



Sri Ramakrishna Ashrama Institute (Baruipur)

All the Units are under Controlled & Managed by Sri Ramakrishna Ashrama Institute Trust, Baruipur
(EDUCATIONAL TRUST)

PADMAPUKUR, BARUIPUR, KOLKATA - 700 144, WEST BENGAL. ☎ : 2433 8094

Date : 24-08-2018

To
Rituparna Roychoudhury
E-218A, Talpukur Baghajatin,
Kolkata - 700086

Sub : Appointment letter for the post of "ASSISTANT TEACHER (Spoken English)" (on Probation)

Madam,

This has a reference to your application dated 20-08-2018 In-consultation with the Trustee Board of Sri Ramakrishna Ashrama Institute Trust, the Managing Committee of Sri Ramakrishna Ashrama Institute has the pleasure to inform you that you are appointed in the post of "ASSISTANT TEACHER" from 01-09-2018 and as such you are requested to report the Secretary and join the post.

Hence you are advised to make further official co-relation with the Rector of the Managerial Committee of Sri Ramakrishna Ashrama Institute.

However the School Managing Committee would like to enlighten you that you will be entitled for the following :

- Your Consolidated Pay scale will be 3400-200-400-600-800-1000-18400 and basic pay Rs. 4800 with effect from 01-09-2018 together with the following allowances : Dressing+ Washing Allowance 15%, HRA 35% all on C.P. per month. Percentage rate of Allowances may be revised in accordance with overall performance of the Institute.
- You shall enjoy the P.F. @12% on the Consolidate Pay from the employer sides along with paying equal contribution from your side after Permanent.
- On your salary component you shall pay P.Tax as per norms fixed up by the P.Tax authority.
- You will be covered under E.S.I. for your medical coverage after Permanent. Extraordinary & Special Leave on exceptional circumstances.

You are entitled for the following leaves :

Casual Leave-15 days, Medical + Maternity Leave as per E.S.I. Norms.

Your service agreement with the school Managing Committee is from 01-09-2018 to 31-08-2019 for such period on **Probationary** basis. (The agreement might extend on the basis of your service record)

Apart from the above you are directed to abide by the general Service and Leave Rules framed by the Institute.

Your are requested to receive this contract as agreed by you.

Best wishes,


24-8-18

Signature of Employer
Rector

Sri Ramakrishna Ashrama Institute
Padmapukur, Baruipur, Kol.-144




Signature of Employee

The West Bengal University of Teachers' Training, Education Planning & Administration



This is to certify that

Rituparna Roy Choudhury

*obtained the degree of Bachelor of Education
(two year four semester system) in this
University in the year 2022 and that she
attained C.G.P.A 9.10.*



Ballygunge, Kolkata-700019

The 3rd January, 2023

Vice Chancellor