

Appointment Letter

05th June 2021

Dear Dr. Subhrendu Chattopadhyay
C/o Subhas Ch. Chattopadhyay,
55-Charichara Bazar Lane, Nabadwip,
Nadia, West Bengal, India – 741 302

Dear Dr. Subhrendu Chattopadhyay,

We are pleased to offer you an appointment as an **Assistant Professor** in the **Department of Computer Science and Engineering** at SRM University AP. Your appointment will begin on or before **06th July 2021**. You will be on probation for a period of one year from the date of joining. Your performance will be assessed by the Performance Review Committee (PRC) annually and your annual increment will be based on the recommendation of PRC.

Your total monthly emoluments (Cost to University) will be **Rs. 1,51,889/-** (Rupees One Lakh Fifty-One Thousand Eight Hundred and Eighty-Nine only) with basic pay of **Rs. 1,07,681/-** (Rupees One Lakh Seven Thousand Six Hundred and Eighty-One only). The salary breakup with details of the benefits are provided in Annexure - I.

As an **Assistant Professor**, your responsibilities at the University will be to teach a normal load in the Department of Computer Science and Engineering, maintain a program of high quality research, contribute to the University's mission and meet such other service obligations as are normally expected of a faculty member. Your responsibilities are expected to vary during your employment with the University, and these will be communicated and discussed with you by the Faculty Coordinator/HOD/Dean. The Faculty Coordinator/HOD/Dean will determine your workload and will be responsible for evaluating your performance each year.

In the event of leaving, you will provide three month's notice to the University. Resignation in the middle of the academic year will not be permitted. In case the University is not satisfied with your performance, three month's notice or three month's salary in lieu of notice period will be given to you before ending your service in the University. The University shall have the right to terminate the employee for cause(s) such as breach of University norms, misconduct or non-performance.



You can submit the documents mentioned in Annexure II at the time of joining duty. This Appointment will be void if any supporting document submitted by you is found to be false.

Please acknowledge and submit your acceptance to the following email id hrd@srmap.edu.in If the terms and conditions of the offer of appointment are acceptable to you.

We look forward to meeting you in the university.

With kind regards,

Yours Sincerely,



Registrar

By signing below, I acknowledge the appointment as described above.

Signature: 

Name : SUBHRENDU CHATTOPADHYAY

Date : 05/06/2021

Annexure - I

Name : **Dr. Subhrendu Chattopadhyay**

Designation : **Assistant Professor**

Detailed Salary Breakup :

Head	Per Month (Rs.)
Basic Pay	1,07,681
DA	18,306
HRA	17,229
Gross Salary (A)	143,216
Gratuity	6,060
PF	1,800
Others (B)	7,860
Medical Insurance*	813
Benefits (C)	813
Cost to University - Monthly (A+B+C)	1,51,889
Cost to University - Annually	18,22,668

*Medical Insurance could vary based on number of dependents and other parameters.

Note:

Group Medical Insurance & Personal Accident Insurance

You will be covered under “Group Medical Insurance” and “Personal Accident Insurance” as a benefit, in addition to your remuneration.

Provident Fund:

You will become a member of provident fund from the date of joining. The present rate of provident fund contribution by the university is 12% of basic pay or Rs.1,800/- whichever is lesser.

Gratuity:

The staff who have rendered continuous service with the University for not less than 5 years are eligible for gratuity. The payment of gratuity (on superannuation / retirement / resignation / termination for cause / death / disablement, etc.) will be as per the University norms.



Annexure - II

Please submit the following documents at the time of joining duty

1. All Educational and Experience certificates
2. Birth certificate or any proof for date of birth
3. Six copies of recent passport size photographs
4. Two copies of relevant pages of your passport
5. Copy of Aadhaar card
6. Copy of PAN card



Andhra Pradesh

Neerukonda - Kuragallu Village Mangalagiri Mandal

Guntur District, Andhra Pradesh - 522502. Phone: +91-863-2343000

School of Engineering and Applied Sciences



Dr. Subhrendu Chattopadhyay

Assistant Professor

Department of Computer Science and Engineering

21056

Date of Joining : 09-06-2021

Date of Birth : 19-08-1987

Father's Name : Mr. Subhas

**Address : 55, Charichara Bazar
Lane, Nabadwip, Nadia,
WB 741302**

Blood Group : AB+ve

Emergency No : 9434531153

**This card is the property of SRM University Andhra Pradesh.
If found please return to us immediately**



SRM UNIVERSITY, AP - ANDHRA PRADESH

R.K. Galleria, 2nd, 3rd & 4th Floor, Srinivasa Nagar, Bank Colony Service Road,
Near Mahanadu Signal, Vijayawada 520008. Andhra Pradesh - 522 502

PAYSLIP FOR THE MONTH OF JUNE 2021

Name : Subhrendu Chattopadhyay (EMP. Code : 21056)				D.O.J : 09-06-2021	
Designation : Assistant Professor				ESI No : -	
Dept : Department of Computer Science and Engineering				UAN No : -	
Total Days : 30.00		LOP Days : 0.00		Paid Days : 22.00	
A/C No :					
Salary		Earned		Deductions	
Basic	107681	Basic	78966	P.Tax.	200
DA	18306	DA	13424	P.F.	1800
HRA	17229	HRA	12635	TDS	10500
Total Salary 143216		Total Earnings 105025		Total Deductions 12500	
NET Salary (Rs.): 92,525.00 (Rupees Ninety Two Thousand Five Hundred Twenty Five only)					
Remarks:					
Disclaimer :- This is a system generated payslip and does not require Signature & Seal.					



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Near Mahanadu Signal, Vijayawada 520008. Andhra Pradesh - 522 502

PAYSLIP FOR THE MONTH OF APRIL 2022

Name : Subhrendu Chattopadhyay (EMP. Code : 21056)				D.O.J : 09-06-2021	
Designation : Assistant Professor				ESI No : -	
Dept : Department of Computer Science and Engineering				UAN No : 101703994087	
Total Days : 30.00		LOP Days : 0.00		Paid Days : 20.00	
A/C No :					
Salary		Earned		Deductions	
Basic	107681	Basic	71787	P.Tax.	200
DA	18306	DA	12204	P.F.	1800
HRA	17229	HRA	11486		
Total Salary 143216		Total Earnings 95477		Total Deductions 2000	
NET Salary (Rs.): 93,477.00 (Rupees Ninety Three Thousand Four Hundred Seventy Seven only)					
Remarks:					
Disclaimer :- This is a system generated payslip and does not require Signature & Seal.					

Ref No. 022/2022

Date: 20th April' 2022

Relieving Letter cum Experience Certificate

This is to certify that **Dr. Subhrendu Chattopadhyay** (Emp Id: 21056) has worked as an **Assistant Professor** in the **Department of CSE** at **SRM University, AP** from the **09th June' 2021** to **20th April' 2022**.

On acceptance of his resignation by the Competent Authority, he has been relieved from the services of SRM University, AP on the **20th April' 2022**.

While placing on records the services rendered by **Dr. Subhrendu Chattopadhyay – Assistant Professor**, the SRM University - AP take this opportunity to wish him all the best for all his future endeavours.


Registrar