



Gopabandhu Bhawan, Buxi Bazar, Cuttack - 753001
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INSTITUTIONS

The Samaj

Satyabadi Press

G.B. Sahityamandir

The Saptahik Samaj

Dear

Sri Sk. Habib

The Board of Management for Orissa Branch is pleased to appoint you as Adhoc employee at Servants of People Society, Cuttack Office on a consolidated salary of Rs. 1800/- per month from 5.4.2000 upto 30.6.2000 on which date this appointment shall automatically stand terminated and for which no notice will be required. Apart from the above consolidated salary no other allowances or benefits will be permissible to you.

• During the working hours you will discharge your duties as may be assigned to you by the Offg. General Manager or any other person authorised in writing by him and report to him.

You will mark your entry and exit in the Time office by punching your attendance card and work as per the directions of the above authorities. You shall not leave your head quarters without prior written permission of the Officiating General Manager or any other person authorised by him in writing so also your place of work. During the course of the above employment you shall not engage yourself in any profession avocation business and or employment.

You will be entitled to leave with wages @ 1 day per completed month's working & no other leave will be allowed for any incompleated month's working. You can avail leave due only with prior written permission of the Offg. General Manager or any person authorised by him.

You shall not conduct your self in any manner detrimental to the interest of the management or which may affect maintenance or discipline in the establishment. You shall not reveal any trade secret or practice to anybody.

You shall be subject to discipline and control of the Offg. General Manager and his supervision as well as supervision of any employee so authorised in writing by the Offg. General manager.

The Board of Management shall have the discretion to terminate your services by giving 15 days notice or salary thereof without assigning any reason what so ever. Similarly you can leave the services by giving 15 days notice or surrendering salary of 15 days.