

Annexure-6: Appointment letter

APPOINTMENT LETTER

Date: 06/04/2022

Ms. Madhura Nandkumar Gaikwad,

At. Walgud, Po. Chilvadi,

Tq & Dist. Osmanabad.

Dear Madhura Nandkumar Gaikwad,

In continuation with your interview and subsequent discussions with us, we are pleased to appoint you as **Block Coordinator**. And you are expected to join the organization on or before **06/04/2022**

Following are the terms and conditions

1. You would be reporting to **Dipak Landge . Training Coordinator**
2. You will be entitled to annual salary and other benefits as applicable to your category of employees, details are given in Annexure 'A'.
3. A detailed Job description has been enclosed as Annexure-B along with the appointment letter.
4. You will be placed at **Bhoom Block** and Swayam Shikshan Prayog (SSP) reserves the right to transfer to any other location where SSP/institutions in SSP group are currently working or may work in future at the discretion of the board, without any change in the emoluments provided to you.
5. You will be on probation for a period of six months from the date of your joining. Upon satisfactory completion of your probation, your services will be confirmed and a letter would be issued to you in this regard.
6. You shall be subject to and shall abide by the policies, rules, regulations, procedures and practices of the Company in force and as varied from time to time.
7. You shall, while in the services of SSP, devote your full time and attention exclusively for the SSP's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.
8. You shall be obliged to follow the processes, standards and general instructions issued thereof, and service rules of SSP as in force and/or amended from time to time.

REGISTERED OFFICE: 6/16, Blossom C.H.S., Military Rd., Marol, Andheri (E), Mumbai - 400059

CENTRAL OFFICE: 102, First Floor, Gayatri Apartment, Orchid School Lane, Balewadi Phata, Baner, Pune - 411045, Maharashtra, Email: sspindia1@gmail.com

STRICT RESOURCE CENTRES: Latur, Osmanabad, Solapur, Nanded, Jalna, Washim, Aurangabad, Ahmednagar (Maharashtra), Nalanda, Gaya (Bihar), Wayanad, Kottayam (Kerala)

The Trust is registered under the Mumbai Public Trust Act, 1950 (Registration No. F20262); FCRA No. 083780808 Website: www.swayamshikshanprayog.org

Annexure-1: Job Description

Swayam Shikshan Prayog

Position Name: Block Coordinator

Location	<u>Bhoom</u>
Reports to	<u>Training Coordinator</u>
Supervises	

Context

Position Purpose

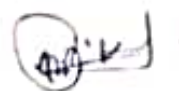
Coordination with Village Leaders, Govt Stakeholders, Community, SSP Team

Duties and Responsibilities:

1. Manage and do assessments baseline studies in coordination with village leaders & farmers in village relevant actor in the area.
2. Coordinate with training coordinators and project Manager
3. Conduct training for leaders on Agriculture & Water conservation
4. Build the capacity of the community with the help of leaders on agriculture & Water
5. Data collection from ground with help of leaders & verification
6. Promote safe environmental practices among women's & communities
7. Participate in coordination meetings and share information with external stakeholders
8. Design manage periodic studies to measure progress and impact of the project intervention
9. Design action plan to monitor activities, output and impact and recommend adaptations to the programmer as needed.
10. Coordinate with government officials & other departments for access to resources
11. On time reporting of project activities from her respective area
12. Organizing specific project related activities in block & cluster to disseminate the agriculture knowledge

Desired Profile

Block Coordinator



Annexure-4: memo for issuing offer letter.

MEMORANDUM

To : Accounts and Finance department
From :
Date :
Sub : Request for issuance of offer letter

Kindly issue the Letter for Mr./Ms. Madhusri Gaikwad

Following are the enclosures:

S.No	Details	Status
1	CV	Yes
2	Assessment Sheet	Yes
3	Employment application form	Yes
4	Designation	Block Coordinator
5	Location	Bhoorm
6	Project	Hbf.
7	Job Description	Yes Attached
8	Date of Joining	06/04/2022
9	Report To	Training Coordinator
10	Salary	25000 (2000 + 5000 Travel & Communication)
11	Ref Check (If any)	

Thanks and regards



Signature

Gaikwad Madhusri
Name: Madhusri

Annexure-5: offer letter

Date: 06-04-2022

Mrs. Madhura Gaikwad
A. Wabud Po. ~~Chilwadi~~ Chilwadi
Ta & Dist. Osmanabad

Dear Madhura

Please refer to your interview with Swayam Shikshn Prayog for the position of Block Coordinator. We are pleased to offer you the same at our office. Please find enclosed the salary offer sheet along with this letter.

You are required to join in our Osmanabad office on 06/04/2022

You are required to carry the following with you on the day of joining:

1. Three passport sized photographs
2. Relieving letter of previous employer along with all previous experience certificates
3. Copy of highest qualification - Certificate/Marks list in original


Please provide your signature on the copy that has been enclosed with this letter and send it back to us as a token of your acceptance.

Regards

(Signature)

9. You shall be responsible for safekeeping and return in good condition and order, all properties and/or assets, which may be entrusted to you by the organization. SSP shall have the right to deduct the money value of all such property and/or other assets from your salary terminal dues or take such other action as it may deem fit in the event of your failure to account for such property to its satisfaction.
10. If any information furnished or declaration given by you in regard to your employment to SSP is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.
11. You shall understand that this employment is dependent on availability of funding under **Marathwada District Transformation Model** project funded by HUF, in which your services are availed thereof. In the event of shortfall in the funding, your services would be liable to be terminated with prior notice as stipulated in the appointment letter, SSP would not be liable to pay any retrenchment compensation in such an event.
12. You shall for all time and for all purposes, treat all information acquired during the tenure of this project as confidential and shall not disclose, directly or indirectly to any other client or Organization during or after the termination of the project.
13. During the probationary period, your services may be terminated on either side by giving 15 days notice or salary in lieu thereof. However, on confirmation, the services can be terminated from either side by giving a months' notice or salary in lieu thereof.
14. This offer is subject to confirmation of your acceptance of the above-mentioned terms and conditions and your joining duty not later than ...06/04/2022

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions of your employment. In the meantime, we thank you for the interest you have shown and we hope that you will find the job with SSP both challenging and rewarding.

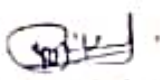

 Upmanyu Pathi
 Director Programs
 Swayam Shikshan Parayoga

Enclosure:

1. Annexure - A,  Structure.
2. Annexure-B, Job 

I hereby accept the above-mentioned terms and conditions of your employment, which have been explained to me and are fully understood by me. The original of this letter is in my possession.

Gaikwad Madhura Nandkumar
 Name:


 Signature & date: 6/04/2022