

No.8-SSB/Pers-II/2021/114208 - 4210

MEMORANDUM

Dated : 10th Mar, 2021

The undersigned hereby offers Shri/Smt. Km Manoj Bishaya Son / D/O Shri Pitikan Bishaya a post of Constable (General Duty) in the minimum pay of Rs. 21700-69100, in the Pay Matrix (Level-3) in Sashastra Seema Bal. He/She will also be entitled to draw other allowances, at the rates as admissible to Central Govt employees, subject to the conditions as laid down in the rules and orders governing the grant of such allowances in the Force from time to time.

2. The terms and conditions of appointment are as follows.

- i) On joining the Force, he/she will be governed by the Sashastra Seema Bal Act 2007 & Rules 2009, manuals & other rules/orders as issued and amended from time to time by the Government.
- ii) The appointment is purely temporary but likely to continue. He/She will be on probation for a period of 02 (Two) years from the date of appointment. The competent authority, as prescribed under SSB Rules may, for the reasons to be recorded in writing, extend the period of probation for such further period or periods not exceeding two years or may during the period of probation, terminate his/her services without assigning reasons. His/Her permanent appointment to the post, however, will depend upon various factors governing terms of permanent appointment to such post in Force at that time.
- iii) His/Her services on being a temporary Government servant shall be liable to terminate at any time by a notice in writing given either by him/her to the appointing authority or by the appointing authority to him/her. The period of notice shall be one month; provided that the services may be terminated forthwith and, on such termination, he/she shall be entitled to claim a sum equivalent to the amount of pay plus allowances for the period of the notice at the same rates at which he/she was drawing them immediately before the termination of his/her services or, as the case may be, for the period by which such notice falls short of one month.
- iv) The competent authority as prescribed under SSB Rules may, having regard to the special circumstances of any case, permit him/her to resign from the Force before completing the term of the engagement provided that while granting such permission the competent authority as prescribed may, require him/her to refund to the Government such amount as would constitute the cost of training given to him/her or three months pay and allowances, whichever is higher. Provided further that he/she on tendering resignation, for accepting a job under the Central or State Governments and local bodies, after having been granted cadre clearance for the same or who has completed ten years of service shall not be required to refund the sum as provided here in above.
- v) On appointment he/she shall be liable to serve in any part of India as well as outside India.
- vi) He/She will be governed under New Contributory Pension Scheme for pensionary benefit effective from 01.01.2004.
- vii) He/She will have to qualify the "Basic Recruit Training Course" being conducted by Sashastra Seema Bal within a period of two years from the date of appointment. Not more than two chances will be given to qualifying Basic Recruit Training Course failing which his/her services shall be liable to be terminated.
- viii) He/She will have to undergo various training courses, as may be prescribed, from time to time.
- ix) He/She will not be entitled to any Traveling Allowance / Dearness Allowance for joining on his/her first appointment.
- x) He/She should bring a Certificate from the local administrative authorities like 1st Class Magistrate Sub-Divisional Magistrate / Tehsildar or any Officer superior to them in the State/Central Government, regarding his/her character and antecedents (as per format enclosed), which should have not been issued before six months of date of joining.
- xi) The verification of Character and Antecedents would be carried out immediately on joining the service from the concerned District Administration. In the event of furnishing false or incorrect information, at the time of appointment or any facts or statement mentioned by the candidate in the Verification Form being found false or incorrect or any adverse finding is reported against him/her, his/her services shall be liable to be terminated without assigning any reason.
- xii) He/She has been selected against the vacancy of "General" category. The appointment is provisional and is subject to verification of Schedule Caste/Schedule Tribe /OBC Certificate (if applicable). If the verification reveals that the claim belonging to Schedule Caste/Schedule Tribe or OBC as the case may be, is false, his/her services are liable to be terminated forthwith, without assigning any further reasons or without prejudice to such further action, as may be taken under the provisions of the SSB Act 2007/Indian Penal Code for production of false certificate.
- xiii) For Other Backward Classes candidates, the Community Certificate should invariably be issued by the designated authority only. If on verification it is revealed that his/her claim of belonging to Other Backward Classes and not belonging to Creamy Layer is false, his/her services will be terminated forthwith without assigning any further reasons or without prejudice to such further action as may be taken under the provisions of SSB Act 2007 / Indian Penal Code for production of false certificate.
- xiv) He/She should bring Verification Roll form (enclosed) obtaining signature with seal on the "Identification Certificate" by any Gazetted Officer as mentioned in the certificate at page 4 of Verification Roll.
- xv) For woman candidate only: Those woman candidates who appear for joining in pursuance to the "Offer of Appointment" and as a result of tests is found to be pregnant of 12 (twelve) weeks standing or over shall be declared "Temporary Unfit" and her appointment shall be held in abeyance until the confinement is over. She should be re-examined for a fitness certificate six weeks after the date of confinement, subject to the production of a medical certificate of fitness from a registered medical practitioner. Those woman candidates who is found to be pregnant of period less than 12 (twelve) weeks standing will be allowed to join but will not undergo BRTC at the time of her joining. She will report back to her unit in case if joined at Training Centre.

(Contd...P.2...)

Principal
Mayang Anchalik College
Date.....

3. The appointment will further be subject to:-

i) The submission of a declaration about his/her marital status in accordance with the orders in force regarding appointment under Govt. of India that no person, who has more than one spouse living or who having spouse living marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment, enrolment, or employment. Any person subject to the SSB Act, who contracts or enters into a second marriage during the life time of his/her first spouse, shall render himself/herself ineligible for retention in service and may be dismissed, removed or retired from service on ground of unsuitability. Provided that the Central Government may, if satisfied that there are sufficient grounds for so ordering, exempt any person from the operation of this rule. Therefore, in the event of having more than one spouse living, the appointment will be subject to his/her being exempted from the enforcement of this order for any specific reason for doing so if considered by the Government and specific exemption granted thereto.

ii) Before his/her enrolment he/she is required to sign the form of enrolment as set out in Appendix-I in SSB Rules 2009. In case he/she makes a false answer to any such question put to him/her, he/she will be liable to punishment under SSB Act 2007.

iii) Taking of an Oath of allegiance to the Constitution of India or making a solemn affirmation to that effect in the prescribed form as mentioned in Appendix - I of SSB Rules 2009.

4. At the time of joining the post, he/she is required to furnish to following documents:-

- Original certificate of SC / ST/ OBC or Anglo - Indian Community (if applicable).
- Non-Creamy Layer Certificate in case of OBC candidates. Specimen Proforma is enclosed.
- Domicile certificate issued by the revenue authority not below the rank of Tehsildar.
- Original educational certificates.
- Certificate relating to date of birth; age relaxation, if any.
- Discharge certificate, if any.
- Recent passport size colour photographs (12 Nos.)
- If any case prosecuted against you in any court of law, copy of the orders passed by the court and if the case is still pending against you, copy of complete case documents.
- In addition to your personal belongings (bedding and requisite clothing) also bring Rs. 8000/- to meet your pocket expenditure for two months.
- Verification Roll (enclosed) obtaining signature with seal on the "Identification Certificate" by any Gazetted Officer as mentioned at page 4 of Verification Roll.
- Certificate from the local administrative authorities like 1st Class Magistrate/Sub-Divisional Magistrate / Tehsildar or any Officer superior to them in the State/Central Government, regarding his/her character and antecedents (as per format enclosed), which should have not been issued before six months from the date of joining.

5. He/She is required to state, if he/she is serving or is under obligation to serve another Central Govt. Department, a State Government or Public Sector undertaking.

6. He/She is required to submit an undertaking that if any adverse report comes into the notice during the course of Verification of his/her Character and Antecedents through local administration/Police authorities, his/her services may be terminated without assigning any reasons.

7. If any declaration given or information furnished by him/her is found to be false or if he/she is found to have willfully suppressed any material information, his/her services shall be liable to be terminated along with such other action as prescribed in SSB Act 2007 or the Central Government may deem necessary.

8. If he/she accept the offer of appointment for the post of Constable (General Duty) on the above terms and conditions, he/she should report to the Commandant, **03 Bn Lakhimpurkheri** (joining instructions enclosed) alongwith above documents on **20.04.2021** without fail, failing which his/her offer of appointment shall be treated as cancelled.

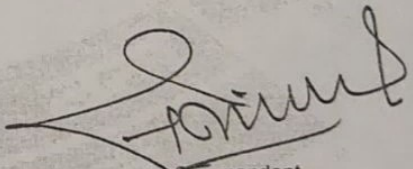
9. On reporting to the Commandant, **03 Bn Lakhimpurkheri** on 20.04.2021, he/she will be taken in the strength of **12 Bn SSB**.

10. His/Her Seniority will be fixed from the date of joining.

Encl: As above

To

Shri/Smt/Km Manoj Bishaya Son of/ D/o Pitikan Bishaya
Village : Hatimuria
PO : Rajamayong, P.S : Mayong
Tehsil :-
District : Marigaon
State : Assam, Pin : 782411
Mob. No. +91- 8724963977, E-mail : manojbishaya15@gmail.com


Commandant
Sanjay Kr. Sharma
Comdt. (Ops), SSB

Copy to

- The Commandant, 03 Bn Lakhimpurkheri SSB
- The Commandant, 12 Bn Kishanganj (West Bengal).

Pers-II Branch, East Block - V, R. K. Puram, Sector-1, New Delhi - 110 066
Tel No. 011-26176420. Website: www.ssb.nic.in

Phase No. 65 / List No. 6, Sl. No. - 518

Roll No. 5105050165

Gender Male

Domicile State : Assam

Category : OBC

Rect year : SSC-2018

(37)

Ref: AR/19-20/APP/ZO/14582

Date: 07-Mar-20



To,

Bikash Deka,

Vill: Bardia, PO & PS: Rajamayong,

Dist: Morigaon, PIN: 782411, Assam

APPOINTMENT LETTER

Dear Bikash,

With reference to your application for employment and subsequent interview, the management is pleased to inform you that you have been selected for the position of **Customer Service Representative** in our **Operations** department with **Arohan Financial Services Limited** (herein after the Company), a company registered under the Companies Act, 1956 with its registered Head Office situated at Kolkata.

You will be posted at our **Hojai Branch** This appointment is effective from **07-Mar-20**.

The terms and conditions of your appointment are appended below:

1. Your CTC will be **Rs.2,24,844.00 (Two Lakh Twenty Four Thousand Eight Hundred and Forty Four Only)** bifurcated into two parts i.e. Fixed and Variable, additional benefits if applicable will be separately mentioned. The detailed Compensation & Benefit structure is annexed herewith for your reference and agreement. The company would make required contributions towards Employee Provident Fund, ESIC, Gratuity as per the eligibility criteria. Taxes, as applicable, will be deducted from the Salary.
2. You will be on probation for a period of **90 days** from the date of appointment, on the expiry of which your performance will be reviewed and you will be confirmed in your post, provided, your work and conduct are found to be satisfactory. The company has the right to extend your probation period. You shall continue to be on probation unless confirmed in writing by the management.
3. During probation, the period of notice required for cessation of employment is **30 days** on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons & without Salary there to.
4. After confirmation, the period of notice required for cessation of employment is **60 days** or salary (**Net pay**) in lieu of the notice. The Company may terminate your services by giving the same notice or salary in lieu thereof. It will be in case you are incapacitated by reason of illness, accident or any other cause and cannot perform your duties, the company at its options grant leave for reasonable time on full pay or half pay or without pay or terminate your services.
5. Without prejudice to any other provisions, your employment with the company may be terminated at any time with immediate effect on following grounds or any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.
 - a) You are unable to perform your duty up to the expectation and not improved yourself even after the Performance Improvement Plan (PIP)
 - b) Convicted in a criminal case
 - c) Involvement in fraud within or outside the company

Arohan Financial Services Limited

Registered Office: PTI Building, 4th Floor, DP Block, DP-9, Sector-V, Salt Lake, Kolkata - 700091

T: +91 33 4015 6000 | CIN No. U74140WB1991PLC053189

Guwahati Regional Office: House no-15, 1st Byelane, Ajanta Path, Beltola Survey, Guwahati- 781028

www.arohan.in

- d) Sexual harassment charges which are proven after an enquiry as per the guidelines laid down by the organization's POSH Policy
 - e) Found guilty of major misconduct on enquiry as listed in the company service rules
 - f) Any other misconduct or any act of commission or omission that may affect adversely the interest or reputation of the organization.
6. You shall undertake and agree that all property including all correspondence addressed to or by you, specification, vouchers, literature, equipment, important data and other goods etc. or property of any nature whatsoever belonging to the Company or relating to the Companies' business which shall come into your possession during the course of your employment or otherwise shall be held by you as a trustee for the Company and shall deliver the same to the Company in case of severance of your employment with us or on demand without claiming any lien or right whatsoever thereon.
 7. That you shall at all-time diligently and faithfully serve the Company and shall devote your whole time and attention exclusively to the business and interests of the Company and to the best of your skill carry out your duties and shall punctually attend to your duties at the place or places where you are posted. You shall not directly or indirectly engage yourself in any other profession, politics, Trading, business or enter the services of or be employed for any part of your time by any other person whatsoever without the written permission of the management. Management reserves the right to take necessary action under such circumstances.
 8. You shall hold yourself in readiness to perform any duties required of you by your superiors to the best of your ability. Any breach of this order shall constitute gross misconduct and disciplinary action shall be initiated in accordance with the companies' conduct rules.
 9. Your services are transferable to the Branches or other offices of the Company or any of its associated Company, whether in existence or which may come up in future at any time within the territory of the Indian Union and due to this transfer, your service conditions will not be affected. The Company may assign you different responsibilities from time to time and may change your designation, job description and place of work at its sole discretion.
 10. That your appointment will be further subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. In case it comes to the notice of the Management that the particulars given by you in your appointment were wrong or concealed, your appointment shall be rendered void ab-initio and will, therefore, be deemed cancelled with conduct rules of the company.
 11. That you will inform the Management about your correct residential address as well as your permanent address as well as changes from time to time forthwith. In the event of your not informing the Management about the change in your address, any communication sent to you at the last address available with the company shall be deemed to have been served on you. The management may also paste a copy of the letter on notice board, which shall be considered to be sufficient service on you.
 12. That you will be regular and punctual in attending to your duty and will not absent yourself without proper approval from the competent authority. You have been employed to perform the core activity of the company and in case of absence for a continuous period of 15 days including absence when leave though applied for but not granted and when over stayed for a period of 15 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or intimation.
 13. You will be bound by rule and regulations enforced by the management, from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions, as amended from time to time, which will be deemed as rules, regulations and orders in the parts of these terms of employments.
 14. During the tenure of service, you will keep your emoluments secret from other members of the organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not divulged by you to any person other than those of the management.

15. In case you are charged with any act of misconduct, you may be suspended from service pending inquiry. During suspension period, you will be entitled to 50% of your Salary (**Basic Pay**) towards subsistence allowance subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking every month in writing that you were neither employed nor self-employed during such period.
16. Should there be any mishap or untoward event which may result into partial or total disablement or could be fatal, any employee who will be victim of such accident he/ She or his/her dependents will be entitled to the benefits under company insurance. However, if an employee is a member of ESIC then such obligation will be on the part of the ESIC.
17. You will be eligible for the annual performance management system, if your date of joining with the company is on or before 30th September of the respective financial year and you are a confirmed employee and not serving notice period as on 31st March of the respective financial year.
18. You will automatically retire from the services of the organization on attaining the age of 60 years, which is the age of superannuation in your case.
19. You will be entitled for leave as per company rules.
20. You will abide by the service conditions of the company as in force from time to time.
21. You will carry fiduciary responsibility on behalf of the company and towards this will sign covenants of fidelity and application of due diligence, as required by the company.
22. Any amendments in this appointment letter are valid only if given to you in writing under the signature of the undersigned, or an officer duly authorized by the company.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature at the bottom of each page, signifying your acceptance.

We welcome you to the Arohan Family.

Yours sincerely,

For Arohan Financial Services Limited



Baldeep Mukherjee

(Regional Head- Senior Manager)

I accept the terms and conditions as specified above and in token thereof, affix my signature at the bottom of each page of this appointment letter.

Date:

Place:

Signature & Name

Arohan Financial Services Ltd.

Compensation Structure

Name	Bikash Deka				
Designation	Customer Service Representative				
Payments		Rs.	Deductions		Rs.
	As % of basic pay			As % of basic pay	
Basic Pay		7824	Employee's Contribution to PF	12%	913
House Rent Allowance	25%	1956	Professional Tax		150
Bonus	8%	626	ESI		76
Confirmation Allowance		0			
Retention Allowance		0			
Gross		10188	Total Deductions		1139
Take-home pay for the month (excluding petrol)					9049

Other Benefits	Monthly	Annually
Petrol Reimbursement	913	
Employer Contribution to PF	939	11267
ESIC (Employer Contribution)	484	5807
Gratuity		4514
Total	2336	21588
Annual Fixed CTC		143844
Business Incentive*	6750	81000
Total CTC		238444



Note: Additional incentive paid for cross sell, Gratuity is calculated as per Payment of Gratuity Act 1972



To,

Prakash Mandal,

Vill: Pavakati Kacharigaon, PO: Rajamayong,

PS: Mayong, Dist: Morigaon, PIN: 782411, Assam

APPOINTMENT LETTER

Dear Prakash,

With reference to your application for employment and subsequent interview, the management is pleased to inform you that you have been selected for the position of **Customer Service Representative** in our **Operations** department with **Arohan Financial Services Limited** (herein after the Company), a company registered under the Companies Act, 1956 with its registered Head Office situated at Kolkata.

You will be posted at our **Kathiatoli Branch** This appointment is effective from **10-Feb-20**.

The terms and conditions of your appointment are appended below:

1. Your CTC will be **Rs.2,24,844.00 (Two Lakh Twenty Four Thousand Eight Hundred and Forty Four Only)** bifurcated into two parts i.e. Fixed and Variable, additional benefits if applicable will be separately mentioned. The detailed Compensation & Benefit structure is annexed herewith for your reference and agreement. The company would make required contributions towards Employee Provident Fund, ESIC, Gratuity as per the eligibility criteria. Taxes, as applicable, will be deducted from the Salary.
2. You will be on probation for a period of **90 days** from the date of appointment, on the expiry of which your performance will be reviewed and you will be confirmed in your post, provided, your work and conduct are found to be satisfactory. The company has the right to extend your probation period. You shall continue to be on probation unless confirmed in writing by the management.
3. During probation, the period of notice required for cessation of employment is **30 days** on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons & without Salary there to.
4. After confirmation, the period of notice required for cessation of employment is **60 days** or salary (**Net pay**) in lieu of the notice. The Company may terminate your services by giving the same notice or salary in lieu thereof. It will be in case you are incapacitated by reason of illness, accident or any other cause and cannot perform your duties, the company at its options grant leave for reasonable time on full pay or half pay or without pay or terminate your services.
5. Without prejudice to any other provisions, your employment with the company may be terminated at any time with immediate effect on following grounds or any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.
 - a) You are unable to perform your duty up to the expectation and not improved yourself even after the Performance Improvement Plan (PIP)
 - b) Convicted in a criminal case
 - c) Involvement in fraud within or outside the company

Arohan Financial Services Limited

Registered Office: PTI Building, 4th Floor, DP Block, DP-9, Sector-V, Salt Lake, Kolkata - 700091

T: +91 33 4015 6000 | CIN No. U74140WB1991PLC053189

Guwahati Regional Office: House no-15, 1st Byelane, Ajanta Path, Beltola Survey, Guwahati- 781028

www.arohan.in


Principal
Mayang Anchalik College
Date:

- Organization DSH Policy
- e) Found guilty of gross misconduct on property as listed in the company conduct rules.
 - f) Any other misconduct or any act of commission or omission that may affect adversely the interest or reputation of the organization.
6. You shall undertake and agree that all property including all responsibilities addressed to or by you, specific courses, literature, equipment, important data and other goods etc. or property of any nature whatsoever belonging to the Company or relating to the Company's business which shall come into your possession during the tenure of your employment or otherwise shall be held by you as a trustee for the Company and shall deliver the same to the Company in case of cessation of your employment with us or as demanded without claiming any loss or right whatsoever thereon.
 7. That you shall at all time diligently and faithfully serve the Company and shall devote your whole time and attention exclusively to the business and interests of the Company and to the best of your skill carry out your duties and shall punctually attend to your duties at the place or places where you are posted. You shall not directly or indirectly engage yourself in any other profession, politics, Trading, business or enter the services of or be employed for any part of your time by any other person whatsoever without the written permission of the management. Management reserves the right to take necessary action under such circumstances.
 8. You shall hold yourself in readiness to perform any duties required of you by your superiors to the best of your ability. Any breach of this order shall constitute gross misconduct and disciplinary action shall be initiated in accordance with the company's conduct rules.
 9. Your services are transferable to the Branches or other offices of the Company or any of its associated Company, whether in existence or which may come up in future at any time within the territory of the Indian Union and due to this transfer, your service conditions will not be affected. The Company may assign you different responsibilities from time to time and may change your designation, job description and place of work at its sole discretion.
 10. That your appointment will be further subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. In case it comes to the notice of the Management that the particulars given by you in your appointment were wrong or concealed, your appointment shall be rendered void ab-initio and will, therefore, be deemed cancelled with conduct rules of the company.
 11. That you will inform the Management about your correct residential address as well as your permanent address as well as changes from time to time forthwith. In the event of your not informing the Management about the change in your address, any communication sent to you at the last address available with the company shall be deemed to have been served on you. The management may also paste a copy of the letter on notice board, which shall be considered to be sufficient service on you.
 12. That you will be regular and punctual in attending to your duty and will not absent yourself without proper approval from the competent authority. You have been employed to perform the core activity of the company and in case of absence for a continuous period of 15 days including absence when leave though applied for but not granted and when over stayed for a period of 15 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or intimation.
 13. You will be bound by rule and regulations enforced by the management, from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions, as amended from time to time, which will be deemed as rules, regulations and orders in the parts of these terms of employments.
 14. During the tenure of service, you will keep your emoluments secret from other members of the organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not divulged by you to any person other than those of the management.


Principal
Mayang Anchalik College
Date.....

15. In case you are charged with any act of misconduct, you may be suspended from service pending inquiry. During suspension period, you will be entitled to 50% of your Salary (Basic Pay) towards subsistence allowance subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking every month in writing that you were neither employed nor self-employed during such period.
16. Should there be any mishap or untoward event which may result into partial or total disablement or could be fatal, any employee who will be victim of such accident he/ She or his/her dependents will be entitled to the benefits under company insurance. However, if an employee is a member of ESIC then such obligation will be on the part of the ESIC.
17. You will be eligible for the annual performance management system, if your date of joining with the company is on or before 30th September of the respective financial year and you are a confirmed employee and not serving notice period as on 31st March of the respective financial year.
18. You will automatically retire from the services of the organization on attaining the age of 60 years, which is the age of superannuation in your case.
19. You will be entitled for leave as per company rules.
20. You will abide by the service conditions of the company as in force from time to time.
21. You will carry fiduciary responsibility on behalf of the company and towards this will sign covenants of fidelity and application of due diligence, as required by the company.
22. Any amendments in this appointment letter are valid only if given to you in writing under the signature of the undersigned, or an officer duly authorized by the company.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature at the bottom of each page, signifying your acceptance.

We welcome you to the Arohan Family.

Yours sincerely,

For Arohan Financial Services Limited


Rajdeep Mukherjee

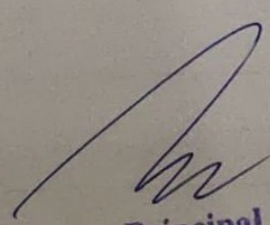
(Regional Head- Senior Manager)

I accept the terms and conditions as specified above and in token thereof, affix my signature at the bottom of each page of this appointment letter.

Date:

Place:

Signature & Name


Principal
Mayang Anchalik College
Date.....

Arohan Financial Services Ltd.

Compensation Structure

Name	Prakash Mandal			
Designation	Customer Service Representative			
Payments		Rs.	Deductions	Rs.
	As % of basic pay			As % of basic pay
Basic Pay		7824	Employee's Contribution to PF	12% 913
House Rent Allowance	25%	1956	Professional Tax	150
Bonus	8%	626	ESI	76
Confirmation Allowance		0		
Retention Allowance		0		
			Total Deductions	1139
Gross		10188		9049
Take-home pay for the month (excluding petrol)				

Other Benefits	Monthly	Annually
Petrol Reimbursement	913	
Employer Contribution to PF	939	11267
ESIC (Employer Contribution)	484	5807
Gratuity		4514
Total	2336	21588
Annual Fixed CTC		143844
Business Incentive*	6750	81000
Total CTC		224844



Note: Additional incentive paid for cross sell, Gratuity is calculated as per Payment of Gratuity Act 1972

Principal
Mayang Anchalik College
Date.....



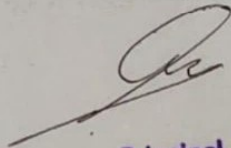
TO WHOM IT MAY CONCERN

Certified that Parbin Sultana has been serving in Lehpati Anchalik Jatiya Bidyalaya school against regular teacher. His/her last pay in the month of October, 2019 has been furnished below.

Gross Salary
2000'00

Deduction

Net Salary
2000'00


Principal
Lehpati Anchalik Jatiya Bidyalaya
Date 35/10/19

confirm

2019



TO WHOM IT MAY CONCERN

Certified that Miss: Umme Salma has been serving in IQRA
EXCELLENCE ACADEMY school/Institution against regular teacher. His
BURABURI /Her Last pay in the month of October, 2020 has been furnished below.

Gross Salary

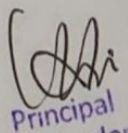
3500/-

Deduction

-

Net Salary

2500/-


Principal
Iqra Excellence Academy, Buraburi
Date: 9-3-2021

confirm

2019



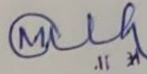
TO WHOM IT MAY CONCERN

Certified that Asad Madani has been serving in Sidhaguri
Adarsha Markaz Academy school/Institution against regular teacher. His
/Her Last pay in the month of October, 2020 has been furnished below.

Gross Salary
3000/-

Deduction
-

Net Salary
3000/-


Sidhaguri Adarsha Markaz Academy
Date.....

confirm

2019 2017 (2016-17)



TO WHOM IT MAY CONCERN

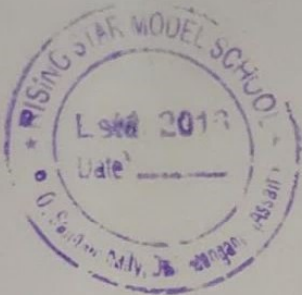
Certified that A. B. Siddique..... has been serving in
Gagalmari Jatiya Bidyalay... school against regular teacher. His/her last pay
in the month of October, 2019 has been furnished below.

<u>Gross Salary</u>	<u>Deduction</u>	<u>Net Salary</u>
3100.00	Nil	3100.00

Sy
Principal
Gagalmari Jatiya Bidyalay
Date.....25/11/19.....

Confirm

2019



TO WHOM IT MAY CONCERN

Certified that Mokida Khatun..... has been serving in
Rising Star Model School.... school against regular teacher. His/her last pay
in the month of October, 2019 has been furnished below.


Gross Salary

1700/-

Deduction

Net Salary

1700/-


Principal
Rising Star Model School
Date: 25-11-19

confirm

2019
~~2018-17~~



TO WHOM IT MAY CONCERN

Certified that Sabikun Nehar..... has been serving in
Rising Star Model School.. school against regular teacher. His/her last pay
in the month of October, 2019 has been furnished below.

Gross Salary

Deduction

Net Salary

1500/-

1500/-

[Signature]

Principal
Rising Star Model School
Date: 25-11-19

Confused

2019