



Phone : 2627-2490 (College Off.)  
Principal : 9903389092  
Whatsapp : 8697383305  
Fax : 91-33-2627-3241  
E-mail : klb.college@gmail.com  
Website : www.drklbcollege.ac.in

# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)  
Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : .....

## 5.2.1 Number of placement of outgoing students during the year

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2022-2023	Queen Mal	B.Sc General	mPokket Financial Services Private Limited 25, GB block sector 5 Kolkata - 700091 India	12,235/- per month
	Pradyumna Sett	B.Sc General	USV PVT LTD., Abhiaya Marketing Pvt Ltd	25000/- per month
	Suraj Pharikal	B.Sc General	Skylark Studio, Bagbazar St, Chitpur, Kolkata, West Bengal 700003	15000/- per month
	Swastika Panda	B.Sc Botany Honours	Victoria memorial Hall, 2223-1890/1891	15000/- per month
	Moumita Chowdhury	B.A. History Honours	Zee Learn Limited	5000/- per month
	Payel Samanta	B.A. Political Science Honours	Visiting Faculty, Dr. Kanailal Bhattacharyya college	200/- Per Class
	Soumen Mondal	B.Com Accountancy Honours	West Bengal Police (as Constable)	30000 (approx)(in INR PM)
	Avishek Banerjee	B.Com Accountancy Honours	Senior Executive Advisor, in Motilal Oswal	40,000/- per month
	Subho Chakroborty	B.Com Accountancy Honours	Bharat Banking Deep Geo Sales (Junior Relationship Officer- Grade-E1)	171144(in INR P.A)

Authenticated

*K. Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhattacharyya College

To Queen Mal,

Domjur, howarh Renuka bhawan Kolkata West Bengal India 711405

**Sub-Offe of Employment: mPokket Financial Services Private Limited**

Dear Queen,

On behalf of mPokket Financial Services Private Limited, Kolkata, we are very pleased to issue this offer letter for the position of **Digital Customer Specialist**. You shall be deputed at . This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below and is contingent on a candidature reference and successful completion of the background check done by the Company.

**Joining Date and Salary**

Unless we mutually agree otherwise in writing, you will commence employment on 8th Dec 2022. Your starting salary will be **INR. 180000 (One Lakh Eighty Thousand Rupees)** payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. You will be eligible for a yearly performance assessment and salary adjustments as per the company's policy.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

The employment confirmation is dependent on the successful completion of the training certification. If the Employee fails to clear the Training Certification, the employment agreement shall stand void and the employment shall be terminated with immediate effect.

You will be on probation for a period of 3 months. You or the Company may terminate the employment agreement at any time with a minimum of 1 month notice.

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit / authorization / visa, as the case may be, to work in India.

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded. The Company also reserves the right to withdraw this offer of employment made to you, before your acceptance of the same.

This offer is valid subject to you submitting all the joining formality documents listed in this letter as well as a positive reference. The time frame for submitting all the below mentioned documents is within 3 working days from the date of joining (including the date of joining) You shall be required to either upload following documents or bring the same for submission.

All the below mentioned have to be submitted as photo copies with employee signature on each.

Original seen and verified is applicable for all the below, so employee is requested to carry the original as well.

**Authenticated**

*Kolaha 14/08/2022*  
**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr. Kanailal Bhattacharyya College**



1. Aadhaar Card
2. PAN Card
3. Your Professional and academic qualification certificate(s) - 10th Standard onwards
4. Details of your last revised compensation e.g. your last Pay-slip
5. Form 16 from your previous employer/ salary certificates
6. One cancelled cheque (Name Imprinted) or Cancelled cheque with Passbook
7. 4 Passport Size Photographs (To Carry on your date of joining)
8. UAN Card Copy and EPF Passbook Copy

This offer letter is drawn basis your communication during interview. You will be required to furnish proof of salary from the previous company, evidence of total experience which includes last three pay slips. Not being able to provide adequate documents to substantiate the last CTC or total years of experience may result in change of offer letter which includes change in CTC. Inability to provide any such required documents empowers the company to rescind the offer. If your offer is revoked on the 3rd day for non submission or evidence of false documents company will not be liable to pay salary for the joining days. Any deviation from the above will be at HR discretion.

Disclaimer: Providing last job's/jobs salary slips, appointment letter, relieving letters is not applicable to freshers.

Wishing you success in your career with us.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

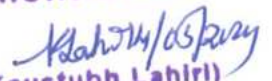
Thanks & Regards,

For mPokket Financial Services Private Limited,



**Seema Moitra**

**HR Head**

**Authenticated**  
  
**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr. Kanallal Bhattacharyya College**



THIS IS SYSTEM GENERATED LETTER AND DOES NOT REQUIRE SIGNATURE

**Annual CTC Breakup**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	90000	7500
Hra	45000	3750
Statutory Bonus	12000	1000
Special Allowance	11810	984
<b>Sub Total</b>	<b>158810</b>	<b>13234</b>
Gratuity	4329	361
Provident Fund	10800	900
PF Admin	900	75
ESIC	5161	430
<b>Total Fixed CTC</b>	<b>180000</b>	<b>15000</b>
<b>Deductions</b>		
PF Employee	10800	900
ESIC Employee	1191	99
<b>Total Deductions</b>	<b>11991</b>	<b>999</b>
<b>Total</b>	<b>146819</b>	<b>12235</b>

**Note:** - The components of the compensation indicated above may be modified by the Employer in accordance with its standard payroll practices. Please read the policies on joining and you will also get a detailed understanding during the induction.

1. The performance component, if any, which is a part of your cost to the company, shall be declared for all employees on a pro-rata basis from the date of joining of the respective appraisal year. The performance bonus policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the pay out. The performance bonus policy of the company is subject to changes
2. All tax implications arising out of your salary structure shall be borne by you
3. Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing
4. **Gratuity:** Payment will be made as per Payment of Gratuity Act and is part of the CTC
5. **ESIC:** You will be eligible for ESIC as per Company Policy
6. **Group Accidental Policy & Group Term Life Policy:** You will be eligible as per the company policy

**Authenticated**

THIS IS SYSTEM GENERATED LETTER AND DOES NOT REQUIRE SIGNATURE

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanallal Bhattacharyya College

Declaration

1. Queen Mal declare that arrangement of computer system (desktop/laptop) and broadband internet connection will solely be borne



by me (own cost) during work from home. Power/Electricity failure and failure in internet connectivity shall be  
me under my purview.

Working from home will be the sole discretion of the company. Absence of required infrastructure may lead to low performance levels and company reserves the rights to take appropriate decisions.

I hereby accept the same by accepting this offer letter.

Authenticated

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College

Authenticated

*Kanailal Bhattacharyya*  
Dr. Kanailal Bhattacharyya College





**USV Private Limited**

**Pradyumna Sett**

Marketing Executive

**Abhiaya Marketing Pvt Ltd**



**CORONA**

Team

Authenticated

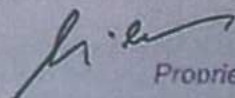
*Pradyumna Sett*

Principal

Dr. Kanailal Bhattacharya College

Best Regards,

**SKYLARK STUDIO**

  
Proprietor

---

Soumya Chattarjee,  
Proprietor, Creative Head  
SKYLARK STUDIO

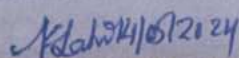
**ACCEPTANCE OF APPOINTMENT**

I have read the terms and conditions of this letter and confirm my acceptance of the same

Suraj Phariikal

Name: SURAJ PHARIKAL  
Date of Birth: 04/07/2001  
Address I: BAKULTALA LANE, DHADRAPUKUR  
RAMRAJATALA, HOWRAH, SANTRAGACHI, WEST BENGAL 711104

**Authenticated**

  
(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhattacharyya College

**SKYLARK STUDIO**

T: 9842 7000 80

M: 98048 52123

W: [www.skylarkstudio.co.in](http://www.skylarkstudio.co.in)

E: [contact@skylarkstudio.co.in](mailto:contact@skylarkstudio.co.in)

A: 44B, Baghbazar Street, Kolkata - 700003, West Bengal, India.



1, क्वीन्स वे, कोलकाता - 700 071  
1, Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण  
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control  
of the Ministry of Culture, Govt. of India)

V.M. NO **346** /IX A- Edu/356/2017

20.06.2023

शिव

Ms Swastika Panda  
17, Nandipara Lane,  
Ramrajatala  
Howrah-711104.  
Email: pandaswastika13@gmail.com

Dear Madam

We are pleased to inform you that based on the interview with you on 19.06.2023, our selection panel has decided to temporarily engage you as a Museum Guiding Assistant in the Victoria Memorial Hall (VMH) on a part time basis with a consolidated monthly remuneration w.e.f. **27<sup>th</sup> June 2023**, as per the following terms and conditions:-

- The relationship between the Museum Guiding Assistant and Victoria Memorial Hall does not create any legally binding contract or a relationship of regular employment between you and the Trustees of The Victoria Memorial Hall.
- You will have to attend office for 04 museum working days in a week- the galleries remaining open for public viewing- and may also be called upon to attend office on Mondays or any holiday in case of exigencies of work.
- Your normal duty hours are from 9.45 a.m. to 6.15 p.m. Under exceptional circumstances, you may have to attend office beyond normal office hours also.
- You will be required to report on your scheduled days in a week to the Education Unit/ Security unit. You are mandated to attend your duties- as per the roster drawn up for the purpose and put signature in the attendance register.
- You will be paid a consolidated monthly emolument of Rs. 15, 000/- (*Rupees fifteen thousand only*) during your engagement.
- The engagement is initially for a period of *three months* w.e.f. **27<sup>th</sup> June 2023**.
- The engagement may be terminated by any party within this period after giving one month's notice and for whatever reason(s).
- As for security measure, you have to submit a copy of your Aadhar Card/ any valid I.D.Proof to our Security unit.
- Based on your security clearance, you will be issued an I – Card which should be carried everyday to VMH.
- The Museum Guiding Assistant will not have the authority- (i) to represent themselves as spoke persons for VMH (ii) to make contracts for the museum or to make any commitment on its behalf (iii) to make any statement to the Media regarding any activities of the Memorial.
- You should remain committed to uphold the name of VMH in all spheres, and also to maintain the confidentiality of all confidential information.

☎ : 2223-1890/1891/0953/5142 • फैक्स / Fax : +91-33-2223-5142

ई-मेल / E-Mail : Victomem@gmail.com • वेबसाइट / Website: www.victoriameorial-cal.org

Authenticated

  
(Dr. Kaustubh Lahiri)

Princ'

Dr. Kaustubh Lahiri : Photo: ... Call: ...





1, क्वीन्स वे, कोलकाता - 700 071  
1, Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण  
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control  
of the Ministry of Culture, Govt. of India)

- Upon your engagement as a museum guiding assistant on a part time basis, you will have to perform the following duties:-  
You are required for guiding the visitors/ groups/ guests/ VIPs etc. and organize short informative tours in the museum building and galleries of the memorial, showcasing the vivid display of various antiquities and paintings etc.
- Any other works assigned by the Authority of VMH as and when necessary.

If you are agreeable to the above terms and conditions, you may join this office w.e.f 27<sup>th</sup> June 2023.

Please return a copy of this letter after putting your signature on it as a mark of acceptance of the terms and conditions.

Secretary & Curator

Copy forwarded for information and necessary action to:-

1. The Accounts Officer, V.M.H
2. The Security Officer, V.M.H
3. The Office Superintendent (In- charge), VMH
4. The Education Unit, V.M.H
5. The Cashier (Ad-hoc) V.M.H

Swastika Panda.

**Authenticated**

(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College

☎ : 2223-1890/1891/0953/5142 • फैक्स / Fax : +91-33-2223-5142

ई-मेल / E-Mail : Victomem@gmail.com • वेबसाइट / Website: www.victoriameorial-cal.org

To,

Moumita Chowdhury

Pallav pukur, Santragachi

Howrah - 711104

**Sub: Your Appointment**

Dear Ms. Moumita Chowdhury,

We are pleased to inform you that you have been appointed as a teacher in our school, subject to successfully clearing the interview process on the following terms and conditions.

**Date of Appointment**

Your appointment will be effective from 24/03/2023

**Job Description**

Your job description is as follows, however, we expect you to take care of those incidental services which though not included in your KRA, but are very crucial and important in the interest of the school.

- You shall be responsible for generating enquiries by conducting various promotional activities as advised by the school authorities and Zee Learn Limited
- You shall be responsible in counselling and converting enquiries in admissions for the center.
- Maintaining the office environment as per the norms of Zee Learn will be your sole responsibility.
- You shall have to abide by the enrolment targets provided by Zee Learn during the academic session.
- You shall be responsible for monitoring the academic execution at the center.
- You will be responsible for monitoring and evaluating the facilitators in their classroom execution.
- In case a teacher is absent, if required, you will also have to conduct the classes as a substitute teacher or arrange for substitution (if applicable)
- You will have to be proactive and spontaneous in making the school a joyful experience for the children.
- You will also have to be responsible for preparing the children for any sort of public performance, event, celebration, etc in which the school decides to take part.
- You will have to make sure that you provide an abuse free environment to the children.

**Service Conditions**

- You will be bound by the minimum one year contract as proposed by the school. During this one year you cannot leave your duties. If you do so the school can take a decision not to complete your full and final settlement.

**Authenticated**

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharya

- You cannot get transferred to any other institution run by ZEE LEARN LTD without proper NOC issued by the school
- In case you want to leave the job, you will have to serve a notice period of minimum one month.
- You shall not encourage any kind of undue gossip amongst parents regarding the school; neither shall you be a part of the same.
- You will have to abide by the Code of Conduct as provided by ZLL.
- While in service, you will not devote your time to any other work except with prior permission from the school.
- You will not be associated with any kind of malpractice, like leaking crucial information of the school to any competition.

Leave

You shall be eligible to avail 12 days medical leave in a year.

Salary

You will be paid a monthly salary of Rs. 5000

We take this opportunity to welcome you on board and look forward to a long mutually beneficial relationship.

Thanking You.

Yours Faithfully,

Chandrika Kaur Rana

Accepted By

Maumita Chowdhury.

Date: 22/03/2023

Authenticated

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal

Dr. Kanailal Bhattacharyya College



Phone : 2627-2490 (College Off.)  
Principal : 9903389092  
Whatsapp : 8697383305  
Fax : 91-33-2627-3241  
E-mail : klib.college@gmail.com  
Website : www.drklibcollege.ac.in

# DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)  
Re- Accredited with 'B' Grade by NAAC  
15, KONA ROAD, RAMRAJATALA,  
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No. ....

Date : .....

KBC/Deptt. of Pol. Sc – Ac Session 2022 – 23/ 2  
Visiting Faculty/Engagement – Ad hoc

Dtd 03/01/2023

To  
Ms. Payel Samanta  
Pallab Pukur, Kamardanga  
P.O. Santragachi  
Howrah.  
PIN : 711104.

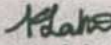
Madam,

You are hereby engaged as a Visiting Faculty to the Department of Political Science with effect from 03/01/2023 on a purely Temporary and Ad hoc basis until further order. Honorarium per class would be @Rs. 200/- per class in adherence to concerned GB resolution.

You are requested to contact Professor Anasua Chatterjee HoD Department of Political Science for necessary curricular assignment.

Thanking you,

Sincerely

  
Dr. Kaustubh Lahiri

Principal  
Dr. Kanailal Bhattacharyya College,  
Ramrajatala, Howrah-4

Copy forwarded to :

Professor Anasua Chatterjee.

Authenticated

(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhattacharyya College



सत्यमेव जयते

**IDENTITY CARD**

**SL.NO- HOW/CP/N-5085/24**

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE  
COMMISSIONER OF POLICE  
HOWRAH**

**SOUMEN MONDAL**

**Constable- 1803**

**10.02.2024**  
DATE OF ISSUE



*[Signature]*  
**ISSUING AUTHORITY**  
COMMISSIONER OF POLICE,  
HOWRAH



**Authenticated**

*[Signature]*  
**(Dr. Kaustubh Lahiri)**  
Principal

Dr. Kanailal Bhattacharyya College

# GENERAL CONDITIONS OF ISSUE

SERIAL NO. **1085/24**

- This Identity Card should be in the possession of the holder while on duty and should be produced on demand.
- This Identity Card should be returned to the Issuing Authority on Release/ transfer/ resignation/ dismissal/ suspension/ discharge from service.
- Loss of the Identity Card should be immediately reported to the Issuing Authority and the local Police Station.

033 - 2640 4008 / 26415614  
CONTROL ROOM NUMBER

04.07.1999

DATE OF BIRTH

AB+

BLOOD GROUP

MALE

SEX

*Saumen Mondal*

HOLDER'S SIGNATURE

NOT TRANSFERABLE

Authenticated

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhattacharyya

Annexure- 1

COMPONENTS	OLD COMPENSATION	REVISED COMPENSATION
FIXED BASIC	7,534/-	7,534/-
FIXED HRA	3,767/-	3,767/-
FIXED STATUTORY BONUS	897/-	941/-
FIX STIPEND	0/-	0/-
FIXED LEAVE TRAVEL CONCESSION	0/-	3,000/-
FIXED ADVANCE ADDITIONAL PERFORMANCE BONUS	0/-	3,377/-
<b>NET GROSS</b>	<b>12,198/-</b>	<b>18,619/-</b>
EMPLOYEE PF	904/-	904/-
EMPLOYEE ESIC	85/-	85/-
PT	110/-	130/-
LWF	0/-	0/-
<b>TOTAL DEDUCTION</b>	<b>1,099/-</b>	<b>1,119/-</b>
<b>TAKE HOME</b>	<b>11,099/-</b>	<b>17,500/-</b>
EMPLOYER PF	904/-	979/-
EMPCOMP	0/-	0/-
EMPLOYER ESIC	368/-	368/-
INSURANCE	80	80/-
EMPR LWF	0/-	0/-
<b>TOTAL CONTRIBUTION</b>	<b>1,352/-</b>	<b>1,427/-</b>
<b>COST TO THE COMPANY</b>	<b>13,550/-</b>	<b>20,046/-</b>

**Authenticated**

*K. Lahiri* 14/10/2024  
(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhattacharyya College

07 Aug 2023

Mr. Avishek Banerjee

Howrah

Dear Avishek,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a Senior Executive handling Profile of Advisor-Branch in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 07 Aug 2023

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

**Our Core Purpose:**

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

**Our Values:**

**Integrity:** A company honoring commitment with highest ethical and business practices.

**Teamwork:** Attaining goals collectively and collaboratively.

**Meritocracy:** Performance gets differentiated, recognized and rewarded in an apolitical environment.

**Authenticated**

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal

Motilal Oswal Financial Services Limited.

Regd. Office: Motilal Oswal Tower, Rahimtullah Sanyal Road, Opposite Parel ST Depot, Prabhadevi, Mumbai - 400025.  
Board: +91 22 3980 4200 Fax: +91 22 3312 4997. C.N. LS7190MH2005R.C153397

Dr. Kanailal Bhattacharyya College

www.motilaloswalgroup.com



**Passion & Attitude:** High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

**Excellence in Execution:** Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

### 1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

#### A) Monthly Components-

##### 1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

##### 2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

##### 3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

#### Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable

**Authenticated**  
*Kaustubh Lahifi*  
**(Dr. Kaustubh Lahifi)**  
**Principal**

Date: 08 Feb 2023

Mr ABHISHEK DAS  
Andul Mourie Behind GM Hall

Howrah 711302

Employee No: 2786953  
Dear Mr ABHISHEK DAS

### **Appointment Letter**

We are pleased to appoint you in our organization as Officer Sales subject to the following terms and conditions:

1. Your contract will commence from 08 Feb 2023 and expire on 08 Feb 2024 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 08 Feb 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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**Authenticated**

*Kaustubh Lehri*  
**(Dr. Kaustubh Lehri)**  
**Principal**

**Dr Kanailal Bhattacharyya College**

8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9<sup>th</sup> of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The Company reserves the right to conduct background verification through an external agency for which company may share your personal and employment details with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated.
14. Employee contribution towards insurance premium would be deducted from monthly salary, if opted for floater policy under the Group Medical Coverage.
15. The nature of your relationship with TeamLease will be that of contract of service from 08 Feb 2023 and expire on 08 Feb 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



\_\_\_\_\_  
Signature and date:

\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\*

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**Salary Annexure**

Employee No: 2786953

Particulars	Amount
Basic	7534
House Rent Allowance	3767
Employer PF Contribution	904
ESIC - Employer	397
Statutory Bonus	897
TotalAmount	13499
Amount In Words(Rs)	Thirteen Thousand Four Hundred Ninety Nine Rupees

**Net Pay Annexure**

EARNINGS	Amount
Basic	7534
House Rent Allowance	3767
Statutory Bonus	897
<b>Gross Earnings</b>	<b>12198</b>
<b>DEDUCTIONS *</b>	
	<b>Amount</b>
Employee ESI	92
Employee PF	904
Professional Tax	110
<b>Total Deduction</b>	<b>1106</b>
<b>Net Salary</b>	<b>11092</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

**Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

**Authenticated**

*(Signature)*  
**(Dr. Kastubh Lahiri)**  
**Principal**

**Dr Kanailal Bhattacharyya College**

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

**Authenticated**  
  
**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr Kanailal Bhattacharyya College**

Date: 22-May-23.

Employee Name: Abhishek Das

Employee Code: 2786953

Dear Abhishek Das,

**Sub: Increase in Compensation**

We are pleased to inform you that we will be raising your current compensation basis your contribution to business.

Effective 1-May'23, your new monthly Gross will be adjusted to ₹ 18,619 /-. The detailed breakup of revised compensation attached below

We value your hard work and dedication to our organization and look forward to your continued support

All other terms and conditions of your employment will remain unchanged.

For Teamlease Services Limited



Authorised Signatory

**Authenticated**  
  
**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr. Kanailal Bhattacharyya College**

Date : 05-Dec-23

Name : SUBHO CHAKROBORTY

Address : HANSKHALI POLE, HAREKRISHNA NAGAR HAORA CORPORATION HAORA WEST BENGAL-711109

Employee Code : AS637104

Dear SUBHO CHAKROBORTY,

**APPOINTMENT LETTER**

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1)** in the **BHARAT BANKING DEEP GEO SALES** department subject to the following terms and conditions:

1. You are required to join our organization on or before **20-Jan-24** and your place of work shall presently be at **SANKRAIL**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by Qess.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

**Authenticated**  
  
**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr. Kanisai Bhattacharyya College**

**Salary Annexure (Per - Month)**

Particulars	Monthly (Rs)	Annual (Rs)
Basic	5597	67164
House Rent Allowance	2799	33588
Special Allowance	1786	21432
Gratuity	269	3228
Employer PF Contribution	1156	13872
ESIC Employer	405	4860
Mobile Allowance	500	6000
Bonus	1750	21000
Total Amount	14262	171144
<b>Amount In Words (Rs)</b>	<b>Rupees Fourteen Thousand Two Hundred Sixty Two Only</b>	<b>Rupees One Lakh(s) Seventy One Thousand One Hundred Forty Four Only</b>

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

**3. Retirement / Statutory Benefits:**

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

**4. Gratuity :**

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

**5. Incentive Scheme:**

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

**6. Transfer:**

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**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr Kanailal Bhattacharyya College**



The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

**7. Leave :**

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

**8. Unauthorized Leave / Absence :**

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

**9. Job Profile:**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

**10. Professional Ethics and Confidentiality:**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

**11. Notice Period:**

During the Probation period either party can terminate the services by giving 30 days' notice or Basic salary in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing 30 days' notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary

**Authenticated**  
14/05/2024  
(Dr. Kaustubh Lahiri)  
Principal  
Dr. Kanailal Bhatnagar College

actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

### **12. Background Verification / Reference Check**

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **13. Termination of Employment:**

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

### **14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

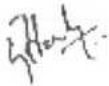
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*Kaustubh Lahiri*  
**(Dr. Kaustubh Lahiri)**  
**Principal**  
**Dr. Kanailal Bhattacharyya College**

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,  
For Quess Corp Limited



Tej Hans Raj Singh  
Deputy CEO: Quess Staffing Solutions

#### 15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.  
Any other disclaimer as applicable.

Name: SUBHO CHAKROBORTY

Signature:.....

Emp Id: AS637104

Place:.....

Date:.....

**Authenticated**

*Kaustubh Lahiri*  
(Dr. Kaustubh Lahiri)  
Principal  
Kanailal Bhattacharyya College