

Gram: SAMAJ

THE SAMAJ

PREMIER ORIYA DAILY

MEMBER : A.B.C, I.N.S, I.L.N.A. & A.I.N.E.C.

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

Telefax:

301994 (Off)

301598 (Advt.)

Ref. No. 861/G.M./2000

Dt. 25.12.2000

OFFICE ORDER

Mr. Sk. Habib

The Board of Management of Orissa Branch of the Servants of the People Society is pleased to offer you the appointment as Peon of the Samaj on probation for a period of 6 months with effect from 1.1.2001 under Group 7 (Admn.) of Bachhawat Wage Board Award under the following terms and conditions :

1. During the probation period you will be paid pay and variable dearness allowance as applicable to your Group and no other allowances shall be paid to you.
2. You will be entitled to leave, P.F., ESI etc. as applicable.
3. During working hours you will discharge your duties as may be assigned to you by the authorities.
4. You will mark your entry and exit by punching your time punching card and work as per the directions of the authorities. You will not leave your Headquarters without prior written permission of the Office General Manager. During the course of the above employment you will not engage yourself in any other profession, avocation, business or employment.
5. You will not conduct yourself in any manner detrimental to interest of the management or which affect maintenance of discipline in the establishment.
6. You will maintain perfect secrecy of your job and shall not divulge any information about the organisation to any unauthorised person.
7. You will be governed by the normal rules and regulations of the organisation as laid down from time to time.
8. In case of exigencies or requirement, you will work beyond your duty hours and you cannot refuse to do so.
9. The Board of Management shall have the discretion to terminate your services by giving one month's notice without assigning any reason whatsoever. Similarly you can leave services by giving one month's notice or surrendering salary of one month.
10. Your services is liable to be transferable to anywhere of India or to any of our sister organisations.
11. If your work and conduct during the probation period is found unsatisfactory the probation period may be extended or your services can be terminated without any notice.

If agreed to the above terms and conditions, please sign a copy of its letter in token of your acceptance and return the same to the undersigned.


General Manager

CC : Section concerned/ Executive Secretary/Accounts/Time Office/Personal Deptt./Personal File.

DECLARATION

I, have carefully studied and understood the above terms and conditions and agree to abide by the same.


Signature of the employees

Present Address :

Vill.: Patta pool
P.O.: Buxi Bazar
P.S.: Condemnt-
Dist.: Cuttack

Permanent Address

Vill.: Patta pool
P.O.: Buxi Bazar
P.S.: Condemnt-
Dist.: Cuttack