

Mrs. Megha Khatri
Mahamayapur, Mondalpara
Garia, Kolkata
Pin-700084

Dear Megha Khatri

Sub: Offer Letter

This is in reference to your job application and subsequent interview with us. We are pleased to offer you the position of **Accession** with Long Life Speciality Clinic (A unit of Paschimbanga Rajya Pratibandhi Sammilani). Your appointment will be with effect from **10th October, 2022**. You will be based in our Kolkata location and you will be reporting to Mr. Utsab Ganguly, Project Director, unless otherwise communicated.

You will be paid gross emoluments as detailed in Annexure – A, which may change after the probation period. Your employment with us will be governed by the Terms of employment as detailed in Annexure – B. Your appointment has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review your appointment with us.

You will be under probation for the first year of employment with us, wherein the society may extend your appointment. **Then after completion of probation period you will be entitled under the coverage of EPFO & ESIC, where contribution of employer will be bearded and contribution of the employee will be his/her side.** We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards success. We assure you of our support for your professional development and growth.

Please sign and return duplicate copy of this letter in token of your acceptance.

For Long Life Speciality Clinic
(A unit of Paschimbanga Rajya Pratibandhi Sammilani)

Long Life Specialty Clinic
(A Unit of Paschimbanga
Rajya Pratibandhi Sammilani)



Authorized Signatory

Authorized Signatory

Annexure A: Salary Structure

Gross Salary	Annual	Monthly
Salary (Including All)	₹ 96,000.00	₹ 8,000.00
Sub-total	₹ 96,000.00	₹ 8,000.00
Cost to Society	₹ 96,000.00	₹ 8,000.00
Deductions – Employee		
Professional Tax	₹ 0.00	₹ 0.00
Subtotal deductions	₹ 0.00	₹ 0.00
Net salary	₹ 96,000.00	₹ 8,000.00

Annexure B: Terms of employment :

- **Personal Particulars:**
- You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
- **Nature of Work:**
- You shall be responsible to carry out all functions that are entrusted to you by the society from time to time.
- Your nature of work mainly includes all the aspects of as discussed earlier, as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
- You are appointed as a full-time employee of the society. During the period of your service with the society, you shall not, without prior consent, hold any office of profit outside the society or engage yourself with any other employer on part time or honorarium basis with or without remuneration or any pay whatsoever you cannot work with any other society on full time or part time basis. We expect that you will devote your full time and attention in carrying out your duties honestly, faithfully and diligently with discipline; keeping in mind at all times the Society's progress.
- We expect you to keep your work fully confidential and not divulge or disclose to any third party, either during your employment or after, any information or confidential matters related to the Society, its employees or associates, which you are in possession of during your employment with us. We expect that you will not act in any manner which may be prejudicial or detrimental to the reputation and standing of the Society.
- **Working Hours:**
- The regular working hours of the society are to be discussed or as required to be present at site. You will be required to work extra hours as and when required and informed by your reporting authority.
- **Late comings:**
- The Society follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks or as per society policy that shall be published from time to time.
- **Assignment, Transfer and Deputation:**
- Though you have been engaged to a specific position, the society reserves the right to send you on deputation/transfer/assignment to any of the society's branch offices in India or abroad, whether existing at the

time of your appointment or to be set up in the future. Upon such transfer, you will be governed by rules and regulations as applicable to that unit.

- **Training:**

- You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the society's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment.

- **Performance Reviews/Appraisal:**

- The Society follows a policy of performance reviews every year as per the current society policies. The annual salary appraisal will be based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous year.

- **Intellectual Property Right:**

- If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the society, the society shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the society for the purpose of seeking any patent rights or for any other purpose. The society shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the society including but not limited to the creative concept that you may develop during your association with the society.

- **Secrecy/Confidentiality:**

- You will not during the course of your employment with the society or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the society, of any information or knowledge obtained by you during your employment as to the business or affairs of the society including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

- **Restrain:**

- **Access to Information:**

- Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the society.

- **Restriction on Personal Use:**

- Use of society resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the society for any personal use. Any usage of society information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the society. You may/may not be required to reimburse the society for any losses incurred by the society on account of personal usage of society data.

- **Leave:**

- You will be entitled to leave as per law in force and as laid down in the policies of the society and list of holidays published each year.

- **Security:**

- Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and society wide awareness about the need for protection of intellectual property and sensitive customer information.

- **Termination or resignation:**

- xxvi. The society may terminate your employment without notice during the probation period. However you shall serve a notice of one month on resignation during the probation period.
- xxvii. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the society may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- xxviii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- xxix. You will be governed by the laid down code of conduct of the society and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice.
- xxx. The society holds the right to terminate your employment any time without any notice, compensation, or other indemnities, if:
 - u) You are found guilty of negligence, misconduct or dishonesty in the performance of the duties allotted to you
 - v) You are found to have committed any serious breach of your duties, responsibilities, and other obligations to the society
 - w) You are found to have received any illegal monetary benefits, gratuities, or other types of rewards, either in cash or in kind, from any other third party.
 - x) Your appointment may also be terminated if particulars / information furnished by you in your application for appointment are found to be false or incorrect.

Notwithstanding any other terms and conditions stipulated herein the society reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

- **Standing Orders:**

- You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the society.

- **Appointment in Good Faith:**

- It must be specifically understood that your appointment is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the society, the society shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

- **Amendment to terms of Employment**

The Society reserves the right to modify your terms and conditions of employment in the exigencies of the Society's business.

Acceptance of the offer

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance of the offer of appointment. I shall join the services from _____.

Signature:

Name: