



Sampad

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The Samaja

Founder: Uttamasi Pt. Gopabandhu Das
www.thesamaja.com www.samajepaper.com

The most widely read Oriya News Daily
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Published from Cuttack and Printed at Cuttack, Sambalpur, Balasore & Visakhapatnam

Ref. No. ୩୦୭ /GM/2022

Date: 06/10/2022

TO
SRI SUSANTA KUMAR ROUT
S/O- LATE RAMA CHANDRA ROUT
AT/PO- BUDHARAJA POST OFFICE
BUDHARAJA, SAMBALPUR-768004

DEAR SRI ROUT,

We are pleased to offer you the Contractual Service purely on temporary basis to work as 'LAYOUT DESIGNER' with a consolidated pay package of ₹.18,700/- (Rupees Eighteen Thousand Seven Hundred Only) per month which is inclusive of all allowances under the following terms and conditions.

1. The period of contract will be for One year i.e. with effect from 01/10/2022 to 30/09/2023.
2. During the period of Contract, apart from the above amount, any other allowance/ financial benefit will be admissible to you subject to approval of the authority.
3. During the period of contract you will discharge the duties and responsibilities that may be assigned to you by the authorities.
4. 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.
5. During the period of contract you will not engage yourself in any profession, business or employment.
6. You will be allowed leave @ 2 ½ days per month. You can avail leave only with prior written permission of the authority.
7. 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.
8. 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

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

Post Box No 29 Gopabandhu Bhawan, Ruxi Bazar, Cuttack, Odisha-753001 India