves and 6 Days Sick leaves for the calendar year from January to December.
17. You will be entitled to 15 Days Earned Leave for the calendar year from January to December. After you are entitled to one day EL for every twenty working days of your work from the date of joining, subject to maximum of 15 Days per year. For more details about the leaves, refer to the leave policy.
18. At the time of leaving the employment of IIFL Samasta, you shall return all papers, notes, registers, memoranda, manuals, specifications, designs, devices, documents, Laptop, diskettes, CD’s, DVD’s, Tapes and any other material on any media containing or disclosing any confidential or proprietary technical or business information. You will also return keys, Employee ID cards, Unused Business Cards or other property belonging to IIFL Samasta.

#### 19. RETIREMENT:

You shall retire from the services of the company on completing the age of 60 (Sixty) years. At its discretion, the company may extend your services beyond the above age.

<b>Annexure A:</b>		
<b>Job Title</b>	<b>Executive</b>	
<b>Earnings Head</b>	<b>Amount per Month in INR</b>	<b>Amount per Annum in INR</b>
<i>Basic</i>	9500	114000
<i>House Rent Allowance(HRA)</i>	3800	45600
<i>Conveyance</i>	1600	19200
<i>Other allowance</i>	4100	49200
<b>Total Gross Salary</b>	<b>19000</b>	<b>228000</b>
<b>OTHER BENEFITS - Employer Contribution</b>		
<i>Provident Fund (PF)</i>	1800	21600
<i>Employee State Insurance (ESI)3.25%</i>	618	7416
<i>Gratuity</i>	457	5484
<i>*Statutory Bonus / Performance Bonus **</i>	<b>1900</b>	<b>22800</b>
<b>Total Cost to Company</b>	<b>23775</b>	<b>285300</b>

<b>Total deductions</b>		
<b>EMPLOYEE CONTRIBUTION</b>		
<i>Provident Fund (PF)</i>	1800	21600
<i>Employee State Insurance (ESI)0.75%</i>	143	1716
<i>Total deductions</i>	1943	23316
<b>Net Salary**</b>	<b>17057</b>	<b>204684</b>

\* Statutory Bonus is paid as per Payment of Bonus Act 1965 and is part of the Performance Bonus/Performance Incentive component.

\*\* Performance Bonus component is an indicative figure at 100% payout. The actual bonus payout may vary and will be based on company performance and individual performance for that fiscal year. This is disbursed annually. The Performance Bonus will be paid only to active employees in the system.

**Notes:**

1. Professional Taxes will be deducted if applicable
2. TDS will be as applicable
3. Gratuity - Eligible for after completion of 5years

<i>Details of Insurance Benefits</i>		
<i>Type of Insurance</i>	<i>Clause</i>	<i>Coverage</i>
<i>Group Mediciam Insurance Policy</i>	<i>ESIC Covered Employees – Up to 1 Lac (Applicable to employees completed more than 3 months in the company)</i>	Employee + Spouse + up to 2 Children are covered
	<i>Non ESIC Employees – Up to 4 Lac</i>	
<i>Group Personal Accident Expense Insurance Policy</i>	<i>ESIC Covered Employees – Up to 2 Lac</i>	Only employee is covered from day one
<i>Group Personal Accident Insurance Policy</i>	<i>Applicable in case of demise due to accident</i>	Only employee is covered from day one
<i>Group Term Life Insurance Policy</i>	<i>Applicable in case of natural death</i>	Only employee is covered from day one
<p><b>Insurance*</b> - Insurance coverage within the aforementioned policies will be accessible once all necessary procedures related to your appointment are finalized and the Insurance Company's requirements are met. Insurance premium will be by the company. Parental insurance is an optional policy where 50% of Premium will be borne by employee and 50% by Company.</p>		
<p><b>Gratuity*</b> - Employees will qualify for gratuity payment in line with the regulations outlined in The Payment of Gratuity Act, given that they have completed a continuous five-year tenure with the company. (In cases where an employee has served for 4 years and 240 days, they will be eligible for a gratuity benefit.)</p>		
<p><b>Tax Deducted at Sources*</b> - All payments for both fixed and variable earnings will be disbursed after deducting the applicable Income Tax, as per the relevant regulations.</p>		
<p><b>Professional Tax*</b> - Professional Tax will be deducted as applicable in the respective state.</p>		

**On the date of your joining, you have to submit the following documents:**

1. Four Passports sized photographs.
2. Photocopy of Age Proof, ID and Address Proof.
3. Photocopy of all Educational Certificates along with Consolidated Mark sheet
4. Current Employer's Appointment Letter, Salary Increment Letter, Relieving Letters
5. 3 Months' Salary Slips Present Employers (If Applicable).
6. Two to Three References (Reporting Persons) from your Present Employers.
7. Form 16 (TDS) Certificate, if any
8. Canceled cheque leaf

Note: You are requested to bring the Original of the above-mentioned documents, which will be returned back to you after verification.



**20. ACKNOWLEDGEMENT:**

You acknowledge that your joining the Company will not breach any agreement relating to employment or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

We are excited about having you join us. On behalf of the IIFL Samasta team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact our HR department.

In order to confirm your acceptance of this offer of employment, please sign and return the copy of this Offer Letter back to us within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Thanking you,

**For IIFL Samasta Finance Limited**

**I have read & understood the aforesaid terms**



**Ashok Kumar Gopalasamy**  
**(Head - Business HR)**

**(Signature of candidate)**  
**Date:**



**AXISB/LOA/RH2286733/141841  
27/09/2023**

**Harkirat Jaggi  
07866870500**

### **LETTER OF APPOINTMENT**

Dear Harkirat,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Assistant Manager in RB - BB, RL & Products.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

#### **Terms of Employment**

##### **1. Compensation**

- 1.1 The annual compensation payable to you will be INR 3,02,445 subject to tax deductions at source, as applicable by law.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

##### **2. Code of Conduct & Ethics**

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

##### **3. Whole-time / Alternative Employment**

- 3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

##### **4. Fidelity & Secrecy**

- 4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

##### **5. Probation Period**



- 5.1 The nature of your employment is Permanent, however you will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.
- 5.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.
- 5.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

## **6. Mandatory Induction Certification**

- 6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
- 6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
- 6.3 Non-adherence to Induction certification may lead to the following:
  - 6.3.1 You will not be able to join your team till you are Induction Certified.
  - 6.3.2 Not attending induction session on a particular day will result in loss of pay.
  - 6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

## **7. Transfer**

- 7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

## **8. Separation/ Retirement**

- 8.1 Separation during probation
  - 8.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
  - 8.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
- 8.2 Separation after Confirmation:
  - 8.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
  - 8.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
- 8.3 Separation arrangement
  - 8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
  - 8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to





the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.

**8.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.**

8.4 Retirement

8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

## 9. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head - Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

- 9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
- 9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

## 10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.
- 10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 10.3 Submission of all necessary documents:
  - 10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
  - 10.3.2 Proof of date of birth
  - 10.3.3 Copy of Pan Card and Address Proof
  - 10.3.4 One recent passport size color photograph
  - 10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer
- 10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 1 month from the date of joining, failing which your salary after 1st month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.

If you are joining Axis Bank from other employer, any restrictions and obligations associated with other employer should be fully disclosed prior to joining, and adhered to, by you



Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-

Tanmoy Saha

Tanmoy.Saha@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Anand Bardhan', with a horizontal line underneath.

**Anand Bardhan,**

**Head - Talent Acquisition**

**Human Resources**



June 1, 2024

To,

**Mr. Joykrishan Choudhury**  
West Bengal

**Offer Cum Appointment Letter**

Dear Joykrishan Choudhury,

According to your various discussions with us, we are pleased to offer you the position of **“Executive-Regional HR”** Please note that as part of your employment with the Organization, you may be required to provide your services to its affiliates. Further, in the course thereof, you are required to travel and work from time to time, at different operational locations of the Organization. In addition to the information furnished in the following clauses, you will also be required to be familiarized with and follow HR policies, the code of conduct, the relevant staff-related rules, and other policies and regulations introduced and implemented by the Organization from time to time.

You should ensure that the terms of your employment are kept confidential. If you have any queries on your employment terms, please feel free to contact us. Please acknowledge and return to us the printed copy of this offer cum appointment letter duly signed indicating your acceptance towards your appointment and the terms and the conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records at the time of joining. We wish to take this opportunity to welcome you to Spandana and wish you every success with this endeavor.

**Designation and Place of Posting**

You will be designated as **Executive- Regional HR** & Your posting location will be **Kolkata**. You will report to the **State HR**.

**Remuneration**

Your annual Cost to the Company would be a maximum of **Rs 311,111/- (Rupees Three Lakhs Eleven Thousand One Hundred Eleven and Eleven Paises Only)** details which have been provided in Annexure-2 attached herewith. Provident Fund and Employee State Insurance benefits will be applicable as per the respective acts. You will be liable to pay all tax liabilities such as income tax, professional tax, etc. arising out of payment under your employment with the Organization. Applicable deduction of tax will be made at the source every month. In case you make any investments eligible for income tax deductions, you will have to submit necessary declarations at the commencement of the financial year i.e., in April, and produce necessary proof of such investments at the earliest.

**Spandana Sphoorty Financial Ltd.**

CIN Number: L65929TG2003PLC040648  
Galaxy Building, Wing-B, 16<sup>th</sup> Floor, Plot No: 1, Sy No: 83/1,  
Hyderabad Knowledge City, TSIIC, Raidurg Panmktha, Hyderabad -500081,  
Ph: 040 4812 6666, [Contact@spandanasphoorty.com](mailto:Contact@spandanasphoorty.com) | [www.spandanasphoorty.com](http://www.spandanasphoorty.com)





### **Probation Period**

Your probation period will be three months from your date of joining. Your performance during the probation will be reviewed and recorded by your reporting manager. In case your performance is not satisfactory, and the probation period may be extended based on the reporting manager's recommendation. In the event of satisfactory performance, your services will be confirmed in writing. "During the Probation period, you may resign from the services of the Company by serving 1 (One) month mandatory written notice period and shall not be relieved until the completion of such notice period."

### **Separation**

After confirmation, the Company can terminate your services by giving 45 days written notice or payment of salary in lieu thereof. However, the Company may relieve you at any time purely at its discretion during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

After confirmation, you may resign from services by giving 45 days written notice to the Company or payment of salary in lieu thereof. If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. No leave would be allowed during such notice period. It shall, however, the Company accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.

The Company has the right to terminate your service without notice or payment of salary in lieu thereof or take such other actions as the company may deem necessary if:

- the statement or declarations made by you to the company are subsequently found to be incorrect, untrue, incomplete, or misleading.
- you commit any breach of your duties and responsibilities under this contract of service.
- You are found guilty of dishonesty, gross negligence or misconduct which contravenes the express or implied conditions of your service.
- At any time subsequently after your appointment it is found that, there have had been any legal proceedings initiated against you, or you were involved in any misconduct/ Fraud/ embezzlement initiated against you, or you were involved in any misconduct/fraud/ embezzlement of cash in your previous employment or current employment, or you have been convicted by any Court in India for an offence involving.

### **Continuous satisfactory work performance:**

As a confirmed employee of the Organization, you are expected to give your best to the Organization. You should continue to maintain satisfactory performance and continue to show improved performance year after year. You must fulfill the targets prescribed by the Organization from time to time.

### **Leave and public holidays.**

You will be entertained for leaves as per the eligibility norms prescribed in the Human Resource Policy.

### **Spandana Sphoorty Financial Ltd.**

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Ph: 040 4812 6666, [Contact@spandanasphoorty.com](mailto:Contact@spandanasphoorty.com) | [www.spandanasphoorty.com](http://www.spandanasphoorty.com)



# SPANDANA

You will be entitled to the holidays as declared from time to time.

## **Medical Fitness**

You will continue to be in service if you are medically fit. On attaining the age of superannuation, you will retire from the services of the Organization.

## **Superannuation**

All employees in the Company shall retire on reaching the normal retirement age fixed by the Company, which is 58 years at present. For proof of your age, the Company considers only the date of birth as mentioned in official records. The date of birth once furnished and admitted shall be final and no change will be entertained.

## **Adherence to policies**

As part of your continuing employment, it is your obligation that you comply with the Organization's policies and procedures for the line of the business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

## **Conflict of Interest**

Your position with the Organization calls for whole-time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

## **Statement of facts**

It must be specifically understood that this appointment is made based on your proficiency in technical and professional skills you have declared as per the application and on your ability to handle any assignment/job independently. In case, later, any of your statements/particulars furnished are found to be false or misleading, the Organization shall have the right to terminate your services without notice.

## **Non-disclosure Agreement**

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents, etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization.

You will not disclose by word of mouth or otherwise, details or business plans, trade secrets, finance, administration, know-how, or any confidential information of business coming to your knowledge by your being in the employment of Spandana. By signing this appointment letter, you are obligated to follow the non-disclosure clause as mentioned herein.

## **Spandana Sphoorty Financial Ltd.**

CIN Number: L65929TG2003PLC040648

Galaxy Building, Wing-B, 16<sup>th</sup> Floor, Plot No: 1, Sy No: 83/1,  
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Ph: 040 4812 6666, [Contact@spandanasphoorty.com](mailto:Contact@spandanasphoorty.com) | [www.spandanasphoorty.com](http://www.spandanasphoorty.com)



**Service of any communication**

The address given by you (mentioned above) has been recorded as your permanent / communication address. Any communication intended for you will be sent to the above-mentioned address. Dispatch of any communication to the above-mentioned address shall be deemed as good service. In case there is any change of address, it is your responsibility to furnish the latest address to us in writing. The Organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated, dispatch of communication to the last known address shall be deemed as sufficient service.

**Governing law and jurisdiction**

Your employment is by and interpreted by the Laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of Hyderabad over any claim or matter arising under or about this letter of appointment.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves and we wish you the very best in your assignment.

Sincerely,

**Mr. Bikram Mishra**  
**Head- Business HR**

Please mention your planned date for joining. \_\_\_\_\_

Please note that your actual date of reporting at the Head Office will be your official date of joining.

Please sign below as confirmation of your acceptance of the above-mentioned terms and conditions of the offer.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature

**Spandana Sphoorty Financial Ltd.**

CIN Number: L65929TG2003PLC040648  
Galaxy Building, Wing-B, 16<sup>th</sup> Floor, Plot No: 1, Sy No: 83/1,  
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**Annexure-1****Mandatory List of Documents to be submitted for joining.**

1. Identity proof
  - a. Aadhaar Copy and E-Adhar Copy
  - b. Voter ID/Ration card
  - c. Three numbers of passport size photograph
2. In case you have prior experience.
  - d. Relieving letters from your present and past employers
  - e. Proof of your salary drawn – a copy of the appointment/revision letter/Last month's pay slip

**Annexure-2**

Salary Breakup (Amount in Rupees)		
Name	Mr. Joykrishan Choudhury	
Designation	Executive- Regional HR	
Department	Human Resource	
Location	Kolkata	
Components	Monthly	Annual
Basic	10,955	131,455
HRA	4,382	52,582
Flexi Pay Allowance	5,477	65,728
LTA	1,095	13,146
<b>Gross Salary</b>	<b>21,909</b>	<b>262,911</b>
Employer PF	1,424	17,089
Employer ESIC		0
<b>Total Fixed CTC</b>	<b>23,333</b>	<b>280,000</b>
Variable Pay*	-	31,111
<b>Total Cost to Company</b>	<b>23,333</b>	<b>311,111</b>
*Variable Pay is paid as per your Performance		
<b>Other Benefits.</b>		
a) Group Medclaim Policy		
b) Group Term Life Insurance		
c) Group Personal Accidental Insurance		

**Mr. Bikram Mishra**  
Head-Business HR

**Signature-**  
**Date-**

**Spandana Sphoorty Financial Ltd.**

CIN Number: L65929TG2003PLC040648  
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# CHANDRAS' CHEMICAL INDUSTRIES (1973) PRIVATE LIMITED

CIN : U24295WB1974PTC029523  
GSTIN :19AABCC312481ZB

Ref: CCIPL/24-25/ IIR ASSISTANT  
June 9, 2024

Ms Kuheli Sarkar  
Village – Anandapur  
P.O – Daremath  
P.S. – Murutia  
Dt.- Nadia  
Pin -741158

Sub: Offer Letter

Dear Kuheli Sarkar,

With reference to your application and subsequent interview with us, we are pleased to inform that you have been selected for the position of “IIR Assistant” in our Organization .

Your joining date will be 11<sup>th</sup> June,2024 and your Appointment Letter will be handed over to you shortly, subject to completion of all formalities as per rules and regulations of the Organization.

You will be reporting your duties at Chandras Chemical Industries (1973) Pvt. Ltd., GD-274, Salt Lake City, Sector-III ,Kolkata – 700 106 on the scheduled date at 11-00 AM sharp.

There will be no paid leave initially up to 1 years of your tenure of service.

Please return us the duplicate copy of this letter confirming your acceptance.

Thanking you,

Yours faithfully,  
P. C. Chandras Chemical Industries (1973) Pvt. Ltd.

Avishek Auddy  
Director

Signed & Accepted

REGISTERED & ADMINISTRATIVE OFFICE  
GD 274, Salt Lake City, Sector - III, Kolkata - 700106  
(Kuheli Sarkar)  
West Bengal, India

CUSTOMER CARE : +91-867235616  
EMAIL : info.chandrasindustries@gmail.com  
web

30<sup>th</sup> October 2023**OFFER AND APPOINTMENT LETTER****Dear Papri Saha,**

We are pleased to appoint you for the role of **Executive – Human Resources** in Bharat Financial Inclusion Limited (100% Subsidiary of IndusInd Bank Limited) having its registered office at One World Centre, Tower 1, 8th Floor, 841 Senapati Bapat Marg, Elphinstone, Mumbai – 400013 and Head Office at 3rd Floor, My Home Tycoon, Block A, 6-3-1192, Kundanbagh, Begumpet, Hyderabad- 500 016, Telangana, India (hereinafter referred to as BFIL or “the Company”), subject to your acceptance of the Terms and Conditions of Employment as follows:

**APPOINTMENT**

The terms governing this appointment will be effective from the date of joining. The duration for determining the period for confirmation of service/ or any other policy matter shall be reckoned from the date of your joining duty.

**REPORTING AND RESPONSIBILITIES**

You will be reporting to **Manager – Human Resources** or whosoever the Company may subsequently specify. In your assignment you will be required to perform duties as more particularly laid down in the Job Description for your position.

**POSTING AND TRANSFER**

Your initial posting will be at **North Kolkata RO**. However, your services are liable to be transferred, at the sole discretion of Management, in the same position or such other capacity as the Company may determine, to any department / division / location at any place in India, whether existing today or which may come up in future. In such a case, you will be governed by the provisions mentioned explicitly in the transfer policy.

**REMUNERATION**

The Company shall pay during the continuance of your employment hereunder, an annual CTC of **Rs. 3,50,000/- per annum (inclusive of maximum performance bonus payout)**. **Your total minimum monthly gross salary not including bonus will be Rs. 24,099/- (in words: Rupees Twenty-Four Thousand and Ninety-Nine Only)** The Salary Sheet is annexed herewith as Annexure 1.

Signature of the employee.....  
(Signifying acceptance)

**Performance Bonus:** After your confirmation you will be eligible to participate in the Company's Annual Performance Bonus Plan. The amount payable as bonus will depend upon your performance rating and the performance of the Company and other parameters that the Company may decide from time to time. Such Performance Incentive/Bonus Paid shall be treated as bonus to the extent of provisions under the payment of Bonus Act, 1965.

The maximum bonus payout as per the current plan is **12%** of your annual CTC which will be paid to you at the end of the fiscal year as bonus. This amount will be paid on a pro rata basis.

**COMMENCEMENT DATE**

Your appointment shall commence on or before **1<sup>st</sup> November 2023**.

**PROBATION**

You will be placed on probation for a period of 3 (Three) months from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. The probation may be extended for a further period or periods in case the management is not satisfied with your performance and you will continue to be on probation until an order of confirmation in writing is issued, notwithstanding the expiry of the probation period.

**LEAVE**

You will be entitled to leaves as per Company's prevailing leave policy.

**OTHER EMPLOYEE BENEFITS**

As an employee of the Company you would be covered under the following employee benefits: Hospitalization Floater Cover (for Employee, Spouse, two kids, Dependent Parents) and Group Personal accident cover. The details are provided in Annexure – 1. You shall be eligible for retirement benefits as per the applicable laws in this regard such as Provident fund and Gratuity.

**WORKING DAYS**

A normal work week will be of 6 days a week as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime or additional compensation.

**WORKING HOURS**

Your working hours will be as per Company's HR policy on working hours.

**Signature of the employee.....**  
(Signifying acceptance)

**INCOME TAX**

All payments will be subject to tax as per the Income Tax Act and rules or any other tax jurisdiction for you earning in the employment of the company and the same shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withhold tax amounts, due from you to the Income Tax Department or any other tax authority.

**TERMINATION**

After confirmation, the Company can terminate your services by giving 2 (Two) months written notice or payment of salary in lieu thereof. However, the Company may relieve you at any time purely at its discretion during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

After confirmation, you may resign from services by giving 2 (Two) month's written notice to the Company or payment of salary in lieu thereof. If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. No leave would be allowed during such notice period. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.

The Company has the right to terminate your service without notice or payment of salary in lieu thereof or take such other actions as the company may deem necessary if:

- At any time the statements or declaration made by you to the company are subsequently found to be incorrect, untrue, incomplete, or misleading;
- You commit any breach of your duties and responsibilities under this contract of service;
- You are found guilty of dishonesty, gross negligence or misconduct which contravenes the express or implied conditions of your service;
- At any time subsequently after your appointment it is found that, there have had been any legal proceedings initiated against you, or you were involved in any misconduct/fraud/ embezzlement of cash in your previous employment or current employment, or you have been convicted by any Court in India for an offence involving moral turpitude.

**RETIREMENT**

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

**Signature of the employee.....**  
(Signifying acceptance)



**DISCIPLINE**

You shall take up all assignment that may be offered to you by the Company. If you abstain from duty without prior sanctioned leave in writing for a continuous period of exceeding 8 consecutive days excluding any intervening declared holidays, it shall be construed as unauthorized absence and be presumed as a conclusive proof of your intention for all purposes that you have voluntarily abandoned the employment and have left the services of the company on your own accord with effect from the date of such absence.

You shall be expected to abide by the rules and regulations of the Company, be courteous, honest and professional within the Company or with its clients/customers and maintain & represent the Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).

You shall be responsible for all Company properties and material that are in your possession, and all infrastructure like telephones, computers, etc that have been provided to you to enable you in your work. You shall not publicly criticize, defame or misrepresent the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.

You shall not furnish false information or declaration or willfully suppress any material information.

**SECRECY & CONFIDENTIALITY**

Any information related to the business of the Company, its operations or finances which would reasonably be considered to be proprietary, or which is designated as such in writing by the Company (hereinafter "Confidential Information") shall be deemed confidential. You shall not disclose Confidential Information to any Person, except to its Affiliates and those of its employees or representatives who need to know such Confidential Information in connection with the conduct of the business of the Company or the exercise of its rights hereunder or as may otherwise be required by law, and not to use the Confidential Information for any purpose other than in connection with the conduct of the business of the Company, the exercise of its rights hereunder or its assessment of an investment in the Company.

**NON-COMPETITION UNDERTAKING**

So long as you remain in employment with the Company, you shall not directly or indirectly engage in, advise, manage, serve as an advisor, officer or employee, agent, business correspondent (BC) of or otherwise hold an ownership interest in any Person/Company/Firm including Banks, NBFCs, Financial Institutes, FinTechs or any other organization in the BFSI Industry which competes in any material respect with the Company; Nor shall employ or solicit for employment any employee of the Company or encourage any such employee to leave the employment of the Company during your term in the company or for a period of one (1) year subsequent to your termination of employment.

**COPYRIGHT**

You acknowledge that the copyright and other intellectual property including but not limited to business plans, procedures, strategies, etc. in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, within limitation, computer software, belong to or shall vest in the Company.

**Signature of the employee**.....  
(Signifying acceptance)

**BUSINESS CONDUCT**

You shall not, without prior approval of the Company, which shall not be unreasonably withheld from you, undertake any other business or profession or be a director, employee or agent business correspondent (BC) of any other Company, firm or person including Banks, NBFCs, Financial Institutes, FinTechs or any other organization in the BFSI Industry or assist or have any financial interest in any other business or profession (whether whole or part time), except that nothing in this clause shall prevent you from owning or acquiring shares or securities in any other Company which is listed on any recognized Stock Exchange or make any investment in any other bona-fide organization.

**RETURN OF PROPERTY, EQUIPMENT, MATERIALS, RECORDS AND DOCUMENTS**

You shall not wrongfully obtain possession of any property of the company nor will have any such property in your possession, wrongfully withhold it or knowingly apply it for purposes other than those expressed or directed by the Company and shall return to the Company immediately upon request, or upon termination of your employment for any reason whatsoever, all property, equipment, materials, records and documents which you prepared or which came into your possession as a result of your employment.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

In addition to the terms contained in this offer of appointment, you shall immediately, upon entering the service of the Company, be subject to such other existing general terms and conditions of employment as may be laid down by the Company, to govern all members of its staff, and rules or regulations that may be introduced by the Company from time to time.

The Company reserves the right to vary the terms and conditions of service based on business needs from time to time and may change in relation to your proposed appointment in the Company.

You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force as per the travel policy from time to time.

In case of any change in your residential address during the tenure of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.

You will be responsible for ensuring that compliance requirements as stipulated by the company and locally are adhered to and it shall also be reviewed as part of your annual performance reviews. You shall not assign your rights and/ or obligations herein. The Company may assign its rights and/or obligations herein to any person or entirely acquiring all or a substantial portion of the Company's business or entity controlling, controlled by, or under common control with the Company. You are required to submit a certificate about your medical fitness to the satisfaction of the Company. You shall not, under any circumstances either directly or indirectly, receive or accept for own benefit any commission, rebate, discount, gift or profit of any nature from any person, Company or firm having business transaction with the Company.

**Signature of the employee**.....  
(Signifying acceptance)

**INDEMNIFICATION**

You shall during the course of employment, duly and faithfully devote to and execute, perform and discharge all the duties of his/her office without causing any injury, loss or damage by reason of any act, default or misconduct negligence, error in judgments, breach of duty, embezzlement and mismanagement to the Company and in the alternative you shall from time to time and at all times indemnify and keep indemnified the Company against all loss, damages, costs, charges and expenses which the Company shall or may sustain by reason of any act or default or misconduct, negligence, error in judgment, breach of duty, embezzlement and mismanagement by you, along with interest if any.

**JURISDICTION**

This contract shall be subject to the Indian Law. Any disputes arising from or connected with this contract shall be submitted to the competent Court at Hyderabad to the exclusion of all authorities.

Should the above Terms and Conditions of Employment be acceptable to you, please sign the duplicate copy of this letter on every page and return it to the Company immediately.

We welcome you to Bharat Financial Inclusion Limited (100% Subsidiary of IndusInd Bank Limited) and look forward to a long and mutually rewarding career with us.

Yours Sincerely,  
For Bharat Financial Inclusion Limited  
(100% Subsidiary of IndusInd Bank  
Limited)

**Ali Imran Syed**  
**Senior Vice President - HR**

---

I, **Papri Saha** having read and fully understood the terms and conditions stated in this letter and also the Annexure(s), hereby accept in entirety the appointment on these terms and conditions and confirm that I shall commence work on **1<sup>st</sup> November 2023**.

Signature : .....

Date : .....

**Signature of the employee.....**  
(Signifying acceptance)

## ANNEXURE – 1

Particulars	Monthly	Annual
Basic	12,050	1,44,594
HRA	5,302	63,624
Children Allowance	200	2,400
Medical Allowance	1,250	15,000
Conveyance Allowance	1,600	19,200
LTA	1,205	14,460
Post allowance	1,093	13,110
Advance Statutory Bonus	1,400	16,800
Employer PF contribution	1,568	18,812
Bonus*	0	<b>42,000</b>
<b>Total Cost to Company</b>	<b>25,667</b>	<b>3,50,000</b>
<p>*Performance Bonus included in CTC is an indicative figure calculated as maximum bonus potential. The actual Annual Bonus will be based on you achieving certain performance targets and the company performance. The bonus will be paid annually at the end of the fiscal year.</p>		
<b>ANNUAL INSURANCE BENEFITS (PREMIUM PAID BY THE COMPANY) :</b>		
Life Insurance		<b>10,00,000</b>
Hospitalization Floater cover (For, Employee, Spouse, Two Kids and Parents)		<b>3,00,000</b>
Group Personal Accident cover		<b>13,00,000</b>

Signature of the employee.....  
(Signifying acceptance)





Bandhan Bank Limited  
Head Office Floor 12-14, Adventure Inn Road, Sector 3, Salt Lake City, Kolkata - 700061  
CIN: U51109WB2011PLC209623 | Phone: +91 31 4291 0001 | Email: +91 31 4291 0002  
Email: info@bandhanbank.com | Website: www.bandhanbank.com

**PRIVATE AND CONFIDENTIAL**

Date: 28-July-2023

Ref. No.: BBL/HR/28052/2023-2024

Ms. Riya Nandi  
Shibtala, West Bengal, 712410

**LETTER OF APPOINTMENT**

Dear Ms. Riya Nandi,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Branch Sales Executive** based at **Bajepratappur** under **Asansol Urban Cluster** at **Sr. Officer Grade**.

You shall be required to join the Bank on or before **28-August-23**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **1-August-23**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

Shivesh Singh  
Head - Business HR

13<sup>th</sup> November 2023

## **OFFER AND APPOINTMENT LETTER**

**Dear Riya Nandi,**

We are pleased to appoint you for the role of **Executive – Human Resources** in Bharat Financial Inclusion Limited (100% Subsidiary of IndusInd Bank Limited) having its registered office at One World Centre, Tower 1, 8th Floor, 841 Senapati Bapat Marg, Elphinstone, Mumbai – 400013 and Head Office at 3rd Floor, My Home Tycoon, Block A, 6-3-1192, Kundanbagh, Begumpet, Hyderabad- 500 016, Telangana, India (hereinafter referred to as BFIL or “the Company”), subject to your acceptance of the Terms and Conditions of Employment as follows:

### **APPOINTMENT**

The terms governing this appointment will be effective from the date of joining. The duration for determining the period for confirmation of service/ or any other policy matter shall be reckoned from the date of your joining duty.

### **REPORTING AND RESPONSIBILITIES**

You will be reporting to **Manager – Human Resources** or whosoever the Company may subsequently specify. In your assignment you will be required to perform duties as more particularly laid down in the Job Description for your position.

### **POSTING AND TRANSFER**

Your initial posting will be at **North Kolkata RO**. However, your services are liable to be transferred, at the sole discretion of Management, in the same position or such other capacity as the Company may determine, to any department / division / location at any place in India, whether existing today or which may come up in future. In such a case, you will be governed by the provisions mentioned explicitly in the transfer policy.

### **REMUNERATION**

The Company shall pay during the continuance of your employment hereunder, an annual CTC of **Rs. 3,50,000/- per annum (inclusive of maximum performance bonus payout)**. **Your total minimum monthly gross salary not including bonus will be Rs. 24,099/- (in words: Rupees Twenty-Four Thousand and Ninety-Nine Only)** The Salary Sheet is annexed herewith as Annexure1.

Signature of the employee.....  
(Signifying acceptance)



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**Performance Bonus:** After your confirmation you will be eligible to participate in the Company's Annual Performance Bonus Plan. The amount payable as bonus will depend upon your performance rating and the performance of the Company and other parameters that the Company may decide from time to time. Such Performance Incentive/Bonus Paid shall be treated as bonus to the extent of provisions under the payment of Bonus Act, 1965.

The maximum bonus payout as per the current plan is **12%** of your annual CTC which will be paid to you at the end of the fiscal year as bonus. This amount will be paid on a pro rata basis.

### COMMENCEMENT DATE

Your appointment shall commence on or before **7<sup>th</sup> December 2023**.

### PROBATION

You will be placed on probation for a period of 3 (Three) months from your date of joining. On the successful completion of your probation period, you will be confirmed in writing. The probation may be extended for a further period or periods in case the management is not satisfied with your performance and you will continue to be on probation until an order of confirmation in writing is issued, notwithstanding the expiry of the probation period.

### LEAVE

You will be entitled to leaves as per Company's prevailing leave policy.

### OTHER EMPLOYEE BENEFITS

As an employee of the Company you would be covered under the following employee benefits: Hospitalization Floater Cover (for Employee, Spouse, two kids, Dependent Parents) and Group Personal accident cover. The details are provided in Annexure – 1. You shall be eligible for retirement benefits as per the applicable laws in this regard such as Provident fund and Gratuity.

### WORKING DAYS

A normal work week will be of 6 days a week as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime or additional compensation.

### WORKING HOURS

Your working hours will be as per Company's HR policy on working hours.

Signature of the employee.....  
(Signifying acceptance)

**Bharat Financial Inclusion Limited**

Head Office: 3rd Floor, My Home Tycoon, Block A, 6-3-1192, Kundanbagh, Begumpet, Hyderabad - 500 016, Telangana, India  
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Corporate Identity Number: U65999MH2018PLC312539





## INCOME TAX

All payments will be subject to tax as per the Income Tax Act and rules or any other tax jurisdiction for you earning in the employment of the company and the same shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withhold tax amounts, due from you to the Income Tax Department or any other tax authority.

## TERMINATION

After confirmation, the Company can terminate your services by giving 2 (Two) months written notice or payment of salary in lieu thereof. However, the Company may relieve you at any time purely at its discretion during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

After confirmation, you may resign from services by giving 2 (Two) month's written notice to the Company or payment of salary in lieu thereof. If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. No leave would be allowed during such notice period. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.

The Company has the right to terminate your service without notice or payment of salary in lieu thereof or take such other actions as the company may deem necessary if:

- At any time the statements or declaration made by you to the company are subsequently found to be incorrect, untrue, incomplete, or misleading;
- You commit any breach of your duties and responsibilities under this contract of service;
- You are found guilty of dishonesty, gross negligence or misconduct which contravenes the express or implied conditions of your service;
- At any time subsequently after your appointment it is found that, there have had been any legal proceedings initiated against you, or you were involved in any misconduct/fraud/ embezzlement of cash in your previous employment or current employment, or you have been convicted by any Court in India for an offence involving moral turpitude.

## RETIREMENT

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

Signature of the employee.....  
(Signifying acceptance)







## DISCIPLINE

You shall take up all assignment that may be offered to you by the Company. If you abstain from duty without prior sanctioned leave in writing for a continuous period of exceeding 8 consecutive days excluding any intervening declared holidays, it shall be construed as unauthorized absence and be presumed as a conclusive proof of your intention for all purposes that you have voluntarily abandoned the employment and have left the services of the company on your own accord with effect from the date of such absence.

You shall be expected to abide by the rules and regulations of the Company, be courteous, honest and professional within the Company or with its clients/customers and maintain & represent the Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).

You shall be responsible for all Company properties and material that are in your possession, and all infrastructure like telephones, computers, etc that have been provided to you to enable you in your work. You shall not publicly criticize, defame or misrepresent the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.

You shall not furnish false information or declaration or willfully suppress any material information.

## SECRECY & CONFIDENTIALITY

Any information related to the business of the Company, its operations or finances which would reasonably be considered to be proprietary, or which is designated as such in writing by the Company (hereinafter "Confidential Information") shall be deemed confidential. You shall not disclose Confidential Information to any Person, except to its Affiliates and those of its employees or representatives who need to know such Confidential Information in connection with the conduct of the business of the Company or the exercise of its rights hereunder or as may otherwise be required by law, and not to use the Confidential Information for any purpose other than in connection with the conduct of the business of the Company, the exercise of its rights hereunder or its assessment of an investment in the Company.

## NON-COMPETITION UNDERTAKING

So long as you remain in employment with the Company, you shall not directly or indirectly engage in, advise, manage, serve as an advisor, officer or employee, agent, business correspondent (BC) of or otherwise hold an ownership interest in any Person/Company/Firm including Banks, NBFCs, Financial Institutes, FinTechs or any other organization in the BFSI Industry which competes in any material respect with the Company; Nor shall employ or solicit for employment any employee of the Company or encourage any such employee to leave the employment of the Company during your term in the company or for a period of one (1) year subsequent to your termination of employment.

## COPYRIGHT

You acknowledge that the copyright and other intellectual property including but not limited to business plans, procedures, strategies, etc. in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, within limitation, computer software, belong to or shall vest in the Company.

Signature of the employee.....  
(Signifying acceptance)

**Bharat Financial Inclusion Limited**

Head Office: 3rd Floor, My Home Tycoon, Block A, 6-3-1192, Kundanbagh, Begumpet, Hyderabad - 500 016, Telangana, India  
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## BUSINESS CONDUCT

You shall not, without prior approval of the Company, which shall not be unreasonably withheld from you, undertake any other business or profession or be a director, employee or agent business correspondent (BC) of any other Company, firm or person including Banks, NBFCs, Financial Institutes, FinTechs or any other organization in the BFSI Industry or assist or have any financial interest in any other business or profession (whether whole or part time), except that nothing in this clause shall prevent you from owning or acquiring shares or securities in any other Company which is listed on any recognized Stock Exchange or make any investment in any other bona-fide organization.

## RETURN OF PROPERTY, EQUIPMENT, MATERIALS, RECORDS AND DOCUMENTS

You shall not wrongfully obtain possession of any property of the company nor will have any such property in your possession, wrongfully withhold it or knowingly apply it for purposes other than those expressed or directed by the Company and shall return to the Company immediately upon request, or upon termination of your employment for any reason whatsoever, all property, equipment, materials, records and documents which you prepared or which came into your possession as a result of your employment.

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

In addition to the terms contained in this offer of appointment, you shall immediately, upon entering the service of the Company, be subject to such other existing general terms and conditions of employment as may be laid down by the Company, to govern all members of its staff, and rules or regulations that may be introduced by the Company from time to time.

The Company reserves the right to vary the terms and conditions of service based on business needs from time to time and may change in relation to your proposed appointment in the Company.

You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force as per the travel policy from time to time.

In case of any change in your residential address during the tenure of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.

You will be responsible for ensuring that compliance requirements as stipulated by the company and locally are adhered to and it shall also be reviewed as part of your annual performance reviews. You shall not assign your rights and/ or obligations herein. The Company may assign its rights and/or obligations herein to any person or entirely acquiring all or a substantial portion of the Company's business or entity controlling, controlled by, or under common control with the Company. You are required to submit a certificate about your medical fitness to the satisfaction of the Company. You shall not, under any circumstances either directly or indirectly, receive or accept for own benefit any commission, rebate, discount, gift or profit of any nature from any person, Company or firm having business transaction with the Company.

Signature of the employee.....  
(Signifying acceptance)



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## INDEMNIFICATION

You shall during the course of employment, duly and faithfully devote to and execute, perform and discharge all the duties of his/her office without causing any injury, loss or damage by reason of any act, default or misconduct negligence, error in judgments, breach of duty, embezzlement and mismanagement to the Company and in the alternative you shall from time to time and at all times indemnify and keep indemnified the Company against all loss, damages, costs, charges and expenses which the Company shall or may sustain by reason of any act or default or misconduct, negligence, error in judgment, breach of duty, embezzlement and mismanagement by you, along with interest if any.

## JURISDICTION

This contract shall be subject to the Indian Law. Any disputes arising from or connected with this contract shall be submitted to the competent Court at Hyderabad to the exclusion of all authorities.

Should the above Terms and Conditions of Employment be acceptable to you, please sign the duplicate copy of this letter on every page and return it to the Company immediately.

We welcome you to Bharat Financial Inclusion Limited (100% Subsidiary of IndusInd Bank Limited) and look forward to a long and mutually rewarding career with us.

Yours Sincerely,  
For Bharat Financial Inclusion Limited  
(100% Subsidiary of IndusInd Bank  
Limited)

**Manager**  
**Human Resources**

---

I, **Riya Nandi** having read and fully understood the terms and conditions stated in this letter and also the Annexure(s), hereby accept in entirety the appointment on these terms and conditions and confirm that I shall commence work on **7<sup>th</sup> December 2023**.

Signature : .....

Date : .....

**Signature of the employee**.....  
(Signifying acceptance)

**Bharat Financial Inclusion Limited**

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**ANNEXURE – 1**

Particulars	Monthly	Annual
Basic	12,050	1,44,594
HRA	5,302	63,624
Children Allowance	200	2,400
Medical Allowance	1,250	15,000
Conveyance Allowance	1,600	19,200
LTA	1,205	14,460
Post allowance	1,093	13,110
Advance Statutory Bonus	1,400	16,800
Employer PF contribution	1,568	18,812
Bonus*	0	42,000
<b>Total Cost to Company</b>	<b>25,667</b>	<b>3,50,000</b>

\*Performance Bonus included in CTC is an indicative figure calculated as maximum bonus potential. The actual Annual Bonus will be based on you achieving certain performance targets and the company performance. The bonus will be paid annually at the end of the fiscal year.

**ANNUAL INSURANCE BENEFITS (PREMIUM PAID BY THE COMPANY) :**

Life Insurance	10,00,000
Hospitalization Floater cover (For, Employee, Spouse, Two Kids and Parents)	3,00,000
Group Personal Accident cover	13,00,000

Signature of the employee.....  
(Signifying acceptance)

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Ref: 20240629

29<sup>th</sup> June, 2024

To,

**Salma Sultana,**  
**Kolkata-PS Srijan Techpark,**

Dear Salma,

**Sub: Fixed Term Appointment**

This has reference to the discussions regarding your association with L&T Finance Limited.

We are pleased to engage you on Retainership basis for a Fixed Term Appointment (FTA) basis for One year starting from **22<sup>nd</sup> June, 2024** to **21<sup>st</sup> June, 2025**.

The terms and conditions of this contract are:

1. You will be reporting Sobhan Banerjee & your roles & responsibilities will be as per the annexure-I attached.
2. a) During the period of this contract, you will be paid the following amount(s), on the 2<sup>nd</sup> of every month;

Particulars	Amount Per Month (Rs.)	Amount for Year (Rs)
Fixed Fees (Including taxes)	Rs.18,888/-	Rs.2,26,656/-

- b) You will submit a monthly bill to Human Resources department for the aforesaid fees
  - c) You shall be solely responsible for all the tax liabilities including but not limited to income-tax, penalties and interest thereto arising in India on account of the fees payable to you by the Company
  - d) The above mentioned fee is inclusive of service tax, which will be payable by the Company as per the applicable laws in India at the applicable rate.
3. You hereby confirm that you will not take up any role wherein there may be conflict of interest with your role on "Fixed Term Appointment" with L&T Finance Limited.

4. Either party can terminate this arrangement at any time by giving 60 days' notice in writing to the other.
5. Tax liability as applicable will be borne by you and your fee will be paid after adjusting for appropriate taxes. The appointee should indicate the Registration Number in the bill. In no way shall this Fixed Term Appointment contract or any of its covenants be construed as a contract of employment in the services of the organization.
6. Any dispute or difference or claim arising out of or in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by the Company at its sole discretion. The arbitration proceedings shall be governed by the provisions of the Arbitration & Conciliation Act, 1996 and the Rules framed there under and any amendments thereto. The language of arbitration shall be English. The venue of arbitration shall be at Mumbai and courts at Mumbai shall have exclusive jurisdiction. The governing law shall be the laws of India.

Kindly sign in token of acceptance of this letter and its terms a duplicate copy of this letter and return the same the undersigned at the earliest.

Yours faithfully,

**For L&T Finance Limited**



**NILESH S DANGE**  
**CHIEF HUMAN RESOURCE OFFICER**

---

I agree and accept all the terms and conditions of this letter of agreement.

Mr/Ms. \_\_\_\_\_

Date:

Cc: Accounts – Please make the payments.

## ANNEXURE – I

### ROLES & RESPONSIBILITIES

- Recruitment - Planning, Execution and Analysis.
- Day to day activities of Recruitment - Shadowing, Planning, and Execution.
- Analysing requirements, Sourcing, and Aligning of best-fit candidates

**L&T Finance Limited**  
(Formerly known as L&T Finance Holdings Limited)

**Registered Office**  
Brindavan, Plot No. 177, C.S.T Road  
Kalina, Santacruz (East)  
Mumbai 400 098, Maharashtra, India  
DN: L67120MH2008PLC181833

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F +91 22 6621 7509  
E [igr@lftf.com](mailto:igr@lftf.com)

[www.lftf.com](http://www.lftf.com)

SL. No. 970



Sanjana Karfa

September 14, 2023

Dear Sanjana,

Congratulations!!

After a rigorous process of selection we are pleased to offer you the position of an Intern with For PhonePe Private Limited ("PhonePe" or the "Company") as per the terms of reference given below at our Bangalore, Karnataka, India office.

Your **Three Months** internship will commence on September 21, 2023 and will conclude on December 21, 2023.

For this position, you will be paid a Stipend of **INR 20,000.00 (Rupees Twenty Thousand Only)** per month (subject to deduction on leaves)

PhonePe, you will soon discover, is all about people -the best people. This offer comes to you as the culmination of a rigorous selection process and you are sure to find a challenging peer group at PhonePe.

We are positive you will find the work environment stimulating and conducive to helping you realize your professional goals.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings.

Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome aboard!

Sincere Regards

For PhonePe Pvt. Ltd.

DocuSigned by:

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14-Sep-2023 | 10:11 AM PDT

Mohan Dayananda  
Head - HR Business Partner

I accept the above terms and conditions and shall abide by them.

Signature

DocuSigned by:

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14-Sep-2023 | 11:45 PM IST

Name : Sanjana Karfa

**PhonePe Private Limited**

Regd. Office: Unit No.001, Ground Floor, Boston House, Suren Road, Off. Andheri-Kurla Road, Andheri (E), Mumbai, Maharashtra - 400093

Corporate Office: Office-2, Floor 4, 5, 6, 7 Wing A, Block A, Salarjuria Softzone, Service Road, Green Glen Layout, Bellandur, Bengaluru, Karnataka 560103

support@phonepe.com

022-40071201

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CIN: U67190MH2012PTC337557