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INDIAN COUNCIL OF  
MEDICAL RESEARCH

**RMRCBB**  
REGIONAL MEDICAL RESEARCH  
CENTRE, BHUBANESWAR

आई.सी.एम.आर - क्षेत्रीय आयुर्विज्ञानअनुसंधान केंद्र, भुवनेश्वर  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR-Regional Medical Research Centre, Bhubaneswar  
Department of Health Research,  
Ministry of Health & Family Welfare,  
Government of India

### Memorandum

No. RMRC/SKP/DISHA/Memorandum/2020-21/

Date: 13/11/2020

To

**Ms. Shibani Mitra**

C/o- Tapan Kumar Mitra

At- Badahat, Near Fakirabad UP School

Po/Ps/District- Kendrapara-754211

Mob: +91 – 8249472091

Email: [shibanimitra88@gmail.com](mailto:shibanimitra88@gmail.com)

**Subject: Offer of engagement of Ms. Shibani Mitra as Field Investigator in the project entitled “Demography Integrated Surveillance for Health Assessment (DISHA) on Dengue and Chikungunya in Tigiria block of Cuttack district, Odisha” – regarding.**

Dear Ms. Shibani Mitra,

Consequent upon your selection as Field Investigator in the project entitled “Demography Integrated Surveillance for Health Assessment (DISHA) on Dengue and Chikungunya in Tigiria block of Cuttack district, Odisha” in ICMR - RMRC Bhubaneswar, I am directed to convey the approval of the Competent Authority for offering you an engagement as Field Investigator against an consolidated salary of Rs. 18,000/- (Rupees Eighteen Thousand only) per month. The engagement will be on contractual basis for a period of 1 year with effect from the date of assumption/ joining of duty.

The engagement will be subject to the following terms and conditions:


- 1) You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any Court of Law.
- 2) The engagement is purely on contract basis and the Director of the Institute reserves the right to dispense with your services at any time without assigning any reasons.
- 3) The present assignment is for a period of one year from the date of assumption of duty unless subsequently extended on the basis of your performance evaluation.
- 4) The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.
- 5) The engagement can be terminated at any time by giving one month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one month contractual amount. However, you

will not be permitted to surrender one month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.

- 6) You will be normally posted at the study site; however, you may be temporarily posted to other study sites in the interest of project work.
- 7) You shall not be entitled to any other allowances such as Dearness Allowances, House Rent Allowance, Transport Allowance, LTC, Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.
- 8) No travelling and/or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.
- 9) Leave Provisions:
  - a. Annual/Accrued leave: 30 days per annum (Pro-rated @2.5 days per month of completed service)
  - b. Maternity leave: 180 days in terms of ICMR OM No. 16/50/2015-Admn.II dated 11/02/2016.
  - c. 8 days Casual leave and 2 days Restricted holiday as per GOI rules.
  - d. On termination of the contract, you will not be entitled to carry forward of leave or to the benefit of encashment of earned leave.
- 10) You will not be entitled for any terminal benefit after completion of contract period or otherwise.
- 11) You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
- 12) The contract service will not confer any right for further assignment.

In case you are willing to accept the aforesaid conditions of offer of engagement, you are directed to report for duty to **Co-PI of the Project, Dr. Subrata Kumar Palo, Scientist - D of the centre on or before 27/11/2020**, failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.

*Note: You are informed to bring all the original certificates & mark sheets, a passport size photograph and experience certificates at the time of joining for document verification.*

  
**Dr. Subrata Kumar Palo**  
Scientist - D  
Co-PI of the project

**Enclosure:** Undertaking format.

**Copy:**

- 1) Director, ICMR - RMRC Bhubaneswar
- 2) Administrative Officer, ICMR - RMRC Bhubaneswar
- 3) Account Section, ICMR - RMRC Bhubaneswar
- 4) Project Section, RMRC Bhubaneswar



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## UNDERTAKING

### PART I

ICMR – Regional Medical Research Centre, Bhubaneswar recruits staff on the projects as per the rules and procedures set forth by ICMR. It is confirmed that during the currency of the project entitled “Demography Integrated Surveillance for Health Assessment (DISHA) on Dengue and Chikungunya in Tigiria block of Cuttack district, Odisha” as well as on its termination, the ICMR and this Institute will have no legal liabilities, whatsoever, relating to the staff.

HEAD OF THE OFFICE

### PART II

Undertaking to be obtained by the Head of the Institute from the contractual employees of the project

I, Ms. Shibani Mitra, have noted the above undertaking of ICMR – Regional Medical Research Centre, Bhubaneswar and hereby agree that any dispute whatsoever between me and the Indian Council of Medical Research (ICMR) will not be legally liable in any way.

I, Ms. Shibani Mitra, further state that no criminal proceedings are either pending or contemplated against me in any Court of Law.

(SIGNATURE OF THE EMPLOYEE)