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Ref. No. **464** /GM/2019

Date: **28** /06/2019

OFFICE ORDER

Sri Mrutunjaya Mohapatra is hereby appointed as 'DISTRICT CORRESPONDENT' on Probationer basis in Group-5(WJ) with the Pay Scale of Rs.12000-ARI(3%)-21700 for a period of 06 months w.e.f. 01.06.2019 which may be extended for another 06 months under the following terms and conditions:

- 1) During the Probationary period he shall be paid Basic Pay and D.A as applicable to Group-5(WJ).
- 2) He will be subject to the rules and regulations for the Institution as fixed or modified from time to time.
- 3) He will undertake not to divulge any information regarding the Institution or its activities and treat as Confidential for all process, activities, figures or any other information that may be known to him in the course of his employment.
- 4) In the event of any infringement of the above rules or the misconduct, negligence etc. or any other act detrimental to the interest of the institution, his service will be summarily dispensed with or without any Notice or Salary in lieu of such notice.
- 5) During Probationary period, his services in the institution may be terminated by giving One Month Salary or One Month's Notice in lieu thereof from either party to the other. During such period, if his work and conduct will be found unsatisfactory, his Probationary period can either be extended or terminated without any notice.
- 6) On satisfactory completion of Probationary period, he may be considered for Confirmation.


(P.Mohanty)

Working General Manager

I accept the offer on the above terms and conditions.

Signature : 

Date : 

(Trustee: Servants of the People Society, New Delhi)

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