



श्रद्धावान् लभते ज्ञानम्

Heramba Chandra College

Affiliated to the University of Calcutta

NAAC Accredited 2016 (2nd Cycle)

THE FOLLOWING PORTION OF THE DOCUMENT CONTAINS –

Document Index

Sl. No.	Description of the documents
1	List of outgoing students placed during the Academic Year 2020-21
2	Supporting documents of students placed during the Academic Year 2020-21

Principal
Heramba Chandra College
Kolkata-700 029



Principal
Heramba Chandra College
Kolkata-700 029



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श्रद्धावान् लभते ज्ञानम्

1. List of outgoing students placed during the Academic Year 2020-21

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR Per Annum)
2020-21	Lina Napesha Khan	BCOM	2020	RT Network Solution Eco Centre, Suit no 0614, Block EM, Sector 5, saltlake, Kolkata 91	180000
2020-21	Pushan Bose	BCOM	2019	South Easter Railway SDRM Chakradharpur	140000
2020-21	Soumalyo Pal	BCOM	2020	Asian Paints Limited	240000
2020-21	Sourav Ganguly	BCOM	2017	AML RIGHTSOURCE INDIA PRIVATE LIMITED as a Associate Analyst II	240000
2020-21	Srijita Mondal	BCOM	2020	Suraksha Diagonistic 12/1 Premises Number 02-0327 D G Block Action Area 1D New Town Kolkata 156	144000



Principal
Principal
Heramba Chandra College
Kolkata-700 029

Name: LINA NAPESHA KHAN
Mobile No: 6290093974
Email ID: linakhan828282@gmail.com

Date - 22/04/2021

Internship Letter

We are pleased to select you in our organization RT Network Solutions Pvt Ltd as an intern, for a fixed period, subject to the following terms and conditions.

1. Engagement: The Company hereby engages the Intern to perform the following services in accordance with the terms and conditions set forth in this Internship Letter and your engagement with the company is subject to the terms contained in this letter. The Company agrees to engage the Intern and they agree to work with the skillset, technical capabilities, resources that may be required by our Company or clients ("customer").

2. Period of Engagement: The duration of your contract shall be valid for the period of 90 days commencing from your date of joining (**April 22, 2021**) and shall remain in effect until the completion of the services or the earlier termination of this contract, whichever is applicable. If however, the project work is extended subject to project requirement; your association with us may be extended for such further period as may be decided by us and will be confirmed to you in writing.


Notwithstanding this, in the event of the project/work/deputation for which you are being engaged terminates before the aforementioned period, this Contract shall be co-terminus with the project/work. Hence, this Internship letter by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent associate of the company.

3. Stipend: You will be paid per month (all inclusive) **Rupees Ten Thousand Only** for work performed in accordance with this letter.

4. Lock-In period: You are bound to work for the initial period of 3 MONTHS / 90 DAYS which would be treated as a "lock in" period. You cannot leave the Company before the above-mentioned time period and shall abide to this on-the-job-training period. No leave will be allowed during 90 days except for Sundays, 2nd & 4th Saturday which are Holidays.

However, till the completion of the total period of 3 months, if the Intern wishes to resign or, voluntarily terminate his engagement with Company or client ("customer") then the said Intern has to repay an amount equal to One Month stipend in the account of the company towards the breach of Contract and towards the recovery of training cost and need to serve 30 days of notice period. if fail to do so, Intern will be entitled for legal obligations.

5. Shift Duty - Report and be present at customer's designated location during the working hours; Shifting duty (6-2, 10-6, 2-10) in a day as per requirement. Extend all co-operation and comply with all terms of the applicable letter so as to efficiently perform the Execution; for a term of 3 MONTHS / 90 DAYS under proper rota schedule.

 033 4004 3152



Eco Centre, Suite No. 0614, Block EM, Plot No. 4,
Sector V, Salt Lake City, Kolkata-700091.

 info@rtns.in



Principal
Heramba Chandra College
Kolkata-700 029





ID: 2021043821

CHAKRADHARPUR/ DIV



Office Of: Sr. Divl. Personnel Officer

Chakradhar

Date : 28-06-

2021

Office Order No.: SER/P-CKP/EN/TR.THEC-
III(TELE)/PB/45/2021

In terms of Sr.DPO/CKP's Office letter No.SER/P-CKP/Rectt/122/Comp/Gr.C/Posting/70/21 Dated:22.06.2021, the following Tr.Tech.III(Tele) in Pay Band Rs.5200-20200/- with Grade Pay Rs.1900/- In Level-2 in 7th CPC against Compassionate ground is pln pointed/posted at CBSA underTCI/CBSA of CKP Division to undergo training for the period of 01 (One) year. He will draw stipend @ Rs.5830+1900/- In PB Rs.5200-20200/- with Grade Pay Rs.1900/- (Rs.19900/- In Level-2 as per 7th CPC) during his training period of 01 year in terms of Estt. Srl.No. 27/2017. On completion of prescribe training, his Trade Test will be adjudged by the competent authority for regular absorption as Tech-III (Tele) in Pay Level-2 in 7th PC. The detail particulars of the candidate are as under:-

Sr No.	Employee Details Name, Community, DOB Ma./Shrl.	Appointment Details	Training Centre Details, Unit, BU, Department	ID-Marks	W.E.F	Mode of Appointment	Employee Signature	Employee Photo
1	Mr PUSHAN BOSE GEN DOB: 25-10-2000 MEDICAL: Fit In A2 (Cert No: 674180) PAN: FFYPB3210K	TECHNICIAN GRADE-III (TELECOM)(TCM) Level: 2 Stipend: 19100	CBSA, CHAIBASA SIGNAL AND TELECOMMUNICATION (S&T)	1. SMALL CUT MARK ON FOREHEAD 2. MOLE ON RIGHT SIDE OF FOREHEAD	NA	CGA 50702679267		

1 This has the approval of the competent authority. 2. He will be governed by the new pension scheme in terms of Estt.Srl.BNo.02/2004. 3.)His date of joining as Tr.Tech.III(Tele) must be intimated to this office for office record. 4.) He has empanelled vide CPO Memorandum dated:01.02.2021 and found medically fit in prescribed medical classification Fit in category A-2 (Aye-two) and below vide Sr. Consultant/GRC's certificate No.674180 Dated: 09.12.2020. 5.) It may be noted that instant appointment is provisional and if any of the certificate is found false on verification on any stage, the service of the candidate shall be liable to be terminated forthwith..

Digitally Signed.
Name: CHHOTA HANSDAJAIRAM
Date: 30-Jun-2021 13:13:09
Location: CKPD/SER

Asstt. Personnel Officer,
Chakradharpur.

File Reference No. :

Copy forwarded for information and necessary action to:

Sr.DSTE/CKP, Sr. DFM/CKP, SSE (Tele)/CBSA, Ch.OS(Rectt)/CKP Ch.OS(S&T/BIII)/CKP, O.O.Book, P/File and party concerned for information and necessary action. Ch.OS/Pass, he is requested to issue ½ set joining pass from ex-CKP to CBSA against above named

Asstt. Personnel Officer,
Chakradharpur.

Principal
Heramba Chandra College
Kolkata-700 029



Date:26/01/2021

To,

Dear Soumalyo Pal

15/1A Mahesh Chandra Dutta Lane,
Chetla, Alipore Kolkata West Bengal-700027

Contact No: 8620007698

Email ID: palsoumalyo@gmail.com


Sub: Letter of Appointment

We are pleased to appoint you as “ECA” on deputation with our clients, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of one year commencing from **26/01/2021** to **25/01/2022**, unless renewed in writing. Notwithstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period; this contract shall be co-terminus with the aforementioned project/work.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the company reserves its right to extend your temporary assignment for such a period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In the event, the company shall be in writing extend your temporary assignment on the terms as may be indicated in such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our client's company to do work pertaining to or incidental to the client's business.
4. You will not be absent from your duty without sufficient reasons, you will obtain prior written permission / sanction from the supervisor about your absence giving reasons thereof and probable duration immediately, failing which, the same will be treated as loss of Pay and if it continues we shall take appropriate action.
5. You will be governed by the conduct, discipline, rules and regulations as laid down by the management.

Regd. Office : 212, 2nd Floor, Prabhadevi Estate, Veer Savarkar Marg, Prabhadevi, M
Tel: +91-22-6629 7800 / 81, Fax: +91-22-2436 4352 • www.lobostaffing.com • CIN : U74140MI

OUR PRESENCE : • MUMBAI • BANGALORE • VADODARA • CHENNAI • KOLKATA • NEW DELHI • PUNE


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6. You will receive remuneration as detailed in Annexure I. The salary for the first month will be paid, subject to furnishing the details mentioned below:
 - CV and a passport size photograph
 - Proof of age
 - Certificate of Educational Qualifications
 - Experience Certificates from previous employer
 - Release from previous employer
 - A copy of your present salary slip and 2 references with telephone and e-mail contact
7. The salary will be paid to you, subject to the receipt of payment from the Client (to which you have been deputed). You will receive your salary on or before 7th of every month.
8. This contract shall be terminable by either party giving one month's notice in writing or Salary on lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members to the Lobo Staffing Solutions Pvt. Ltd family. As a new entrant, we would like you to whole-heartedly contribute in this process.

As a token of acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

With warm regards,

For Lobo Staffing Solutions Pvt. Ltd




Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name:

Signature:

Date:


Principal
Heramba Chandra College
Kolkata-700 029

Annexure: 1

Name : Soumalyo Pal
Designation : ECA
Start Date : 26/01/2021
End Date : 25/01/2022
Location : Jadavpur

SALARY COMPONENT	AMOUNT
BASIC+DA	11900
HRA	3300
GROSS SALARY (A)	15200
<u>Benefits: (B)</u>	
PF EMPLOYER	1428
ESIC EMPLOYER	494
COST TO COMPANY (A+B)	17122
<u>Deductions: (C)</u>	
PF EMPLOYEE	1428
ESIC EMPLOYEE	114
NET TAKE HOME (A-C)	13658

**The Basic shown in the Salary Structure enclosed is inclusive of the Minimum payable Dearness Allowance declared by the State Government.
 ** Professional Tax will deduct as applicable.

For Lobo Staffing Solutions Pvt. Ltd



Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name:

Signature:



Principal
Heramba Chandra College
Kolkata-700 029



Date: 26/01/2021

Mr. Soumalyo Pal
15/1A Mahesh Chandra Dutta Lane,
Chetla, Alipore Kolkata West Bengal-700027
Contact No: 8620007698
Email ID: palsoumalyo@gmail.com

Dear Soumalyo Pal,

DEPUTATION

We are pleased to inform you that your services are being deputed to **Asian Paints Ltd.** with effect from **26/01/2021**, as mentioned under clause 1 of your letter of appointment.

The terms and conditions of your deputation will be as follows:

1. You will, with effect from **26/01/2021** be required to work at our client's office/ premises at any of their locations.
2. During the tenure of deputation, you will continue to be an employee of **Lobo Staffing Solutions Pvt. Limited.**
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from **Asian Paints Ltd.** and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by training that may be offered to you by **Asian Paints Ltd.**
5. You shall be bound by the working hours of **Asian Paints Ltd.**
6. You shall take care not to disclose confidential information/trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside **Asian Paints Ltd.** and use such information only in connection with the service provided to **Asian Paints Ltd.**
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **Asian Paints Ltd.** This arrangement is purely a contractual agreement between **Lobo Staffing Solutions Pvt. Limited** and **Asian Paints Ltd.** for the time specified.



8. You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of **Asian Paints Ltd.** or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of **Asian Paints Ltd.** entrusted to you in the due discharge of your duties and shall indemnify **Asian Paints Ltd.** when there is a loss of any kind to the said property.
10. You will be liable to compensate Lobo Staffing Solutions Private Limited in case any claim arises from the Client on account of your willful act or negligence.

All other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

For Lobo Staffing Solutions Pvt. Ltd




Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name:

Signature:

Date:


Principal
Heramba Chandra College
Kolkata-700 029

DATE : 1st May 2021
REF NO : SDPL/HRM/Off/May21/0521

To,
Srijita Mondal
Sonarpur
West Bengal-700149

Dear Srijita,

Congratulations! With reference to your interview and discussion with our Selection Board, we are pleased to offer you for the position of **Data Entry Operator**, at the **Executive** level, at **Suraksha Diagnostics Pvt. Ltd.**

You will be joining the Organisation on **3rd May, 2021** as confirmed by you. You will initially report at our **Kasba** Unit in Kolkata. Your services will however, be liable to be transferred or deputed to any of our Offices, Pan India, or any client office, as per business requirements. Please report to the **HR department** at **9 am** on **3rd May, 2021** for further instructions with respect to your job role and assigned tasks.

Your notional Cost to Company for the financial year **2020-2021** is given in the **Annexure A**, attached herewith. The same will be applicable proportionately to you from your date of joining. You are requested to maintain strict confidentiality about your remuneration. (Please note that the company may restructure the compensation benefits structure at any time without decreasing the total individual salary).

You will be on probation for a period of **6 (Six) months**. You will be expected to demonstrate your suitability for the appointed role through performance as per expectations of the role.

Please send the confirmation of your acceptance of this offer by return mail. We are also enclosing this Letter of Offer in duplicate, a copy of which may be sent back to us duly signed as a token of your acceptance. In case you need any further clarification please do not hesitate to contact us.


You are requested to submit the attested copies of relevant documents as per **annexure B** at the earliest and not later than your date of joining.

The detailed appointment letter will be given to you on your joining the Organisation.

Welcome to **Suraksha Diagnostics Pvt Ltd**. We look forward to a long and fruitful association with you.

Thanking you,

For Suraksha Diagnostics Pvt Ltd.


Director

ANNEXURE – A

Name:	Srijita Mondal	
Band:	1A	
Designation:	Executive	
Role:	Data Entry Operator	
Reporting to:	Centre Manager	
Date of Joining:	3rd May, 2021	
Components	Annual	Monthly
Basic (A)	58,200	4,850
HRA (B)	29,100	2,425
Other Allowances (C)	29,100	2,425
Gross Salary (D)	1,16,400	9,700
Employer PF Contribution (E)	6,984	582
Employer ESI Contribution (F)	3,783	315
Gross + Employer Contribution (G)	1,27,167	10,597
Employee PF	6,984	582
Employee ESI	873	73
LTA (Annual Component) (H)	-	-
Statutory Bonus (I)	-	-
Gratuity (J)	2,798	233
Total CTC (K)	1,29,965	10,830


- **Gratuity** will be paid as per the rules of the Payment of Gratuity Act 1972
- Provident Fund and ESI benefits will be applicable subject to eligibility as per the respective Acts
- Statutory Bonus will be payable as per the payment of Bonus Act, 1965 and amendments, if applicable and will form a part of the CTC

For Suraksha Diagnostic Pvt. Ltd.,


Director

Suraksha Diagnostic Private Limited

E-mail: info@surakshanet.com | Website: www.surakshanet.co


Principal
Heramba Chandra College
Kolkata-700 029

ANNEXURE – A

Name:	Srijita Mondal	
Band:	1A	
Designation:	Executive	
Role:	Data Entry Operator	
Reporting to:	Centre Manager	
Date of Joining:	3rd May, 2021	
Components	Annual	Monthly
Basic (A)	58,200	4,850
HRA (B)	29,100	2,425
Other Allowances (C)	29,100	2,425
Gross Salary (D)	1,16,400	9,700
Employer PF Contribution (E)	6,984	582
Employer ESI Contribution (F)	3,783	315
Gross + Employer Contribution (G)	1,27,167	10,597
Employee PF	6,984	582
Employee ESI	873	73
LTA (Annual Component) (H)	-	-
Statutory Bonus (I)	-	-
Gratuity (J)	2,798	233
Total CTC (K)	1,29,965	10,830

- **Gratuity** will be paid as per the rules of the Payment of Gratuity Act 1972
- Provident Fund and ESI benefits will be applicable subject to eligibility as per the respective Acts
- Statutory Bonus will be payable as per the payment of Bonus Act, 1965 and amendments, if applicable and will form a part of the CTC

For Suraksha Diagnostic Pvt. Ltd.,


Director



Principal
Heramba Chandra College
Kolkata-700 029

Suraksha Diagnostic Private Limited

E-mail: info@surakshanet.com | Website: www.surakshanet.com

ANNEXURE – B

Our offer is contingent upon satisfactory evidence and verification of all your credentials. Following photocopies of certificates / documents along with originals should be brought by the appointee at the time of joining.

1. Proof of Age (Birth Certificate or School Leaving Certificate)
2. Academic and Professional Certificates (All educational certificates & mark sheets)
3. Previous Employment Experience Certificate (All previous appointment letters, employment certificate, if any).
4. Last drawn salary certificates or pays slip (Along with letter pertaining to any salary hike, if applicable)
5. Any other, such as Merit Certificates, etc.
6. Release letter/duly signed and acceptance of resignation preferably bearing office stamp.
7. Colored Photocopy of passport.
8. Colored Photocopy of PAN Card.
9. Colored Photocopy of Driving License.
10. Five passport size photographs.
11. A copy of latest Form 16.
12. Colored Photocopy of Aadhar Card.
13. First page of bank account pass book, last transaction page and a cancelled cheque.
14. Marriage Certificate (for Married candidates only)
15. Medical Fitness Certificate (From registered Doctor)



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