

Government of Punjab
O/o Additional Deputy Commissioner (Dev.)
District Sri Muktsar Sahib.

To

Gursevk Singh S/o Santokh Singh,
Vill. Chack Suhelewala P.Ladhuwala Uttar
Teh Jalalabad, Distt. Fazilka.

Memo No. 2689.....

Dated: 05.01.2021.....

Subject: Reg. Selection for the Post of Technical Assistant on Contractual basis.


It is to inform you that you are hereby selected for the post of **Technical Assistant, MGNREGS in the office of Block Development & Panchayat Office, Sri Muktsar Sahib** on contractual basis. Contract is issued on the behalf of Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab.

The terms and conditions of the letter are as under:-

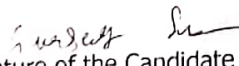
1. The appointment is purely on contract basis for a period of Three Months. The contract will be renewed, after appraisal of performance and thereafter depending upon your conduct and performance and approval of post by competent authority will be done for a period of One year.
2. The appointment can be terminated at any time (on either side) by giving one month's notice or by paying one month's salary, without assigning any reason or failure to complete the period of contract.
3. The consolidated remuneration will be **Rs.15000+900TA=15900/-** per month (subject to available contingency at District). Your remuneration package detail is confidential between you and the Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab.
4. The appointee shall perform the duties assigned to him. The Additional Deputy Commissioner (D) reserves the right to assign any duty as and when required or to make changes in responsibilities based on the need of the office.
5. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc.
6. The appointee will not be granted any claim or right for regular appointment under any circumstances.
7. Only consolidated salary will be admissible. No dearness allowance will be paid as are admissible to regular Punjab Govt. Employees.

8. The appointee will be subject to and comply with the policies and rules of employment from time to time promulgated by MGNREGA and shall comply with all law full directions of Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab from time to time in this regard.
9. The appointment carries with it the liability to serve in any part of the state.
10. The contract will liable to be terminated Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab immediately on the slightest breach of any clause of this contract.
11. Any kind of indiscipline, disobedience or unauthorized absence from duty is totally unacceptable and clause 10 of this letter will be enforced.
12. During the course of your employment in the office of **Block Development & Panchayat Office, Sri Muktsar Sahib** all inventions, discoveries, novel designs, all writings, programmes, designs, art works and other copyright work created by you shall belong to the Office of **Block Development & Panchayat Office, Sri Muktsar Sahib.**
13. The appointee is required to take prior written permission from Additional Deputy Commissioner (Dev.), for further studies. The appointee shall not become involved or engage in any other activity that conflict with obligation with the Office of **Block Development & Panchayat Office, Sri Muktsar Sahib** Any such contravention of this will lead to termination of service from the Office of **Block Development & Panchayat Office, Sri Muktsar Sahib**, without any notice, with no liability on part of **Block Development & Panchayat Office, Sri Muktsar Sahib/Department.** for payment of any compensation in lieu of any requirement of notice. Further, such contravention will be deemed as voluntary termination/resignation by you from your service without required notice having been given and the Office of **Block Development & Panchayat Office, Sri Muktsar Sahib** will recover the loss, if any.
14. One casual leave per month is entitled, but leave is not a matter of right. If you absent yourself without approved leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you return to work within three days of commencement of such absence.
15. The rules and policies of MGNREGA governing all the matters specified above including on matter such as designation, working hours etc. is subject to change without any notice as per the request of the MGNREGA.
16. The appointee will be governed by MGNREGA as well as practices/policies as enforced from time to time in respect of matters not covered by this letter. Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab's decision on all such matters shall be final and binding on you.
17. Other conditions of service will be governed by relevant rules and orders issued by Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab, time to time.

18. Upon the end of the contract or in case of termination of the contract, The appointee will return all such documents/magnetic/digital media and any other articles and /or copies thereof belonging to the Office of **Block Development & Panchayat Office, Sri Muktsar Sahib**, which may be in your possession or within your control to Joint Development Commissioner-cum-Commissioner MGNREGA, Punjab.
19. The appointee shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further its interest in respect of matter pertaining to its service under the MGNREGA.
20. The appointee will submit an affidavit stating that he has never been convicted in any criminal case.
21. If you accept the contract appointment on the above terms and conditions, you should immediately convey acceptance and report for duty within 2 days from the date of issue of letter to the Office of **Block Development & Panchayat Office, Sri Muktsar Sahib**, failing which it will be presumed that you are not interested in the appointment offered and the same will be treated as cancelled.
22. This appointment letter is being issued after the approval of the Competent Authority as per the Order No.29/21/2020/Nrega/13218 Dated:30-12-2020.


**Additional Deputy Commissioner (D)-Cum-
Additional Programme Co-ordinator(MGNREGA),
Sri Muktsar Sahib.**

It is hereby submitted that I Gursevk S/o Santokh Singh have read and accept the above terms and conditions of the contract for the post of, on contractual basis. So, I am ready to serve as **Technical Assistant**, in the **O/o Block Development & Panchayat Office, Sri Muktsar Sahib**, for current Financial year on purely contract basis.


Signature of the Candidate
Date: