



Maheshwari Mining Private Limited
Corporate Office: 21, C.L.M. Lane, P.O.-Raniganj-713347, Dist.-Paschim
Bardhaman, W.B., India Phone: 0341-2445446/5210,
CIN No.: U14294WB1994PTC062325



Ref: MMPL/021.2024/R.R.

Date: 13.01.2024

To,
Mr. Rupan Roy
S/o. – Sri Chandri 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:

- EFFECTIVE DATE OF APPOINTMENT:** The date of commencement of your appointment in the Company is **11th January, 2024**.
- DESIGNATION:** You are designated as **Geologist** in the **Grade of E - II**.
- REPORTING TO:** You will be reporting to the President and CEO - Exploration Services or any other Official nominated by our Company on your joining.
- 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.
- RESPONSIBILITY**
Your detailed duties and responsibilities shall be delegated to you from time to time. Broadly, you shall be responsible for the following:
 - You will have to initially report for duty at your designated location situated at NMET Graphite Site, Odisha.
 - You will continue to handle all the present assignments and any additional assignments given to you by Company from time to time.
 - 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.
- 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.



AKS

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

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

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



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

(On NH-60)
P.O. - Mejia, Dist. - Bankura
West Bengal.
Phone: +91-3241-250250
E-mail: kjrggdcmejia@gmail.com
Web: www.kjrggdc.ac.in

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
		Gross Salary	30,000.00
		Mobile No:	7872952135
		Date of Joining:	11.01.2024
		PAN :	EIBPR8271K
		Mail id.:	rupanroy02051998@gmail.com
Monthly payment-taxability as per applicable Income Tax Rule		Basis	Amount
		Basic	7500.00
		DA	3000.00
		HRA	4875.00
		Conveyance Allowance	2925.00
		Medical Reimbursement	1950.00
		Other All	9750.00
		Total 1	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 = 3%	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		2500.00
Balance of Tax		0.00
Add: 4% Cess		0.00
Net Tax		0.00
TDS per Month,		0.00
R/Off		0.00



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

ASB
Officer-in-Charge
Kabi Jagadram Roy Govt. General Degree College
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. : GEOLOGICAL

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.





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



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



South West Pinnacle Exploration limited
Ground Floor, Building No. 15, Sector -44, Gurugram - 122003
Salary Slip for the month of Apr/2024

EMP ID SWPE-22-3213 Employee Name: Animesh Mondal
ESI No. Pay Days 30
DOJ 16/10/2022 Designation Geologist
Operations GELOGICAL A/c No 38053857246
PAN No. Father Name Kripamoy Mondal
DOB 11/03/1997 UAN No. 101884074347
Aadhar 344677460936 PPE Card No.

Earnings	Gross Salary	Amount	Deductions	Amount
BASIC	22,000.00	22,000.00	PF	1,800.00
HRA	2,000.00	2,000.00		
MEDICAL	760.00	760.00		
Incentive		413.00		
Total	24,760.00	25,173.00	Total	1,800.00
Net Pay	23,373.00			
In Words	Rupees Twenty Three Thousand Three Hundred Seventy Three Only			
			Signature	

Apart, an equal amount is being deposited with PF Authorities towards employee's contribution to PF.

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

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



संख्या/No : PA/270922/DC/R&A-II

विक्रमी संवत: २०७९, पीष, 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 भत्ता देय (HRA) हैं, जिसका भुगतान उक्त परियोजना से ही किया जाएगा।

क्रम SI	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 कार्योवधि 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 भत्ता (HRA) का भुगतान किया जाएगा। इनका कार्योबंध 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
Mejia-722143, Dist-Bankura, W.B.


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



सीएसआईआर-केन्द्रीय खनन एवं अनुसंधान संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
बरवा रोड, धनबाद - 826 015, झारखण्ड, भारत
एक आई एस ओ 9001 प्रमाणित संस्थान

CSIR-Central Institute of Mining and Fuel Research

(Council of Scientific and Industrial Research)
Barwa Road, Dhanbad - 826015, Jharkhand, India
An ISO 9001 Certified Institute



Date: 25.11.2022

To
The Assistant General Manager (Chemistry)
NTPC Bongaigaon
Distt. Kokrajhar, Salakati, Assam 783369

Sub: Deployment of manpower at unloading end of NTPC Bongaigaon.

Dear Sir,

This is to certify the following Project Assistants has been deployed for supervision of sampling and sub- sampling and laboratory work (Total Moisture Determination) at unloading end of NTPC Bongaigaon.

Hence, you are requested to kindly arrange boarding, lodging and transportation facility for the below mentioned CSIR-CIMFR representative: -

1. Mr. Sourav Mahato
Aadhar No.: 423836842758 Project Assistant, Level-I
2. Astik Mondal
Aadhar No.: 945396218340 , Project Assistant, Level-I

Thanking You

(Vallu RK)
CSIR-CIMFR, Dhanbad



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

HQ : Dhanbad - ☎ +91-326-2296023, 2296006 (O) : +91-326-2296025 EPBAX : +91-326-2296012/6013/6027/6028
E-mail : director@cimfr.nic.in, Digwadih Campus ☎ +91-326-2381111
Research Centres : Bilaspur ☎ +91-775-2271450, Nagpur Unit I - ☎ +91-712-2510604, Unit - II - ☎ 2510390
Ranchi : ☎ +91-651-2461392, Roorkee : ☎ +9101332-275998
Website : www.cimfr.nic.in



Rajarhat PRASARI

Email: prasarikolkata@gmail.com

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

AZ/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

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

Registered under The West Bengal Societies Registration Act. (W.B. Act. XXVI of 1961)

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



PRASARI

662/2 Baishnabghata, Patuli, Baghajatin Station Road, Kolkata -700086

Employee Pay Slip

V. No. : PB24071016
Employee : **Moupia Mukherjee**
Designation : **FPO Manager**
PAN No. : HKYPM1547M

Emp. Code : **MOUPIAM**
Days Worked : 31
Month : **July 2024**

<u>Income</u>	<u>Amount</u>	<u>Deductions</u>	<u>Amount</u>
Basic	17,250	EPF	2,070
Arrear Basic	0	TDS	0
HRA 30%	5,175	Professional Tax	150
Entert Ref. allow 15%	2,588		
Commu allow 15%	2,588		
Medical allow 10%	1,725		
Convey allow 10%	1,725		

Gross Earnings Rs 31,051 **Gross Deductions Rs** 2,220

Net Pay : Rs 28,831 Rupees Twenty-Eight Thousands Eight Hundreds Thirty-One Only

* This is a computer generated pay slip and does not require signature and stamp

Approving Authority

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

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



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.

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



+91 9436516901, +91 8259908082
novomineceo@gmail.com



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

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

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



NOVOMINE INDIA PRIVATE LIMITED



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:

Date: 07.02.2023



+91 9436516901, +91 8259908082
novomineceo@gmail.com



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

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

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



NOVOMINE INDIA PRIVATE LIMITED

CIN: U14290ML2021PTC013815.

Head Office - 4th Floor, Building No. 65, Opp. The Children's Hospital, Pohkseh, Shillong – 793006, Meghalaya
Corporate Office - Unit No. 7WS5D, 7th Floor, West Block, Mani Casadona, Plot No. II F/4, Action Area II "F",
Newtown, Rajarhat, Kolkata – 700156, West Bengal

Payslip for the month of August, 24

Name - Shilpa Mondal Designation - Geologist PAN : UAN : 101994813766	TAN PAN PF	SHLN3599B AAHCN9593M NESHG2529984000	
Earning	Amount	Deductions	Amount
Basic	10,000.00	P.F	1,200.00
Travelling Allowances	-	ITDS	-
City Compensatory Allowances	21,200.00	P Tax	-
Reimbursement	-	Advance	-
		Leave Without Pay	-
Total Earning	31,200.00	Total Deduction	1,200.00
Net Payable Rupees in words: Thirty Thousand Only.			
No of days worked : 25 Days			
Leave CL - 0 SL - 01 LWP - 0	Novomine India Private Limited  Authorised Signatory	Net Pay Cash Cheque	30,000.00 - 30,000.00

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

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



NOVOMINE INDIA PRIVATE LIMITED



CIN: U14290ML2021PTC013815

Ref No. NIPL/SALARY/2023/376

Date: 22.09.2023

Dear Ms. Shilpa Mandol,

Management of Novomine India Pvt. Ltd is pleased to inform you that your Salary has been increased after reviewing your overall contribution and efforts to the company which is much appreciated and acknowledged.

In return, the company has decided to increase your monthly salary up to Rs. 10,000/month. Your revised Salary is now Rs. 30,000/month, w.e.f from September, 2023.

The other terms & conditions of your appointment remain unchanged.

We look to your valuable contribution as before.

Please sign the duplicate copy & revert back to us as a token of acceptance of the same.

Thanks & Regards

Uma Deb

Uma Deb
Senior Executive- HR
Novomine India Private Limited

AS

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



+91 9436516901, +91 8259908082
novomineceo@gmail.com



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

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

AS

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



Antyodoy Anath Ashram Paunsi

ESTD-1995

VILL+P.O.-Paunsi, P.S.-Bhupatinagar, Dist.-Purba Medinipur, West Bengal-721444,
Regd No.- S/1L/25499 of 2004-05, Phone No.-(0) 9932671081 ,8536835042
Email-antyodoyorphanage@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.

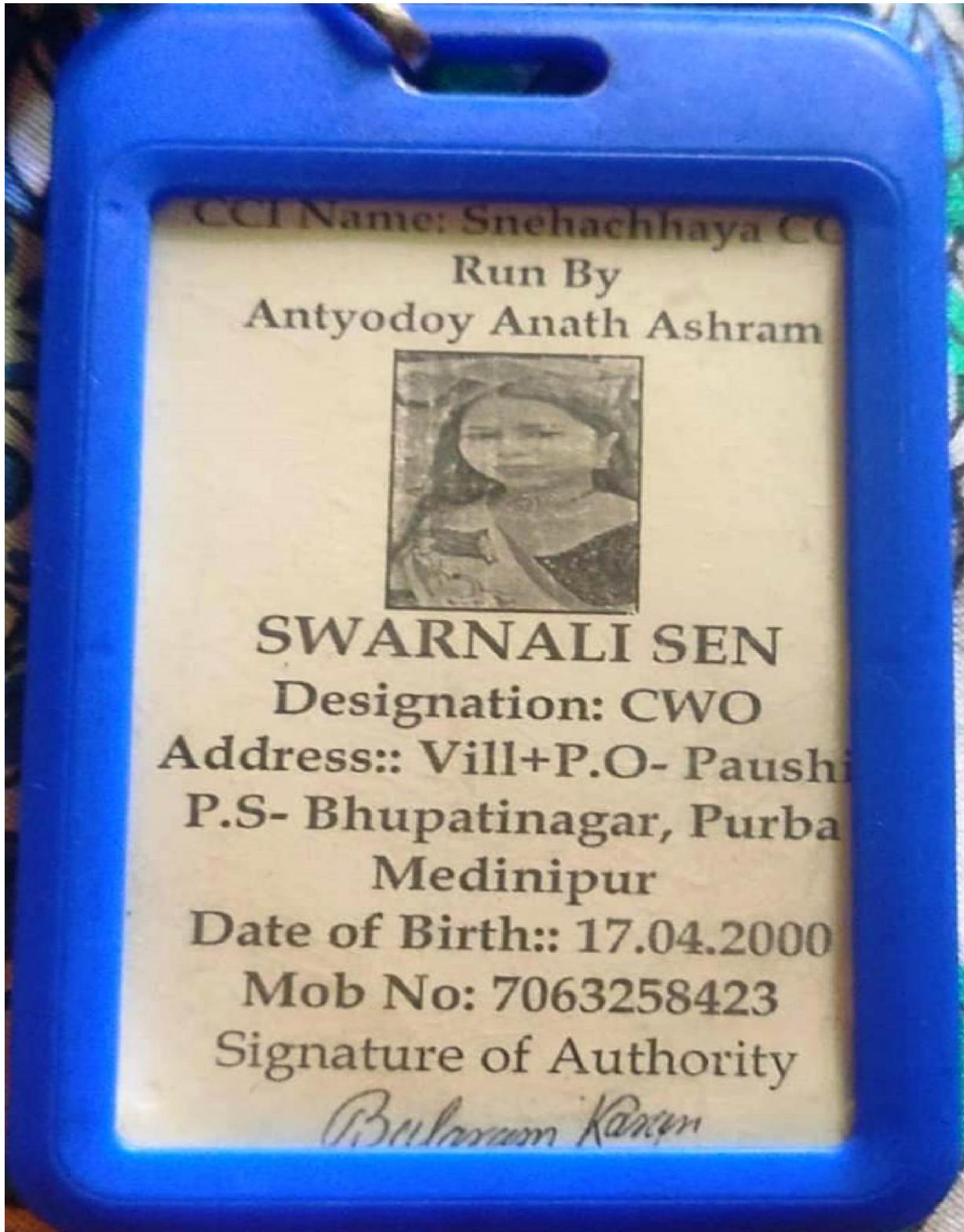
You are requested to submit Medical Fitness Certificate from registered Medical Practitioner. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Terms & Conditions:-

- 1) 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:

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

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



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



17. ATTENDANCE REGISTER
FOR THE MONTH OF September - 2023

Vacationary Instructional Teacher Maity J. Maitty
MBAAS
C.A.P
Sharmistha Sen

Date	Arrival	Departure	Initial	Arrival	Departure	Initial	Arrival	Departure	Initial	Arrival	Departure	Initial
1												
2			J. Maity									
3												
4			J. Maity									
5												
6												
7			J. Maity									
8												
9			J. Maity									
10												
11			J. Maity									
12												
13												
14												
15												
16												
17			O.D									
18			J. Maity									
19												
20												
21												
22												
23												
24			O.D									
25			O.D									
26												
27												
28												
29												
30												
31												
TOTAL												
Annual Leave												
Sick Leave												
Special Leave												
W. Paid Pay												
TOTAL												

Signature

ATTENDANCE REGISTER
FOR THE MONTH OF

Date	Arrival	Departure	Initial									
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
TOTAL												
Annual Leave												
Sick Leave												
Special Leave												
W. Paid Pay												
TOTAL												

Signature

Handwritten signature

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

Handwritten signature

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



9/18/24, 3:46 PM

Gmail - Fwd: Appointment of Swarnali Sen as Child Welfare Officer of Snehachhaya CCI (CNCP home for girls under J.J Act)...



Nivedita Chakraborty <nivedita.jugeo@gmail.com>

Fwd: Appointment of Swarnali Sen as Child Welfare Officer of Snehachhaya CCI (CNCP home for girls under J.J Act) run by Antyodoy Anath Ashram

swarnali sen <swarnalisen70@gmail.com>
To: Nivedita Chakraborty <nivedita.jugeo@gmail.com>

Wed, Sep 18, 2024 at 1:29 PM

----- Forwarded message -----

From: **SNEHACHHAYA CHILD CARE INSTITUTION** <snehachhaya.antyodoy@gmail.com>
Date: Thu, 5 Oct, 2023, 7:52 pm
Subject: Appointment of Swarnali Sen as Child Welfare Officer of Snehachhaya CCI (CNCP home for girls under J.J Act) run by Antyodoy Anath Ashram
To: swarnali sen <swarnalisen70@gmail.com>
Cc: <mail@antyodoy.org>

--

Officer-in-Charge

SNEHACHHAYA CHILD CARE INSTITUTION

(Children's Home for CNCP Girls) Registered under JJ Act, 2015

Run By-ANTYODOY ANATH ASHRAM PAUNSI

Vill & PO.- Paushi, Block-Bhagawanpur-II, PS.- Bhupatinagar, Dist.- Purba
Medinipur, Pin-721444, West Bengal

Contact No.- 9332085224 (Superintendent), 7477533511 (office), 9932671081 (Secretary)

 Appointment Letter of SWARNALI SEN.pdf
215K

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

<https://mail.google.com/mail/u/0/?ik=432a18a694&view=pt&search=all&permmsgid=msg-f:1810519945456127960&siml=msg-f:1810519945456...> 1/1

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