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Date: 10/11/2021

TO
SRI SHAKTI PRASAD NAYAK
S/O- LATE GOURANGA CHARAN NAYAK
PL. NO-F/88-B, KATWARIA SARAI,
NEW DELHI-110016

DEAR SRI NAYAK,

We are pleased to offer you the Contractual Service purely on temporary basis to work as 'BUREAU HEAD' with a consolidated pay package of ₹.18,800/- (Rupees Eighteen Thousand Eight Hundred 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 i.e. with effect from 01/11/2021 to 31/10/2022.
02. During the period of Contract, apart from the above amount, you will be paid Special Allowance Rs. 9,000/- (Rupees Nine Thousand Only) and Other Allowance Rs. 20,000/- (Rupees Twenty Thousand Only) per month.
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.
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.
08. The Management shall also have the discretion to terminate your engagement by giving 30 days notice or payment in lieu thereof without assigning any reason whatsoever. Similarly, you can leave the engagement by giving one month's notice or payment of an amount equivalent to your one month's wages in lieu of the notice.

Prepared By

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{Trustee: Servants of the People Society, New Delhi}

Post Box No.: 29, Gopabandhu Bhawan, Buxi Bazar, Cuttack, Odisha-753001, India

EPABX NO.: 0671-2301240, 2301697, 2301994, 2301044 (News), 2301598 (Advt.).

Fax: 0671-2305086, 1086 (Office), 2301384 (News), 2307617 (Advt.), Web: www.thesamaja.com, e-paper: www.samajapaper.com