



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

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CIN:- U91110RJ1961SGC001118

क्रमांक / राजसिको / कार्मिक / 2019-20 / 7599

दिनांक 11.03.20

श्री एन0एस0कटेवा,
7 / 345, मालवीय नगर,
जयपुर

विषय:-सलाहकार के पद पर संविदा के आधार पर नियुक्ति हेतु।

महोदय,

निगम आपकी सेवाएँ सलाहकार के लिए संविदा के आधार पर लेना चाहती है। संविदा की अवधि एक वर्ष होगी जिसे आपसी सहमति एक वर्ष के लिए और बढ़ाया जा सकेगा। आप द्वारा सम्पादित किये जाने वाले कार्य का जॉब चार्ट व एम0ओ0यू0 का प्रारूप संलग्न कर भिजवाया जा रहा है। अतःआप अपनी सहमति एक सप्ताह में प्रस्तुत करें।

सधन्यवाद।

संलग्न:-उपरोक्तानुसार

भवदीय,

(दिनेश सेठी)

विशेषाधिकारी(पी0एण्ड ए0)

JOB CHART OF CONSULTANT (ACCTTS/FIN/P&A.)

1. Scrutiny and compilation of monthly accounting returns received from various Units/Cell of RSIC and submitted before management for perusal and review of activities.
2. Consultation for preparation of Annual Accounts of the various cell/units and compiled/ Consolidated Accounts of the company and get audited from Statutory Auditor and submitted before Audit Committee as well as BOD for approval. After approval same is submitted to AG Rajasthan for conducting Supplementary Audit for their comments, thereafter comments of CAG submitted before AGM.
3. After finalization of Annual Accounts, to get conducting Tax Audit and file annual Tax return in time from nominated CA Firm.
4. Co-ordination with CA firm in respects of TDS, GST and other taxation matters
5. Consultation and Supervision of Work relating to Gratuity/PF/EDLI etc.
6. Presentation on behalf RSIC before AG/ CAG routine Audit.
7. Preparation of Agenda items for Audit Committee Meetings from time to time.
8. Consultation for Replies of AG/CA audit paras and getting them dropped.
9. Preparation of Half Yearly Accounts for the year and submit before Audit Committee as well as BOD.
10. Preparation of Revised Budget Estimates and Budget Estimates of RSIC and submitted before the BOD for its approval.
11. Other work assigned by MD/CMD/ from time to time
12. Scrutiny and consultation of personnel matters and files submitted to OSD (P&A)
13. Scrutiny of tender documents in the light of RTPP Act and Rules.
14. Consultation on matters, relating to other activities of RSIC

MEMORANDUM OF UNDERSTANDING

Article of MOU made this day the..... between
Shri(the first party)andRSIC Ltd. Jaipur
the second party Whereas the second party has agreed to hire services of first party as
consultant (Accts/Fin.) on contract for RSIC and the first party has agreed to provide
consultancy services to the second party in that capacity for the period from
.....to on the terms and conditions herein after contained
NOW THESE PRESENT WITNESS AND BOTH THE PARTIES HERETO
RESPECTIVELY AGREE AS FOLLOWS:-

1 PERIOD OF CONTRACT:

- I. The period of contractual consultancy shall be from
- II. The period of contract can however be extended by mutual consent .In case of external termination before the normal date of closure for any reason whatsoever, MOU shall stand automatically at the end of one month from the date of such intimation by second party to the first party.

2 SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

- I The first party will present himself at the place and time designated by the Second party and render services to the second party broadly designated and described in detail in the job chart attached as Annexure -I to this MOU
- II In consideration of the services desired in annexure-I above, the second party shall pay consolidated package amount of Rs./- per month

3 RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

Monthly package amount shall be paid to the first party on submission of monthly bill of service rendered to the second party or his authorized officer ie FA/CAO/AO

OTHER TERMS AND CONDITIONS:

- I. LEAVE: 20 days leave in a calendar year shall be allowed to first party on proportionate basis. leave shall accrue on monthly basis ie $1\frac{1}{2}$ leave per month However, second party can permit use of leave to accrue during calendar year only in advance for deserving reasons. Unavailed leave shall stand lapsed at the end of the calendar year.
- II Gazetted holidays: Holidays declared by RSIC shall be admissible to the first party.
- III. For leaving Headquarters: First party will not leave head quarter without prior

- Permission of second party or his authorized authority in his regard.
- IV. Traveling Allowance: In case of tour as directed by second party, first party shall be eligible for travel cost, daily allowance and lodging allowance to the category equivalent of Manager in RSIC and reimbursement shall be made on production of TA Bills.
- V. Local conveyance: In case of local short journey is undertaken as directed by second party, actual conveyance allowance shall be reimbursed to the first party.
- VI. General conditions, ethics and observation: The first party shall observe general satisfactory conducts and ethics at the level expected under orders/rules and instructions issued by higher authorities /second party. The first party will not accept any full/part time jobs and business occupation without prior approval of second party.
- VII. Termination of MOU: The MOU can be terminated with notice of one month on either side or by depositing/paying one month package amount in lieu of notice. The MO shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulate date.

()
Signed by first party
party
Name:

Address:

Dated:

Witness:

Signature:

Name:

Address:

Dated:

()
Signed by authorized signatory of the second

Name:

Address:

Dated:

Witness:

Signature:

Name:

Address:

Dated:

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