



# Fauji ke Alfaaz

Nation First

Ref. No.: FKA/2022/002

21<sup>st</sup> Feb 2022

Smt. Namita Jain,  
503, Sarva Priya Apartments,  
Sarva Priya Vihar,  
New Delhi-110016

**Subject:** Promotion to Regional Coordinator, Delhi

With reference to your performance and sincerity shown towards the assignments assigned to you, we are pleased to promote you from Volunteer to a Regional Coordinator on the following terms and conditions:

- Effective Date:** Your regional coordinator volunteering service is effective from **16-08-2021**.
- Salary:** You will be eligible for various allowances and other expenditure in favour of the NGO, in prior approval from the concerned authority from time to time. No salary will be given for the volunteering service. However, stipend may be given after the prior approval from the authority.
- Place of posting:** Your place of posting will presently at Munirka in **Delhi** state. However the management may transfer you for work in any of its offices/institutes in India, existing or to be opened in future, as it may consider necessary in its discretion from time to time. You may also be given the responsibilities of other states/regions as per the decision of the management.
- Termination:** During the initial span of six months from the date of promotion of the volunteering service, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable to you also. Cessation of service after six months from the date of joining will be by giving one month's notice by either party. You have been engaged on the belief that the particulars furnished by you in your application are factually correct. In case it is subsequently found that the information furnished by you is false, or that some other relevant facts have been concealed or withheld, your service will be liable to be terminated without any notice.
- Increments:** If any kind of stipend or salary being paid, grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline etc., and the results achieved. The annual increment may be withheld if the performance is found sub-normal/unsatisfactory; or accelerated in case the same is adjudged to be commendable in the discretion of the management.
- Leave:** Grant of leave will be regulated as per rules of the organization in force from time to time.
- Acceptance of Outside assignment:** During the period of your volunteering service, you are not permitted to undertake any other volunteering service with any other NGO.
- Secrecy Maintenance Agreement:** Except your direct superior authority, you will not give out to any one any of the administrative and/or organizational matters of confidential/secret nature which it may be your personal privilege to know by virtue of your being our volunteer.
- Adherence to Rules & Regulations:** You will be governed by the service rules and regulations of the organization which at present are applicable to the volunteers of your cadre at the place of posting; and which may be added modified, amended, altered, changed or replaced by the management from time to time. Yours hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service the management comes to the conclusion that you have committed any misconduct, your service may be terminated without giving any notice.



10. **Abandonment & Automatic Termination:** Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 days will result into termination of the volunteering service or as decided by the management.
11. **Experience letter:** The experience letter for the post offered will only be granted after the successful completion of at least 12 months of the service.
12. **Fitness:** This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your volunteering service through a medical practitioner nominated by the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and /or remain irregular in your attendance, the management shall have the right to terminate your services without notice.
13. **Mode of notification:** For service of any notice or communication, you will be informed by ordinary post at the latest address given by you at the time of volunteering service or thereafter. A copy of the letter may also be displayed on the notice board/website, which shall be considered to be sufficient service on you. Any change in your address may, therefore, be intimated within one week of such change.

If you are not willing to join the post offered in the letter, you may write us an e-mail at [faujikealfaaz@gmail.com](mailto:faujikealfaaz@gmail.com) within the 7 days of the letter dated. Non-communication regarding this matter within the said period, will be treated as acceptance of the post offered.

Looking forward to a fruitful association with you.

Regards

Authorised Signatory  
Fauji ke Alfaaz, Delhi