

## **5.2.1 Number of placements of outgoing students during the year**

# Academic Session-2024-2025

Animesh Mondal



कॉर्पोरेट कार्यालय, 254-260, अव्वै शम्मगम सालै, रायपेट्टा, चेन्नै 600014 /  
Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014.

## Payslip for the Month of JUL-2025 / माह हेतुवेतन पर्ची जुलाई-2025

नाम / Name : ANIMESH MONDAL  
कर्मचारी आईडी / Employee ID: 788168  
पदनाम / Design : Customer Service Associate  
शाखा / Branch : BAKRA  
खाता सं. / Acc.No : \*\*\*\*\*8155

जन्म तिथि / DOB : 24-Jun-99  
पिछले वेतनवृद्धि की तारीख / Last Increment Date:  
एलएफसी ब्लॉक / LFC Block:  
Last Payroll Run : Wednesday, July 30, 2025

कार्यभ्रम की तारीख / DOJ: 9-Jun-25  
वेतन की हानि / Loss of Pay: 0.00  
पैन सं. / PAN No : \*\*\*\*\*938Q

Earnings	Salary for Current Month	Adjustments for Previous Months	Amount Paid (Rs.)	Deduction	Account No	Amount Recovered	Adjustments for Previous Months	Total Amount Recovered(Rs.)
मूल वेतन / Basic Pay	26730.00	891.00	27621.00	एनपीएस कार्मिक अंशदान / NPS Employee Contri		3572.71	0.00	3572.71
विशेष वेतन / Special Pay	3050.00	569.66	3619.66	सीड कटौती (मृत्युपरांत राहत) / SEED Deduction (Death Relief)		80.00	0.00	80.00
परिवहन भत्ता / Transport Allowance	850.00	28.33	878.33	व्यवसायिक कर / Profession Tax		200.00	0.00	200.00
मकान किराया भत्ता / House Rent Allowance	3052.45	149.72	3202.17	यूनियन शुल्क (एआईबीईए) / Union fees (AIBEA)		80.00	0.00	80.00
विशेष भत्ता / Special Allowance	7083.45	236.12	7319.57					
मंहगाई भत्ता / Dearness Allowance	5947.07	291.70	6238.77					
विशेष भत्ता डीए / Special Allowance DA	1414.56	47.15	1461.71					
परिवहन भत्ता डी.ए. / Transport Allowance D.A.	169.75	5.66	175.41					
सकल आय / Gross Earnings	48297.28	2,219.34	50516.62	कुल कटौती / Total Deductions				3932.71
Rupees Forty Six Thousand Five Hundred Eighty Three and paise Ninety One Only				निवल वेतन / Net Salary				46583.91



**Subham Ghosh,**



पंजाब नेशनल बैंक/PUNJAB NATIONAL BANK  
मानव संसाधन प्रभाग / Human Resources Division  
प्र.का.: पश्चिम खंड, प्लॉट नं० 4, सेक्टर 10, द्वारका/ H. O.: WEST WING, PLOT NO. 4, SECTOR 10, DWARKA  
नई दिल्ली – 110 075 / New Delhi – 110 075  
दूरभाष/TEL: 011-28044793 ईमेल आईडी/Email ID: [recruitment@pnb.co.in](mailto:recruitment@pnb.co.in)

संदर्भ : भर्ती (सीआरपी-XIII):- ग्रा. से. स.

दिनांक/ Date: 12.07.2024

REF: RECTT. (CRP-XIII):- CSA/3021003111

पंजीकृत/स्पीड पोस्ट द्वारा  
**BY REGISTERED/SPEED POST**

**SHRI/MS. SUBHAM GHOSH**  
S/D/W/o SHRI HARANATH GHOSH  
VILL NANDAMOHANPUR  
P.O NABASON  
P.S SONAMUKHI, BANKURA  
WEST BENGAL- 722207  
9064251483

प्रिय महोदय/महोदया  
**Dear Sir/Madam,**

विषय:- बैंक में लिपिकीय संवर्ग में ग्राहक सेवा सहयोगी के पद के लिए नियुक्ति हेतु

**REG: APPOINTMENT IN CLERICAL CADRE OF THE BANK AS CUSTOMER SERVICE ASSOCIATE**

आपके आवेदन और तत्पश्चात आईबीपीएस, मुंबई द्वारा कॉमन भर्ती प्रक्रिया के अंतर्गत आयोजित लिखित परीक्षा के सन्दर्भ में हम सहर्ष सूचित करते हैं कि निम्नलिखित शर्तों के अधीन आपका चयन हमारे बैंक में लिपिकीय संवर्ग में ग्राहक सेवा सहयोगी के पद के लिए कर लिया गया है :

With reference to your application and subsequent written test under **Common Recruitment Process conducted by IBPS, Mumbai**, we have the pleasure to inform that you have been selected for appointment as Customer Service Associate in Clerical Cadre in our Bank on the following terms and conditions: -

1. आप पर बैंक में लिपिकीय संवर्ग हेतु प्रभावी वेतनमान अर्थात् 24050-1340(3), 28070-1650(3), 33020-2000(4), 41020-2340(7), 57400-4400(1), 61800-2680(1), 64480 (20 Years) लागू होगा। आप द्विपक्षीय समझौते/अवाइजों के अन्तर्गत अनुमन्य अन्य भत्तों के भी पात्र होंगे।

You will draw salary per month in the scale of pay applicable to clerical employees in the Bank, which is 24050-1340(3), 28070-1650(3), 33020-2000(4), 41020-2340(7), 57400-4400(1), 61800-2680(1), 64480 (20 Years). You will also be eligible for other allowances as are admissible under Bipartite Settlement/Awards.

2. आप छः महीने की अवधि के लिए परीक्षा पर रहेंगे। बैंक अपने विवेक पर परीक्षा अवधि के दौरान कोई कारण बताये बिना परन्तु एक महीने का नोटिस देकर अथवा उसके बदले में एक महीने के वेतन एवं भत्ते का भुगतान करके आपकी सेवा समाप्त कर सकता है।

You will be on probation for a period of six months. The Bank may at its discretion terminate your services at any time during the probation period without assigning any reason but after giving you one month's notice or on payment of one month's pay and allowances in lieu thereof.

- 3(क) यदि आप बैंक की सेवा से त्यागपत्र देने का निर्णय लेते हैं तो आपको बैंक को एक माह का नोटिस देना होगा। तथापि, परीक्षा अवधि के दौरान त्यागपत्र के लिए 14 दिनों का नोटिस देना अपेक्षित है।
- 3(a) In case you decide to resign from Bank's service, you shall give one month's notice to the Bank. However, during probation period requirement of notice, for resignation, shall be 14 days.
- 3(ख) यदि आप बिना नोटिस दिए बैंक की सेवा छोड़ना चाहते हैं तो आपको एक माह के वेतन एवं भत्ते का भुगतान करना होगा। तथापि, परीक्षा अवधि के दौरान नोटिस की अवधि के बदले आपको 14 दिनों के वेतन (सभी भत्तों सहित) का भुगतान करना होगा।
- 3(b) In case you leave the service of the Bank without giving notice, you shall be liable to pay the Bank one month's pay and allowances. However, during probation you shall pay 14 day's salary (including all allowances) in lieu of

notice period.

4. आप वेतन, भत्ते, छुट्टी, यात्रा भत्ते एवं अन्य सेवा शर्तों से संबंधित मामलों में बैंक के नियमों, विनियमों एवं नीतियों तथा समय-समय पर प्रवृत्त अवाडों/समझौतों से आबद्ध होंगे।  
यदि बैंक द्वारा आपको कोई अतिरिक्त भुगतान किया जाता है, जो कि वेतन के गलत निर्धारण या वेतन में किसी प्रकार के अतिरिक्त भुगतान के परिणामस्वरूप किया गया हो, जिसे आप प्राप्त करने के हकदार न हों, तो आपके द्वारा उसे बैंक को बिना किसी आपत्ति के वापस कर दिया जाएगा। कर्मचारी या अन्यथा होने के नाते बैंक को अतिरिक्त किए गए भुगतान की वसूली भविष्य में दिए जाने वाले वेतन/भुगतान से करने का अधिकार है।

You will be bound by the rules, regulations and policies of the Bank and Awards/Settlements in force from time to time in the matters relating to salary, allowances, leave, traveling allowances and other conditions of service.  
In case, any excess payment is made to you by the Bank, which may be found to have been made as a result of incorrect fixation of pay or any excess payment in salary which you, otherwise are not entitled to receive, will be refunded by you to the Bank without any demur. The Bank has the right to make recovery of excess payment either by adjustment against future salary/payments due to employee or otherwise, as decided by the Bank.

5. आप समय-समय पर यथासंशोधित द्विपक्षीय समझौतों के अनुसार वेतन, भत्ते एवं अन्य अनुलाभों के पात्र होंगे, लेकिन अनुलाभ व अन्य सुविधाएं, जो कि उद्योग स्तर पर द्विपक्षीय समझौतों की सीमा में नहीं हैं, उक्त आधार पर बैंक द्वारा समय-समय पर लिए गए निर्णयों के अनुसार आप पर भी लागू होंगे।

While you shall be eligible for pay, allowances and other perquisites as per the Bipartite Settlements as modified from time to time, but perquisites and other facilities which are not within the purview of Industry Level Bipartite Settlements may be applied to you on such basis as may be decided by the Bank from time to time.

6. बैंक को यह अधिकार होगा कि, नियमों के अनुसार, आपको ऐसी कोई छुट्टी सौंपे जिसके लिए आपको सक्षम समझा जाए और उसे यह भी अधिकार होगा कि आपका स्थानांतरण किसी भी समय और समय-समय पर एक कार्यालय से दूसरे कार्यालय में तथा एक स्थान से दूसरे स्थान में कर सकता है।

The Bank reserves the right to allot you any duty for which you may be considered competent and to transfer you from one office to the other or from one place to another at any time and from time to time as per rules applicable.

7. कार्यग्रहण संबंधी औपचारिकताओं को पूरा करने तथा तदनन्तर दो सप्ताह के प्रारम्भिक प्रशिक्षण (आवासीय) के लिए आपको 02.09.2024 (सोमवार) को प्रातः 09:30 बजे, पंजाब नेशनल बैंक, स्टाफ ट्रेनिंग सेंटर राउरकेला में रिपोर्ट करना होगा जिसका पता निम्नानुसार है:

पंजाब नेशनल बैंक, स्टाफ ट्रेनिंग सेंटर, नया बाजार, सेक्टर-21, राउरकेला (ओडिशा)-769001

You should report on 02.09.2024 (MONDAY) at 09:30 AM, at PUNJAB NATIONAL BANK, ZTC, ROURKELA for completing joining formalities and subsequent two weeks Induction training (residential) at following address:

PUNJAB NATIONAL BANK, STAFF TRAINING CENTRE, NAYA BAZAR, SECTOR-21, ROURKELA (ODISHA)-769001

8. कार्यग्रहण हेतु किसी प्रकार का यात्रा/दैनिक भत्ता नहीं दिया जाएगा।

No TA/DA will be admissible for joining duty.

9. आपका प्रशिक्षण पूर्ण होने के पश्चात् आपको पश्चिम बंगाल राज्य/ केंद्र शासित प्रदेश में तैनात किया जाएगा। आपको ग्रामीण/अर्द्धशहरी क्षेत्रों में नियुक्त किया जा सकता है।

After completion of your training, you will be posted in the State/ UT of West Bengal. You are likely to be posted in rural/semi-urban areas.

#### 10. औपचारिकताएं/Formalities

- (क) यदि आप वर्तमान में सेवारत हैं तो आपको अपनी वर्तमान सेवा से त्यागपत्र देना होगा। बैंक की सेवा में शामिल होते समय आपको अन्य दस्तावेजों/कार्यग्रहण-प्रपत्रों के साथ-साथ अपने वर्तमान नियोक्ता का स्पष्ट विमुक्ति प्रमाण पत्र प्रस्तुत करना होगा और ऐसा न कर सकने पर आपको बैंक की सेवा में शामिल होने की अनुमति नहीं दी जाएगी। किसी भी परिस्थिति में बैंक आपको अपनी वर्तमान सेवा पर अधिकार बनाए रखने अथवा स्थानांतरण/प्रतिनियुक्ति पर कार्यग्रहण करने की अनुमति प्रदान नहीं करेगा।

- (a) If you are presently employed, you will have to resign from your present employment. You will be required to submit a clean discharge certificate from your present employer, along with other documents/joining forms, at the

time of joining the Bank, failing which you will not be allowed to join the Bank. In no circumstances the Bank will allow you to retain lien on your present job or join on transfer/deputation.

- (ख) बैंक की सेवा में शामिल होते समय आपको प्रस्तुत करनी होगी (i) निर्धारित प्रारूप में जिला सरकारी अस्पताल के अधिकृत चिकित्सा अधिकारी अथवा पंजाब नेशनल बैंक के किसी भी नियंत्रक कार्यालय में नियुक्त चिकित्सा सलाहकारों द्वारा जारी चिकित्सकीय स्वस्थता प्रमाण पत्र जिसमें यह प्रमाणित किया जाए कि आप बैंक अधिकारी के रूप में अपेक्षित ड्यूटी को निष्पादित करने के लिए पूर्ण रूप से स्वस्थ हैं। (ii) अपने वक्षस्थल की संतोषजनक एक्स-रे और रेडियोलॉजिस्ट रिपोर्ट। (चिकित्सा जॉच/एक्स-रे पर होने वाले खर्च का वहन आपको करना होगा)। यदि आप कार्यग्रहण करने के समय चिकित्सकीय स्वस्थता प्रमाण पत्र/एक्स-रे/रेडियोलॉजिस्ट रिपोर्ट प्रस्तुत नहीं कर पाते हैं तो आपको बैंक में कार्यग्रहण करने की अनुमति नहीं दी जाएगी।  
(चिकित्सा सलाहकारों की निर्देशिका एवं मेडिकल रिपोर्ट का प्रारूप बैंक की वेबसाइट [pnbindia.in](http://pnbindia.in) लिंक: "रिक्रूटमेंट" पर उपलब्ध है।)

- (b) You will be required to submit at the time of joining the Bank (i) a Medical Fitness Certificate issued either by Authorized Medical Officer of District Govt. Hospital or Medical Consultant appointed at any of the Controlling Offices of Punjab National Bank in the format prescribed, certifying that you are in a fit state of health and healthy enough to perform the duties required by a Bank employee (ii) satisfactory X-ray of your Chest and Radiologist Report. (Expenses for the Medical Examination/X-ray are to be borne by you). You will not be allowed to join the Bank if you fail to submit the Medical Fitness Certificate/X-Ray/Radiologist Report at the time joining the Bank.  
**(The Directory of Medical consultants & format of Medical Report is available on the Bank's website [pnbindia.in](http://pnbindia.in), link Recruitment)**

- (ग) आपको निम्नलिखित दस्तावेजों की स्कैन की गई प्रति के साथ नई पेंशन योजना (एनपीएस) के संबंध में विधिवत भरे हुए प्रासंगिक फॉर्म ऑनलाइन जमा करने होंगे: -

- i) फोटोग्राफ
- ii) पैन कार्ड
- iii) आपके खाते का निरस्त किया गया एक चेक
- iv) हस्ताक्षर

एनएसडीएल के साथ पहले से पंजीकृत हो चुके अभ्यर्थियों द्वारा अतिरिक्त प्रेषित किये जाने वाले फार्म

- प्रान (पीआरएएन) कार्ड की छायाप्रति
- फॉर्म आईएसएस – इंटर सेक्टर शिफ्टिंग संस्क. 1.5
- आईसीएसएस फॉर्म

एनपीएस से संबंधित सभी फॉर्म/विवरण बैंक की वेबसाइट [www.pnbindia.co.in](http://www.pnbindia.co.in) <लिंक> भर्तियां <लिंक> शामिल होने की औपचारिकताएं - नई पेंशन योजना, पर उपलब्ध हैं।

- c) You will be required to submit duly filled relevant forms online with regard to New Pension Scheme (NPS) along with scanned copy of following documents: -
- i) **Photograph**
  - ii) **PAN card**
  - iii) **Cancelled Cheque**
  - iv) **Signature**

**Additional forms to be submitted by the candidates who are already registered with NSDL**

- i) Copy of PRAN Card
- ii) Form ISS – Inter Sector Shifting\_Ver. 1.5
- iii) ICSS Form

All forms/ details are available on the Bank's web-site [www.pnbindia.co.in](http://www.pnbindia.co.in) <लिंक> Recruitments <लिंक> Joining Formalities - New Pension Scheme.

- (घ) भारत सरकार द्वारा निर्धारित प्रारूप में निम्नलिखित को (जो भी लागू हों) प्रस्तुत करें:-

- (d) You will be required to submit the following (whichever is applicable) in the proforma prescribed by the Govt. of India: -

- निर्धारित प्रारूप पर अपना नवीनतम अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग जाति प्रमाण पत्र/ आर्थिक रूप से कमजोर वर्ग प्रमाण पत्र (जो भी लागू हो)। अन्य पिछड़ा वर्ग जाति प्रमाण पत्र में नॉन-क्रीमी लेयर खंड का उल्लेख होना अनिवार्य है। आर्थिक रूप से कमजोर वर्ग प्रमाण पत्र वर्ष 2023-24 के लिए वैध होना चाहिए।
- Your latest SC/ST/OBC Caste Certificate/ latest EWS Category Certificate (wherever applicable) in the

prescribed proforma. OBC Certificate must contain Non Creamy Layer Clause. EWS category certificate should be valid for the year 2023-24.

- विकलांग श्रेणी के उम्मीदवारों को बैंक में कार्यभार ग्रहण करने के समय सक्षम चिकित्सा बोर्ड द्वारा जारी चिकित्सा प्रमाणपत्र (नवीनतम) निर्धारित प्रारूप में जिसमें विकलांगता का स्वरूप एवं सीमा दर्शायी गई हो, प्रस्तुत करना होगा।
- In respect of candidates belonging to Disabled category, the candidate will have to submit at the time of joining the Bank, a Medical Certificate (Latest) in the prescribed format issued by a competent Medical Board showing the nature and extent of disability.

(ड) बैंक में कार्यग्रहण करने के समय आपको संलग्न अनुबंध के अनुसार सभी आवश्यक औपचारिकताएं पूरी करनी होंगी। अनुबंध में सूचित प्रारूपों को बैंक की वेबसाइट [www.pnbindia.in](http://www.pnbindia.in) ([link Recruitments - Joining Formalities](#)) से डाउनलोड किया जा सकता है। कृपया सुनिश्चित करें कि सभी कार्यग्रहण औपचारिकताओं को निर्धारित प्रारूप पर ही निष्पादित करें अन्यथा आपको कार्यग्रहण की अनुमति नहीं दी जाएगी।

(e) You will complete all the necessary formalities as per the Annexure attached hereto on joining the Bank. The proforma listed in the [Annexure are to be downloaded from the Bank's website www.pnbindia.in \(link Recruitments - Joining Formalities\)](#). Please ensure to complete all the relevant joining formalities as per the prescribed proforma otherwise you will not be permitted to join.

11. निम्नलिखित शर्तें पूरी होने तक आपकी नियुक्ति प्रोविजनल है:-  
**Your appointment is Provisional subject to:**

- i) आईबीपीएस की सामान्य भर्ती प्रक्रिया (सीआरपी XIII) में दिनांक 01.07.2023 की अधिसूचना के अंतर्गत निर्धारित पात्रता मानदंडों को पूर्ण करना।  
  
Meeting the eligibility criteria as prescribed under IBPS Common Recruitment Process (CRP-XIII) notification dated 01.07.2023
- ii) यदि आप सेवारत हैं, तो वर्तमान नियोक्ता से सेवा- त्याग प्रमाणपत्र/कार्यमुक्ति आदेश प्रस्तुत करना होगा।  
  
Submission of Clean Discharge Certificate/Relieving Order from your present employer, if employed.
- iii) यदि आप सेवारत हैं, तो वर्तमान नियोक्ता से आपके कार्यनिष्पादन एवं आचरण की सन्तोषजनक गोपनीय रिपोर्ट निर्धारित प्रारूप पर प्रस्तुत की जानी अपेक्षित है।  
  
Receipt of Satisfactory Confidential Report on your work and conduct (in the prescribed proforma) from your present employer; if employed.
- iv) आप द्वारा उल्लिखित दो सम्मानित व्यक्तियों से संतोषजनक रिपोर्ट की प्राप्ति;  
  
Receipt of Satisfactory Reports from Two Referees;
- v) आपके चरित्र और पूर्ववृत्तों के संबंध में पुलिस प्राधिकारियों से सन्तोषजनक रिपोर्ट की प्राप्ति;  
  
Receipt of satisfactory report from the Police authorities about your character and antecedents;
- vi) तीन चरित्र प्रमाण-पत्रों की प्राप्ति, जिनमें से एक अनिवार्यतः आपके पिछले कॉलेज/संस्थान के प्रधानाचार्य/विभागाध्यक्ष का हो तथा शेष दो राजपत्रित अधिकारियों या बैंक अधिकारियों के होने चाहिए। संबंधियों द्वारा दिए गए प्रमाण-पत्र स्वीकार्य नहीं होंगे।  
  
Submission of 3 character certificates, out of which one must be from the Principal or Head of the Department of the College/ Institute last attended by you and remaining two from Gazetted Officers or Bank Officers. Certificates given by relatives will not be accepted.
- vii) आपके आवेदन में वर्णित अपेक्षित शैक्षिक, व्यवसायिक योग्यता एवं अनुभव प्रमाण-पत्र, अगर कोई हो।

Submission of required educational, professional qualification and work experience certificates, if any, as specified in your application

viii) जॉइनिंग के समय स्वस्थ क्रेडिट इतिहास के साथ 650 या उससे अधिक का सिविल स्कोर बनाए रखना।

Maintaining CIBIL Score of 650 or above with healthy credit history at the time of joining.

ix) अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/आर्थिक रूप से कमजोर वर्ग/ पीडब्ल्यूडी श्रेणी के उम्मीदवारों के सम्बन्ध में

**In Respect of candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Class (OBC) /Economic Weaker Section (EWS)/Persons with Disability (PWD) Category**

अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ी जाति/ आर्थिक रूप से कमजोर वर्ग /दिव्यांगता का प्रमाणपत्र उचित माध्यम से सत्यापित किया जाता है। यदि सत्यापन की जाँच से पता चलता है कि एससी/ एसटी/ओबीसी/आर्थिक रूप से कमजोर वर्ग/पीडब्ल्यूडी श्रेणी से सम्बन्धित होने का अभ्यर्थी का दावा तथा ओबीसी अभ्यर्थी के मामले में क्रीमी लेयर से सम्बन्ध न रखना या आर्थिक रूप से कमजोर वर्ग में आय प्रमाण पत्र, असत्य पाया जाता है तो उसकी सेवाओं को बिना कोई कारण बताए तथा असत्य जाति/आय/ दिव्यांगता प्रमाणपत्र प्रस्तुत करने के लिए भारतीय न्याय संहिता (बीएनएस) के प्रावधानों के अंतर्गत इस प्रकार की अतिरिक्त कार्रवाई पर प्रतिकूल प्रभाव डाले बिना, तत्काल रूप से समाप्त कर दिया जाएगा।

The Scheduled Caste/ Scheduled Tribe/ Other Backward Caste/ Economically Weaker Section/ Disability Certificate are verified through proper Channels. If the verification reveals that the claim of the candidate as belonging to SC/ST/OBC/EWS/PWD category and in the case of OBC candidate, not belonging to Creamy Layer or in EWS category income certificate is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Bharatiya Nyaya Sanhita (BNS) for production of false Caste/Income/Disability certificate.

12. आपको बैंक का मानक सेवा करार एवं निष्ठा व गोपनीयता घोषणा का अपने खर्च पर निष्पादन करना होगा।

You are also required to execute the Bank's Standard Service agreement and Declaration of Fidelity and Secrecy at your own cost.

13. आपको रूपये 1000/- (रूपये एक हजार मात्र) की नकदी प्रतिभूति राशि जमा करानी होगी एवं केशियर करार का भी अपने खर्च पर निष्पादन करना होगा ।

You will be required to Deposit Cash Security of 1000/- (Rupees One thousand only) and also to execute the Cashier's Agreement at your own cost.

14. आपके वर्तमान नियोजक/ सम्पर्की व्यक्तियों/जाति प्रमाणपत्र जारी करने वाले प्राधिकारियों/पुलिस प्राधिकारियों से कोई प्रतिकूल रिपोर्ट प्राप्त होने पर अथवा आपके आवेदन में किसी सूचना/विवरण के वस्तुतः गलत या असत्य पाए जाने की दशा में अथवा किसी भी संगत तथ्य को आपके द्वारा छिपाए जाने पर, आपकी नियुक्ति को आरम्भ से ही निरस्त समझा जाएगा और ऐसी दशा में आपकी सेवाओं को बिना किसी सूचना अथवा सेवाओं के एवज में किन्हीं परिलब्धियों के बिना ही तत्काल समाप्त कर दिया जाएगा ।

In the event of any adverse report from present employer/ referees/ Caste certificate issuing Authorities/District or Police Authorities or in the event of any information/ particulars stated in your application is found to be materially incorrect or false or if there is suppression of any relevant fact, the appointment itself shall be deemed void ab initio and in that event your services shall be liable to be terminated forthwith without any notice or emoluments in lieu thereof.

15. इस पत्र के प्राप्त होने के 7 दिन के अन्दर बैंक की वेबसाइट [www.pnbindia.in](http://www.pnbindia.in) (**link Recruitments - Joining Formalities**) पर उपलब्ध प्रारूप पर कृपया अपनी स्वीकृति को रिपोर्टिंग प्रशिक्षण केंद्र को प्रेषित करें ।

Please send your acceptance within seven days of the receipt of this letter on the form available on the Bank's website [www.pnbindia.in](http://www.pnbindia.in) (***link Recruitments - Joining Formalities***) to the reporting Training Centre.

विशेष टिप्पणी : भाषान्तर से सम्बन्धित व्याख्या में किसी भी विवाद की स्थिति में अंग्रेजी पाठ मान्य होगा ।

PS: In case any dispute arises on account of interpretation of version other than English, English version will prevail.

भवदीय,  
**Yours sincerely,**

**(ISHAN GUPTA)**  
मुख्य प्रबन्धक – एचआर  
**CHIEF MANAGER – HR**

**NAME-ANKIT GOSWAMI**

**Nature Mates - Nature Club**  
6/7, Bijoygarh, Jadavpur, Kolkata-700032  
email: naturemates@gmail.com  
www.naturematesindia.org  
Dial: 9874357414/9477275731



Date: 01-01- 2025  
Mr. Ankit Goswami  
Beliatore, Dakbanglowmore, Barjora,  
Bankura, Beliatore, West Bengal,  
Pin-722203

**Subject: Appointment for post of Project Assistant, Elephant Project.**

Dear Ankit,

We are pleased to offer you, the position of **Project Assistant for our Elephant Project Team** with Nature Mates Nature Club on the following terms and conditions:

**Commencement of employment**

Your employment will be effective, as of 1st Jan, 2025

**Job title**

Your job title will be **Project Assistant of The Elephant Project Team** and you will report to Programme Manager, Elephant Project.

**Salary**

Your Salary will be 1,20,000.00 per year all inclusive.

**Place of posting and transfer**

You will be posted at our Barjora field office. You may however be required to work at any place of work which the Organization has, or may later acquire. Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the Organization may determine, to any department/section, location, at anyplace in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location. You have to visit the Head Office at Kolkata as and when needed.

**Hours of Work**

The normal working days are Monday to Saturday and Sunday in case of emergency work load. During the field days, the days of work will be completely flexible and need based. In case of non-field days, you have to communicate at our Kolkata office. At least 48hrs-72 hours of work per week is the minimum requirement from our end, from you.

**Leave/Holidays**

A list of holidays is attached along with this letter.

***be nature's mate***

Society Registration Number: S/1L 40938 of 2006-2007  
80G Registration Number: CIT (EXMPTION), KOLKATA/80G/2018-19/A/10405 dtd. 22.02.2019

**Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the Organization may call upon you to perform, from time to time. Your working for the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results. Your specific duties are set out in your Job Description hereto.

**Full time employment**

You are in full time employment with the Organization and you shall devote yourself exclusively to the interests of the organisation. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the organization. You will also not seek membership of any local or public bodies of similar nature without first obtaining specific permission from the Management.

**Past Records**

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the organisation proves to be false, or if you are found to have wilfully suppressed any material information, in such cases, you will be liable to be removed from services without any notice.

**Organisation property**

You will always maintain in good condition Organization's property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Organization prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Organization.

**Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings.

**Termination**

During the probationary period(3 months) and any extension thereof, your services may be terminated. Your appointment can be terminated by the organization, without any reason, by giving you not less than a months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the organization, without any cause, by giving no less than two months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The organization reserves the right to terminate your employment summarily without any notice period or termination payment because of under mentioned stipulations.

***be nature's mate***

Society Registration Number: S/1L 40938 of 2006-2007

80G Registration Number: CIT (EXMPTION), KOLKATA/80G/2018-19/A/10405 dtd. 22.02.2019

- If it has reasonable ground to believe you are guilty of fraud, insubordination or misconduct or negligence whether in course of performance of duties entrusted to you or otherwise or have committed any fundamental breach of contract or caused any loss to the Organization, or if you fail, refuse to carry out and perform your duties assigned to you by the organization. For loss of confidence in you by the company for any of the act committed by you.
- On the termination of your employment for whatever reason, you will return to the Organization all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs. Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment the organization can ask explanations from you and if not satisfactory can terminate you from your position and job.

NB: All the mentioned terms, conditions and facilities are liable to change with your performance index.

Thanking you in anticipation of your obedient service and sincere effort towards the said duty.



Secretary

Nature Mates-Nature Club

Arjan Basu Roy

Secretary, Nature Mates-Nature Club

***be nature's mate***

Society Registration Number: S/1L 40938 of 2006-2007

80G Registration Number: CIT (EXMPTION), KOLKATA/80G/2018-19/A/10405 dtd. 22.02.2019

**NAME-SAYAK MONDAL**



1

**PRIVATE AND CONFIDENTIAL**

Reference No. - 1384803836  
Applicant ID - 8868068

03-Mar-2025

Sayak Mondal

Dear Sayak,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

Digitally Signed By : Varsha Singh  
Organisation : ICICI Bank Ltd  
Date: 3/3/2025 2:45:04 PM



Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.: 1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

PRIVATE AND CONFIDENTIAL

Reference No. - 1384803836

Applicant ID - 8868068

03-Mar-2025

Sayak Mondal

Dear Sayak,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in Branch Banking Dept at DURGAPUR-BIDHAN NAGAR\_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 12-Mar-2025.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

Reference No. - 1384803836  
Sayak Mondal

- IT Security Practice & Procedures: While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- Notice Period: In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- Transfer: The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- Joining Competitor: In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

Reference No. - 1384803836

Sayak Mondal

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- Termination of Employment: Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and

Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

Reference No. - 1384803836  
Sayak Mondal

- c) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.
- General:
    - Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
    - You will be bound by the Rules and Regulations of the Bank.
    - You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Varsha Singh

Digitally Signed By :Varsha Singh  
Organisation : ICICI Bank Ltd  
Date:3/3/2025 2:45:04 PM



I have read all the terms, conditions of the offer, and would like to confirm my acceptance.

Signature of Applicant

Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

Sayak Mondal

Reference No. - 1384803836  
Sayak Mondal

Annexure:

Remuneration:

- Your Base Salary will be ₹ 96000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of ₹ 37008/- (Rupees Thirty Seven Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of ₹ 48000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of ₹ 14400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

Reference No. - 1384803836  
Sayak Mondal

Benefits:

- Comprehensive Medclaim Coverage for you and your immediate family up to ₹400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and two dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally Signed By :Varsha Singh  
Organisation : ICICI Bank Ltd  
Date:3/3/2025 2:45:04 PM



Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - b) Resignation accepted letter from current organisation
  - c) Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Corporate Office  
ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai- 400051, India

India Tel.:1800 1080  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Registered Office  
ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390007, India

*Sayak Mondal*

## Remuneration Details

Name: Sayak Mondal  
 Position: Senior Officer  
 Group: RETAIL BANKING GROUP

	Senior Officer	
	Monthly (₹)	Annual (₹)
Basic	8000	96000
HRA	4000	48000
Supplementary Allowance*	3084	37008
Superannuation Allowance **	1200	14400
<b>Total</b>	<b>16284</b>	<b>195408</b>
Retirals		
Retirals (PF, Gratuity) ***	1996	23952
<b>Total Fixed</b>	<b>18280</b>	<b>219360</b>
Performance Linked Retention Pay#	2167	26000
<b>Total CTC</b>	<b>20447</b>	<b>245360</b>

\* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 03-Mar-2025

Digitally Signed By :Varsha Singh  
 Organisation : ICICI Bank Ltd  
 Date:3/3/2025 2:45:04 PM



Corporate Office  
 ICICI Bank Limited  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai- 400051, India

India Tel.:1800 1080  
 Fax: (91-22) 2653 1122  
 Website www.icicibank.com

Registered Office  
 ICICI Bank Tower  
 Near Chakli Circle,  
 Old Padra Road  
 Vadodara 390007, India

*Sayak Mondal*

NAME- BARSHA MONDAL



BARJORA NEAR HOSPITAL  
DIST: BANKURA PIN No 722202, WB  
9641484884  
6294406037  
weecare@diagnosticcentre@gmail.com

### LETTER OF APPOINTMENT/RE-ENGAGEMENT

To  
BARSHA MONDAL  
VILL & P.O. -- PAKHANNA  
PS – BARJORA, BANKURA

I / We are please to inform you that as per your letter of consent dated 01.03.2025 you have been appointed / re-engaged as "**RECEPTIONIST, (FEMALE)**" in this Nursing Home/Laboratory/Institution for a period of 1(one) year with monthly consolidated remuneration of Rs. 9,500/- (**Rupees- Nine thousands five hundred only**) only and as per existing terms and conditions of this establishment.

You are requested to join the post within 10(ten) days from the date of issue of this offer positively failing which your offer of appointment/ re-engagement will liable to be treated as cancelled your service as "**RECEPTIONIST, (FEMALE)**" will be counted with effect from the date of new/ renewal of registration of C.E. license till the date of its validity.

In this connection, it may be noted that in the event of any termination / resignation from the post, both the parties will be liable to server at least one month's notice prior to the effective date of termination / resignation as the case may be.

Date : 01.03.2025

*Mousumi Chatterjee*  
R.N. Road, Burmpur - 713325

Signature & Residential Address of owner with Mobile No.-8617836352

Office seal



# Sima Karmakar

M/s. GLITZCORP				
Plot No: 42, Chakra Colony, Thukkuguda, Maheshwaram , Ranga Reddy Dist, Telangana – 501359. FORM XIX – Wage Slip For May-25				
<b>EMP CODE</b>	10005036	<b>PF NO</b>	102195468935	
<b>EMP NAME</b>	Sima Karmakar	<b>ESIC NO</b>	5221996482	
<b>DEPARTMENT</b>	PRODUCTION	<b>BANK A/C NO</b>	925010014619431	
<b>DOJ(mm/dd/yy)</b>	4/25/2025	<b>IFSC CODE</b>	UTIB0001456	
<b>WORK DAYS</b>	30	<b>OT HRS</b>	4	
<b>ARREAR DAYS</b>	0	<b>ARREAR OT</b>	0	
PARTICULARS	MASTER	EARNED	DEDUCTIONS	AMOUNT
BASIC ALLOWANCE	4999	4999	PF	1711
DEARNS ALLOWANCE	9262	9262	ESIC	131
WASHING ALLOWANCE	278	278	PT	150
SPECIAL ALLOWANCE	0	0	CANTEEN	180
ARREAR BASIC		0	APRON DED	0
ARREAR DA		0	SALARY ADV	0
ARREAR WASHING		0	SHOES DED	0
ARREAR SPL		0		
OT AMOUNT		485		
NIGHT SHIFT ALLOW		270		
LEAVE WITH WAGE		475		
BONUS		1188		
ATTENDANCE INCENTIVE		750		
OTHER ALLOW		0		
<b>TOTAL EARNINGS</b>	<b>14539</b>	<b>17707</b>	<b>DEDUCTIONS</b>	<b>2172</b>
<b>NET AMOUNT.</b>	<b>15535</b>			

\*This is system generate pay slips not required signature



Plot# 8/B/1&2, E-City (Fab/Clivi), Maheshwaram  
Mandal Ravivala Village, RR Dist. 501222, Telangana

Name: Sima karmakar

Employee ID: 10005036

Contractor Name: Gritz

Address: Thukkuguda

Blood Group: B+

Emergency Number:

7063367278



# Surya Dhibar



Date : 16 Jul 2024  
Offer No : GS20131601

Dear **SURYA DHIBAR**

Welcome to Qess! Thank you for getting connected with us.

Qess is the largest staffing company in India with nearly 3.5 Lakh associates. We have operations all across the country, and we partner with more than 1000 companies to provide employment. Besides India, we operate in 10 countries worldwide.

There are many advantages of associating with Qess

1. Access to multiple organizations across India for jobs
2. Formal employment with provident fund, medical support - Qess is a fully compliant organization.
3. Full transparency through our WorQ App; all documents including salary slips, offer letter and medical cards are provided via the App. A helpdesk is available to support you.
4. Financial support and other benefits through our App where you can take loans and get access to products and Services at discounted prices.

Formal employment through Qess is an excellent step to build a long term and successful career. Many associates have worked with us over years, and have had a steady and sustainable growth.

We will be reaching out to you very soon to formalize this association. Please do stay connected. We look forward to a long term association, and welcoming you to be a part of the Qess family.

Wishing you all the best for a successful career with Qess.

With warm regards,

For **QESS Corp Limited**.

A handwritten signature in black ink that reads "Nitin Dave".

**Nitin Dave**  
CEO Staffing



Validate offer letter here

**QESS Corp Limited**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.qesscorp.com> | Toll Free No: 1800-572-3333

Offer No:GS20131601  
page-01



Date : 16 Jul 2024  
Offer No : GS20131601

**CONDITIONAL OFFER LETTER / LETTER OF INTENT**

Dear SURYA DHIBAR

We are pleased to extend to you an offer of employment for the position of **CO FUNDED SEC** at Quess Corp Limited (hereinafter referred as Quess), and would be deputed at our Clients Place **MERCANTILE MARKETING INDIA PRIVATE LIMITED** at **Bankura** for a fixed term. We were impressed with your qualifications, experience, and the skills you demonstrated during the interview process, and we believe that you would be a valuable addition to our team. Please note the key details of this Conditional Offer Letter:

- Your tentative date of joining will be **16 Jul 2024**. For payroll processing, your actual date of reporting to the client site.

Your estimated monthly CTC will be INR Rs.15000/- .Details of your salary break up with components will be given after your joining and also it may change as per requirements.

- Your deputation at any given location will be subjected for change as per the project and requirement.

This offer is subject to the fulfillment of the following conditions:

1. **Documents Submission:** This validity of this letter is subject to your submission of documents on our Mobile app – “Paperless Onboarding Platform” or POP (available on Google Play Store and Apple Store). To know how to submit the documents to Quess, please refer annexure “How to Submit Your Documents”.

**\*\*\*Please Submit the Documents within 24 hours of receipt of this Letter.**

If you are a "Fresher"	If you are "Experienced"
<ul style="list-style-type: none"> <li>Aadhar (<i>Please ensure that you carry the phone number linked to your Aadhar Card</i>)</li> <li>PAN</li> <li>Bank Account (Cheque or Passbook)</li> <li>Highest Education Marksheets and Certificate</li> <li>Any other document specified at the time of interview</li> </ul>	<ul style="list-style-type: none"> <li>Aadhar (<i>Please ensure that you carry the phone number linked to your Aadhar Card</i>)</li> <li>PAN</li> <li>Bank Account (Cheque or Passbook)</li> <li>Existing UAN Number</li> <li>Existing ESIC Number</li> <li>Confirmation if the Employee was part of EPS Scheme in past.</li> <li>Highest Education Marksheets and Certificates</li> <li>Experience Letters</li> <li>Any other document specified at the time of interview</li> </ul>



Validate offer letter here

Puja Mondal

# Usha Multipurpose Co-operative Society Limited

Regd.-6/Cal of 1995

12/5, Nilmoni Mitra Street,  
Kolkata - 700006  
India  
Website : www.ushacoop.org.in



Phone : +91 33 2530 6619 / 3148  
E-mail : usha\_cooperative@yahoo.co.in  
E-mail : usha2021cooperative@gmail.com

4<sup>th</sup> December 2024

To

Ms Puja Mandal

Vill-Hemchabaid, P.O.-Lodna

P.S.- Onda, Dist.-Bankura 722174

Sub: Offer Letter

Dear Ms Puja Mandal

Greetings from Usha Multipurpose Cooperative Society Ltd.

In reference to the board meeting as well as interview held on 3<sup>rd</sup> December 2024 at our registered Office, 12/5, Nilmoni Mitra Street, Kolkata-700006, we are pleased to inform you that you have been provisionally selected for the post of "Implementation Coordinator" in the project titled 'C19RM-KP Grant' at Seoraphuli under Usha Multipurpose Cooperative Society Ltd. The salary offered for the above mentioned full-time contractual job (for two months) is Rs. 20,000/- (Rupees Twenty Thousand Only) per month. You have to stay at your own expense at the above-mentioned location i.e. Seoraphuli. The Implementation Coordinator has to be based in Seoraphuli (Including Singur, Kharpara, Chapadanga) and will have to visit the different areas in West Bengal under project locations of KP Grant. Only Travel allowance including food and lodging will be provided for locations visits (Except Seoraphuli) under the project as per the organizational policy norms.

After acceptance of our offer this opportunity will be continued as per the period of said project agreement with funding agency i.e. 31<sup>st</sup> December 2024. This contract may be renewed on the basis of continuation of project or your performance appraisal or it can be terminated prior to completion of that period with one month notice being served either way that might not include any 'reason for termination'.

You are requested to kindly intimate us about your acceptance of our offer. The provisional date of joining is 6<sup>th</sup> December 2024 at Kolkata Office. Please confirm formally by tomorrow, if possible, your willingness to join on said date or may take more days to join from your side and also communicate with us at the earliest.

You will be governed by the rules and regulations laid down by the organization from time to time which will be available at registered office of Usha Multipurpose Cooperative Society Ltd (12/5 Nilmoni Mitra Street, Kolkata 700 006)

Best Wishes!

Mr Amitava Bhattacharya

Special Officer

Usha Multipurpose Cooperative Society Ltd

12/5 Nilmoni Mitra Street, Kolkata 700 006

*Bharati Dey*

Ms Bharati Dey

Program Director- KP Grant

Usha Multipurpose Cooperative Society Ltd

12/5 Nilmoni Mitra Street, Kolkata 700 006



*Received by  
Puja Mandal*

Sahanaj Parvin



**PVC**

PARIVAR VIKAS CHANDRASHEKHAR NAGAR, P.O.- Ghughuldih, Via- Gidhour, Dist-Jamui(Bihar) Mob.- 8002028002 email- parivarvikas@gmail.com

Ref.....

Date.....

PVC / OL /A2J\_1

08 June 2025

To,

Ms. **Sahanaj Parvin**  
Kanta Dighi  
Patrasayer, Bankura  
West Bengal- 722206

**Subject: - Contractual Appointment Letter Access to Justice, USA Project**

Dear Ms. **Sahanaj Parvin**

We are pleased to offer you the position of **Project Coordinator** in Parivar Vikas Chandrashekhar Nagar from **10th June 2025 to 31st March 2026** on the following terms and conditions: -

1. You will be paid salary of **Rs. 25000/- per month (Rupees Twenty Five Thousand only) w. e. f. 10th June 2025**
2. This employment is purely on contract basis and renewal of your service will be based on performance and project availability. Last quarter of the project period, salary will be disbursed based on the project target completion. Normal working hours are from 9:00am to 5:00pm or depending on project need and may be get involved in other task/project work in the available bandwidth.
3. The maximum no. of casual leave in a year shall be 12 days. Later on, leave without pay shall be 15 or more days in a year. You are expected to maintain a good relationship with office management, co- workers and support staff. Attending daily/alternate day/weekly virtual call for work status. As you will be treated as contract employee of Parivar Vikas Chandrashekhar Nagar, therefore all rules & regulation of this organization will be applicable on your employment except PF, gratuity and termination of service. For contract service termination notice may be given in one-month advance notice if found non-performing.

**ROLES & RESPONSIBILITIES**

1. Submitting daily / weekly / monthly plan in advance. Conduct Household Surveys: Identify vulnerable families, village profile, conducting awareness, ensuring undertaking and oaths and other project planned activities. Guiding community social worker for the same.
2. Community-Level Discussions: Facilitate discussions on child marriage, abuse, and trafficking.
3. Meetings with Stakeholders: Arrange meetings with Government Officers, religious leaders, panchayat members, and educators. Maintaining daily register of your field movement.
4. Facilitate Government Scheme Access: Connect vulnerable families with available government welfare schemes.
5. Intervention in Cases of Child Marriage: Engage in interventions for child marriage cases: making intervention villages "Child Marriage Free India". Take necessary actions such as obtaining injunction orders, approaching the police for FIR registration, and raising awareness among various stakeholders. Awareness and Reporting: Educate children about the harms of child marriage, child labour. Report instances of child marriage promptly to relevant authorities. Strengthening Child Protection Committees: Enhance functionality of village-level child protection committees.

**Specific additional Responsibilities may be**

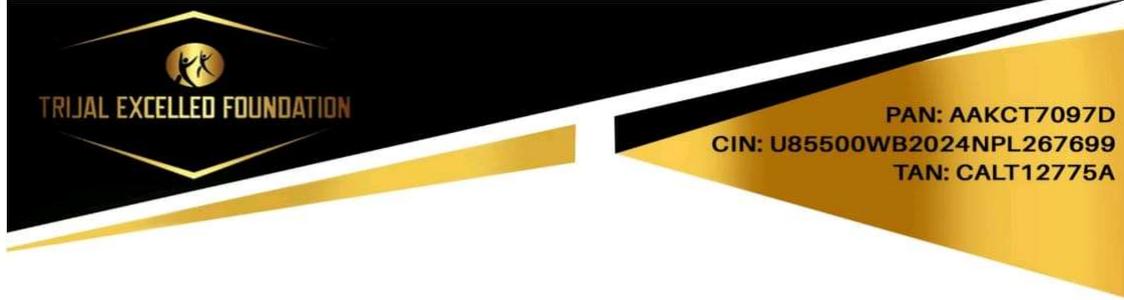
1. Draft of project proposal and apply for new funding and partnership.
2. Fundraising activities
3. Report writing , HR documentation, Case studies writing, Social Media Content writing,
4. Managing Tribal Girls primary school with teaching and guiding educator in need.
5. Initiating communication with external agencies and various Govt. stake holders.

If you accept and agree to the above terms and conditions, please sign the duplicate copy of this letter of appointment of your service as token of acceptance.

.....  
Agreed and accepted

Secretary

Krishna Khan



Ref No: TRIJAL/055/2025

Date: 15/07/2025

**Offer Letter for the Position of Executive (TEF Trainee)**

Dear Ms. Krishna Khan,

We are pleased to offer you the position of Executive (TEF Trainee) at Trijal Excelled Foundation, effective from July 11, 2025. The stipend for this position is INR 3,000 per month (training stipend included), with one weekly day off. Additional holidays will be communicated in accordance with the foundation's policies.

Stipend Structure:

- In the training phase, **INR 3,000** is provided by under TEF Program. This portion is subject to your regular attendance and adherence to assigned work responsibilities.
- The Confirmation is performance-based and will be contingent upon meeting specific objectives and performance metrics aligned with the company's expectations. Regular evaluations will assess your contributions toward predefined targets, team goals, and project outcomes. This ensures the variable component accurately reflects both individual performance and organizational achievements.

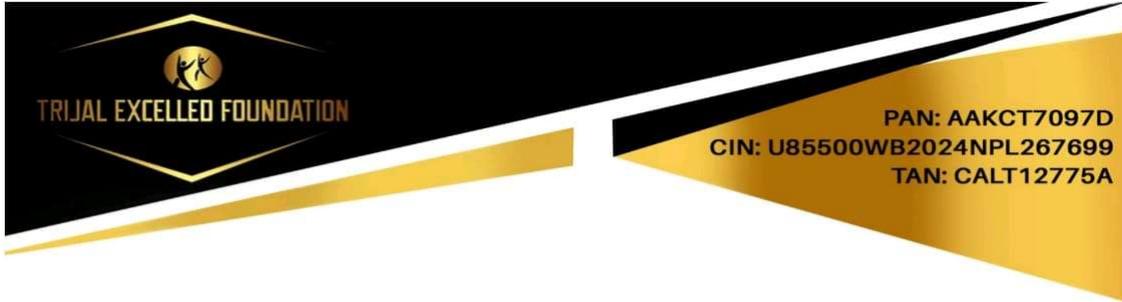
Roles and Responsibilities:

As an Executive (TEF Trainee), your responsibilities will include but are not limited to the following:

1. **Recruitment Support:** Assisting in interview scheduling, candidate communication, and maintaining hiring-related documentation.
2. **Training Coordination:** Helping in organizing and facilitating internal trainings, workshops, and HR sessions.
3. **HR Communication:** Disseminating updates, notices, and HR policies to employees as per direction.
4. **Data and Records Management:** Filing, organizing, and securing data.
5. **Administrative Support:** Handling day-to-day tasks such as scheduling, filing, and assisting in organizing internal meetings and documentation.

**Address:**  
P.O.- Durgapur,  
Paschim Bardhaman,  
Pin- 713215  
**Email ID:** [trijalexcelledfoundation@gmail.com](mailto:trijalexcelledfoundation@gmail.com)





6. **Documentation:** Managing office records and project documents accurately. Entering and updating project data in digital systems and portals.
7. **Filing & Reporting:** Organizing and filing hard copy documents; preparing daily and weekly reports as required.
8. **Facility Management Support:** Ensuring basic upkeep of the office environment and reporting maintenance needs.

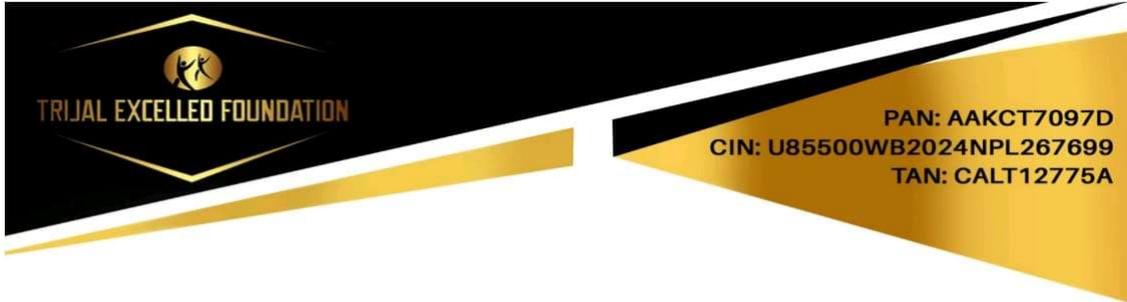
Additional Responsibilities:

- **Confidentiality:** You are expected to maintain strict confidentiality of all foundation data. Any unauthorized sharing or misuse of confidential information will result in disciplinary action.
- **Project-Based Assignments:** Your roles and responsibilities may vary based on specific project needs. The management may update your Key Responsibility Areas (KRA) and Key Performance Indicators (KPI) accordingly to align with organizational goals.

Terms and Conditions:

- **Performance Evaluation Period:** **A three to six-month evaluation period will apply**, during which your performance and engagement will be closely reviewed.
- **Weekly Off and Holidays:** One day off per week will be provided. Any additional holidays will be notified by management.
- **Financial Authorization:** You are not permitted to carry out financial transactions on behalf of the Foundation without prior approval from management.
- **Notice Period:** A 45-day notice is mandatory in case of resignation. Departure before the completion of ongoing projects is not permitted.
- **Disciplinary Policy:** Misconduct or deviation from the Foundation's policies may attract disciplinary action as per organizational rules.





We are delighted to welcome you to Trijal Excelled Foundation and look forward to your active participation in our administrative excellence. Kindly sign below to confirm your acceptance of this offer and the terms outlined above.

Yours sincerely,

*Anannya Mondal*

Name: Anannya Mondal

Designation: HR ADMIN

Trijal Excelled Foundation

Acceptance:

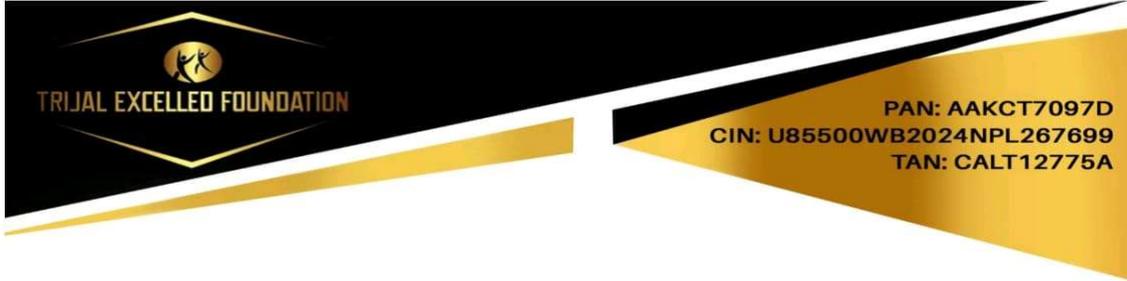
I, Ms. Krishna Khan, accept the position of Executive (TEF Trainee) at Trijal Excelled Foundation and agree to the terms as outlined in this offer letter.

Signature: \_\_\_\_\_

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



Moubani Banerjee



Ref No: TRIJAL/054/2025

Date: 15/07/2025

**Offer Letter for the Position of Executive (TEF Trainee)**

Dear Ms. Mouboni Banerjee,

We are pleased to offer you the position of Executive (TEF Trainee) at Trijal Excelled Foundation, effective from July 11, 2025. The stipend for this position is INR 3,000 per month (training stipend included), with one weekly day off. Additional holidays will be communicated in accordance with the foundation's policies.

Stipend Structure:

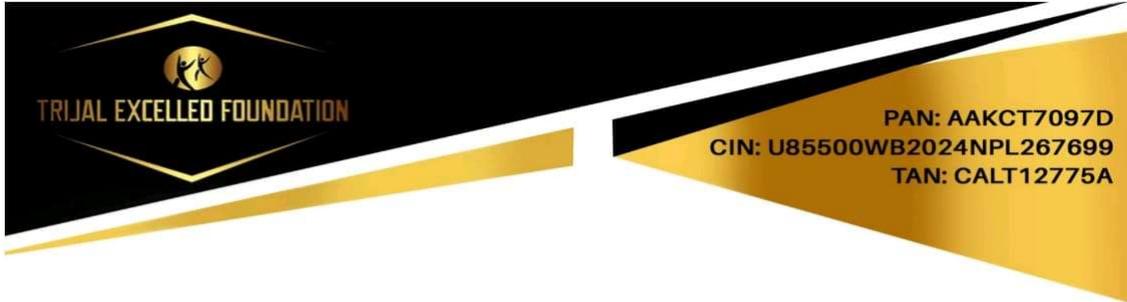
- In the training phase, **INR 3,000** is provided by under TEF Program. This portion is subject to your regular attendance and adherence to assigned work responsibilities.
- The Confirmation is performance-based and will be contingent upon meeting specific objectives and performance metrics aligned with the company's expectations. Regular evaluations will assess your contributions toward predefined targets, team goals, and project outcomes. This ensures the variable component accurately reflects both individual performance and organizational achievements.

Roles and Responsibilities:

As an Executive (TEF Trainee), your responsibilities will include but are not limited to the following:

1. **Recruitment Support:** Assisting in interview scheduling, candidate communication, and maintaining hiring-related documentation.
2. **Training Coordination:** Helping in organizing and facilitating internal trainings, workshops, and HR sessions.
3. **HR Communication:** Disseminating updates, notices, and HR policies to employees as per direction.
4. **Data and Records Management:** Filing, organizing, and securing data.
5. **Administrative Support:** Handling day-to-day tasks such as scheduling, filing, and assisting in organizing internal meetings and documentation.





6. **Documentation:** Managing office records and project documents accurately. Entering and updating project data in digital systems and portals.
7. **Filing & Reporting:** Organizing and filing hard copy documents; preparing daily and weekly reports as required.
8. **Facility Management Support:** Ensuring basic upkeep of the office environment and reporting maintenance needs.

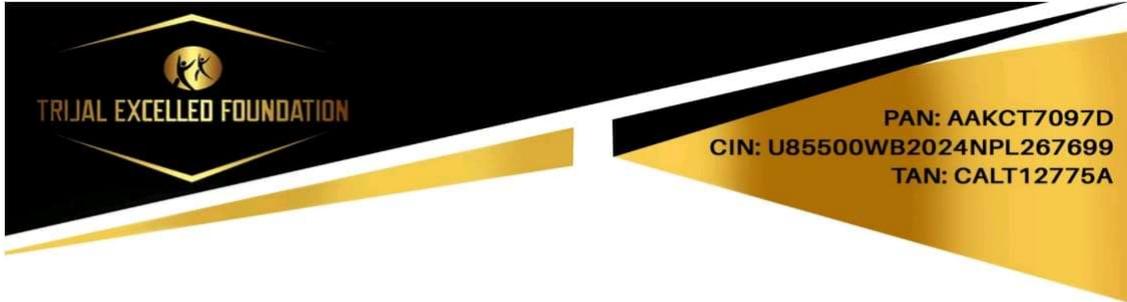
Additional Responsibilities:

- **Confidentiality:** You are expected to maintain strict confidentiality of all foundation data. Any unauthorized sharing or misuse of confidential information will result in disciplinary action.
- **Project-Based Assignments:** Your roles and responsibilities may vary based on specific project needs. The management may update your Key Responsibility Areas (KRA) and Key Performance Indicators (KPI) accordingly to align with organizational goals.

Terms and Conditions:

- **Performance Evaluation Period:** **A three to six-month evaluation period will apply**, during which your performance and engagement will be closely reviewed.
- **Weekly Off and Holidays:** One day off per week will be provided. Any additional holidays will be notified by management.
- **Financial Authorization:** You are not permitted to carry out financial transactions on behalf of the Foundation without prior approval from management.
- **Notice Period:** A 45-day notice is mandatory in case of resignation. Departure before the completion of ongoing projects is not permitted.
- **Disciplinary Policy:** Misconduct or deviation from the Foundation's policies may attract disciplinary action as per organizational rules.





We are delighted to welcome you to Trijal Excelled Foundation and look forward to your active participation in our administrative excellence. Kindly sign below to confirm your acceptance of this offer and the terms outlined above.

Yours sincerely,

*Anannya Mondal*

Name: Anannya Mondal

Designation: HR ADMIN

Trijal Excelled Foundation

Acceptance:

I, Ms. Mouboni Banerjee, accept the position of Executive (TEF Trainee) at Trijal Excelled Foundation and agree to the terms as outlined in this offer letter.

Signature: \_\_\_\_\_

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



Avinandan Dey



Date: June 1, 2025

To,

Name: Mr. Avinandan Dey

Address: C/o: Monoranjan Dey, Post Akui  
VTC. Sadhanpur, Dist. Purba Bardhaman  
West Bengal-722201  
Mob. 9907459723  
Email id. avinandandey2003@gmail.com

Subject: Appointment for the position of Consultant- Victim Assistance Coordinator\_ CT/CL, Purulia -West Bengal for the project titled- "Access to Justice for Children".

We are pleased to inform you that the Kosi Lok Manch Board has recommended you for the post of **Consultant- Victim Assistance Coordinator\_ CT/CL, Purulia-West Bengal** for the project titled "**Access to Justice-Phase-IV**" w.e.f June 1, 2025.

Your work profile includes the following roles and responsibilities:

1. To conduct and assist the police in raid and rescue operations and involving government agencies such as CHILDLINE, Women Commission, Labour Department, AHTU, SJPU, NCPCR, CWC etc., during the rescue operations.
2. To assist police in recording statement of the victim.
3. To coordinate with the source police team and victims' family and arrange accommodation in destination area.
4. To inform to the concerned district administration and police department about the rescue in writing.
5. To assist victim to CWC or shelter homes for restoration of victim.
6. To conduct investigation in cases related to child sexual abuse and human trafficking.
7. To assist and inform the family about the proceeding of the case with details of available assistance, judicial procedure, and potential outcome of the case.
8. To facilitate support to the child and her/his family throughout the legal proceedings- from investigation to the trial.
9. To ensure long term rehabilitation and well-being of the child.
10. To accompany the child and the parents to the police station in case of non-registration of the First Information Report for reporting of the case.
11. Must be available during the recording of Sec. 161 Cr.P.C statement of the child.
12. To coordinate with CWC for need assessment and rehabilitation of the child.
13. To coordinate with police regarding recording of statement, investigation, arrest, filing of charge sheet, bail, compensation etc.
14. To ensure that the child and his/her family is aware of their rights and entitlements and have access to support services available for them.
15. To assess the mental health aspect and accordingly facilitate the counselling services.

---

Address : B-139, Gall No. 5, Nanhey Park, Uttam Nagar, New Delhi - 110059  
Registered Address : Batraha Ward No. 23, PO- Kahra, Saharsa-852201 (Bihar)  
E-mail : finance.kosilokmanch@gmail.com Mob. : 9999817568

Accepted Avinandan Dey