

BOARD OF MANAGEMENT, ORISSA BRANCH

Gopabandhu Bhawan, Buxibazar, Cuttack - 753001

H. O. SERVANTS OF THE PEOPLE SOCIETY

Lajpat Bhawan, Lajpat Nagar, New Delhi - 110024, Ph: 6427650

(2)

Chairman
Sri Manubhai Patel, Ex MP.

Ref. No. 92 / BOM

Date 4/6/98

Dear Shri S.K. Habib,

Please refer to your application for the post of Adhoc Employee and personal interview held with you.

The Board of management for Orissa Branch is pleased to appoint you as Adhoc Employee at Servants of the People Society, Cuttack Office on a consolidated salary of Rs.1,800/- p.m. w.e.f. 1.6.1998. On expiry of one year 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 Officiating 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, and work as per the directions of the above authorities. You shall not leave your Head Quarters without prior written permission of the Offg. Gen. 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 @ one day per completed month's working and no leave will be allowed for any incomplete month's working. You can avail leave due only with the prior written permission of the Offg. Gen. Manager or any other person authorised by him.

You shall not conduct yourself in any manner detrimental to the interest of the management or which may effect maintenance of discipline in the establishment. You shall not divulge any trade secret or practice to any body.

You shall be subject to the discipline and control of the Offg. Gen. Manager and his superiors as well as superiors of any other employee as authorised in writing by the Offg. Gen. Manager.

Executive Secretary :

Shri Satyapaul

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