

Ms. Gurinder Kaur Arora
GMS Road near Wadia Institute, Dehradun - 248001

Dear Ms. Gurinder Kaur,

With reference to our requirement for **Documentation Executive** and based on the interview held with us, we are pleased to offer you to engage with Aasraa Trust as a Documentation - Executive, for a fixed term project at Aasraa Trust on a contract basis on the following terms and conditions: -

Assignment:

We believe that your Basic **Documentation Executive** duties could include:

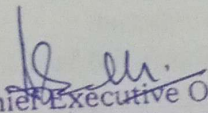
1. **Record Keeping:** Maintain accurate and up-to-date records of all residents, including personal information, health records, and incident reports.
2. **Documentation Management:** Organize and manage files, ensuring confidentiality and compliance with data protection regulations.
3. **Reporting:** Prepare regular reports on resident status, program evaluations, and other necessary documentation for management review.
4. **Data Entry:** Input data into management systems and databases, ensuring accuracy and timeliness.
5. **Coordination:** Collaborate with other staff members to gather necessary information for documentation and reporting.
6. **Policy Compliance:** Ensure all documentation adheres to organizational policies and relevant legal frameworks.

Tools to know: -

1. **Word Processing Software:** Microsoft Word and Google Docs
2. **Spreadsheet Software:** Microsoft Excel and Google Sheets.
3. **Graphic Design Software:** Canva.
4. **Presentation Software:** Microsoft PowerPoint, Google Slides
5. **Content Management System (CMS):** WordPress (Not Mandatory, but Nice to Have)

Terms & Conditions

1. This fixed-term engagement is purely on contract basis for a period starting from **16.04.2025** and will automatically come to end on **31.03.2026** unless renewed mutually for a further period on the terms and conditions agreed at that time.
2. The monthly consolidate fee payable to you for the offered assignment will be calculated on the base amount **INR 17,800** per month. You will not be eligible for contribution of Provident fund, Employees Insurance on the above fee and no other allowances shall be payable.


Chief Executive Officer
Aasraa Trust
119/1, Vasant Vihar
Dehradun, Uttarakhand



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3. Working hours will be from: **9.30 AM to 5.30 PM**, as per head office timings.

*Timings may vary as per the requirements of the Project.

4. It should be clearly understood and agreed that your engagement is for a specific period as stated above and no notice or pay in lieu thereof or retrenchment compensation will be payable to you by the Management at the end of the tenure with the trust.

5. Since your engagement is being made for a specific period as above, you will neither have any right nor a lien on the job held by you in the trust.

6. As a fixed - term and contractual engagement, you are also not eligible to claim regular appointment in the trust, even if there is such vacancy for the post held by you or otherwise.

7. It should be clearly understood that in case you want to leave from this assignment, you have to give one months' notice in advance. However, in case Trust assess that your services are not satisfactory or it is felt that your services are no more required, your assignment can be terminated by the Trust at any time without any notice or amount for notice period.

8. Your engagement is being made on the basis of the information furnished by you to the trust and in case any information as given by you is found false or incorrect or by committing any act amounts to loss of confidence etc., your engagement will be deemed void and liable for the termination without any notice or amount in lieu of such notice.

9. Your address, as indicated in the office record of the organization shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you and in case there is any change in your residential address, you will intimate the same within 3 days of such change of address or else the address as appearing on the record of the company will be taken as your address.

10. You will be punctual and regular in your duties and will deliver the assigned task on time.

11. Your services are liable to be terminated in case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the management may, at its option, grant leave for the reasonable time or full pay or half pay or without pay or terminate your services.

12. You will abide by the conduct, discipline of the trust and will abide by the rules & regulations of the trust which may be in force or introduced or amended from time to time.

13. Your engagement and continued engagement shall be subject to be found physically, medically and mentally fit for carrying out your work as per requirement of the organization. You are to present yourself for medical examination as & when required by the management.

14. Absence for a continuous period of seven continue working days without prior approval of your superior would be deemed to be abandonment of engagement by you whereby you have relinquished your rights and claims on your engagement services would automatically come to an end without any notice or intimation.

15. In addition to above terms related to termination of this engagement, your engagement shall also be liable for termination if:

Chief Executive Officer
Aasraa Trust
121 P. Vasant Vihar
Dehradun, Uttarakhand

Any incorrect information furnished by you or on suppression of any material information while seeking and continuing in the engagement.

Dehradun, Uttarakhand

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- b) Any act which, in the opinion of the Management, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, loss of confidence, breach of trust, irregularity in finance, habitual absence, unpunctuality or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this arrangement or a violation on your part of any of the trust's rule or any act or omission subversive of discipline and/or prejudicial to interest of trust or discipline.
 - c) Committing any breach of any terms of this engagement letter and code of conduct either directly or indirectly.
 - d) Doing any act or omitting, in any manner, which would be prejudicial to the interest of the trust.
 - e) Misappropriating Management money and/ or misuse of trust's fund/property.
 - f) Being guilty of any gross default or misconduct like sexual harassment.
16. In case of any breach of the terms and conditions stipulated in this engagement letter, the Management reserves its right to termination your engagement with immediate effect without further notice to you.
17. These terms and conditions of this engagement letter supersede in this any prior oral or written understanding regarding the terms and conditions of your engagement with the trust.
18. In addition to the terms and conditions of this engagement letter, there may be other policies and procedures that apply to your engagement. The trust, for the efficient and fair administration of engagement and other operations related matters, formulates these policies and procedures. You must diligently comply with the Trust's policies and procedures, as amended from time to time and notified to you.
19. At the end of your tenure of the period as specified above or on termination of engagement with the trust for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.
20. In case the above terms and conditions are acceptable to you, you are requested to sign the duplicate of this letter for having understood and having accepted the same and return the same.

For and on behalf of the Management of Aasraa Trust.

Authorized Signatory

Chief Executive Officer

Aasraa Trust

119/1, Vasant Vihar

Dehradun, Uttarakhand

Amit Balodi

Chief Executive Officer

Aasraa Trust

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Declaration/Acceptance by the assignee

I, **Gurinder Kaur Arora**, GMS Road near Wadia Institute, Dehradun - 248001. Do hereby declare that I have read and understood the terms and conditions of the engagement letter dated **16.04.2025** and accept the same as it is and abide by the same.

Name of the Applicant: Gurinder Kaur Arora



Signature of the Applicant

Date: 15/4/25