

# ASHADIP MEDICAL AND SOCIAL WELFARE ASSOCIATION

Regd. No.- S/1L/31387 of 2005-06, Govt. of West Bengal



Regd. Office :

At.+P.O+P.S - Sabang, Paschim Medinipur - 721144, W.B.

Regional Office :

Pirbaba Tower, 2<sup>nd</sup> Floor (Near LIC Office), Kharagpur  
Paschim Medinipur - 721305, W.B.

© (03222) 249042 / 225240, 9732612485 [www.ashadip.org](http://www.ashadip.org) [ashadipmedical@gmail.com](mailto:ashadipmedical@gmail.com)

## Offer Letter

To

... / ... / 2017

.....

.....

AT-.....,P.O.....P.S-.....

DIST-.....Pin-.....

Dear Sir/Madam,

This has reference to your application and subsequent interview you had with us. We are pleased to appoint you as **Project Manager** in our NGO at its Registered Office, At+PO+PS-Sabang,Dist-Paschim Medinipur,Pin-721144

### **The detailed terms and conditions of your appointment are given below:**

1. You will be on probation for a period of Three months. The NGO reserves the right to extend the probation period if required and only on successful and satisfactory completion of probation, you may be considered for permanent posting and during the period of probation, the NGO has the absolute right to terminate your service without any notice what-so-ever in case of unsatisfactory performance. Farther unless you are confirmed in the service by the NGO on expiry of the said probation period, the period of probation will automatically stand extended for a further period of six months. Your initial place of posting will be at

..... **Dist** .....

**State** .....

**UNDER REGD OFFICE SABANG .However the NGO I agree with the above terms and conditions Continue to page:- 2**

reserves the right to post you anywhere in India in any capacity. Farther the NGO also reserves the right to change your designation or re-designate you based on the requirement and the nature of job assigned.

2. You will be paid an annual package of Rs. 96,000/-(Rupees Ninety six Thousand Only),on cost to the NGO basis. The breakup details are given in the Annexure-1.
3. Your appointment is target oriented .For incomplete achieve the target your basic payment will be temporary stopped and the payment will be relished after achieve the target within next one month. For incomplete achieve the target but continue attendance through online ID and new survey report per day 30,Monthly 600, Weekly one day office meeting attain and Weekly performance report deposition your monthly allowance will be paid.

**Your Business Target**

**Monthly : Family survey per month for 20 days Filled Duty:30x20 days=600 Family.per month 160 complete admission of the student i.e Form fill up, Documentation, Insurance coverage, Bank account confirmation.**

**complete filled work recruitment:For Micro and social insurance Marketing: Project Manager Get 10 extra Bonus income over Sponsored Filled Agent's Income.**

**Filled workers activity : 1. Filled worker recruitment**

**2. lic micro insurance and other Micro**

**Insurance marketing**

**3 . Health insurance,Aam Admi Bima and other Govt. sponsors schemes Marketing.**

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4. Your target is subject to revision from time to time and you will be directly responsible for achieving the target allotted to you from time to time and your performance vis-à-vis target will be reviewed on a monthly basis, and the NGO shall have the absolute right to terminate your service without any notice period in case of unsatisfactory performance. In case of incomplete achieve the target your basic payment will be stopped and payment will be relished after complete the target.
5. Your appointment is in the supervisory cadre and you will be responsible for carrying out all the activities relating to Marketing including identifying, recruiting, monitoring, controlling and supervising the Agents, training and recruitment of various marketing agents and any other duties as may be assigned to you from time to time and you will directly report daily , weekly performance report to the attached NGO office and also Administration through your username(ID)
6. Any absence without sanction of leave shall be treated as unauthorized and without pay and further if you absent yourself from the services/duty without prior written permission or overstay sanctioned leave for 7 consecutive days, you will deemed to have abandoned the service voluntarily without giving due notice and you shall be removed from the services with immediate effect without any notice what-so-ever and without the necessity to resort to any disciplinary proceedings.
7. The hours of work from 10.00 A.M to 5.00 P.M, holidays are like national holidays and leave etc will be in with the NGO`S policy guidelines and the Employees service rules and you may be required to work on staggered timings/shifts, which may be altered from time to time. You shall inform the NGO about daily activity report, attendance through your username(ID) and for discontinue report and absent of attendance Rs. 500/- (Rupees one Thousand) will be deducted for daily absent from the monthly **Allowances (Transport, Mobile, Internet & Computer)**

**I agree with the above terms and conditions**

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8. You shall during your employment or after its termination maintain absolute confidentiality in respect of all matters that you have been called upon to handle in the discharge of your duties/functions and you will not divulge or disclose the same to any third party or use it for your own benefit or any purpose other than the sole purpose of promoting the interest of the NGO.
9. You shall render the services exclusively to the NGO and shall not accept any other assignment whatsoever from any other party. You will also not engage in or be connected with any business either in India or abroad directly or indirectly.
10. You shall not accept any commission, share in profit, presents or gratuities from any party dealing with or seeking to deal with the NGO or its affiliates/associates.
11. You shall inform the NGO without delay of any act of dishonesty, fraud or cheating or any damage to the NGO'S property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.
12. Your appointment can be terminated by the NGO, without any notice or payment of any kind in lieu of notice, in the following cases:
  - a) Any information furnished by you in your application or in any other document being found to be false or incorrect.
  - b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, inactivity, intemperance, irregularity in attendance or absence without information/leave or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or non-achievement of business targets or the breach on your part of any of the terms, conditions or stipulations Contained in this order. You being adjudged an insolvent or applying to be adjudged an insolvent or making & composition or arrangement with your creditors or being held guilty by a competent court of any

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offence involving moral turpitude.

13. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is a change in your residential address you will intimate the same to Head office within three days from the date of such change and get such change recorded.
14. Notwithstanding anything contained above, the NGO shall have the absolute right to terminate your services at any time by giving one month's written notice or salary in lieu thereof. However in case of resignation from your side with or without notice period, your relief from the service is subject to acceptance of your resignation by the NGO authority.
- You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and condition in this order and report for duty on or before ..... , 2017 along with the documents as listen in the Annexure 11 . Please note that if you fail to report for duty as stipulated Above , the appointment order stands cancelled.**

**ANNEXURE-1**

**SALARY BREAK-UP DETAILS**

**Monthly**

<b>A .Fixed component</b>	<b>3,000 /-</b>
<b>(Basic + DA including transport and mobile,Internet,computer allowance )</b>	
<b>B .Others (Target achievement Reward )</b>	<b>5,000/-</b>
<b>Total Monthly Package (A+B)</b>	<b>8,000/-</b>
<b>Total Annual Package</b>	<b>96,000/-</b>

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**ANNEXURE-11**

**DOCUMENTS** : 1) RETURN THE DUPLICATE OF APPOINTMENT LETTER BY DULY SIGNED

2) PASSPORT ONE COPY COLOR PHOTOGRAPH

3) ONE COPY SELF ATTESTED PHOTO ID PROVE, ADDRESS PROVE

AND AGE PROVE

4) SELF ATTESTED MADHYAMIK COPY OF ADMIT CARD

5) SELF ATTESTED LAST QUALIFICATION MARKSHEET

**With Warm regards,**

**Gopal Bera**

**Secretary**

**For ASHADIP MEDICAL AND SOCIAL WELFARE ASSOCIATION**

**I agree with all above terms and conditions**