



Government of West Bengal
Office of the Principal
Kabi Jagadram Roy Govt. General Degree College
MEJIA – 722143.

(On NH-60), Gopalpur
Mejia, Distt. Bankura
West Bengal.
Phone: +91-3241-250250
E-mail: kjrggdcmejia@gmail.com
Web: www.ggdcmejia.in

5.2.1 Percentage of placement of outgoing students during the last five years

| Sl. No. | No. of students placed | Name of the students with Department |
|--|------------------------|--|
| Academic Year 2021-2022 (June 2021 to May 2022) | | |
| 01 | 03 | <ul style="list-style-type: none">• Tuhin Kundu (Geology)• Biltu Chatterjee (Geology)• Chayan Mukherjee (Bengali) |
| Academic Year 2020-2021 (June 2020 to May 2021) | | |
| 02 | 03 | <ul style="list-style-type: none">• Anamika Sarkar (Economics)• Sumanta Kundu (Geology)• Priti Biswas (History) |
| Academic Year 2019-2020 (June 2019 to May 2020) | | |
| 03 | 09 | <ul style="list-style-type: none">• Moupia Mukherjee (Geology)• Shilpa Mondal (Geology)• Rahul Kundu (Geology)• Astik Mondal (Geology)• Hritwik Majee (Geology)• Koushik Roy (Commerce)• Jaganath Mondal (History)• Gopinah Sen (Philosophy)• Swarnali Sen (Bengali) |
| Academic Year 2018-2019 (June 2018 to May 2019) | | |
| 04 | 04 | <ul style="list-style-type: none">• Animesh Mondal (Geology)• Rupan Roy (Geology)• Amit Ghosh (Geology)• Somit Malakar (Commerce) |



Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143, Dist-Bankura, W.B.



Letter Of Intent

1 message

Arunungshu Das <arunungshudas@jaibalajigroup.com>

Fri, Aug 12, 2022 at 17:53

To: tuhinkundu1199@gmail.com <tuhinkundu1199@gmail.com>

Cc: Alok Pandey <alok.pandey@jaibalajigroup.com>, Mohammad Ahmad <mohammad.ahmad@jaibalajigroup.com>, Yubraj Trigunait <yubraj@jaibalajigroup.com>

Dear Mr. Tuhin Kundu,

Congratulations!

With reference to your application and subsequent interview we are pleased to inform you that you have been selected in **Jai Balaji Industries Ltd., Unit 4, Durgapur** on the terms and conditions discussed during the above meetings.

You have been selected on the presumption that the particulars furnished by you in your application and other documents are correct. In case said particulars are found to be incorrect or that you have concealed or withhold some other relevant facts, your appointment with the company shall stand terminated/canceled without any notice.

You are requested to join us on or before **13/08/2022** failing which our offer of employment stands canceled automatically.

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Kindly bring all the original docs for verification purpose along with one set of photo copy at the time of joining.

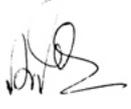
1. Proof of age – PAN Card, Voter ID Card etc. 1 copy
2. Proof of Address-Aadhar Card (**2 copies**), Driving License etc. 1 copy
3. Family Aadhar Card (Mandatory)
4. Copies of all educational and experience certificates.
5. Last three month pay slip & Bank statement.
6. Passport Size Photographs - 5 Nos.
7. **RTPCR Test(Mandatory)** & blood Test (TC, DC, ESR, HB,Blood Group, FBS)
8. X-Ray (Chest) ECG,
9. Eye Test (Eye Sight, Color Vision)
10. Copy of resignation letter (Mandatory)
11. Company relieving letter (Mandatory)
12. Bank pass book xerox.

Submit a copy of all the above documents at the time of joining.

For any doubts or query feel free to call.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Meja-722143 Dist-Bankura, W.B.

--
Thanks & Regards



Arunungshu Das

Team-HR || Unit IV
Durgapur 713212
8001546848(m)



Officer-in-Charge
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Meja-722143 Dist-Bankura, W.B.



JAI BALAJI INDUSTRIES LIMITED

SALARY SLIP Nov-2023

| | | | | | | | |
|---|------------------|--|------------------|---|---------------|---|------------------|
| Name: Tuhin Kundu Employee Code: 7185 Date of Joining: 13-Aug-2022 Location: UNIT 3 Designation: JUNIOR OFFICER Division: IRON MAKING Department: QUALITY Sub Department: QUALITY Work Area: QC | | Bank: ICICI Bank Ac/No: 000601576387 PAN: KEAPK8973J Aadhaar: 9961 4240 0290 ESIC Number: 7430808752 EPF UAN Number: NA | | Days Breakup Working Days: 23.00 Day Off: 4.00 LWP Days: 0.00 Days Payable: 30.00 | | Leave Balances Casual Leave: 1.50 Earned Leave: 5.00 Short Leave: 2.00 FH: 1.00 | |
| FIXED | | EARNINGS | | DEDUCTIONS | | PAYMENTS | |
| Basic | 5,400.00 | Earn Basic | 5,400.00 | Employee PF | 648.00 | Net Pay | 12,640.00 |
| House Rent Allowance | 2,160.00 | Earn HRA | 2,160.00 | Employee ESIC | 102.00 | | |
| Conveyance Allowance | 1,800.00 | Earn Conveyance Allowance | 1,800.00 | Professional Tax | 110.00 | | |
| Medical Allowance | 1,700.00 | Earn Medical Allowance | 1,700.00 | Year to Date Data | | | |
| Special Allowance | 2,240.00 | Earn Special Allowance | 2,240.00 | Component | Value | | |
| Edu_Allowance | 200.00 | Earn Edu_Allowance | 200.00 | Employee PF | 648.00 | | |
| | | | | Employee ESIC | 102.00 | | |
| TOTAL | 13,500.00 | TOTAL | 13,500.00 | TOTAL | 860.00 | TOTAL | 12,640.00 |

Net Pay: Twelve Thousand Six Hundred and Forty

This is computer generated slip and requires no physical signature. Digitally signed on 24 Dec 2023 10:45:00 GMT+05:30

Tax Calculation

| | | | | |
|---------------------------------|--|----------|-----------|------------------|
| Taxable | Gross Salary Paid | | 27,000.00 | |
| | Add Gross Salary Remaining to be Paid | | 54,000.00 | |
| | | | | 81,000.00 |
| Taxable Less Standard Deduction | | | | -50,000.00 |
| HRA | Actual HRA received | | 12,960.00 | |
| | House Rent Paid | 0.00 | | |
| | less 10% of Basic 32,400.00 | 3,240.00 | 0.00 | |
| | Percentage of Basic (40.0% of 32,400.00) | | 12,960.00 | |
| | Minimum of above | | | 0.00 |
| Total Taxable Income | | | | 31,000.00 |

| | | | |
|---------------------|--|------|------|
| Tax Less Rebate 87A | | 0.00 | 0.00 |
| Net Tax | | | 0.00 |

| | | |
|--|--|------|
| Paid Already | | 0.00 |
| Remaining Liability | | 0.00 |
| Tax for Month (Remaining Liability/5 remaining months) | | 0.00 |


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Moja-722143 Dist-Bankura, W.B.



Gemco Kati Exploration Private Limited
Plot No 34, Bapat Nagar, Nagpur Road, Chandrapur-442401

Ref: GK1/BD/WBMDC/24/03

Date: 02/01/2024

To,

Mr. Biltu Chatterjee
S/O Ashis Chatterjee
Bhara, Bhara Kali bari
Bhara
Dist.: Bankura
West Bengal, PIN- 722143.

Subject: Assignment & authorization for project-wise work on Geology, mining & all related work and other work pertaining to Gemco Kati Exploration Pvt. Ltd.

*The Company i.e. Gemco Kati Exploration Pvt. Ltd. hereby authorize **MR. BILTU CHATTERJEE, AADHAAR NO.- 728284354455** assigns to render services project-wise work on Geology, and Mining and other related work, for the projects being conducted by the Company. The services to be provided under this Assignment shall commence from 02.01.2024.*

PROJECT DETAILS:

You shall render services/work related to **Geology and Mining** and other related work, for the projects in accordance with the directions and requirements of the Company, as assigned by the Managing Director/Director(s) of the Company, about suggesting ways and action wherever necessary.

PROPRIETARY INFORMATION:

You hereby acknowledge and agree that all property, including technical documents, leaflets, handouts, brochures, records, reports, notes, lists, project data and other documents, or materials, or copies thereof, that is produced under this Assignment is Proprietary Information (as referred herein), and assignments furnished to or prepared by you in the course of or incident to rendering of services to the Company, belong to the Company and shall be promptly returned to the Company upon request.

You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damage of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property of its satisfaction.

CONFIDENTIALITY:

You shall keep confidential all confidential information provided to him by the Company excepting only such information as is already generally known to the public and that he shall not release use or disclose of the same except with the prior written permission of the Company. However, you will be entitled to divulge the information to those who are directly concerned or as may be necessary in order to obtain certain information necessary for the performance of his obligations.

Yours faithfully,

Director

Jijo George

(Director, Gemcokati Exploration Pvt. Ltd.)

Phone: +91 8177877002

E-Mail: gemcokati.wb@gmail.com

www.gemcokati.com

Officer-in-Charge
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Mejla-722143 Dist-Bankura, W.B.



J. B. C.P.L (FIELD)
PAYSLIP FOR DECEMBER 2023

| | | | |
|---------------|------------------------------------|-------------|----------------|
| EMPLOYEE CODE | : J20478 | EMP PAN | : GTPPM4863R |
| NAME | : Chayan Mukherjee | UAN NO | : 101907211923 |
| BANK NAME | : Punjab National Bank | ESI NO | : 4118965870 |
| BANK A/C NO | : 0964010359054 | EMP DOJ | : 10/04/2023 |
| LOCATION | : Bankura | DAYS WORKED | : 31.00 |
| DEPARTMENT | : Nova | SUB-DEPT | : Sales |
| DIVISION | : India Business | | |
| DESIGNATION | : Professional Marketing Executive | IFSC_CODE | : PUNB0096420 |
| PF NO | : MHBAN00073120001016639 | | |

| EARNINGS | RATE | AMOUNT | DEDUCTIONS | AMOUNT |
|-----------------|---------|----------|---------------------|----------|
| BASIC PAY | 9584.00 | 9584.00 | PROFESSIONAL TAX | 130.00 |
| H.R.A. | 4792.00 | 4792.00 | PROVIDENT FUND | 1150.00 |
| OTHER ALLOWANCE | 2242.00 | 2242.00 | E. S. I. C. | 125.00 |
| | | | LABOUR WELFARE FUND | 12.00 |
| GROSS EARNINGS | | 16618.00 | TOTAL DEDUCTIONS | 1417.00 |
| NET PAY | | | | 15201.00 |

(RUPEES FIFTEEN THOUSAND TWO HUNDRED ONE ONLY)

| EMPLOYER'S CONTRIBUTIONS | MONTHLY RATE | CURRENT MONTH |
|--------------------------|--------------|---------------|
| NATIONAL PENSION SCHEME | 0 | 0 |

THIS IS A COMPUTER GENERATED STATEMENT AND DOES NOT REQUIRE SIGNATURE


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.



Bandhan Bank Limited

Head Office: Floors 12-14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata - 700091
CIN: L67190WB2014PLC204622 | Phone: +91 33 6609 0909, 4045 6456 | Fax: +91 33 6609 0502
Email: info@bandhanbank.com | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/12929/2023-2024

Date: 29-May-2023

**Ms. Anamika Sarkar
Bankura, West Bengal-722133**

LETTER OF APPOINTMENT

Dear Ms. Anamika Sarkar,

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 **Durgapur, City Center** under **Asansol Cluster** at **Sr. Officer** grade.

You shall be required to join the Bank on or before **29-June-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 **02-June-23**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,

**Shivesh Singh
Head - Business HR**

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

OFFER LETTER Inbox

HR JBG 8/7/2023

to Abhijit, abhijitlaye... ▾



Dear Candidates,

Congratulations!

With reference to your participation in our recruitment drive and subsequent interview, we are pleased to inform you that you have been selected in **Mackiel Ispat & Forgings Ltd. NH2 Gopalpur, Durgapur - 713212** on the terms and conditions discussed during the above recruitment drive.

You are requested to join us on or before **09.07.2023 & 10.07.2023** failing which our offer of employment stands canceled automatically.

1. Proof of age – PAN Card, Voter ID Card, etc. 1 copy
2. Proof of Address-Aadhar Card (**2 copies**), Driving License etc.
3. Family Aadhar Card (Mandatory)
4. Copies of all educational and experience certificates.
5. Medium Size Photographs - 5 Nos.



99+





1. Proof of age – PAN Card, Voter ID Card, etc. 1 copy
2. Proof of Address-Aadhar Card (**2 copies**), Driving License etc.
3. Family Aadhar Card (Mandatory)
4. Copies of all educational and experience certificates.
5. Medium Size Photographs - 5 Nos.

Submit a copy of all the above documents at the time of joining.

Reporting Address:

At- Village/Post – Arrha, PS-Kanksa, City – Durgapur, Dist-Paschim Bardhaman, PIN-713212, Near Arrha Sibtala / NSHM College.

Contact Persons:

- 1- Kalyan Paramanik – Company (Mob-9563200224 / 9800444823)
- 2- Uttam Dhara– (Mob-9851134350)
- 3- Achinta– (Mob-9635070266)

Please reply to this mail as a token of your confirmation and acceptance of the LOI and date of joining.

Jai Balaji Group
(HR Department)



JAI BALAJI INDUSTRIES LIMITED

SALARY SLIP Nov-2023

| | | | | | | | |
|--|-----------|---|-----------|---------------|-------|------------------|-----------|
| Name: Sumanta Kundu Employee Code: 6436 Date of Joining: 12-Jul-2023 Location: UNIT 3 Designation: OFFICER TRAINEE Division: IRON MAKING Department: QUALITY Sub Department: QUALITY Work Area: QC | | Bank: ICICI Bank Ac/No: 018801531368 PAN: IZHPK7750K Aadhaar: 2054 6975 8789 | | Days Breakup | | Leave Balances | |
| | | | | Working Days | 21.00 | Casual Leave | 0.00 |
| | | | | Day Off | 5.00 | Compensatory Off | -1.00 |
| | | | | LWP Days: | 4.00 | Short Leave | 2.00 |
| | | | | Days Payable: | 26.00 | FH | 0.00 |
| FIXED | | EARNINGS | | DEDUCTIONS | | PAYMENTS | |
| Stipend | 12,000.00 | Stipend | 10,400.00 | | | Net Pay | 10,400.00 |
| TOTAL | 12,000.00 | TOTAL | 10,400.00 | TOTAL | 0.00 | TOTAL | 10,400.00 |

Net Pay: Ten Thousand Four Hundred

This is computer generated slip and requires no physical signature. Digitally signed on 22 Jan 2024 12:46:58 GMT+05:30

Tax Calculation

| | | | | |
|---------------------------------|---------------------------------------|------|------|-------------|
| Taxable | Gross Salary Paid | | 0.00 | |
| | Add Gross Salary Remaining to be Paid | | 0.00 | |
| | | | | 0.00 |
| Taxable Less Standard Deduction | | | | 0.00 |
| HRA | Actual HRA received | | 0.00 | |
| | House Rent Paid | 0.00 | | |
| | less 10% of Basic 0.00 | 0.00 | 0.00 | |
| | Percentage of Basic (40.0% of 0.00) | | 0.00 | |
| | Minimum of above | | | 0.00 |
| Total Taxable Income | | | | 0.00 |

| | | | |
|---------------------|--|------|------|
| Tax Less Rebate 87A | | 0.00 | 0.00 |
| Net Tax | | | 0.00 |

| | | |
|--|--|------|
| Paid Already | | 0.00 |
| Remaining Liability | | 0.00 |
| Tax for Month (Remaining Liability/5 remaining months) | | 0.00 |


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.

Date: 25-01-2023
Ref No. RFS/23/04/TSR/KL/332

To,
Ms. PRITI BISWAS

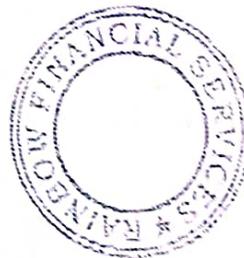
RE: LETTER OF OFFER TO EMPLOYEE

Dear Ms. PRITI BISWAS,

Following our recent discussions, we are delighted to offer you the position of TSR (Tele Sales Representative) with Our Organization.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.



person or company who has been or is a client of Rainbow Financial Services. Kolkata, India.

For the same period of six months will you not entice away any person who was employed as a director, employed as a Rainbow Financial Services on the date of termination, irrespective of whether that person was employed as a director, employee, consultant, agent, representative, associate or advisor of the Company. The Company may request proof that the Employee has complied with these provisions.

During your employment with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.

At the time of joining, you are required to submit the following:

- a) KYC (ID and Address proof)
- b) Certified True copies of your Educational /Professional qualification Certificates.
- c) Experience certificates
- d) Copy of relieving letter or acknowledgement resignation of your last employer
- e) Last salary slip/Certificate
- f) Last 3 Month Bank Statement.
- g) Latest photograph (2 copies color passport size)
- h) Offer Letter of the Previous Company.
- i) Cancelled Cheque.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

For Rainbow Financial Services,

Acceptance On behalf of Employee

Beebanti Ghosh

(HR Manager)

Priti Biswas

PRITI BISWAS





Head Office: 662/2, Baishnabghata, 2nd FL, Flat No. 2B Patuli, Baghajatin, Kolkata – 700086

REF NO: PRASARI/ 038/AUG/22

Date: 13-08-22

To,
Moupia Mukherjee
A2/13, Netaji Nagar Colony, Benachity, Durgapur

Dear Moupia Mukherjee

Greetings and Congratulations from PRASARI!

Congratulation on your success in the recruitment process held on 02/08/2022 at WBVHA, Kolkata. On behalf of PRASARI (legally-Rajarhat PRASARI) and my other colleagues, I am privileged to welcome you to be a part of the PRASARI family as a **Development Learner (DL)**.

Your place of posting would be at the **Sundarban team** under the supervision of the **Team Leader, Sundarban Team**. It's compulsory for you to occupy a residence within 15 (fifteen) kilometers from your office. In future, your posting could be anywhere in India depending on the Interest of Rajarhat PRASARI.

Your employment in Rajarhat PRASARI is initially valid on a probation basis for six months with effect from **20/08/2022** as a **Development Learner (DL)** and after successful completion of the probation period you'll be graduated to **Executive (Projects)**; a pool of employees Organization continue to engage them on a longer term and the designation and scale of pay changes with time according to that standardized for the Organization Human resources. Your engagement like all others in PRASARIans, is likely to be continued depending on your performance and interest as well as the funding availabilities in the Organization. The annual increment shall adhere to the standard norms in the Organization.

You have an initial probation period of 6 months from the date of joining and to judge whether this is 'your cup of tea'! If you find that this is not the right 'job' for you; are encouraged to leave giving a day's notice within the probation period. The same is applicable for Rajarhat PRASARI also-if the organization finds 'it is not your cup of tea'. The consolidated monthly payment will be **Rs. 25,000/- (Twenty-five thousand) per month (including professional tax and EPF)**. On successful completion of the DL ship, you will be graduated to Project Executive, without any change in the pay package for another sixmonths. The next increment will be after a year.

Please Report for duty to

Dr. Purnabha Dasgupta, Programme Director (cum Acting Team Leader)

Your Designation: **Development Learner**

Location: **Sundarban, West Bengal**

Date of Joining: **20/08/2022**



Head Office: 662/2, Baishnabghata, 2nd FL, Flat No. 2B Patuli, Baghajatin, Kolkata – 700086

Please take note of the following general rules of the Organization:

1. You are entitled to get reimbursement of travel expenses on an actual basis related to official work as per the prevailing travel rules of PRASARI, mentioned in the HR Manual. The HR manual will be shared with you on the day of orientation.
2. Your services can be terminated by either side by giving one month's notice in the post-DL ship or in writing or payment of your monthly payments in lieu thereof, assigning the reason.
3. Any employment with PRASARI shall be discontinued, if any of the information furnished by you through your bio-data/application form or any other document in connection with your employment with PRASARI is found to be false or incorrect or it is found at any time that you have not revealed any relevant information, your services may be liable to be terminated forthwith without any compensation whatsoever.
4. As a full-time employee of Rajarhat PRASARI you will devote your whole time in the service and for the benefit of Rajarhat PRASARI. You cannot accept any other employment on any terms without the prior written approval of the Executive Director of Rajarhat PRASARI. You will also not make yourself directly or indirectly interested in the business of any other person or entity without the prior written approval of the Rajarhat PRASARI.
5. You are also entitled to medical insurance as per our HR manual.
6. Leave
Any leave needs to be granted by the reporting authority in advance, without the information leaving station (assigned location) or taking leaves will be considered as 'leave without pay'. Please note, that leave is not a right.
 - a. Compensatory offs - these can be availed with team's prior permission and within one week of the date.
 - b. Sick leaves - Maximum 6 sick leaves per annum
 - c. Casual leaves – Maximum of 12 casual leaves per annum which can be availed on pro-rata basis
 - d. Vacation leaves - Maximum of 7 days per annum
 - e. Total no of days taken i.e., 25 days in total, if exceeds the limit the excess days are considered as 'leave without pay' and likely to be deducted from the salary of the immediate month.



Head Office: 662/2, Baishnabghata, 2nd FL, Flat No. 2B Patuli, Baghajatin, Kolkata – 700086

Holidays:

Each office observes 12 holidays a year. A list of official holidays for each Office is circulated to all Rajarhat PRASARI's Offices by the anchor person of the office at the beginning of each calendar year. This is prepared while keeping the local festivals/conditions in priority. Apart from this, our office remains close on Sundays and the 3rd Saturday of every month.

7. You will be responsible for safe-keeping and returning in good condition all the office property, equipment, instruments, tools, books, vehicles, etc. which may be given to you for your use or under your custody, charge. In the event of your failure to account for the aforesaid property etc., Rajarhat PRASARI shall have the right to deduct/recover the money from your dues otherwise and/or take such action as Rajarhat PRASARI may deem fit/proper.
8. You will observe due confidentiality respecting all transactions and activities of Rajarhat PRASARI and shall not, except in performance in good faith of the duties assigned to you, disclose, communicate or part with any confidential, classified or technical information, know-how, details or data, etc., to any other person(s) at any time during your employment with us. Failure to observe this condition of employment entitles Rajarhat PRASARI to summarily dispense with your services without any notice.
9. In case our offer of appointment, on the terms and conditions set out above, is acceptable to you, please return to the undersigned the duplicate copy of this offer of appointment, duly endorsed and signed by you in token of your acceptance as otherwise this offer may be withdrawn. Please send in your joining report as **Development Learner (DL)**, along with your acceptance letter.

Professionals in the development sector, like any other meaningful endeavour, require knowledge of certain basic concepts, some practical skills acquired through experience, a perspective and a definite value orientation. I hope you would look upon the next few years as an opportunity to acquire, develop and clarify these for yourself while engaging in concrete tasks and producing outputs meaningful to you, the project and society. Set a deliberate pace for yourself, be purposive in action and reflect critically upon what you do and see.

We hope you would stay with us in grassroots development for a long. But do so only if you feel at peace with yourself. And if you do, after the first few years I hope you would enable others to learn about the practice of development and become the nucleus for initiating action.

May I take this opportunity to congratulate you on choosing a career in Public Service for rural community development? All of us in Rajarhat PRASARI look forward to a fruitful and purposive association with you in the years ahead.



Head Office: 662/2, Baishnabghata, 2nd FL, Flat No. 2B Patuli, Baghajatin, Kolkata – 700086

My best wishes
Sincerely,

Sonali Bhattacharya

Team Leader, HR
Encl: a/a

Copy to:

1. Executive Director
2. Accounts Unit
3. Team Leader, Sundarban



On office and duplicate copy only

I have carefully read the terms and conditions of this of appointment and these are acceptable to me. I shall join duty onforenoon.

Place:

Signature:

Date:

Name:

Address:

NOVOMINE INDIA PRIVATE LIMITED



Ref No. NIPL/APPOINTMENT/2023/269

Date: 07.02.2023

To
Ms. Shilpa Mondal
Saltora, Bankura - 722158

Appointment Letter

Dear Ms. Shilpa Mondal,

Congratulations!!! Novomine India Private Limited heartily welcomes you to the team.

We have the pleasure in welcoming you to our organisation and offer you an appointment as **"Geologist"** on the following terms and conditions, subject to your reference being satisfactory. You are requested to join on the **13th of February, 2023.**

1. APPOINTMENT

a. Probation:

You will be on probation for a period of **Six months** from the date of joining but may be reduced or extended based on your performance at the discretion of the Company.

b. Confirmation:

Your appointment will be confirmed in writing after you have successfully completed the probationary period as above.

2. REMUNERATION

2.1 Your CTC will be Rs. 15,000 (Rupees Fifteen Thousand only) per month.

2.2 Your Salary break up has been placed in Annexure-1.

Shilpa Mondal



+91 9436516901, +91 8259908082



novomineceo@gmail.com



4th Floor, Building No-65, Opp- The Children's Hospital,
Pohkseh, Shillong, East Khasi Hills, Meghalaya-793006



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All creation is a mine, and every man a miner-Abraham Lincoln

4. LEAVE:

You will be entitled for leave as per Company policies.

5. HOURS OF WORK:

You will be governed by the working hours/days of work and other conditions of service as the establishment to which you may be from time to time attached. There may be occasions when you have to work beyond normal working hours/day due to the exigency of the company's business.

6. POSTING:

You will be posted at the **Office**. however, your duties may be varied from time to time and you are liable to work at project locations anywhere in India or abroad.

7. NOTICE PERIOD:

- a. This engagement may be terminated by the Company at any time by giving a notice of one month. The company will reserve the right to require you not to come to work during the period of notice.
- b. Notwithstanding anything to the contrary herein contained misconduct on your part will entitle the Company to terminate your services without notice or payment in lieu of notice.

8. TERMINATION:

The Company may by written notice terminate this employment without liability for compensation or damages, if:

- a. the Employee fails to comply with her duties and obligations as set out in this employment or any subsequent document and the failure remains unresolved for eight days after being called to her attention by written notice from the Company;
- b. the Employee becomes unable to carry out her duties and obligations under this employment through incapacity;
- c. the Employee becomes of unsound mind or a patient within the meaning of the Mental Health;

- d. the Employee is convicted of a criminal offence other than an offence which in the reasonable opinion of the Company does not affect the relationship between the Company and the Employee;
- e. the Employee becomes bankrupt, has a receiving order made against him, enters into any arrangements with her creditors or takes or suffers any similar action as a result of debt;
- f. the Employee is found guilty of any act which brings the Company into dispute or which in the Company's reasonable opinion is prejudicial to their interest;

9. RETURN OF PROPERTY:

On termination of the employment or upon demand of the Company, the Employee shall deliver up to the Company all keys, identification cards, listings, policies and procedures manuals, invention, records, data, plans, programs, correspondence, memos and all other related documents or materials in her possession. Furthermore, the Employee warrants and undertakes that he/she, or through a third person, will not make, or allow to be made, any copy or records in any form of the above - mentioned materials.

10. CONFIDENTIALITY:

The Employee shall not at any time during her employment, (except so far as is necessary and proper in the course of her employment), or at any time after her employment has been terminated, disclose to any person any information as to the practices, business dealings or affairs of the Company or any of the Company's clients, or as to any other matters which come to her knowledge by reason of her employment.

11. RESTRAINT:

a. All documents and confidential information that come into the possession of the Employee whilst working for the company remain the property of the Company. Details of any systems used by the Company or other information, knowledge and techniques obtained during the course of employment must not be disclosed to any person outside the Company, either during employment or at any time afterwards.

Shirpa Mandal

4th Floor, Building No-65, Opp- The Children's Hospital,
Pohkseh, Shillong, East Khasi Hills, Meghalaya-793006

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b. As of the date of this employment, the Employee is deemed to be the sole and exclusive Employee of the company and cannot leave the company for the next three years from the Date of joining and after three years onward strictly prohibited from accepting any additional employment, without obtaining the prior written consent of the Company.

c. For a period of 1 year from the termination date the Employee agrees not to contact any clients or Employees of the Company or any associated Company in relation to any business.

d. For a period of 1 year from the termination date the Employee agrees not to entice or encourage or induce any Employee of the Company to leave the employment of the Company.

e. For a period of 1 year from the termination date, the Employee agrees, without the written consent of the company, not to be unreasonably withheld, to enter into any employment contract with the Company's clients.

f. For a period of 1 year from the termination date, the Employee shall not cause or encourage any of the Company's suppliers to cease or reduce its supplies, services or advice to the Company.

g. The Employee shall not during the duration of the contract or for a period of 1 year from the termination date carry on alone or in the partnership or as an agent of any other person any business competitive with or similar to the Company's business.

h. During the period of employment, the Employee understands that she/he has a general duty to protect the assets and good name of the Company. The duty applies equally to her personal conduct and the observance of that of others. Should she/he become aware of dishonesty she/he clearly understands that it is her duty to report the circumstances.

This appointment is offered on the basis of your having furnished the Company, with correct information regarding your past service and other records. If at any time, it is revealed that employment has been obtained by furnishing false information or withholding pertinent

+91 9436516901, +91 8259908082

novomineceo@gmail.com



Shilpa Mandal
4th Floor, Building No-65, Opp- The Children's Hospital,
Pohkseh, Shillong, East Khasi Hills, Meghalaya-793006

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NOVOMINE INDIA PRIVATE LIMITED



CIN: U14290ML2021PTC013815

information, the Company will be free to terminate your services at any time without notice. Kindly return to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the terms and conditions.

Thanking you,

For and on behalf of,

Novomine India Private Limited.



Shilpa Mondal

(Accepted and Confirmed)
Shilpa Mondal



+91 9436516901, +91 8259908082

novomineceo@gmail.com



4th Floor, Building No-65, Opp- The Children's Hospital,
Pohkseh, Shillong, East Khasi Hills, Meghalaya-793006

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NOVOMINE INDIA PRIVATE LIMITED



CIN: U14290ML2021PTC013815

ANNEXURE-1

| NOVOMINE INDIA PVT. LTD. | |
|---|--------------------|
| Name: | Mr. Shilpa Mondal |
| DOJ: | 13th - February-23 |
| Designation | "Geologist" |
| EARNINGS Gross-INR | |
| Basic | 10,000 |
| HRA | 3,000 |
| Conveyance | 2,000 |
| Special Allowance | ---- |
| Monthly CTC | 15,000 |
| Annual CTC | 1,80,000 |
| Amount of salary will be credited in the account of employee after deducting TDS as per appropriate rules (if applicable) | |

FOR NOVOMINE INDIA PVT. LTD.



Accepted- Shilpa Mondal

Signature: *Shilpa Mondal*

Date: 07.02.2023



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novomineceo@gmail.com



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Pohkseh, Shillong, East Khasi Hills, Meghalaya-793006

www.novomineindia.com

All creation is a mine, and every man a miner-Abraham Lincoln



GOVERNMENT OF WEST BENGAL
Counter Insurgency Force west bengal
Pay Slip

Ref No.: 20231214063084

Name: RAHUL KUNDU C819
Department: Home and Hill Affairs
PRAN / GPF A/C No.:
PAN No.:
TAN No.: CALO03264C
Employee No.: 2022004260
Designation: Constable
Cadre: Others
Scale or level: 6
Group: C

Bill No.: 244/2023-24
Bill Date: 26/12/2023
Token No / Date: 22454 / 28/12/2023
T.V. No / Date: 2055/157 / 28/12/2023
Gross Bill Amt.: 27171643
Net Bill Amt.: 24757833
Pay Head: 68-2055-00-109-001-01-V
Establishment: CIF WB
DDO Code: (SPBHMP006)

December , Year 2023

| Earnings (Rs.) | | | Deductions (Rs.) | | | Recoveries of Loan (Rs.) | | | | Out of Account Deduction | | |
|----------------|-----------|---|------------------|--------|------------|--------------------------|-----------|--------|------------|--------------------------|------|--------|
| Item | Amount | Cumulative | Item | Amount | Cumulative | Item | Inst. No. | Amount | Cumulative | Balance | Item | Amount |
| 18% RA | 4212 | 37530 | GISI87 | 6 | 60 | | | | | | | |
| BP | 23400 | 231200 | GISS87 | 14 | 140 | | | | | | | |
| DA | 1404 | 13872 | PT | 150 | 1500 | | | | | | | |
| HRA | 2808 | 27744 | | | | | | | | | | |
| RtnA | 1500 | 15000 | | | | | | | | | | |
| GRAND TOTAL | 33324 | 325346 | | 170 | 1700 | | | | | | | |
| Net Pay | 33,154.00 | Net Pay Rupees in Words : Thirty Three Thousand One Hundred Fifty Four only | | | | | | | | | | |

SP (ADMN), COUNTER INSURGENCE FORCE, WB.

18% RA:18% Risk allowance for STF, CIF, Police posted LWE Areas & DoS * BP:Basic/ Band/ Deputation Pay * DA:Dearness Allowance * DR ALLO:Dress Allowance * GISI87:State GIS Insurance 1987 * GISS87:State GIS Savings 1987 * HRA:House Rent Allowance * MA:Medical Allowance * OD:Overdrawal Pay / Pay Deduction * OthA:Other Allowance * PT:Professional tax * RtnA:Ration Allowance

* System generated report and does not require signature.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.



सीएसआईआर- केंद्रीय खनन एवं ईंधन अनुसंधान संस्थान
CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद/Council of Scientific and Industrial Research)
मुख्यालय: बरवा रोड, धनबाद, झारखंड, Hqrs. Barwa Road, Dhanbad, Jharkhand-826015

75
आज़ादी का
अमृत महोत्सव

संख्या/No : PA/270922/DC/R&A-II

विक्रमी संवत: २०७९, पौष, कृष्ण पक्ष, १४

दिनांक/Date : 22 December 2022

कार्यालय ज्ञापन / OFFICE MEMORANDUM

विषय: परियोजना सहायक द्वारा कार्य योगदान आरंभ करने के संबंध में

इस कार्यालय के द्वारा जारी विज्ञापन संख्या PA/270922/DC/R&A-II के अनुसार दिनांक 19 October 2022 को संस्थान के डिगवाडीह परिसर में सम्पन्न साक्षात्कार के अनुसरण में जारी आबन्ध प्रस्तावों के नियम और शर्तों को स्वीकार करने के पश्चात निम्न परियोजना स्टाफ ने इस संस्थान में अपना कार्य योगदान यथावर्णित तिथि को आरंभ किया है। उन्हे मानदेय के रूप में निम्नलिखित यथावर्णित राशि प्रतिमाह (समेकित/consolidated) तथा नियमानुसार लागू आवास किराया भता देय (HRA) हैं, जिसका भुगतान उक्त परियोजना से ही किया जाएगा।

| क्रम Sl | परियोजना सहायक का नाम/ Name of Project Assistant | परियोजना पद/ Level | कार्यारंभ तिथि/ Joining Date | मानदेय/ माह Stipend/Month | पहचान संख्या / ID No | परि. संख्या/ Project No. |
|------------|--|-----------------------|---------------------------------|------------------------------|----------------------------|-----------------------------|
| 1 | ASTIK MONDAL | परियोजना सहायक | 22 November 2022 | 20000 | 13072 | SSP-8934 |

इनका आबन्ध पूर्णतया अस्थायी श्रेणी (Purely Temporarily basis) के अंतर्गत हैं और इनकी प्रारंभिक कार्यावधि योगदान की तिथि से 12 महीने या परियोजना की समाप्ति अवधि तक (Completion of Project), जो भी पहले हो, तक होगा। उनके कार्यकाल की अवधि (tenure), उनके निष्पादन क्षमता (Performance) तथा परियोजना की अवधि (Duration) अथवा उक्त परियोजना में निधि (Fund) की उपलब्धता के आधार पर सक्षम अधिकारी द्वारा बढ़ायी या घटायी (Extended or Curtailed) जा सकती हैं। सामान्य दशा में उनको कार्य-स्थल (Working Place) पर आवास (Accommodation) उपलब्ध कराया जाएगा अन्यथा आवास उपलब्ध ना होने की दशा में नियमानुसार आवास किराया भता (HRA) का भुगतान किया जाएगा। इनका कार्याबंध परियोजना समाप्त होते ही बिना किसी पूर्व सूचना के स्वतः समाप्त (co-terminus with Project duration) हो जाएगा। परिषद (CSIR) के नियमानुसार केवल परियोजना सहायक को ही व्यक्तिशः औषधालय सुविधा उपलब्ध कराई जाएगी।

सेवा में /To:

संबंधित परियोजना सहायक

(केसरी कुमार/ Keshari Kumar)
अनुभाग अधिकारी/Section Officer

प्रति/Copy :

- 1 प्रभाग के प्रधान/परियोजना प्रमुख/Concerned Head/Project Leader
- 2 वित्त व लेखा अधिकारी/FAO
- 3 अनुभाग अधिकारी (विपत्र)/ SO (Bill)
- 4 आहरण व संवितरण अधिकारी/DDO

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Meja-722143 Dist-Bankura, W.B.



UNITED EXPLORATION INDIA PVT. LTD.

ISO – 9001:2015 | QCI – NABET ACCREDITED

Date: 16.06.2023

To
Hritwik Majee
Bagicha, Paschim Bero,
Puruliya, Godibera,
West Bengal - 723133

Sub: Appointment Letter.

Appointment Letter

Dear Mr. Hritwik Majee,

Congratulation!!!! United Exploration India Private Limited heartily welcomes you to the team.

We have pleasure in welcoming you to our organization and offer you an appointment as “**Intern - Geology**” on the following terms and conditions, subject to your reference being satisfactory. Your Grade in the organization will be “**A**” & Level will be “**O**”. You are requested to join on or before **16th of June, 2023**.

1. APPOINTMENT:

a. Probation:

You will be on probation for a period of Six months from the date of joining but may be reduced or extended based on your performance at the discretion of the Company.

b. Confirmation:

Your appointment will be confirmed in writing after you have successfully completed the probationary period as above.

Page 1

Unit No. 402, 4th Floor, Block – C, Axis Mall, Rajarhat, New Town, Kolkata-700156

[E-mail: contact@unitedexploration.co.in](mailto:contact@unitedexploration.co.in), Phone : 033 3544 7145

CIN : U14220W62014PTC204104.


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Kabi Jagadram Roy Govt. General Degree College
Moja-722143 Dist-Bankura, W.B.

2. REMUNERATION:

- 2.1 Your CTC will be **Rs. 2, 50,068 (Two Lac Fifty thousand and Sixty Eight Only)**.
- 2.2 Your Salary break up has been placed in Annexure-I.

3. LEAVE:

You will be entitled for leave as per the Company policies.

4. HOURS OF WORK:

You will be governed by the working hours/days of work and other conditions of service of the establishment to which you may be from time to time attached. There may be occasions when you have to work beyond normal working hours/day due to exigency of companies business.

5. POSTING:

You will be posted at **Head Office**, however your duties may be varied from time to time and you are liable to work temporarily at project locations in India or abroad.

6. NOTICE PERIOD:

- a. This engagement may be terminated by either party giving to the other, at any time; notice of **Two months** has to be served by the employee. The Company will reserve the right to require you not to come to work during the period of notice.

- b. Not with standing anything to the contrary herein contained misconduct on your part will entitle the Company to terminate your services without notice or payment in lieu of notice.

7. TERMINATION:

The Company may by written notice terminate this employment without liability for compensation or damages, if:

- a. the Employee fails to comply with his duties and obligations as set out in this employment or any subsequent document and the failure remains unresolved for eight days after being called to his attention by written notice from the Company;
- b. the Employee becomes unable to carry out his duties and obligations under this employment through incapacity;
- c. The Employee becomes of unsound mind or a patient within the meaning of the Mental Health.
- d. the Employee is convicted of a criminal offence other than an offence which in the reasonable opinion of the Company does not affect the relationship between the Company and Employee;
- e. The Employee becomes bankrupt, has a receiving order made against him, enters into any arrangements with his creditors or takes or suffers any similar action as a result of debt.
- f. The Employee is guilty of any act which brings the Company into dispute or which in the Company's reasonable opinion is prejudicial to their interest;

8. RETURN OF PROPERTY:

On termination of the employment or upon demand of the Company, the Employee shall deliver up to the Company all keys, identification cards, listings, policies and procedures manuals, invention, records data, plans, programs, correspondence, memos and all other related documents or materials in his possession. Furthermore, the Employee warrants and undertakes that he, or through a third person, will not make, or allow to be made, any copy or records in any form of the above mentioned materials.

9. CONFIDENTIALITY:

The Employee shall not at any time during his employment, (except so far as is necessary and proper in the course of his employment), or at any time after his employment has terminated, disclose to any person any information as to the practices, business dealings or affairs of the Company or any of the Company's clients, or as to any other matters of the Company or any of the Company's clients, or as to any other matters which come to his knowledge by reason of his employment.

10. RESTRAINT:

- a. All documents and confidential information that come into the possession of the Employee whilst working for the Company remain the property of the Company. Details of any systems used by the Company or other information, knowledge and techniques obtained during the course of employment must not be disclosed to any person outside the Company, either during employment or at any time afterwards.
- b. As of the date of this employment, the Employee is deemed to be the sole and exclusive Employee of the Company and is strictly prohibited from accepting any additional employment, without obtaining prior written consent of the Company.

- c. For a period of six months from the termination date the Employee agrees not to contact any clients or Employees of the Company or any associated Company in relation to any business.
- d. For a period of six months from the termination date the Employee agrees not to entice or encourage or induce any Employee of the Company to leave the employment of the Company.
- e. For a period of six months from the termination date the Employee agrees, without the written consent of the Company, not to be unreasonably withheld, to enter into any employment contract with the Company's clients.
- f. For a period of six months from the termination date, the Employee shall not cause or encourage any of the Company's suppliers to cease or reduce its supplies, services or advices to the Company.
- g. The Employee shall not during the duration of the contract or for a period of six months from the termination date carry on alone or in partnership or as any agent of any other person any business competitive with or similar to the Company's business.
- h. During the period of employment, the Employee understands that he has a general duty to protect the assets and good name of Company. The duty applies equally to his personal conduct and the observance of that of others. Should he become aware of dishonesty he clearly understands that it is his duty to report the circumstances.



UNITED EXPLORATION INDIA PVT. LTD.
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This appointment is offered on the basis of your having furnished the Company, correct information regarding your past service and other records. If any time, it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your services at any time without notice.

Kindly returns to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the terms and conditions.

Thanking you.

For and on behalf of,
United Exploration India Private Limited.

Arijit Dey
MANAGER – HR & ADMIN

.....
(Accepted & Confirmed)
Mr. Hritwik Majee



UNITED EXPLORATION INDIA PVT. LTD.

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Annexure-1

FOR
UNITED EXPLORATION INDIA PVT LTD

| UNITED EXPLORATION INDIA PVT LTD | |
|----------------------------------|--------------------|
| Name: | Hritwik Majee |
| DOJ: | 16-Jun-23 |
| Designation | Intern - Geologist |
| EARNINGS Gross- INR | 18,655.00 |
| Basic | 9,328.00 |
| HRA | 6,530.00 |
| Special Allowance | 2,797.00 |
| PF Employer | 1,577.00 |
| ESIC Employer | 607.00 |
| Monthly CTC | 20,839.00 |
| Annual CTC | 250,068.00 |

Arijit Dey
Head - HR & ADMIN.

Accepted- Hritwik Majee

Signature:

Date:

Unit No. 402, 4th Floor, Block – C, Axis Mall, Rajarhat, New Town, Kolkata-700156

[E-mail: contact@unitedexploration.co.in](mailto:contact@unitedexploration.co.in), Phone : 033 3544 7145

CIN : U14220W62014PTC204104.

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Mejia-722143 Dist-Bankura, W.B.



Maheshwari Mining Private Limited

Corporate Office - 2 - C.L.M Lane,
P.O.-Raniganj-713347, Dist.-Paschim Bardhaman, W.B., India
Phone : 0341-2445446 / 5210
CIN No. : U14294WB1994PTC062325



Date - 21.12.2023

To,

Mr. Koushik Roy

Designation: Jr. Store Keeper

Site: - CEW, Raniganj, West Bengal

Sub: - Designation & Grade Revision

Dear, Mr. Koushik Roy

This is to inform you that the Management has decided to revise your Designation and Grade as per the Grading policy of the Company. Hence, as per the policy your Revised Designation & Grade will be **Jr. Executive - Store; E1** w.e.f. May'2023. Other Terms and Conditions as per your Appointment Letter shall remain same.

Looking forward to a mutually rewarding and value-additive relationship.

With best wishes,

Truly Yours,

For and On Behalf of Maheshwari Mining Private Limited

Sr. Manager - HR
(Sourav Acherjee)

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Meja-722143 Dist-Bankura, W.B.



Maheshwari Mining Private Limited

SALARY SLIP - August, 2022

| | | | |
|--------------------------------------|----------------------|--------------|------------------|
| Name | Koushik Roy | UAN NO (EPF) | 101846587656 |
| Designation | Store Keeper | PAN | ZQP1809177 |
| Branch | CEW | Paid Days | 31 |
| | | Amount | |
| Basic | | | 4,000.00 |
| DA | | | 2,000.00 |
| HRA | | | 1,800.00 |
| Conveyance Allowance | | | 900.00 |
| UG/Remote Area Allowance | | | |
| Hardship Allowance | | | |
| Medical Allowance | | | |
| Sunday Duty | | | |
| Uniform Allowances | | | |
| Field Allowances | | | |
| Other Allowances | | | 3,300.00 |
| Total 1 | Gross Payment | | 12,000.00 |
| Less : P.Tax | | | 110.00 |
| Less : P.F (Employee's contribution) | | | 720.00 |
| Less : ESI | | | 90.00 |
| Less : Advance | | | |
| Less : Mess Meal Charges | | | |
| Net Payment | | | 11,080.00 |

Amount In Words -Eleven Thousand and Eighty Only

Asmita Adhi



Reliance SMSL Limited
PAYS LIP FOR THE MONTH of December 2022

| | | |
|------------------------------------|---|---------------------------|
| EMPLOYEE NO.: 67652984 | NAME: Mr. Gopinath Sen | PAYS LIP NO.: 1 |
| PAYS LIP LOCATION: Jio -WB SE | UAN No.: 101755713447 | |
| PF A/c No.: THVSH01176780000709435 | Pension A/c No.: THVSH01176780000709435 | ESIC A/c No.: 4118327220 |
| BANK NAME : STATE BANK OF INDIA | | BANK A/C NO.: 34876945750 |

| EARNINGS | This month (Rs) | Arrears (Rs) | DEDUCTIONS | This month (Rs) | Arrears (Rs) |
|--------------------|-----------------|--------------|---------------------------|-----------------|--------------|
| Basic salary | 7,875.00 | | Ee ESI contribution | 104.00 | |
| HRA | 5,250.00 | | Ee PF contribution | 945.00 | |
| Statutory Bonus | 655.99 | | Prof Tax - Full period | 110.00 | |
| ABRY Refund | 945.00 | | Ee LWF contribution | 3.00 | |
| | | | Recovery of round off amt | 0.01- | |
| | | | Salary Advance Recovery | 945.00 | |
| | | | GTLI Recovery | 45.00 | |
| | 14,725.99 | | | 2,151.99 | |
| GROSS EARNINGS Rs. | | 14,725.99 | TOTAL DEDUCTIONS Rs. | | 2,151.99 |
| | | | NET PAY Rs. | | 12,574.00 |

DEAR COLLEAGUE

| |
|--|
| Payroll / Time Helpdesk : Raise Query in "My HR" |
| Current Month Total days: 31.00 Prev.month(s) absence |
| Paid Days : 31.00 Paid / Recovered(-): 0.00 |
| Absence Days : 0.00 |

Absence days for December 2022

| |
|--|
| 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| |

Loan / EMI Balances

| | | | | | | | | |
|-----------|------------|--------------|------------|---------|---------------|------------|-----------|---------------|
| Pers.Loan | Educ. Loan | Medical Loan | Other Loan | Imprest | Marriage Loan | Mobile EMI | Vehi.Loan | Jewellery EMI |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |


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Antyodoy Anath Ashram Paunsi

ESTD-1995

ViLL+P.O.-Paushi, P.S.-Bhupatinagar, Dist.-Purba Medinipur, West Bengal-721444,

Regd No.- S/1L/25499 of 2004-05, Phone No.-(0) 9932671081 ,8536835042

[Email-antydoyorphanage@gmail.com](mailto:antydoyorphanage@gmail.com), aaapaunsi@gmail.com,

www.antyodoyanathashram.org.in

Memo No: AAA/REC-CNCP-APL-19/2023-24

Date: 05.09.2023

To
Ms. SWARNALI SEN
D/O- Bablu Sen
Vill+P.O Lachhmanpur,
P.S- Gangajal Ghati, Dist- Bankura
Mob No:: 7063258423

Sub:- Letter of Appointment for the Post of Child Welfare Officer

Dear Ms. SWARNALI SEN
Congratulations!

Further to your application for engagement with us, and the subsequent selection process, you have been provisionally selected for the post of **Child Welfare Officer** in Children Home (CNCP-Girls-Snehachhaya) of Antyodoy Anath Ashram Paunsi under Integrated Child Protection Scheme of Department of Women & Child Development and Social Welfare, Govt. of West Bengal, **purely on contractual basis** on the terms and conditions as detail below. Thank you for exploring career opportunities with Antyodoy Anath Ashram Paunsi. This offer is based on your profile and performance in the selection process.

You are requested to submit Medical Fitness Certificate from registered Medical Practitioner. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Terms & Conditions:-

- 11) The appointment is purely on **contractual basis for a period of (01) one year** with effect from the date of joining.
- 2) The Contract will be terminated if the Fit Medical Certificate is found not in order.
- 3) The post carries a remuneration will be as per schematic budget.
- 4) Will be entitled for a casual leave of **14 days** in a year.
- 5) The appointment may be terminated after giving one month notice from either side.
- 6) The organization may terminate your services immediately on disciplinary grounds.
- 7) You are not allowed to undertake any job either full time or part time of any other organization. You are also not allowed to be engaged any form of social activities or work without the consent of the organization.
- 8) During the period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment may be terminated by the organization with one month notice or one month salary thereof.
- 9) The working hours for the post will be normal office hours as well as fixed by the organization.
- 10) The key tasks assigned to the post of Child Welfare Officer under the super vision of the Officer in-Charge are as under:

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- Ø To conduct social investigation of the child in Form IV/From XIII. The Social Investigation Report shall be prepared after a process of conducting interviews with the child, family, neighbors, any voluntary agencies or NGOs who the child has had contact with, Child Welfare Police Officer, teachers, peers of the child and any others deemed necessary.
- Ø To participate in the pre-release programme and help the child to establish contacts which could provide emotional and social support to the child after release.
- Ø To establish linkages with Probation Officers in other Districts and States for obtaining social investigation report, supervision and follow up.
- Ø To establish linkages with voluntary workers and organizations to facilitate rehabilitation and social reintegration of children and to ensure the necessary follow-up.
- Ø To prepare the individual care plan and post release plan for the child.
- Ø To ensure that the child is received in the reception unit and given all the necessary services.
- Ø To clarify the problems of the children and deal with their difficulties in institutional life.
- Ø Ensure coordination with the Superintendent, counselor, educator and medical staff to ensure that the child receives inputs as per the ICP which has been outlined for her.
- Ø Lead discussions on each child's progress during the period of stay in the CCI at monthly meetings convened by Superintendent in the CCI, quarterly reviews in the CCI convened by the Superintendent, and during all inspection conducted by Home Management Committee and State and District Inspection Committees.
- Ø The report shall be prepared based on interactions with the child, counselor and, family of the child.
- Ø The child welfare officer shall keep the best interests of the child foremost in her approach in dealing with the child/children assigned to her.
- Ø Use positive methods to introduce the child to the other children and house mother so that the child feels welcome.
- Ø To maintain documentation and case file for each child assigned in the CCI.
- Ø Collect the child's medical, mental status, cognitive assessment, psychosocial and addiction status reports from the persons concerned and place them in the medical record of the child.
- Ø To prepare and maintain the medical record of the child and ensure that the treatment of the child is not interrupted or neglected.
- Ø Update the Individual Care Plan and the case file to record goals achieved and another relevant information related to the child's progress
- Ø All the case files maintained shall, as far as possible, be computerized and networked on a designated portal i.e. TrackChild, so that the data is centrally available to the State Government, District Child Protection Unit and the Juvenile Justice Board etc.
- Ø Assist the child to develop contact with family and also provide guidance and assistance to family members by being present during parent child interactions on family meeting days in the CCI.
- Ø Facilitate interaction between the child and the Officer-in-charge.
- Ø Participate in the orientation, monitoring, education, vocational and rehabilitation programmes in respect of the child and attend the parent teacher meetings in schools in respect of children assigned to them.
- Ø Have meetings and interactions with other care-givers in the CCI to ensure that the child is receiving all required inputs which are outlined in her individual care plan.
- Ø Visit regularly the residence of the child under his supervision and also places of employment or school attended by the child and submit fortnightly reports or as otherwise directed.
- Ø Ensure that the child adheres to the routine so developed and take timely reports from the caregivers in this respect.
- Ø All the children in the CCI shall be assigned CWO/case worker who shall be responsible for the child assigned to him by the Superintendent/Person-in-charge in all respects viz. care, protection, rehabilitation, reformation and development of the child.
- Ø Gather information about the child within the initial five days to ascertain the child's education, vocational status and aptitude and emotional status.
- Ø Ensure that all children have Aadhaar card and Bank Account made etc.



Ø In case the Officer in Charge is on leave or otherwise not available, the duties of the Officer-in- Charge shall be performed by the Child Welfare Officer as designated by the Officer-in-Charge.

Ø Any other work required to satisfactorily discharge the duties of Child Welfare Officer. And in this role, you will also help us with **1. Preparing Proposals, 2. Fundraising ideas. 3. Documentation, 4. Data Analysis/Report writing.**

11) After joining submit the Police Verification positively.

12) You will be governed by the rules, regulations and policies of the Scheme as applicable to you.

Above list is not exhaustive and time to time it will be revised as per the policy guidelines.

If you agree to abide by the terms and conditions mentioned above then you are requested to confirm your consent within **7 (Seven)** days to the office of the **Antyodoy Anath Ashram Paunsi at Vill & PO Paushi, Block-Bhagwanpur-II, PS-Bhupatinagar, Dist-Purba Medinipur, Pin-721444, WB.** And may join the post forthwith, failing which your candidature will be liable to be cancelled.

We request you to please carry a signed copy of the letter on the joining day as a token of your acceptance. Welcome to Antyodoy Anath Ashram Paunsi. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours Sincerely,

Balaram Karan.

Secretary,
ANTYODOY ANATH ASHRAM PAUNSI
Vill.+P.O.-Paunsi, Purba Medinipur

Balaram Karan
Secretary
Antyodoy Anath Ashram Paunsi

I have read, understood, agreed and accepted to abide by the terms and conditions mentioned above in this letter.

Yours Name in Capital Letter:-.....

Your Signature:-.....

Date:Location:

AKB

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Mejia-722143 Dist-Bankura, W.B.

South West Pinnacle

ISO 9001 : 2015 Certified Company

South West Pinnacle Exploration Limited
(formerly known as South West Pinnacle Exploration Pvt. Ltd.)
CIN No.: L13203HR2006PLC049480
Regd. & Corp. Office: Ground Floor, Plot No. 15,
Sector - 44, Gurugram - 122 003
(T) : +91 124 4235400 / 01, (F) : +91 124 4235402
(E) : info@southwestpinnacle.com
(W) : www.southwestpinnacle.com

CONTRACT LETTER

Dated: 16-Oct-2022

Mr. Animesh Mondal
Emp_ID : SWPE-22-3213
OPS NO. : GELOGICAL

Dear Mr. Animesh Mondal,

Congratulations! We are pleased to hire you on the position of "Geologist" subject to the following terms and conditions:

1. **DATE OF JOINING:**

Your employment commencement date will be 16-Oct-2022 and the place of joining would be the Head Office in Gurgaon and thereafter you will be posted to companies operating sites in India.

2. **PLACE OF POSTING & REPORTING:**

Since the operations of the company are scattered all over the country, therefore, your posting will be decided at the time of joining and upon joining you will report to the "Head of Department" of SWPE. However, during your employment with the Company, you may be posted / transferred to any of the offices/ projects/ divisions/ departments/ units of the Company from the initial place of posting.

3. **SALARY AND ALLOWANCES:**

You will be paid a monthly-consolidated salary of INR 27,000/- per month on cost to company (CTC) basis.

All Taxes on Salaries and other benefits will be to your account. However, tax due as per Income Tax Act & Rules will be recovered and remitted by the Company to the appropriate authorities.

4. **INSURANCE AND OTHER BENEFITS:**

You will be covered under Life and Personal Accident Insurance and Facility Schemes for your days of employment with the company.



Ref: MMPL/021.2024/R.R.

Date: 13.01.2024

To,
Mr. Rupan Roy
S/o. – Sri Chandi Charan Roy
Bhara Kali Bari, Kargahir,
Ardhagram, Dist. – Bankura,
Pin – 722143, West Bengal.

Dear **Mr. Rupan Roy**,

SUBJECT: LETTER OF APPOINTMENT

With reference to your acceptance of our Offer of Employment Letter No. MMPL/ HR-RECTT/ 2023- 279 dated 29.12.2023, the Company is pleased to issue this Letter of Appointment for your employment in Maheshwari Mining Private Limited, on the following terms and conditions:

1. **EFFECTIVE DATE OF APPOINTMENT:** The date of commencement of your appointment in the Company is **11th January, 2024**.
2. **DESIGNATION:** You are designated as **Geologist** in the **Grade of E - II**.
3. **REPORTING TO:** You will be reporting to the President and CEO - Exploration Services or any other Official nominated by our Company on your joining.
4. **PLACE OF POSTING:** You are posted at our **NMET Graphite Site, Odisha** for the discharge of your duties. However, your services may be transferred to any other office / establishment / unit of the Company and/ or anywhere in India or overseas as & when required as per the discretion of Management, as & when required for Company's work.
5. **RESPONSIBILITY**
Your detailed duties and responsibilities shall be delegated to you from time to time. Broadly, you shall be responsible for the following:
 - a) You will have to initially report for duty at your designated location situated at NMET Graphite Site, Odisha.
 - b) You will continue to handle all the present assignments and any additional assignments given to you by Company from time to time.
 - c) The Company will expect you to devote your full time and attention to the duties entrusted to you and you will not engage yourself in any business, profession, honorary or otherwise, outside the work scope of Maheshwari Mining Pvt. Ltd. (MMPL) during your tenure of employment with us. In case you undertake jobs outside the work scope of MMPL, your job will be terminated with immediate effect without any compensation.
6. **SALARY**
In consideration of your services, the Company shall pay you Gross remuneration as mentioned in the Annexure (CTC break up enclosed) / Gross Salary of Rs. 30,000/- per month. Site Specific Allowance of Rs. 1500/- per month will be applicable as per norms on site - posting and Sunday Duty Allowances will also be applicable as per norms on site - posting.

Registered Office : Shilpangan, Block - LB, Plot - 1, Sector - III, Module - 1, 4th Floor, CF Building, Salt Lake, Kolkata - 700098
Ph. No. : 033-22135087, Fax : 033-22135088, Website : www.maheshwaree.com, Email : info@maheshwaree.com

7. SALARY REVISION

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. MMPL operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account. You will appreciate that information relating to your remuneration package is strictly confidential and hence request you to maintain this confidentiality.

8. BENEFITS AT PROJECT SITES:

You will be entitled to the other benefits as per the rules of the Company applicable to your category of employees, from time to time in case of project sites posting:

a) FOODING

The Company shall provide basic standard fooding facilities as per its policies on chargeable basis. The standard charges as applicable shall be deducted from your salary. Any other costs relating to fooding shall be borne by you on your own.

b) ACCOMODATION AT SITE

The Company shall provide basic bachelor accommodation facilities at site as per its policies free of cost.

9. PROBATION

Your "Performance-Observation-Period" or Probation period will be Six (06) months and with successful completion of this period, your employment will be confirmed. On satisfactory completion of your probation period, a separate letter will be issued to you, confirming your services in the Organization. Your probation would be deemed to have been extended, until the issue of letter of confirmation. Your Probation period may be extended on decision of Management after reviewing your Performance. During your Probation Period, your services may be terminated on 24 hours' notice without assigning any reason there for.

10. MEDICAL FITNESS

This appointment and its continuance is subject to your being found and remaining medically (Physically and mentally) fit by the Company's Medical Officer or by any other medical practitioner nominated by the Company during the course of your employment.

11. TERMINATION

- a) In case of submission by you at the time of your selection process / joining the Company, of any fake / false / incorrect information / documentation / credentials regarding your education, salary / pay package, past experience details etc. relevant to your selection / joining the Company, which may be detected by the Company subsequently; your service / employment can be terminated immediately without any notice period and you would not be entitled to any compensation in lieu of such notice.
- b) In case you are found / declared medically unfit as per medical examination for employment in mines / any specified operations in mine, or even otherwise if necessitated in the normal course of your employment, your service / employment in this Company will stand summarily terminated with immediate effect from the date of your being so found / declared medically unfit; for which no written notice / pay in lieu of notice, will be required to be given to you by the Company.
- c) During your probation period, the Company may terminate your service / employment without any compensation by giving you 24 hours' notice, based on your unsatisfactory performance / non-performance or for other relevant reasons.
- d) After completion of your probation period, your service / employment can be terminated by the Company by giving you one month's written notice without assigning any reason therefor, or by paying you one month's salary in lieu thereof. After completion of your probation period, the Company may also terminate your service / employment without any compensation by giving you 24 hours' notice, based on your unsatisfactory performance / non-performance or for other relevant reasons.





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- e) In case of serious misdemeanor, questionable integrity and moral turpitude or providing false or incorrect information or if you are found guilty of other civil / criminal offence, your service / employment can be terminated immediately without any notice period and you would not be entitled to any compensation in lieu of such notice.
- f) If you avail unauthorized leave of more than 8 (Eight days) at a stretch, your service / employment shall break and the Company may Terminate you if Management so decides.
- g) In case of resignation, you may also leave the Company by serving 2 months' notice period or 2 month's salary in lieu thereof. The Company may release you on 1 months' notice period if the Company does not want you to serve 2 months' notice period (in case of old employees). In case of new employees, one may leave the Company by serving 3 months' notice period or 3 months' salary in lieu thereof. The Company may release you on 2 months' notice period if the Company does not want you to serve 3 months' notice period. The un-availed leaves cannot to be adjusted against Notice Period.
- h) The Company can release you on its Sole Discretion on your termination. If the Company does not want you to serve One (01) months' notice period, the Management can release you without serving One month's notice period. In case of your resigning from service, the Company may accept your Resignation Letter and release you with immediate effect and pay you your Final Dues for the period worked.
- i) The Company may pay you One month's Basic Pay if the Company does not want you to serve One month's Notice Period, but this shall be paid **only** if Management so decides.
- j) If you join any other Organization without submission / acceptance of your resignation or without your Full and Final Settlement with the Management, the Company shall have the liberty to impose upon you, any of the applicable sub-clauses mentioned in Clause – 11 herein. In such case, the Company shall not pay you your outstanding amount and will reserve the right to claim from you the amount payable by you to the Company.
- k) You shall return all the Company's property and other materials entrusted upon you for the discharge of your duties, on severance of your services with the Company.

12. PERSONAL PROTECTIVE EQUIPMENT

Wherever applicable, as a crew you will receive an initial issue of work clothing and PPE, to be consistent with the HSE regulations at the site of operations.

You shall be provided with personal protective equipment as per mines rules and in the event if any special item is required the Company will provide the same on returnable basis.

13. RETIREMENT:

As per rules of the Company, you may, at the option of the Management, remain in the services of the Company up to the age of 58 years. If the Company retains you after 58 years of age, then you will be issued a fresh Contract Letter for extension of Service on mutually acceptable Contractual Basis. All your Accounts will be settled and on discretion of Management, your service may be extended to 6 months or period as to be decided by the Management and the following benefits will not be applicable to you – PF, Gratuity benefit, incentive.

Your age as mentioned in the DOB Certificate / Matriculation / Higher Secondary Certificate / Govt. Id card will be deemed to be a conclusive proof of your date of birth. In case of any conflict in the DOB in different certificates, the decision on DOB by Co. Management will be final. Herein, your Date of Birth as per your Aadhar Card is 02.05.1998.



14. CONDUCT AND DISCIPLINE:

- a) The Company will expect you to work with a high standard of initiative, discipline, diligence, cost consciousness, efficiency and effectiveness and shall maintain exemplary conduct at all times so as to uphold the high image of the Company as well as your position as an employee and at no time cause or act in any manner that may bring disrepute either directly or indirectly to the Company or to your role as an employee.
- b) You will be bound by the Company's Standing Orders / rules – regulations / Bye laws / Company's Policies. The Company HR Policy Manual is available with the HR Department, Site offices and Company Website and the Policies are subject to change from time to time. Hence, you should see the Policies from time to time.
- c) You shall work conscientiously in the interests of the Management and shall utilize your ordinary prudence and intelligence in the discharge of your duties. Any violation of this norm shall constitute a gross misconduct for which the Management shall be competent to terminate your services.
- d) If you are found guilty of absenteeism, dishonesty or misconduct or commit any unlawful or indiscipline act, violation of customs and traditions or dereliction of duty on work site or outside site whether or not directly related to the affairs of the Company and Company officials and local people, then your Appointment may be terminated on full discretion of the company without any prior notice/information and the Company is not liable to compensate for the same.
- e) If you are adjudged bankrupt or enter into any composition or arrangement or any offence with other company/ supplier/ local people etc.; if you commit any material breach of any of your duties or obligation under this appointment; if you are found to have made or provided any false statement or information or documents related to your competency, ability, health or else, then this appointment may be terminated without any prior notice/information. The law of the land shall be applicable to you as in force.

15. LEAVE

The leave entitlement in respect of SITE STAFFS will be based on **90:10 roster system**. Any leave in excess shall be deductible.

Note -

- **Leave Application Form** has to be filled up by the employees applying for Leave as per the prescribed format (form attached) and sent to the H.O. Leaves without written approval shall be treated as Unauthorized Leave. No verbal approvals shall be taken into account.

16. TRANSFER

You are liable to be transferred to any part of the country and from one job to another job, one department to another, one place to another, one unit to another at the discretion of the Management. If you fail to join at the site as to where you are transferred on the date so mentioned, then you will be given a maximum grace period of Seven (07) days to join. If you fail to do so and it you do not join at all; in both of the cases, your case shall be treated as leaving the Company without mandatory 30 days of notice and your final account shall be prepared as per the relevant clause 11 (c) / 11 (d) Termination.

If you refuse to take transfer during probation period or even thereafter, then you may be terminated at the sole discretion of Management.

17. DRUG AND ALCOHOL USE

Use or possession of illegal drugs will not be tolerated and any breach of this condition will lead to disciplinary action which may include termination of Appointment and police notification for action against you as per Indian laws. The possession or consumption of alcohol is prohibited at sites and in vehicles. Arriving for work under the influence may lead to your immediate demobilisation, penalties as per rules and the termination of your Appointment.





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18. PERSONAL INFORMATION

It is your responsibility to notify the Project Head / concerned authority of any changes to personal data. This includes changes of address/telephone number; changes to next of kin; changes to banking or taxation declaration details.

For insurance purposes all details as required would need to be submitted to HR division and any changes to the information, will be accepted in writing for changes/modifications in Principal records and other necessary documents.

19. SECRECY:

- a) You shall not at any time or times, without the consent of Company disclose, divulge or make public except under legal obligation any of the secrets, processes, accounts, transactions, records, formulate, specifications, technical and patent information and know-how.
- b) You will not give out by word of mouth or otherwise, particulars or details of business secrets or processes, technical know-how, administration and/or organizational matters pertaining to the Company which may be your personal privilege to know by virtue of being in the employment of the Company. This will survive your stay in the Company.
- c) Except as authorized by the Company or as required by your duties, you will not directly, or indirectly reveal to any third party, any trade secret, confidential dealing, operation, process, or any information concerning the organization, business, finances, transactions or affairs of the Company, or any related corporation or associate of the Company or any of their clients which may come to your knowledge during your relation with the Company. You will keep all confidential information entrusted to you with complete secrecy and will not use or attempt to use any of that information in any manner which may be likely to injure or cause loss, directly or indirectly to the Company or its business.

You are to understand that this restriction continues to apply after termination of your Appointment, without limit in time, except that it does not apply to any information or knowledge which comes into the public domain otherwise than a breach of this agreement.

20. CONFIDENTIALITY AGREEMENT:

- a. During your employment with the Company, you will ensure that all information which you may come across in the course of your project assignment is handled in a discreet and tactful manner. It is explicitly understood and deemed to be agreed by your signature on the duplicate copy of this letter that you shall not disclose, to any outsider or insider not concerned with the material/information/ data that you are handling, any information whatsoever, that will have a detrimental effect on the outcome of the matter relating to the Company.
- b. As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information/ information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other relevant information. You shall also be responsible for maintain the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any system related programmes.

21. INTEGRITY PACT

On your joining the Company, you will be required to immediately enter into / execute an 'INTEGRITY PACT' with the Co., broadly covering the following aspects, which in any case will immediately be applicable upon you from the date of your joining :-

- Anti- Corruption
 - 1) No employee in the course of his official work / dealings, will personally or through his / her family member(s), demand or take a promise to be given, either for self or for a third person, any material / tangible or intangible / other undue benefit, which the employee / family member is not legally entitled to



- 2) Taking commission from vendors, suppliers, sellers and taking bribes from these entities to favour them.
- 3) If the Co. obtains information on the conduct of any of its employees as above which tantamount to a penal offence under the Indian Penal Code and /or the Prevention of Corruption Act and / or any other statutory criminal / penal enactment, or if there is substantive grounds for suspicion in this regard, the employee will be summarily dealt with as per the gravity of the case by the Co. both under its administrative jurisdiction, as well as proceedings initiated under the applicable criminal / penal laws
 - Cheating/ Fraud – Embezzlement of Co.’s funds, misappropriation of funds of the Co.
 - Theft / pilferage of the Co.’s properties/ materials / equipment/ articles
 - Stealing / wrongly diverting the Co.’s properties/ materials / equipment/ articles and selling these stolen/ wrongly diverted items for personal gain
 - Knowingly going against the interests of the Co. to benefit rival competing companies and / or for self -benefit
 - Sending vital business-related / commercial/ contractual information and confidential data to rival competing companies and to other unrelated entities
 - Making or attempting to make personal gain either directly or through the family member(s), at the cost of the Co.’s interests / profits/ reputation
 - Causing intentional damage to the Co.’s equipment/ properties/ articles/ items and to the Co.’s interests / reputation
 - Indulging in acts of sabotage and subversive actions to create deliberate wastage and reduced productivity / machine efficiency

The above instances are only illustrative in nature and are not exhaustive, in view of which other unethical / corrupt / illegal acts and gross financial misconducts by the Co.’s employees & staff not specifically referred to as above, will also come under the purview of the ‘Integrity Pact’.

22. SETTLEMENT OF DISPUTES / JURISDICTION AND GOVERNING LAW

You and the Company hereby agree that any dispute or difference of any nature in this agreement, whether implied or explicit, shall be adjudicated in India and the applicable laws of India shall be binding between parties. In the event of any litigation, the Competent Courts (in India) shall have exclusive jurisdiction.

23.The standard terms and conditions/ Rules of employment may change from time to time and the latest terms and conditions of employment / Rules will be automatically applicable for you. The latest amended standard terms and conditions / Rules of employment shall be available on Company website and with the HR office and the same will be binding on you & applicable to you.

24.Whatever Terms & Conditions as referred to in the Offer Letter dated 29.12.2023 which are not appearing herein, will also be applicable to you as if it is / here in mentioned in this Letter of Appointment.





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As a token of your acknowledgement of the terms and conditions of this appointment letter, please sign the duplicate copy of this letter of appointment and return it to us at the earliest.

We welcome you to Maheshwari Mining Pvt. Ltd. and also wish you a bright & rewarding career with us.

Very truly yours,

For Maheshwari Mining Private Limited



**Sr. Manager - HR
Asmita Adhikari**

DECLARATION

I, _____, have fully read the aforesaid terms and conditions of my employment in the Company and accept them. The HR Policy of the Company is available with the Company Head Office / Corporate Office / Site Office and Company Website.

I have read the Company HR Policy Manual and I am aware of the Company's rules and regulations and shall abide by it / comply with it wholeheartedly.

My employment has commenced with effect from 11th January, 2024.

Signature:

Name: Mr. Rupan Roy

CTC Breakup enclosed:



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| MAHESHWARI MINING PVT LTD CTC For The Financial Year 2023-24 | | | |
|---|-----------|------------------------------------|---|
| CTC per month | 35973.00 | Name | Mr. Rupan Roy |
| CTC per annum | 431676.00 | Grade | E - II |
| Gross Salary | 30000.00 | Designation | Geologist |
| Net Salary | 28590.00 | Branch | NMET Graphite Site, Odisha |
| | | Mobile No: | 7872952135 |
| | | Date of Joining: | 11.01.2024 |
| | | PAN : | EIBPR8271K |
| | | Mail id.: | rupanroy02051998@gmail.com |
| | | Gross Salary | 30,000.00 |
| | | Basis | Amount |
| Monthly payment-taxability as per applicable Income Tax Rule | | Basic | 7500.00 |
| | | DA | 3000.00 |
| | | HRA | 4875.00 |
| | | Conveyance Allowance | 2925.00 |
| | | Medical Reimbursement | 1950.00 |
| | | Other All | 9750.00 |
| | | Total 1 | Gross Payslip |
| | | | 30000.00 |
| Retirals-taxability as per applicable Income tax Rule | | Gratuity | Basic/26*15/12 |
| | | Employer's contribution towards PF | 12% on (Basic) |
| | | Total 2 | 1765.00 |
| Annual Benefits-taxability as per applicable Income Tax Rule | | Leave | Gross/30*3.3333 days |
| | | Incentive | 8.33% of Basic & DA Subject to maximum 12000 p.a. |
| | | Total 3 | 4208.00 |
| | | Gross Salary | 35973.00 |
| | | CTC Per month | 35973.00 |
| | | CTC Per annum | 431676.00 |
| Less : P.Tax | | | 150.00 |
| Less:TDS | | | 0.00 |
| Less : P.F (Employee's contribution) | | | 1260.00 |
| Take Home Salary p.m. (Gross Payslip-P.Tax-PF) | | | 28590.00 |

Calculation of Taxable Salary

| Particulars | Taxable Amount (INR) | Non Taxable Amount (INR) |
|-----------------------|----------------------|--------------------------|
| Basic | 7,500.00 | 0.00 |
| DA | 3,000.00 | 0.00 |
| HRA | 4,875.00 | 0.00 |
| Conveyance Allowance | 2,925.00 | 0.00 |
| Medical Reimbursement | 1,950.00 | 0.00 |
| Other All | 9,750.00 | 0.00 |
| | 30,000.00 | 0.00 |
| Leave | 3,333.00 | 0.00 |
| Incentive | 875.00 | 0.00 |
| Total | 34,208.00 | 0.00 |

Computation of Total Income & Tax Liabilities

| Particulars | | |
|-------------------------------------|---------------------------|-------------|
| Gross Salary | 3,60,000.00 | |
| ADD: Bonus | 10,500.00 | |
| Less : Standard Deduction Allowance | 50,000.00 | |
| Net Taxable Salary | 3,20,500.00 | |
| Taxable Salary | 3,20,500.00 | |
| Tax Rate Applicable | | |
| | Upto INR 300000 - Nil | 0.00 |
| | INR 300001-600000 = 5% | 1,025.00 |
| | INR 600001-900000 = 10% | 0.00 |
| | INR 900001-1200000 = 15% | 0.00 |
| | INR 1200001-1500000 = 20% | 0.00 |
| | Above 1500000 = 30% | 0.00 |
| Tax | | 1025.00 |
| Less: Rebate-87A | | 25000.00 |
| Balance of Tax | | 0.00 |
| Add: 4% Cess | | 0.00 |
| Net Tax | | 0.00 |
| TDS per Month, | | 0.00 |
| R/Off | | 0.00 |



C. E. Testing Company Pvt. Ltd.

124A, N. S. C. Bose Road, Kolkata 700 092, Tel: +91 33 2428 6221 / 6222 / 6223
Fax: +91 33 2428 6220 • E-mail: cetest@cetestindia.com • Web: www.cetestindia.com
CIN: U74920WB1988PTC045778



CETEST
Engineering Consultants
An ISO 9001, 14001 & 45001
Certified Company

CET/STAFF/LOI/23-24/484

4th April, 2023

Mr. Amit Ghosh

Vill - Telenda, P.O. - Sripat Purunia, P.S - Mejia, Dist - Bankura
State - West Bengal
Pin - 722143
E.Mail : amitg011998@gmail.com
Mob. No.: +91 8167238791

Dear Sir,

Sub. – Letter of Intent for the post of Trainee Geologist.

This has reference to the recent Interview dated on 01/04/2023. In this regard, we are pleased to offer you an employment for the position of **Trainee Geologist** on the terms and conditions as mutually discussed.

Please note that we would like you to report for duty latest by **10th April, 2023**.

Your gross salary will be **Rs.18,000.00 (Rupees Eighteen thousand only)**. You will get additional facilities like PF, Site Food Allowances as per company rules. Your probation period is **6 months**. During 6 months you will not be entitled for any leave except 3(three) days Casual Leave. However, leave against Sunday and Holiday work etc. can be taken

Your Notice Period for leaving the company is **1 (one) Month** with completion of handing over your charge satisfactory.

You are requested to bring all original and Xerox copies of your testimonials, ID proof, Aadhaar (including parent), Bank details, Passport size photo (including parent), Medical Fitness Certificate at the time of joining.

If you agree, you are requested to revert a signed copy of this letter acknowledging your acceptance.

The formal appointment letter will be issued after your joining.

Your posting will be generally in our Site Office. With the exigency of Company business, you may be engaged or posted in Head Office/regional office depending on work load.

Please note that, in the event of any information given therein found incorrect in any respect, this appointment shall be null and void.

For any further clarifications regarding joining you may please contact Mr. Bikash Dey, Mobile No.8697738385.

Thanking you,

Yours faithfully,
For C.E. Testing Company Private Limited

Soma Dan
(Authorized Signatory)
HR Department



Soma Dan

C.E. Testing Company Private Limited

124-A, N.S.C. Bose Road, Kolkata-700 092.

ANNEXURE - 1

Name : **Amit Ghosh**
Grade : **G-06**
Department : **GEOTECH**
Designation : **TRAINEE GEOLOGIST**

| SI. NO | PARTICULARS | AMOUNT (Rs.) | |
|--------|----------------------------------|------------------|-------------------|
| | | Per Month | Per Annum |
| 1 | BASIC- | 5,940.00 | 71280 |
| 2 | HOUSE RENT ALLOWANCE- | 2,376.00 | 28512 |
| 3 | MEDICAL ALLOWANCE- | 327.00 | 3924 |
| 4 | CONVEYANCE ALLOWANCE- | 594.00 | 7128 |
| 5 | UNIFORM ALLOWANCE | 297.00 | 3564 |
| 6 | SPECIAL ALLOWANCE | 8,466.00 | 101592 |
| | | | |
| | A. GROSS SALARY | 18,000.00 | 216000 |
| | | | |
| 1 | COMPANY'S CONTRIBUTION TO PF | 1,800.00 | 21600 |
| 2 | COMPANY'S CONTRIBUTION TO ESI | 585.00 | 7020 |
| 3 | BONUS | 1,260.00 | 15120 |
| 4 | GRATUITY COMPONENT- | 286.00 | 3432 |
| 5 | LUNCH SUBSIDY (HO DUTY ONLY) | 750.00 | 9000 |
| 6 | INSURANCE(MEDICLAIM & GPA) | 199.00 | 2388 |
| | | | |
| | B. INDIRECT SALARY | 4,880.00 | 58,560.00 |
| | | | |
| | COST TO THE COMPANY (A+B) | 22,880.00 | 274,560.00 |

| | | | |
|--|--------------------------|------------------|--|
| | EPF | 1,800.00 | |
| | ESI | 135.00 | |
| | P.TAX | 130.00 | |
| | TOTAL DEDUCTION : | 2,065.00 | |
| | NET SALARY : | 15,935.00 | |

Note : Bonus is subjected to performance of Company and Employee. You will be entitled for other benefits like Site Allowances, Travelling and Daily Allowance as per your grade while working at site.

Yours faithfully,

For **C. E. Testing Company Pvt. Ltd.**



Soma Dan

(Authorized Signatory)
HR Department

Signature & Date
(**Amit Ghosh**)

C.E. Testing Co. Pvt Ltd

124A, N.S.C. Bose Road

Kolkata - 700 092

**Pay Slip
for April-2024****Amit Ghosh**

| | | | |
|-----------------|---|--------------------------------|----------------------------|
| Employee Number | : E931 | Tax Regime | : Regular Tax Regime |
| Function | : | Income Tax Number (PAN) | : DBAPG8705A |
| Designation | : Geologist | Universal Account Number (UAN) | : 101933826974 |
| Location | : Kolkata | PF account number | : WB/PRB/28522/000/0013329 |
| Bank Details | : 38722630907, SBIN0003871, SBIN0003871 | ESI Number | : 4118929546 |
| Date of joining | : 10-Apr-2023 | PR Account Number (PRAN) | : |

| Earnings | Amount | Deductions | Amount |
|-----------------------|------------------|-------------------------|--------------------|
| Basic | 7,010.00 | EPF - Contribution | 1,800.00 |
| HRA | 2,804.00 | P.Tax | 130.00 |
| Medical Allowance | 386.00 | | |
| Conveyance | 701.00 | | |
| Uniform Allowance | 351.00 | | |
| Special Allowance | 9,998.00 | | |
| Total Earnings | 21,250.00 | Total Deductions | 1,930.00 |
| | | Net Amount | ₹ 19,320.00 |

Amount (in words):

Indian Rupees Nineteen Thousand Three Hundred Twenty Only

This is a Computer Generated Pay Slip

Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Moja-722143 Dist-Bankura, W.B.

SUBHAM DISTRIBUTOR
77,HATAI TALAB,R N M LANE,N S B ROAD RANIGANJ
BARDHAMAN West Bengal - 713347
Ph. 9002920448/7076479746

DateofJoining : 21/05/2022 Employee name : Somit Malakar
PayPeriodWork :September22 DesignationDep : Accountancy
Department : Account

| Earnings | Amount | Deductions | Amount |
|-----------------------|------------------|-------------------------|----------------|
| Basic | 11000 | Provident Fund | 1200 |
| Incentive Pay | 1000 | Profesional Tax | 500 |
| House Rent Allowance | 400 | Loan | 400 |
| Meal Allowance | 200 | | |
| Total Earnings | 12600 / - | Total Deductions | 2100 |
| | | Net Pay | 10500/- |

10500/-
Ten Thousand Five Hundred only

This is system generated pay slip


Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
Meja-722143 Dist-Bankura, W.B.