

# Aaranyak

A Society for Biodiversity Conservation

"EVER GREEN"  
50 Samanwoy Path  
Survey, Guwahati-781028  
Assam, India  
Info@aaranyak.org  
Telefax: 91-361-2228418, 2230250

Date: 14/12/2020

Ref. No. -AA/Esstt./Appointment/WATCH/101A/20-21/331

To  
Rakesh Choudhury  
Padumbori Dr. Binoy tamull path,  
Gotanagar. P.O-Gotanagar,  
Guwahati, Kamrup (M), Ghy-781033, Assam  
Email: [choudhury1009rakesh@gmail.com](mailto:choudhury1009rakesh@gmail.com)  
Contact No- 8134963562

Sub: Offer letter along with ToR

Dear Rakesh Choudhury

The management of Aaranyak is pleased to offer you a position of Project Associate in Water, Climate and Hazard (WATCH) Division of Aaranyak.

Your contract renewal will be subject to the terms and conditions enclosed with this letter. The ToR also contains your expected role and responsibilities in the organization.

You are expected to sign the duplicate copy of this offer letter and report your acceptance of the same to the Manager (Administration) of Aaranyak.

Thank you in anticipation.

Yours sincerely,



(Bibhab Kumar Talukdar, Ph.D.)  
Secretary General and CEO  
Aaranyak  
[ceo@aaranyak.org](mailto:ceo@aaranyak.org)

Correspondence Address: 13 Tayab Ali Bye Lane, Bishnu Rabha Path, Beltola Tiniali, Bhetapara Link Road, P.O: Beltola, Guwahati-781028, Assam, India  
Registration No. 3096 of 1989-90 Under the Society Registration Act. XXI of 1860  
Donation Exempted from Income Tax under Section 80G of the Income Tax Act.

### **Terms and Conditions**

1. **Effective dates:** Your term will commence from 15<sup>th</sup> December, 2020 and will continue till 14<sup>th</sup> December, 2021, subject to renewable after completion of the period. You will be under probation period for three months till 15<sup>th</sup> March, 2021.
2. **Nature of employment:** Contractual appointment.
3. **Duties:** Your primary duties will be the following, but not limited to-
  - 3.1. Carry out all field activities related to collection of water sample and getting them tested at designated laboratories.
  - 3.2. Other ecohydrological, hydro-biological and field work including experimental work as and when needed.
  - 3.3. Conduct community interactions as part of methodological field data collection
  - 3.4. Facilitate project events such as consultations, workshops, training etc.
  - 3.5. Assist PI and Co-PI/Consultant in planning, implementing, documenting and communicating project activities
4. You will work under the supervision of Dr. Partha Jyoti Das, Head, WATCH of Aaranyak. You should also be prepared to travel at a short notice to our field sites whenever you are required for official purpose.
5. **Code of conduct:** As part of your employment, you will abide by all the applicable rules and regulations of Aaranyak that may be subject to change from time to time and ensure a healthy and professional working environment in the office and also in our field sites.
6. **Honorarium:** You will be offered an amount of Rs. 25000/- (Rupees Twenty Five Thousand only) per month as gross honorarium, and tax will be deducted as per applicable. Field expenses related to project work will be reimbursed as per actual - and may be subject to approval by your supervisor.
7. **Other benefits:** You are entitled to the following benefits
  - 7.1. Medical Insurance.
  - 7.2. Leave Benefits: Leave and other benefits shall be delivered as per the norms of the organization. The decision of the DH shall be final in this regard.
8. **Confidentiality:** All information pertaining to the organization's affairs and operations shall be considered to be confidential and expected to be maintained by you as such during as well as after the employment. Any violation in this regard will lead to termination of employment and/or legal action as determined by the organization.
9. **Termination:** Aaranyak reserves the right to terminate this contract on violation of official ethics and rules or lack of desirable performance on the part of the employee with a prior written notice. This contract can also be terminated by the employee with a one month's advance notice or one month's salary refunded to Aaranyak on unwarranted resignation. Aaranyak reserves the right to terminate this contract without notice by serving one month's notice or by paying one month's salary. Aaranyak may also serve a written termination notice that shall be effective immediately upon receipt, for reasons, of lack of funding by donor as well as for reasons, Force Majeure, including but not limited to, fire, strikes, government regulations, act of terror or other forces that would prevent the performance of this agreement.

10. Disciplinary sanctions may include oral or written warnings and the organization reserves the right to demote you or move you to another position or impose financial penalty, if appropriate. If the organization finds that you have committed an act of serious misconduct, it may suspend you from your duties without any prior notification.

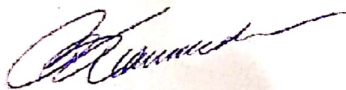
In case of any sexual harassment, you can raise the issue to our Internal Compliance Committee by filing a written complaint, which will be routed through the Secretary General & CEO. Committee, based on the complaint, will take action within a week after necessary investigation and hearing from both the parties.

#### 11. Deductions

**The Organisation reserves the right to deduct:**

- Any debt or salary advance for the time being owed by you to the organization as on the date of termination of your employment.
- Any deduction relating to leave or holiday taken in excess of your entitlement as on the date of the termination of employment.
- Any deduction in respect of cost incurred for repairing damage caused by you to the organisation's property by the organization.
- Any other money owed by you to the organization.

Kindly confirm your acceptance by signing the duplicate of this letter.



(Bibhab Kumar Talukdar, Ph.D.)  
Secretary General and CEO  
ceo@aaranyak.org

I, Rakish Choudhary, do hereby accept the terms and conditions.

Signature ..Rakish Choudhary ..

Date: 16/12/2020

Place: Guruhati