

October 17, 2022

Ref:HDBFS/22-23/HRIC373449/Appt/S97526

Ms.Srabani Patra,  
Baikunthapur,  
Contai,  
Purba Medinipur,  
Medinipur-721442

Dear Ms.Srabani Patra,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as TELE-SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at KOLKATA. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

**Registered Office :** Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

# Dr Sarfaraz J Baig

MS FRCS FIAGES FALS FMBS

Surgical Gastroenterologist

Specialist in Bariatrics, Hernia,

Hiatal, Colorectal & GI Cancer Surgery

Reg. No. : WBMC 52748

 **Digestive Surgery Clinic**

Date: 08.12.2022

Fahadullah Khan  
16A, Sandal Street  
Kolkata - 700016.

Subject: Appointment letter

Dear Fahadullah,

We are pleased to appoint you as Data Manager in Digestive Surgery Clinic, located in 7B Short Street, Kolkata 700017, 1st floor. Your joining date will be 2<sup>nd</sup> Jan 2023.

Kindly respond by signing at the bottom if you accept the position

Thanks and regards

*S. J. Baig*

**Dr. Sarfaraz Baig**

Reg. No. 52748

MS FRCS, FIAGES, FALS

Surgical Gastroenterologist

Specialist in Bariatrics, Hernias and GI Oncosurgery

**Director**

Digestive Surgery Clinic



*Received and Accepted  
08/12/2022  
Fahadullah Khan*



Scan the QR Code  
for Appointment

For appointment - ☎/📍 - 98300 06067 / 89184 81425 /  
98307 51420

For emergency - ☎/📍 - 98301 57840 / 98201 88962

Belle Vue Clinic -

Lifeline Nursing Home - 4A Wood Street Kolkata

Digestive Surgery Clinic - 7B Short Street, Kolkata





**FORM XIV**  
(Under Rule 76 of the Contract Labour (Regulation & Abolition) Central Rules, 1971)  
**EMPLOYMENT CARD (Engagement Letter)**

Name and Address of Contractor

S&IB SERVICES PRIVATE LIMITED  
S&IB House, 1, Adyanath Saha Road, Kolkata 700048

Name and address of Establishment in/under which contract is carried on

INOX LEISURE LIMITED  
QUEST MALL, 4TH FLOOR, 33, SYED  
AMIR ALI AVENUE, KOLKATA

Nature of work and location of work

OPS ASSOCIATE / QUEST MALL

Name of workman

NAGMA PARVEEN

Sl.No in the register of workmen employed

685022

Nature of employment/designation

OPS ASSOCIATE

Wage rate (with particulars of unit in case of piece work.)

BASIC: 9795.00, on the basis of M.W published by the notification of WB Govt. time to time, HRA @ 5% and Statutory Bonus @ 8.33%.

Subject to deduction of your contribution towards, ESI, EPF and Professional Tax as will be applicable to you from time to time as per law in force.

Wage Period

From the 26th day of last month to 25th day of current month

Tenure of employment

24/02/2022 TO 31/03/2022

Remarks

Other Terms & Conditions of engagement is enclosed herewith.

For S&IB Services Private Limited

Authorized Signatory  
(Signature on behalf of Contractor)



I accept after understanding fully the contents noted above.

Signature of the Candidate



## Darshan Cable Net Company Private Limited

d. Office : Plot No. XI/4, 14th Floor, Block EP & GP  
or-V, Salt Lake, Kolkata - 700 091  
: +91 33 4002 5020, Fax : +91 33 2357 7640  
NO. : U93090WB2010PTC152942

Date: 1<sup>st</sup> January, 2021

To,  
Name: Souvik Chongder  
Employee Code: SD000696  
Address: 2/2/2 Nandalal Mukherjee Lane, Dist-Howrah, W.B 711104

Dear Souvik Chongder,

We are pleased to offer you a temporary contractual assignment as "**Sub Editor**" Please note that the agreement terms contained in this letter are subject to Company policy.

1. Joining:

- Your date of joining is effective from **1<sup>st</sup> January, 2021**. This appointment letter is valid from the day of joining mentioned. In case you do not join on the same date, your appointment letter would be treated as cancelled.
- That this contractual agreement will automatically come to an end with the closing hours on **31<sup>st</sup> December, 2021**.
- That your agreement 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 joining.
- That the company being engaged in the business of outsourcing manpower services, you will be detailed and deputed at **Indian Cable Net Company Limited** to discharge your duties/services.
- That the company shall have absolute right and discretion to shift and/or transfer you from one location and/or office/premises to another.
- That you will continue in the assignment subject to your medical fitness.
- You will be required to submit within seven days of your duly filled up PF, ESIC and Bank forms provided to you along with photographs and a medical fitness certificate wherever applicable. Failing to do so may result in delay in processing your statutes and ICNCL will not be responsible in any way for such delay.

2. Amount payable & other benefits:

Basic	HRA	Gross Salary
10807	2702	13509

Breakup enclosed in Annexure - I

- You will be eligible for PF, ESIC as per Statutory Norms.
- Professional Tax will be deducted as per applicable PT slab under State rules.
- Income Tax will be deducted (if any) as per Income Tax Act, 1961.
- Your salary would be transferred to your Bank A/c opened by us. However, till such time the Bank A/c is opened, your salary would be paid to you via an account payee cheque in your name.

3. Responsibilities:

- You will discharge your duties diligently and faithfully and to the entire satisfaction of the clients.
- You shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the Company.
- You shall not, at any time, work against the interests of the Management and do anything, which is unbecoming of an outsourced person.
- You shall at all times devote your 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 (s) where you are asked to serve.
- You shall not directly or indirectly engage yourself in any other profession, or 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.
- That no right, much less a legal right, shall vest in you to claim employment or otherwise seek absorption in the establishment where you are deputed to provide services by the company not shall you have the right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of the said Client.



## Siti Darshan Cable Net Company Private Limited

Regd. Office : Plot No. XI/4, 14th Floor, Block EP & GP

Sector-V, Salt Lake, Kolkata - 700 091

Tel. : +91 33 4002 5020, Fax : +91 33 2357 7640

CIN NO. : U93090WB2010PTC152942

### 4. Conflict of interest:

- a. That you shall at all times 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(s) where you are asked to serve.
- b. You shall not directly or indirectly engage yourself in any other profession, studies or 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. 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 be punishable in accordance with your ability. Any breach of this order shall be punishable in accordance with your terms.

### 5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company.
- b. That during the continuance of your term or three years thereafter, you shall not at any time, without the consent of the Client in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the Client and shall not disclose to any person, firm or company such secrets or confidential information relating to the affairs of the client.

### 6. Non-disclosure agreement:

- a. You will not make copies of any confidential information or any part without the permission of our client.
- b. You will not disclose any confidential information or any part to others for any purpose without written consent of our client.
- c. You will return confidential information and any copies thereof our client at the time of termination of your contractual employment.
- d. Notwithstanding the foregoing, you may disclose confidential information to the extent that such disclosure is required by law or court order, provided, however, that you obtain prior written permission for such disclosure from our client and take reasonable precautions in obtaining an order protecting the confidential information from public disclosure.
- e. Any breach of this agreement may cause Siti Darshan Cable Net Company Private Limited / our client, substantial, irreparable and irrevocable damage and thereof, in the event of such breach, Siti Darshan Cable Net Company Private Limited / our client, shall be entitled to specific performance and other injunctive relief, in addition to such other remedies as may be afforded by applicable law.

Any violation of these norms of behaviours shall constitute a misconduct for which the Management shall be competent to take disciplinary action against you. The disciplinary proceedings will be taken against you as per disciplinary rules and law in this behalf.

### 7. Indemnity:

- a. That you shall indemnify, defend and hold the harmless the company and its officers, directors, clients and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses, arising before and after completion of services, which result from, arise in connection with or are related in any way to claims by third parties arising out of or in connection with your activities during the tenure of services with the company.

### 8. General:

- a. It may clearly be understood that this understanding of assignment and compensation with you will automatically become null and void in case of the services rendered being terminated by the client of Siti Darshan Cable Net Company Private Limited due to unforeseen/business reasons, since Siti Darshan Cable Net Company Private Limited is in the business of manpower outsourcing.

### 9. Notice Period:

- a. This agreement is terminable, without reasons, by either party giving 15 days' notice during the employment period. The Management reserves the right to pay or recover compensation in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.
- b. If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

We sincerely hope that your close collaboration with our organization will be beneficial to both of us.

For Siti Darshan Cable Net Company Private Limited

*Asim Choudhury*  
Authorized Signatory

## Siti Darshan Cable Net Company Private Limited

Registered Office : Plot No. XI/4, 14th Floor, Block EP & GP  
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CIN NO. : U93090WB2010PTC152942

### Annexure - I

Salary Structure	
Name	Souvik Chongder
Date Of Joining	1 <sup>st</sup> January, 2021
Designation	Sub Editor
Place Of Posting	Kolkata, West Bengal
<b>Salary Component</b>	<b>Per Month Amount (Rs.)</b>
Basic	10807
HRA	2702
<b>Gross Salary</b>	<b>13509</b>
Employee PF Deduction	1297
Employee ESIC Deduction	102
P.Tax Deduction	110
Total Employee Deduction	1509
<b>Net Take Home</b>	<b>12000</b>
Employer PF Contribution	1405
Employer ESIC Contribution	440
Total Employer Contribution	1845
<b>CTC</b>	<b>15354</b>

For Siti Darshan Cable Net Company Pvt. Ltd.

*Asim Choudhury*

**Authorized Signatory**

I hereby accept the Offer on the terms and conditions mentioned in the above referred Offer Letter.

Signature of the employee : *Souvik Chongder 24.12.20*



**Sarshan Cable Net Company Private Limited**

Head Office: Plot No. Xi-4, 14th Floor, Block EP & GP  
Sector-V, Salt Lake, Kolkata - 700 091  
Tel: +91 33 4002 5020, Fax: +91 33 2357 7640  
CIN NO: U93090WB2010PTC152942

Dated: - 24<sup>th</sup> December, 2020

To

Name: Mr. Souvik Chongder

Address: S/O Jayanta Chongder, 2/2/2 Nandalal Mukherjee Lane,

Chatterjeehat, Charabagan Udayan Sangha Haora (M.Corp), Howrah, W.B 711104

**OFFER LETTER**

Dear Souvik Chongder,

We are pleased to offer you for the post of "**SUB EDITOR**" in our organization with remuneration of monthly Gross Salary of **Rs. 13,509/-** (Rupees Thirteen Thousand Five Hundred Nine only). You will be posted at **Kolkata, West Bengal**.

We expect you to join as early as possible, but not later than **1<sup>st</sup> January, 2021**, failing of which our offer will stand automatically cancelled. A detailed letter of appointment will be given to you after you join our organization. A detailed breakup of the offer letter is enclosed herewith in Annexure -I.

Please return the duplicate copy of the letter signed by you in confirmation of receipt of acceptance.  
Please bring the copies of following at the time of joining.

- Resume
- 4 copy passport size photo
- 1 copy post card family dependents photo for ESIC
- Aadhaar Card
- Voter ID Card
- PAN Card
- Mark sheet of Class X to highest qualification
- Cancel cheque or Bank passbook
- Old UAN number & ESIC number (if any)

With best wishes

Yours Truly

For Sati Darshan Cable Net Company Pvt. Ltd.

*Arta Choudhury*

Authorized Signatory

I hereby accept the Offer on the terms and conditions mentioned in the above referred Offer Letter.

Signature of the employee: *Souvik Chongder* 26/12/20

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Tel. : +91 33 4002 5020, Fax : +91 33 2357 7640

CIN NO. : U93090WB2010PTC152942

Annexure - I	
Employee Name	Souvik Chongder
Employee Code	SD000696
Date of joining	1 <sup>st</sup> January, 2021
Designation	Sub Editor
<b>Salary Component</b>	<b>Per Month Amount (Rs.)</b>
Basic	10807
HRA	2702
<b>Gross Salary</b>	<b>13509</b>
Employee PF Contribution	1297
Employee ESIC Contribution	102
Professional Tax	110
Mediclaime Deduction	0
Total Employee Contribution	1509
<b>Net Take Home</b>	<b>12000</b>
Employer PF Contribution	1405
Employer ESIC Contribution	440
Total Employer Contribution	1845
<b>CTC</b>	<b>15354</b>





## APPOINTMENT LETTER

13 April 2022

Employee Code : E3388

Name : Ms. Tiyasa Paul

Address : Baruipur, Golpukur,  
South 24 Parganas, West Bengal-700144.

**Subject: Your Appointment as "Executive - Customer Delight" in "Retail Sales - Customer Operation" ("Agreement")**

Dear Ms. Tiyasa Paul,

This is in reference to your job application and subsequent interview that you had with us. We are pleased to offer you the position of **"Executive - Customer Delight"** in M/s Senco Gold Limited (**"Company"**) as per the terms and conditions mentioned herein below:

### 1. APPOINTMENT OF EMPLOYEE

In lieu of the Compensation (as defined hereinafter), the Company agrees to appoint you in the position of **"Executive - Customer Delight"**.

And you hereby agree to serve the Company from **11 April 2022 ("Appointment Date")**, on a full time basis under the terms set forth in this Agreement.

The initial place of your appointment will be **Jadavpur Showroom**.

### 2. PROBATION AND CONFIRMATION

a. You shall be on probation for a period of 6 (six) months from the Appointment Date ("Probation Period").

b. Subject to Clause 2 (c) herein below, after expiry of the Probation Period or Extended Probation Period (as defined hereinafter), the Company may either confirm or terminate your employment with the Company in writing and the decision of the Company in this regard shall be final.

c. In the event, the Company, at its discretion, think that your performance need further evaluation after the expiry of the Probation Period, then the Company may extend your Probation Period for such period as the Company may deem fit (**"Extended Probation Period"**).

d. In the event, you do not receive an intimation from the Company in terms of Clause 2 (b) and (c) above, within 30 (thirty) days after the expiry of Probation Period or Extended Probation Period, your employment with the Company shall be deemed to be confirmed right after the expiry of Probation Period or Extended Probation Period as the case may be.

### 3. Transfer

a. The Company, at any time after the Appointment Date, reserves its right to transfer you in any capacity that may be determined by it to any other department, branch, establishment

## **Senco Gold Limited**

CIN No. : U36911WB1994PLC064637

Registered & Corporate Office : "Diamond Prestige", 41A, A.J.C. Bose Road,  
10th Floor, Kolkata-700 017 , Phone : 033 4021 5000 / 5004, Fax No. : 033-4021 5025

Email : [contactus@sencogold.co.in](mailto:contactus@sencogold.co.in) Website : [www.sencogoldanddiamonds.com](http://www.sencogoldanddiamonds.com)