



HR Appointment Agreement: Contractual

Date: 15/09/2022

To,

Tara Guyakwad,

Sakri Bilaspur

Dear Candidate,

This is with reference to the interview held on 09/07/2022 at Samarthan. We are pleased to engage your professional services for the position of **Cluster Facilitator** in Samarthan Bhatapara. The engagement shall be on contractual basis from 15/09/2022 to 09/01/2023 subject to extend basis of review of progress. It is on the following terms and conditions:

Period of contract: The initial contract will be effective from 09/09/2022 to 09/01/2023 subject to extension.

Professional fee

You shall be paid allowance of Rs 15,000/- Salary per month. Travel-out station and local and lodging (if any) will be reimbursed on actual as per the organizational norms. The payments shall be made on monthly basis and will be subject to taxes as per the norms.

General Terms

- Apart from the declared holidays of Samarthan, you will become entitled for the leaves as per the leave policy of Samarthan.
- For proper and efficient discharge of your assignment, you will be allowed to use the office equipment like computer, networking, photo copier, stationery etc., as may be required by you.
- You will be governed by the Rules and Regulations, including travel rules for travelling outside.
- Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

Review of Contract: There will be a review of the contract and deliverables after completion of the contract for any revision if required. After completion of your review, your services will be automatically confirmed in the organisation, if there is no communication for the extension of contract period.