

**Placement details of  
MSW Batch 2020**

<b>Sno.</b>	<b>Name</b>	<b>Enrollment</b>	<b>Organization</b>	<b>Remarks</b>
1	Mohsina Mushtaq	20081118001	Humanity Welfare Voluntary Organisation	
2	Mehvish	20081118003	ITNAS	
3	Shahid Ahmad Shah	20081118006	Kashmir Life Line and Health Centre	
4	Afshana Shakeel	20081118011	Department of Social Work – Project of Dr Adil Bashir	Upto March 2024
5	Shamshad Ahmad Shiekh	20081118016	Save The Children NGO	
6	Roohina Nabi	20081118017	Child Care Institution Budgam	
7	Imran Maqbool Wani	20081118018	Department of Social Work <b>NCW Project</b>	
8	Insha	20081118025	Kashmir Life Line and Health Centre	
9	Rafiya Rashid	20081118026	Kashmir Life Line and Health Centre	
10	Faryalla Farooq	20081118035	Department of Social Work <b>RGSA Project</b>	Upto March 2024.
11	Aamir Yousuf Ganie	200811180	Kashmir Life Line and Health Centre	



www.hwvo.org

Registration No.: 5802-S- 03/10/2009

## Human Welfare Voluntary Organization

Proactivity to lead a hand

Contact: 9419013162

Email: hwvokashmir@gmail.com

H.N. 25, 2nd Floor, Shah Asrar Colony Baghat Barzulla- Near Bone & Joint Hospital opposite Directorate of Family Welfare MCH & Immunization, Srinagar, Jammu and Kashmir-190005

### Letter of Offer

11<sup>th</sup> Sep-2023

To,

**Mohsina Mushtaq**  
**Pulwama, J&K**

In response to your application and subsequent interview, we are pleased to offer you contractual employment in our organization from 14<sup>th</sup> Sep-2023 to 31<sup>st</sup> Oct-2024 (*with initial three months as probation period and expandable only after successful completion of probation*). You would be based in Pulwama and would require travelling to outside district as required by the project. Traveling outside Pulwama will be reimbursed as actuals.

**Job Position:** Project Field Officer  
**Reporting to:** Program Coordinator  
**D.O.J:** 14<sup>th</sup> - Sep-2023  
**Salary:** Total Fixed Pay (TFP) – Rs 12500/- (including Employer's Contribution to PF)  
**Duty Hours:** 08 hrs. Your duty timing needs to be flexible to suit the operational requirements.  
**Post Description with Duties & Responsibilities:** Attached as Annexure-1

#### Terms & Conditions: -

1. Taxes deductible/PF as per the applicable law.
2. After Acceptance of this offer you will have to sign an employee agreement.

Your total fixed pay (TFP) is **Rs.12500/ per month** with effect from **14<sup>th</sup> - Sep-2022**. This includes basic salary, taxable and non-taxable allowances, and other applicable statutory payments.

The break-up of your monthly Total Fixed Pay (TFP) is as follows:

S.No		Per Month
1.	Basic Salary	Rs. 4375
2.	HRA	Rs. 1750
3.	Other Allowances	Rs. 6375
<b>Deductions</b>		
1.	Employer's Contribution to PF	Rs. 525
2.	Employee Contribution to PF	Rs. 525
3.	T.D.S	Rs. 0

\* TFP includes Employee's PF Contribution @ 12% of Basic Salary.

**Monthly Net Salary is (RS 11450/)**

We appreciate and encourage your willingness to take on new challenges in your job.

**Feroz Ahmad**  
**Executive Director**  
**Human Welfare Voluntary Organisation**



**Kashmir LifeLine and Health Centre**  
M.E.T Lane Rawath Pora Baghat Chowk, Srinagar, J&K.

**Employee Contract**

Mr. Shahid Ahmad Shah,  
Bagander, Namblabal, Pampore,  
Pulwama J&K

Dated, 11 Dec 2023

No. KL/Dec 23/1225

Dear Shahid.

**Subject:-** Employment Contract with Kashmir Lifeline and Health Centre from 01- Dec -2023 to 31-Mar-2024.

We are pleased to inform you that we are promoting you as a **social worker**. Please read the terms and conditions of this offer below:

1. That the employment is temporary in nature and is provided on contractual basis for a period of four months. This can be extended if required by the organization and any such extension shall rest on fresh terms and conditions.
2. The remuneration is on consolidated monthly salary of Rs. 14000/- per month for this period. This amount is subject to Tax Deduction at source if applicable in accordance with the Income Tax Act.
3. Transport expenditure will be reimbursed based on actual cost incurred up to a limit of Rs. 4200/- per month.
4. The employee may be required to work on off days. The Salary includes the compensation of work on such off days.
5. The employee will be eligible for a total of four days of casual leave for this period. But the employee needs to give three days prior notice. If the employee fails to do this it will be unpaid leave. In the case of an emergency, this will be determined on a case-by-case basis. This is also to confirm that each period of sick leave will be determined on a case-by-case basis and agreed between Kashmir Lifeline management and the employee. There will not be any other earned leave. Salary will be deducted for each day the employee absents him or herself from duty, beyond this stipulated amount. If longer leave is required for study/exams etc you are required to give one month minimum prior notice of when this unpaid leave is required.
6. In the event an employee wishing to discontinue his or her service he or she will be required to give one month prior notice to Kashmir Lifeline. In the event that the employee decides to leave the employment at the end of the contract period, one month's advance notice is required. Failure to do so could result, at the employer's election, in the forfeiture of the employee's final month's salary.
7. In the event that an employee's performance, conduct or behavior is deemed unsatisfactory, or if it is detrimental to the organization's interest, he or she can be relieved of his or her position by the organization with immediate effect.



**Kashmir LifeLine and Health Centre**  
M.E.T Lane Rawath Pora Baghat Chowk, Srinagar, J&K.

**YMP Trainer's Contract**

Ms. Insha,  
Soura,  
Srinagar J&K.

Dated. 25 Dec 2023  
No. KLL/Dec 23/1232

Dear Insha,

Subject: - Contract of twelve months for the Trainer of Young Minds Programme with Kashmir Lifeline and Health Centre from 25-Dec-2023 to 10-Dec-2024

We would like to offer you the "YMP Trainer" in our organization for the project "Young Minds Programme".

Please read the terms and conditions of this offer below:

1. Under the terms of agreement, that this contract is temporary in nature and is provided on contractual basis for a period of twelve months. This can be extended if required by the organization and any such extension shall rest on fresh terms and conditions.
2. The organization agrees to provide the required training. During this training period, the trainee will agree to provide all work and services required by the organization.
3. The remuneration for this period is Rs. 10,000/- with Transport allowance up to the limit of 4200/- per month.
4. The trainer will work according to the project (YMP) requirements of KLL. This comprises six days each week during programme implementation. Sundays are off. And other than implementation, it will be four days a week (Monday to Thursday), from 10:00am to 05:00pm.
5. The trainer will be eligible for a total of twelve days of casual leaves during this period. This is also to confirm that each period of sick leave will be determined on a case-by-case basis and agreed between Kashmir Lifeline office and the employee.
6. In the event of a trainer wishing to discontinue his or her service, he or she will be required to give prior notice of two weeks to Kashmir Lifeline.
7. In the event that a trainer's conduct and behaviour is not being satisfactory, or is detrimental to the organization's interests, he or she can be relieved from his or her service by the organization with immediate effect.
8. The Trainer will comply all the rules and regulations of the organization and shall work in the best interests of the organization.
9. The trainer will not at any point disclose confidential information relating to the services provided by the organization.

Project of Healing Minds Foundation  
Funded by Mariwala Health Initiative

Toll Free No.: 1800 180 7020  
website: www.kashmirlifeline.org

REDMI NOTE 8 PRO  
FIRM BELIEVER

24/04/2024 09:15



Dear **ROOHINA NABI**

We are pleased to appoint you as **PROBATION OFFICER/ CHILD WELFARE OFFICER/ CASE WORKER** with **GLITTERS FOREVER HOUSEKEEPING SERVICES PRIVATE LIMITED** & discharging duties at **CHILD CARE INSTITUTE GIRLS (PAREESHA), BUDGAM** w.e.f **MONDAY, 06TH OF NOVEMBER, 2023** bearing Employee Id **GHS 5734** on the following terms and conditions:

1. You shall report to your respective Senior or any other person as assigned by the Company from time to time. Your duties and responsibilities will be explained to you upon commencement of service with the Company. You shall at all times faithfully and diligently attend to these in compliance with policy and procedures (which may be periodically revised by the Company). Your services will be on probation period for three months. "During this probationary period your performance and suitability for continued employment will be monitored."
2. You will be required to work in the shift assigned to you at the discretion of the Company/Site. From time to time, you will be required to work additional hours or after hours, when necessary, to perform your duties.
3. You are entitled to serve one month notice before leaving the organisation.
4. Uniforms, if issued and recovery will be as per the company policy.
5. You have to produce police verification report at the time of joining and if the report is negative then company has the right to take decision to not appoint you.
6. Your Wages will be paid directly in your bank account between the 7<sup>th</sup> and 15<sup>th</sup> of every month. It will be released on working day only.
7. You will be liable for retirement from the services of the Company on completion of 58 years of age. For computing this age, the date of birth recorded in your School Leaving Certificate or any other document submitted at the time of joining; will be considered authentic by the management and it will be taken as final for all purposes.
8. If you remain absent from work without information or reasonable explanation for more than seven consecutive days; then it will be presumed that you are no longer interested in working with us and that you have abandoned your services with **GLITTERS** on your own accord.

**Employee Acknowledgement:**

I also hereby agree and undertake to give such informations/documents as mentioned:

1. Aadhar Card.
2. Pan Card.
3. Domicile Certificate.
4. Police Clearance Certificate.

That, I hereby undertake that I will never resort or participate in any kind of strikes, stay away, work stoppage or lockout which will cause loss to my Employer.

This application leads to employment in Private sector & on contract basis only, I understand that false or misleading information in my application or interview may result in my release. I hereby solemnly confirm that I have carefully studied the rules and regulations contained herein the letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case you require any further information, I will be ready to furnish you with as soon as possible.

**Signature/ Thumb impression of the Employee**

