



24.01.2024

IICP/Staff/2023-24/390

Ms. Indrani Kayal
B/38/H - 1N0
Kankulia Road
Ballygunge
Ballygunge Circus Avenue
Kolkata - 700 019

Contact No.8478078141
E-mail: indranikayal08@gmail.com

Dear Ms. Kayal,

We are happy to inform you that you have been appointed on contractual basis as a Special Educator in our organization from 5th February, 2024 on the following terms and conditions.

You will be on probation for six months i.e. till 6th August, 2024. If your work is found satisfactory, we will extend your contract till 31st March 2025.

- 1) Your honorarium per month will be Rs.2200/-
- 2) Additionally, you will be entitled to the following per month:
 - a) House Rent Allowance of Rs.220/-
 - b) Personal Pay of Rs.1595/-
 - c) Service Allowance of Rs.880/-
 - d) Additional Allowance of Rs.3418/-
 - e) Refreshment Allowance Rs.550/-
- 3) You will be placed in the salary scale of Rs.2000-110-3100-120-4300 (Grade IV- professional)
- 4) In addition to the above, you will also be entitled to the Transport Allowance @ Rs.2970/- per month.
- 5) All payments will be subject to statutory deduction at source, wherever applicable, as per the rules in force.
- 6) Your hours of work will be from 9.00 am to 2.30 p.m. from Monday to Thursday but if you are asked to stay on till 4:30 p.m. on any of these days, you will be paid a sessional rate of Rs. 130 /-(Grade IV). Please note that Friday is a full working day from 9:00 to 4:30pm. Sessional rates will not be applicable when you are required to stay beyond 2:30 p.m. for special IICP events or programmes in which you are participating.
- 7) You will be eligible to Annual leave, medical leave and casual leave as per the 'Leave Rules' of the Institute.

Sanal Nandi