



Published from Cuttack and Printed at Cuttack, Sambalpur & Balasore

Ref. No. 614/GM/2022

Date: 12/09/2022

TO,

SRI BALARAM MISHRA  
At: SASTRINAGAR  
PO & DIST: BALANGIR -

DEAR SRI MISHRA

We are pleased to offer you the Contractual Service purely on temporary basis to work as 'REPORTER CUM SUB EDITOR with a consolidated pay package of Rs. 18,000/- (Rupees Eighteen Thousand Only) per month which is inclusive of all allowances, under the following terms and conditions.

01. The period of contract will be for one year with effect from the date of your joining. Your performance will be reviewed twice in a year in six month interval. Your further continuation is subject to satisfactory performance.
02. During the period of Contract, you will receive an amount of Rs. 2 000/- (Rupees Two Thousand only per month) towards meeting your Fuel and Mobile expenses.
03. During the period of contract you will discharge the duties and responsibilities that may be assigned to you by the authorities.
04. You will mark your entry and exit in the Time Office by punching attendance and work as per the direction of the authorities. You will not leave your headquarters without prior written permission of the authorities.
05. During the period of contract you will not engage yourself in any profession, business or employment, apart from this organization.
06. You will be allowed leave @ 2 ½ days per month. You can avail leave only with prior written permission of the authority.
07. You shall not conduct yourself in any manner detrimental to the interest of the organization or which may affect maintenance of discipline in the establishment. You shall not divulge any trade secret or practice to anybody.

Balaram Mishra