भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT
RAIPUR

अटल नगर, कुरुर (अभनपुर), रायपुर 493 661, भारत
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वेबसाइट / Website: www.iimraipur.ac.in

IIMR/Admn/HR/Appoint./RA&AA/ K-2 (III)/143

Date: 08 April 2024

Mr. Tapas Giri
Vill – Jagannathpur, Ward No 11, Egra
West Bengal – 721429
✉ tapasgiri1997@gmail.com
✆ 8670246050

Subject: Appointment as Library Associate

Dear Mr. Tapas Giri

Please refer to your application for the position of Library Associate at IIM Raipur. Based on your application and your subsequent participation in the written exam & the interview, I am pleased to inform you that the institute has decided to offer you the post of **'Library Associate' (on contract)** on the following terms and conditions:

1. Your consolidated emoluments will be **Rs 30,000/-** per month and you will not be entitled to any other allowances or benefit as admissible to regular employees of the Institute.

2. Your appointment will be **on contract** for a period of **eleven months** from the date of joining. The period of your appointment may be extended subject to your satisfactory performance and the requirement of the Institute for which you are appointed.

3. You may be assigned any duties and responsibilities as per the requirement of the institute.

4. You will devote your whole time to the service of the institute and will not engage directly or indirectly in any trade or business or any other work, which may interfere with the proper discharge of your duties.

5. Your services may be terminated at any time without assigning any reason by giving 30 days' notice or salary in lieu thereof.

6. If you wish to resign from the service of the institute, you are required to give 30 days' notice to the institute during the period or corresponding salary in lieu thereof, except otherwise agreed by the institute. You are required to complete the assignments before leaving the institute. In case the time taken to complete the assignments take a longer period than the stipulated period of notice, such period of notice will stand extended by the time it will take to complete the assignment by you.

7. You will be eligible to avail Twenty-four (24) days of Paid Leave in a calendar year. No other leave of any kind will be admissible. Paid Leave will be on a pro-rata basis from the date of joining.

8. You will also be entitled to Gazetted holidays declared by IIM Raipur during the Calendar Year.

9. IIM Raipur Library operates around the clock in shifts. Therefore, your shift timings and working hours may be subject to rotation based on the institute's needs and requirements.

10. Your appointment will be subject to the production of the **original medical fitness report** from a Government hospital.

11. At the time of joining, you would be required to produce original academic and professional certificates.

If you accept the offer on the above terms & conditions, you are requested to **convey your acceptance within 3 days from the receipt of the appointment letter via email,** failing which the offer of appointment will stand canceled without any further notice.

If the above offer is acceptable to you, report to the duty **within 30 days from the date of issuance of the appointment letter.**

With best wishes and looking forward to you joining the institute.

Suryanarayan Shankaran
Head, HR Office

Acceptance of Offer

I hereby agree to the above terms and conditions and will join on _____

Tapas Giri

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IIMR/HR/K-20/PF/2025/Tapas Giri/4089

Date: 29th March 2025

Shri Tapas Giri
Vill- Jagannathpur, Ward No. 11,
Egra, West Bengal- 721429,
Email –tapasgiri1997@gmail.com
Mob: 8670246050

Dear Shri Tapas Giri,

This is to inform you that your contract is being extended for a further period of 11 **months** with effect from **01st April 2025** for the post of **Library Associate** on contract on the following terms and conditions. :-

1. Your consolidated emoluments will be **Rs 31,500/-** per month and you will not be entitled to any other allowances or benefits admissible to regular employees of the Institute. The details of your Cost to Institute are:

S.No	Particulars	Monthly emoluments (In Rs.)	Annual emoluments (In Rs.)
1.	Salary (Consolidated)	31,500	3,78,000
	Total		
	Additional Benefits:		
2.	Group Mediclaim Insurance*		2,00,000
3.	Meal Coupon Scheme**		Discount of 3000
4.	Annual Performance Incentive***		25,000(variable)
	Cost to Institute		**06,06,000**

Note: -
*Ref. to S.No 2, Group Mediclaim Insurance Covers upto 2 Lacs Rupees annually.
**Ref. to S.No 3, Meal Coupon scheme are valid only when the employee is working on Off days & Gazetted Holidays.
***Annual Performance Incentive is payable once a year after the end of the financial year, based on the institute's financial performance and individual's performance. The amount indicated in the CTC is the maximum amount payable, which would be considered for payment only based on performance and subject to completion of one year in the institute and completing six months in the given financial year.

2. Your appointment will be **on contract** for a period of **11 Months**, which may be extended depending on the requirements of the Institute and your satisfactory performance.

3. During your tenure, you may be transferred from one department to another department and assigned any additional duties and responsibilities as per the requirement of the institute.

4. You will devote your whole time to the service of the institute and will not engage directly or indirectly in any trade or business or any other work, which may interfere with the proper discharge of your duties.

5. Your appointment may be terminated at any time without assigning any reason by giving 30 days' notice or salary in lieu thereof.

6. If you wish to resign from the service of the institute, you are required to give 30 days' notice to the institute during the period or corresponding salary in lieu thereof, except otherwise agreed by the institute. You are required to complete the assignments before leaving the institute. In case the time taken to complete the assignments takes longer period than the stipulated period of notice, such period of notice will stand extended accordingly.

7. You will be eligible to avail Twenty-Four (24) Paid Leave in a calendar year. No other leave of any kind will be admissible. Paid leave will be on a pro-rata basis from the date of contract extension.

8. You will also be entitled to Gazetted holidays declared by IIM Raipur during Calendar Year.

9. The working days will be Monday to Saturday between 09:00 a.m. and 05:30 p.m. with half an hour lunch break from 01:00 p.m. to 01:30 p.m.

10. Other service conditions will be subject to such bye-laws, rules, and regulations of the institute governing the services of its employees as may be in force from time to time.

If the re-appointment is acceptable to you on the terms and conditions indicated above, kindly sign the duplicate copy of this letter signifying your acceptance, and return it to the undersigned.

Best Wishes,

29/03/2025

Girishh Pahadiya
Head, HR Office

Acceptance of Offer

I hereby agree to the above terms and conditions and will joining on 01.04.2025

01/04/25

Shri Tapas Giri

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No. IIMR/Non-Fac. Rect./2025/3687

26 Nov 2025

Shri Tapas Giri
Vill-Jagannathpur, W.No.-11, P.O.- Egra, P.S.-Egra,
District-East Midnapore, West Bengal-721429
Cell: 8670246050
Email: tapasgiri997@gmail.com

Dear Shri. Tapas Giri,

We are pleased to inform you that the Institute has decided to extend your appointment as **Library Associate (On Contract)** for an initial period of **one year** from **01 January 2026 to 31 December 2026** on the following terms and conditions:

1. Your basic pay will be **Rs. 20,500/-** in the Pay Level **L2 2**. Detailed breakup of your pay is as per appx. attached. As on date your total emoluments shall amount to Rs. 37,912/-. You shall be eligible for DA increase as announced by Central Govt from time to time. In addition, you will be eligible for the following allowances as per the Institution regulations & your pay scale:
   a) HRA
   b) Transport Allowance
   c) Children Education Allowance (*if applicable*)
   d) Medical Cover (as per institute policy as amended from time to time)
   e) LTC
   f) Telephone Bill reimbursement *(on production of bonafide bills)*

2. Your appointment will be on contract for an initial period of **one year**, which may be extended with or without any increment, depending on the requirements of the Institute and your performance.

3. You may be transferred from one department to another and assigned any other duties and responsibilities as per the requirements of the Institute.

4. You will devote your whole time to the service of the Institute and will not engage, directly or indirectly, in any trade, business, or any other work which may interfere with the proper discharge of your duties.

5. You will be eligible to avail **twenty-four (24) paid leaves** in a calendar year. No other leave of any kind will be admissible. Paid leave will be on a monthly pro-rata basis from the date of contract extension.

6. Your appointment is purely contractual and does not confer any right to permanent absorption in the Institute. The Institute reserves the absolute right to terminate your services at any time, without assigning any reason, by giving 30 days' notice or salary in lieu thereof. The Institute may also terminate your services forthwith, without notice, in cases involving:
   a) Misconduct, indiscipline, Breach of trust, or violation of Institute rules.
   b) Wilful neglect of duties, lapse in performance, repeated unsatisfactory work, or failure to improve despite advice/warning.
   c) Breach of confidentiality, misuse of Institute property/facilities, or actions prejudicial to the interests, reputation, or security of the Institute.
   d) In such cases, the Institute shall be entitled to withhold payable dues, subject to applicable rules.
   e) The decision of the Institute in such matters shall be final and binding.

7. You shall strictly adhere to all rules, regulations, byelaws, policies, procedures, and directives issued by the Institute from time to time. This includes, but is not limited to, the following mandatory requirements:
   a) Strict compliance with the IIM Raipur Code of Conduct, including maintaining integrity, discipline, confidentiality, and professional behaviour at all times.
   b) Adherence to all HR, administrative, finance and campus policies issued by competent authority.
   c) No unauthorised communication or interaction with the media, press, social media platforms, external agencies, or the public on matters related to the Institute. All media interactions must be routed only through the designated Institute authority.
   d) Protection of confidential, sensitive, academic, administrative, financial, and personnel-related information.
   e) Strict compliance with IT usage rules, cybersecurity policies, data-protection protocols, email policies, and restrictions on misuse of Institute devices or digital platforms.
   f) Proper use of Institute property, facilities, and documents, ensuring no loss, damage, or unauthorised removal of official material.
   g) Compliance with workplace discipline, punctuality, attendance norms, instructions of supervisors, and all duties entrusted from time to time.
   h) Avoidance of any conduct prejudicial to the functioning, order, discipline, or reputation of the Institute, whether within or outside campus premises.

8. If you wish to resign from the service of the Institute, you are required to give **30 days' notice** or corresponding salary in lieu thereof, except as otherwise agreed by the Institute. You are required to complete all pending assignments before leaving the Institute. In case the time taken to complete the assignments exceeds the stipulated notice period, such period of notice will stand extended accordingly.

9. You will also be entitled to Gazetted Holidays declared by IIM Raipur from time to time during the calendar year. Working hours shall be as per the rules and policies promulgated by the Institute from time to time.



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10. Other service conditions will be subject to such byelaws, rules, and regulations of the Institute governing the services of its employees as may be in force from time to time.

11. On acceptance of this contract, your previous contract number IIMR/HR/K-20/PF/2025/Tapas Giri /4989 dated 29th March 2025 will become null and void w.e.f 31st December 2025.

If the appointment is acceptable to you on the terms and conditions indicated above, kindly sign the duplicate copy of this letter signifying your acceptance and return it to the undersigned.

We look forward to your valuable contributions and wish you all the very best for a rewarding career at IIM Raipur.

Yours sincerely,

Col. Aditya Sudan
Chief Administrative Officer

INDIAN INSTITUTE OF MANAGEMENT RAIPUR
भारतीय प्रबंध संस्थान रायपुर
Building Business Owner

Acceptance of Offer

I hereby accept the above terms and conditions in full and confirm that I clearly understand that this appointment is purely contractual and does not confer any claim for regularization or permanent employment in the Institute.

I agree to abide by all rules, regulations, policies, instructions, and amendments issued by the Institute from time to time. I also certify that all information furnished by me to the Institute is true and correct to the best of my knowledge.

Signature: _____

Name: _____

Date: _____