



Centre for Action
Research &
Management for
Developing
Attitudes
Knowledge & Skills in
Human Resources

CARM-DAKSH

Registered Address

D-31, Anand Niketan, New Delhi-110021

Branch office

H.N. - 19, Geetanjali Park, Near Maharashtra School
Post - Mangla, Bilaspur (C.G.) 495001

SERVICE AGREEMENT

Mobile

9893114529

989313662

April 24th, 2022

Email:

carmdaksh@gmail.com

This agreement is between CARM-DAKSH and Ms Pragyaa.Porte (hereinafter referred to as Mobiliser for "Strengthening Livelihood of 2000 small and marginal farmers of Pondi uproda block of Korba district in Chattisgarh State". Program supported by Azimji Premzi Philanthropic Initiative. This agreement will be effective from **25th April 2022** to **14th December 2022** and can be terminated by either party through one month notice. The contract will be reviewed for renewal in the last week of December 2022 upon the satisfactory completion of the work and based on our negotiations with the donor.

Address of Pragyaa Porte

D/o – Mrs Manju Porte

Vill – Pondi Post – Bharni

Tah - Takhatpur

Bilaspur

(Chattisgarh), 495112

Email: pragyaportel2@gmail.com

7581811629/9589355338

Your Job Responsibility

As Mobiliser

- Ensure smooth implementation of project activities at the cluster level
- Supervise the work of CRPs and provide them hand holding support at the village level
- Follow up the SHGs in these regions. Provide support in Pondi uproda block team for monitor the SHGs in these regions.
- Regular visit to the field areas, provide technical assistance / handholding to stakeholders and CRPs at the grassroots (community, gram panchayat, frontline workers of the government) for proper implementation of works
- Ensure coordination with PRIs and VOs/CLTs for their active involvement in the project process
- Help community to undertake farm-based activities post treatment of land and water resources under MGNREGS
- Inform the Project Coordinator about the Progress of the Program
- Prepare the monthly report of the program
- Support in preparing six monthly and Annual Report and submit to Project Coordinator
- Reporting, case studies and Documentation of the Programs

You will be posted in Jagga in Pondiuproda block and you're reporting Officer will be Project Coordinator and you had to work under the guidance of Project Coordinator. In case of any outstation leaving Pondi uproda block other than regular implementation, for any official work you had to take permission from your reporting officer. In case of leave you had submit a leave application.

(c) Honorarium and Reimbursement:

Your Total Honorarium will be Rs 22,000 pm (Twenty-two thousand Only). The Honorarium would be subject to applicable TDS.

You will be reimbursed for the local and outstation travel, boarding and lodging for official purposes. Official travel allowances will be reimbursed by the organization on a monthly basis against submission of original tickets/bills. Your one-month Honorarium will be deposited in the organization which will be as security fund. It will be deducted as 10% of the salary in 10 equal instalments.

If you are found associated with any such activities which are illegal/had bad impact on organization face, Management had all power to drop you from the organization.

There will be review of your performance and if found unsatisfied, you will be drop from the organization with one period notice period (with one month Honorarium). In the same, if anybody plans to quit or resign from the organisation, he/she had to give **notice of 30 working days**. In-case he/she leave the organisation without fulfilling the above terms of 30 working days, the security fund will not be released. Being a staff of CARMIDAKSH you are responsible to maintain all the rule and regulation of the organization.

You should have license to use the Office Vehicle/Vehicle for organizational work along with Helmet. In-case you don't had license you should not use the vehicle; this is strictly prohibited.

If above mentioned all the terms and conditions are accepted to you, please submit the sign copy of this letter.

Accepted



Prayya Pore

Program Director



Dip Narayan Banerjee