

Ref #: BCS/HR/KOL

Date: 28<sup>th</sup> April 2017

**Ms. Dristi Ukil**

83/2, Beltala Road,  
Kolkata-700026

**Sub: Offer Letter for the position of Intern – Business Technology**

Dear Ms. Ukil,

We are pleased to extend an offer of Internship with **Bluepond Consultancy Services Pvt. Ltd.** Stationed at **Kolkata** office. Your date of joining is on **2<sup>nd</sup> May 2017** and entitles you to a monthly Stipend of Rs. 10,000/- (Rupees Ten Thousand only).

After successful completion of internship period you will be offered annual Compensation of Rs. 2,27,500/- (Rupees Two Lakh Twenty Seven Thousand and Five Hundred Only) which includes mandatory bonuses and is subject to deductions as applicable.

Please find the compensation break up in Annexure I attached herewith.

You are advised to report to office at 10:00 am. The office address is as follows:  
228A A.J.C. Bose Road, Landmark Building, Suite: 2A, Kolkata – 700020

Please sign this letter in duplicate and return the copy to the Human Resources Department as a token of acceptance retaining the original within 24 hours of receiving the offer, failing to which the offer stands null and void.

We are enthusiastic about your joining **Bluepond Consultancy Services Pvt. Ltd.** and strongly believe your contributions, expertise and attitude will be greatly appreciated by the Company.

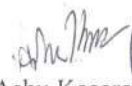
**The detail terms & conditions of your appointment would be furnished at the time of your joining the Company. You have to abide by company rules, regulations and code of conduct.**

**Your Appointment & Salary will be confirmed subject to submission of all valid documents (Payslip & credentials).**

**Note: Please find enclosed the checklist of documents to be submitted on joining.**

Best Regards,

For Bluepond Consultancy Services Pvt. Ltd.

  
Ashu Kasera  
Director

Date: 22/04/2017



**Acceptance Acknowledgement:**

**Date:**

## Annexure I

**Name:** Ms. Dristi Ukil  
**Position:** Intern – Business Technology  
**CTC:** Rs. 2,27,500

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	4845	58140
HRA	2423	29076
Conveyance	1600	19200
Special Allowance	4533	54396
Uniform Allowance	1500	18000
Medical Reimbursement	1250	15000
Employer PF	581	6972
Employer ESIC	768	9216
Mandatory Bonus	-	17500*
<b>Total Gross CTC (Rs.)</b>	<b>17500</b>	<b>227500</b>

**NOTE:** After successful completion of internship you are entitled to the following compensation benefits.

\* You are eligible for mandatory bonus of Rs. 17500/- after completion of 1 year of service.

### Health Insurance:

You are entitled to receive Group Health Insurance as provided by the Company with the sum assured of Rs. 250000/- (Rupees Two Lakh Fifty Thousand) only, this policy covers maximum of 4 immediate members of your family.

### Leave Encashment:

You are eligible to encash Leaves as per the Company policy.

Best Regards

Ashu Kaseria

Director

Date: 22/04/2017

**Acceptance Acknowledgement:**

Date:

To

Dated: - 04.02.2016

**Surojit Jana**

Village: Pallabpukur, P.O - Santragachi

P.S: Jagacha

Howrah

Pin: 711104

West Bengal

M: +91-8272973937

**Subject: - Offer of your proposed Temporary appointment as "Intern"**

Dear Surojit,

With reference to our last discussion, we are pleased to offer you a temporary appointment for the post of "Intern" in our organization. The offer of appointment is applicable with the following terms and conditions:

**Stipend per month: - INR 8000 /- (Rupees Eight Thousand only).** Local job Conveyance and out station tour expenses will be paid as per actuals.

**Responsibility: Software Project Implementation, Development & Testing**

**Date of Joining: - 08.02.2016**

**Period: Four Months**

**Notice Period for Resignation: 30 days**

This offer of appointment stands withdrawn in case you do not join on the date mentioned. Please get a written consent from us if there is a delay in joining.

An appointment with detailed terms and conditioned will be handed over to you on the date of your joining.

Please bring all your documents such as your experience certificates (if any), proof of academic qualification, proof of address and citizenship, two copies of passport size photos, release letter (if any) from you past employer on the date of your joining.

We reserve the right to postpone the date of your joining or terminate this offer of appointment due to reasons beyond our control.

Please accept the offer letter by the signing on the duplicate copy.

We look forward to a long-term relationship with you.

**Arunabha Ghosh, CEO****Blue Copper Technologies Pvt. Ltd****Acceptance of Surojit Jana**



Cantrip Solutions Pvt Ltd

**LETTER OF INTENT**

**Date: 30 Jan 2017**

**Dear Rudraprtim Kundu,**

With reference to your application for employment and subsequent interviews with us, we are pleased to welcome you on board **Cantrip Solutions Pvt Ltd**. We offer you an employment in our organization initially as **Junior Software Developer Trainee** on following terms:

**Date of Joining:** You shall be joining this organization on or before **Date: 15<sup>th</sup> February 2017**

- **Location of Posting:** You shall be posted to our **Baguihati** Office or the place as decided by the management.
- **Reporting:** You **shall** be reporting to "**Project Manager**" or the person he/she designates.

**Consolidated Stipend for 3 months Training period: Rs.5000 per month**

**Note:** You will be provided with salary after the three initial months training with us and you salary will be **(11000 per month)**. Your service agreement with us will be for 15 months from the date of your joining the organization (3 months training & 1 year employment). Company will extend the service period thereafter based upon your performance.

You are required to submit the following documents on the date of joining the Company:

- Two passport size photographs.
- Proof of your Date of Birth.
- Photocopies of Mark Sheets/ Educational Certificates. (Please carry Original copies for verification)
- Any one of Photo Identity Proof (Passport/Pan Card/Voter ID Card/Driving License).

Yours faithfully,  
Sharfa N Ahmed

**For**  
**Cantrip Solutions Pvt Ltd**  
**HR**

**Received and Accepted**

**Name:** Kuheli Chowdhury  
**Address:** 2/C Kalighat Park South Road, Kolkata 700026

**Date:** 24 September 2015

Dear Kuheli Chowdhury,

Further to discussion / interactions we had with you, we are pleased to offer you the position of Software Engineer, as per the terms and conditions we discussed with you.

1. The offer is being made based on the personal and educational details furnished by you.
2. You will be on probation for 3 months.
3. During the probationary period, the appointment is terminable
  - a. By the company on payment of one-month's salary in lieu thereof.
  - b. By you on serving a notice period of 15 days, or by payment of 1 months' salary.
4. Upon completion of probation, subject to an acceptable level of performance, your services may be confirmed or extended or terminated. The company reserves the right to terminate your employment at any time, if the performance is found unsatisfactory or due to serious derelictions of duty, which are prejudicial to the interest of the company. There is a 3 month notice period should you wish to terminate your employment.
5. You will be paid a gross salary of ₹1,44,000/- (Rupees One Lakh, Forty Four Thousand only) per annum.
6. Your joining date will be given to you later. Upon joining, please bring the following documents for submission:
  - A copy of this offer letter
  - Photocopies of educational certificates, mark-sheets and technical certifications, if any
  - Photocopy of Voter ID card / Any government issued ID card
  - Photocopy of Pan card
  - Bank account details, including IFSC code
  - Two colour passport size photograph

An appointment order will be provided to you in hard copy after your probation period is finished. We look forward to your joining and having a long and rewarding association with us.

Warm Regards,

Navin Soni

Director, Codez IT Solutions





## MACAWS INFOTECH

ECOSPACE, BUSINESS PARK  
4B #101, 1st Floor, Plot No. IIF/11  
Newtown, Rajarhat, Kolkata - 700160, W.B. India  
Tel.: 033 2324 2727, 6500 2788  
Telefax: 033 2324 2788, Mobile: 098300 60984  
E-mail: sales@macawsinfotech.com  
URL: www.macawsinfotech.com

Ref: MI/2018/00002/CSE  
Date: February 26<sup>th</sup> 2018

To  
Biswadeep Paul  
4A/1A/3 Naktala Road  
Kolkata – 700047  
Mob No :9051305307/9433353064

**Subject: Offer letter for the post of as Trainee Customer Support Executive**

Dear Mr. Biswadeep,

We are glad to offer you the post of Trainee Customer Support Executive in Macaws Infotech, with effect from 27<sup>th</sup> of February 2018 Your present salary will be Rs.10,000/- per month. ( Inclusive all).

This appointment is valid for a training and evaluation period of three months. to six months based on your performance. Your permanent appointment will be confirmed at the end of the period subject to your performance and achievement of goals as set by the management.

You are expected to abide by the rules of conduct and maintain the decorum of the organization at all times. The management reserves the right to terminate your services at its discretion.

We would like to emphasize the importance of your role in our Organization in terms of maintenance of important documents and accounts for the company, and trust you shall be able to meet our expectations in regards to the same.

We would like to make a Non disclosable Agreement with you where you will have a total Bond of 15<sup>th</sup> Month from date of joining. In this tenure You are not supposed to leave Macaws Infotech . Violating the Agreement will be an Offence according to the Land of Low.

We would like to welcome you on board, and trust this will be the beginning of a long and fruitful professional relationship.

Yours Sincerely,

(Subhasish Bhattacharjee)

*Subhasish Bhattacharjee*  
(Admin Executive)

### Conditions of Employment

1. **Office Timings** : From 10.AM AM - 6.00 PM on weekdays, and 9.30 AM - 2.00 PM on Saturdays. You shall have to maintain these timings. Failure to arrive / report by 10.00 AM will be marked as absent for the day. In case of ABP Duties you may have evening or night shift. Night shift may continue for Two weeks also. Saturday, Sunday ,and holidays are working days in ABP ltd.
2. **Discipline** : You are expected to maintain decorum of your organization at all times, which includes dress code and behavior. Misuse of office resources for unnecessary web surfing, phone calls etc will not be tolerated.
3. **Termination Notice** : You must give an advance notice of 30th days in case of abnormal termination of services. The same applies to the company. This rule does not apply in case you are found violating the code of conduct or indulging in any activity harmful to the company. While leaving the company your realize letter should be singed by the Proprietor of the company.
4. **Leaves** : There shall be no paid sick / Casual Leaves during the training / probation period.
5. **Confidentiality** : As accounts in - charge, you are responsible for maintaining secrecy and confidentiality in handling of all valuable documents and books of accounts of the company at all times. You are also authorized to question all members of our organization on issues relevant to accounts and payments
6. Your leave entitlements shall be finalized after confirmation of your permanent employment at the end of this period.



January 23, 2018

**Ramit Kumar Ray**  
P-263/1, BENARAS ROAD,  
BELGACHIA,  
HOWRAH - 711108

Dear **Ramit**

In reference to your application and subsequent interview with us, we would like to congratulate you on being selected for the position of **Junior Software Engineer** with **Nature Technologies Pvt. Ltd** based at Kolkata.

Your full-time employment as **Junior Software Engineer** will be effective from **August 01, 2018**.

Your CTC would be **Rupees Three Lacs and Twenty Thousand per year (Rs. 3,20,000)**.

You will be required to mandatorily complete a **Training Program** aimed at bridging your technical gaps related to our product development platform and also to make you industry ready. This program will be held at our Kolkata Global Software Delivery Center between **February 01, 2018** to **July 31, 2018**. During the training period, we will give you a **gross stipend** of **Rs. 10,500 per month** (which includes statutory government deductions).

The training program will include training /orientation and focus primarily on learning and developing new technical skills and gaining a deeper understanding of the software technologies that are required for full time employment at our Global Delivery Center.

The project details and the technical platform will be shared with you on commencement of the training.

By accepting this offer letter, you agree that throughout the **Training Program** and from your **Full Time Employment** with us, you will observe all policies and practices governing the conduct of our business and employees.

We hope that your association with our company will be successful and rewarding.



**The Terms and Condition of this Offer Letter are as follows:**

**1. Training Program:**

- a. The training program will include training /orientation and focus primarily on learning and developing new technical skills and gaining a deeper understanding of the software technologies that are required for full time employment at our Global Delivery Center. During the training period you shall be provided guidance by our training staff and engineers on the following:
  - i. SDLC knowledge
  - ii. Software Technologies
  - iii. Quality assurance
  - iv. Live-project of Nature Technologies
- b. If necessary, training material shall be provided to you by the company.
- c. Please note that the mode of training during your training period shall be different from the training you received as a student. Primarily the training shall focus on the following attributes:
  - v. Professional approach to learning new technologies
  - vi. Minimum hand-holding during training
  - vii. Ability to learn new technologies with minimum interaction with the seniors
  - viii. Ability to understand requirement and deliver on schedule
  - ix. Quality of deliverables
  - x. Communication with team members and the trainers
- d. Your **Joining Date** for the Training Program will be **February 01, 2018**.
- e. This offer will be void If you fail to join us on February 01, 2018.
- f. Your **Training Program** will be from **February 01, 2018 till July 31, 2018**.
- g. Your Training schedule is from **Monday to Friday** from 10:30 am to 7:30 pm.
- h. You are not entitled for any kind of leaves during the Training Period. However, during your final semester, you will be entitled to a maximum of 10 working days leave without pay.
- i. You will undergo Six Evaluation Tests during the Training Period.
- j. During the training period, regular evaluation would be done to assess your performance and progress. In-case your performance or progress does not meet the company's expectation, you will be sent to the Performance Improvement Program(PIP) setup by the company for two weeks. If you still cannot improve in the PIP, your service will be terminated without any additional notice period.
- k. The parameters for your evaluation at the end of the training period shall be as follows:
  - i. Attitude at workplace
  - ii. Technical competency in the subjects assigned during this evaluation period
  - iii. Quality of deliverables
  - iv. Timeliness of deliverables
  - v. Teamwork

## 2. Full Time Employment as Junior Software Engineer

- a) Your full-time employment as **Junior Software Engineer** will be effective from **August 01, 2018** only after successful completion of your training period and successful completion of your 4 years B.Tech course.
- b) Your designation after completion of your training shall be **Junior Software Engineer**.
- c) You will be given an **Appointment Letter** as **Junior Software Engineer** with updated terms and conditions.
- d) The regular benefit of the company will be applicable from then. They are as follows:
  - i. **CORPORATE MEDICAL INSURANCE POLICY-** Employee and their spouse and children (upto 3) will be covered in our Corporate Medical Insurance Policy.
  - ii. **Corporate Mobile Connection Reimbursement** - Corporate Mobile Connections are provided to all the permanent employees for which a fixed amount is paid by the company depending on the seniority of the employee. They can make unlimited calls to any employee of Nature Technologies free of cost.
  - iii. **IT & Management Book Library-** We have a huge stock of technical and management books. Employee can take any book at any time, but the books should be returned within/or reissued within 15 days. Failing to which can incur Fine.
  - iv. **Night Cab Reimbursement-** Anyone staying in office beyond 9:30 pm with his/her manager's approval will be entitled to avail App Cab subject to a maximum reimbursement of Rs.300 upon production of travel documentation.
  - v. **Travel allowance-** If any employee travels outstation for the purpose of business then all the travel, food and lodging expenses will be reimbursed by the Company upon production of bills and tickets.
  - vi. **Referral Bonus-** An employee is eligible to get a Referral Bonus if he or she fulfills the requirement criteria by referring eligible candidates for the required vacant position in the company. This bonus is given to the employee only after his/her referred candidate successfully completes his/her probation period with the company.

## 3. General Terms and conditions

- a) You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
- b) You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
- c) You will be required to comply with all such rules and regulations as the Company may frame from time to time
- d) Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

- e) If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- f) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealt with the company and if you are offered any, you should immediately report the same to the Management.
- g) You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
- h) This appointment letter is strictly confidential between you and Nature Technologies Pvt. Ltd. Disclosure of the details mentioned herein shall be treated as a breach of trust and disciplinary action may be taken as per the decision of the management.

**IMPORTANT NOTE: It is also being henceforth specifically mentioned that the notice period by both the parties (Employee and Employer) for all Trainees is a period of 15 (fifteen) calendar days starting from the date of submission of the resignation/termination.**

#### 4. Non-Disclosure Agreement

During your Training Period with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your training shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

#### 5. Company Properties

You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to the Nature Technologies Pvt. Ltd family and look forward to your superior performance and contribution in enabling NATURE reach greater heights. In case you have any clarifications or queries, please get in touch with the **Human Resource Department**.

We wish you a successful career with us.

**Mr. SOUVIK DHAR**

**Address:** 34, Ramanath Kabiraj Lane,  
Kolkata-700012

**Subject: Offer Letter**

Dear Souvik,

With reference to your interview with us, we are glad to offer you to the position of **“Trainee Software Developer”** and invite you to join WebSkitters family. Appointment letter with details terms & condition will be issued within your probation period.

We expect you to join on or before 03<sup>rd</sup> July, 2017 in line with discussion with you.

Your Cost to the Company (CTC) would be **Rs. 84, 000/- (Eighty Four Thousand Only)** Per Annum.  
You are requested to bring the following documents at the time of joining.

- a. Educational Certificates/ Testimonials.
- b. Three copies of Passport size photograph. (One self-attested across the photo)
- c. Any document validating current residential address.
- d. Copy of Govt. issued identity card (Voter ID/ Aadhar card/Passport/ Driving license, Pan Card).
- e. Copy of last employer's appointment letter, Release letter and Pay-slip of last 3 months

Again, Congratulation and welcome to the WebSkitters Technology Solutions Pvt. Ltd. and looking for a long-term association with us.

Thanks & Regards

Suman Bhattacharjee  
Manager (HR)  
WebSkitters Technology Solutions Pvt. Ltd.



Gmail

COMPOSE

Inbox (7)  
Starred  
Important  
Sent Mail  
Drafts (202)  
All Mail

Categories

documents  
Official  
Personal  
Travel



Nitai



Subrata Halder  
koi sir ki khobor?



Rajat Chanda  
You: Call me immedia



Tutun Chakraborty  
Nitai da paine



Prasenjit Ghosh  
cool babu



Sandip, Tutun, Pr



sudip mondal

More

Fwd: SPARC General Assembly 2018: travel grant

Inbox x



Dhruba Banerjee

to me

Travel grant of SPARC General Assembly 2018, Kyoto, Japan

----- Forwarded message -----

From: <[sparc-office@dlr.de](mailto:sparc-office@dlr.de)>

Date: Mon 14 May, 2018, 3:36 PM

Subject: SPARC General Assembly 2018: travel grant

To: <[dhrubabanerjee81@gmail.com](mailto:dhrubabanerjee81@gmail.com)>

Dear **Dhruba Banerjee**,

As an applicant for Early Career Researcher Support (ECRS) for your attendance to the SPARC General Assembly 2018, we are providing you information about the three-tier award scheme, consisting of

Ordinary support                      payment of your Early Bird Registration fee by SPARC

Enhanced support                      ordinary support + assistance towards local subsistence in Kyoto

**Individual support**                      enhanced support + assistance towards travel cost

We are happy to inform you that the SOC decided to offer you an award for

**Individual support**, i.e. SPARC will cover your registration fee (**50,000 JPY**) and provision of accommodation. The maximum amount we can provide for your assistance is not completely fixed.

Please note that you **have to register** for the SPARC General Assembly **before 1 July** at the hotel booking site. You can trust that no payments will be deducted before September.

**CENTRE FOR INTERNATIONAL CO-OPERATION IN SCIENCE (CICS)  
REGISTERED SOCIETY**

(Promoted by Indian National Science Academy, New Delhi  
in Association with Scientific Agencies and Departments)

**Dr. (Mrs) A. AMUDESWARI**  
Director

DOI/ITF-II/2016-17

21 July 2016

DR SOURABH BAL  
ASSISTANT PROFESSOR  
SWAMI VIVEKANANDA INSTITUTE OF SCIENCE AND TECHNOLOGY  
DAKSHIN GOBINDAPUR  
P.S SONARPUR  
KOLKATA-700145

Dear DR SOURABH BAL,

Sub: Travel support to attend 41ST COSPAR SCIENTIFIC ASSEMBLY at ISTANBUL, TURKEY during  
30/07/2016 - 07/08/2016

We are extremely pleased to inform you that CICS will provide financial assistance of Rs. 20000/- which is subject to actual expenditures and receipts from all other sources whichever is less, towards partial travel / registration / accommodation for attending the above meeting/conference. Please confirm your acceptance of this offer within 15 days from the date of this letter, failing which the award will be forfeited.

In the event you are not able to utilise this grant for various reasons even after confirming your acceptance, please do inform us immediately so that the money can be transferred to waitlisted awardees.

The actual amount will be paid only after your return from the Conference subject to submission of claim documents. The claim form for claiming the grant is available in our website [www.cics.in/cic\\_in](http://www.cics.in/cic_in) under the page "Download Forms". The filled in claim form should be submitted to CICS along with a copy of the following

award letter	passport (first two pages)
participation certificate	passport size photograph
participation report & air ticket	documents as specified in the terms & conditions
visa page	Award letter from other agencies

Your claim must be endorsed by the Head of the Institute / competent authority and should reach our office within one month after the completion of the scientific meeting / training. The payment will be made in favour of Head of organisation / Finance Controller of your organization.

The grant is however subject to the consideration that you have not availed such offer from CICS (CCSTDG) during the last three years.

The grant is governed by Terms and Conditions (enclosed). The admissibility of the claim will be as per INSA/CICS norms.

In order to avoid delay in reimbursement of your claim, please do ensure that the terms and conditions are strictly adhered to.

With kind regards,

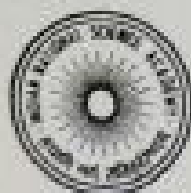
Yours sincerely,



(A. AMUDESWARI)

Encl: As above

पंजीकृत पत्र  
Registered Letter



**INDIAN NATIONAL SCIENCE ACADEMY**  
Bahadur Shah Zafar Marg, New Delhi - 110 002

**Dr. Brotati Chattopadhyay**  
AED (International)

No. IU/2016-561  
June 10, 2016

Sub: 41<sup>st</sup> COSPAR Scientific Assembly, Istanbul, Turkey, July 30 - August 7, 2016.

Dear Dr. Bai,

I am happy to inform you that the Academy has approved the following amount with the conditions mentioned below for your attending the above Conference.

**Rupees Forty Thousand only or the difference between actual expenditure and the receipt from all other sources whichever is less.**

The concurrence of your organization and the offer of support from any agency including your organization which is proving the balance of the fare, per diem and registration fee etc. should be communicated to us. In case you do not wish to avail this offer, please let us know by return post so that this amount could be diverted to some other delegate.

Academy's share will be reimbursed after your return from abroad. Please download the accounts proforma and comprehensive deputation report from our website: [www.insa-india.org](http://www.insa-india.org) and forward the same to the Academy within a month of your return. The admissibility will be calculated on the basis of the Academy's norms only.

Grant is further subject to the conditions that you have not availed such offer from INSA during the last three years including under INSA Exchange Programmes. The other general terms and conditions of the deputation are enclosed for your information and reference.

With best regards,

Yours sincerely,

*Brotati Chattopadhyay*  
(Brotati Chattopadhyay)

Dr. Sourabh Bai  
Swami Vivekananda Institute of  
Science & Technology  
Kolkata-700 145.



# प्लाज़्मा अनुसंधान संस्थान Institute for Plasma Research

Bhat, Near Indira Bridge, Gandhinagar 382428 (Gujarat)  
भाट, निकट इंदिरा पुल, गांधीनगर 382428, गुजरात (भारत)

Dr. Ravi A. V. Kumar  
Scientific Officer (G)  
Head, Outreach Division

E-mail : ravi@ipr.res.in  
Date : 27 May, 2018

**SUB : IPR-NCSTC Training Programme**

To,

Mr. Dhruba Banerjee  
Swami Vivekananda Institute of Science and Technology, Dakshin Gobindapur, Pin-  
700145, 24 Parganas(S), West Bengal

Dear Mr. Dhruba Banerjee,

As a Joint Initiative of Institute for Plasma Research (IPR), Gandhinagar and the National Council for Science and Technology Communication (NCSTC), DST, New Delhi for S&T popularization centered around the applications of plasma science and technology and energy from nuclear fusion, I am happy to inform you that you have been selected to attend the 2-day "Awareness-Cum-Training Programme On Plasma Science & Technology and Energy from Nuclear Fusion" to be held at the Regional Science Center, Khanapara, Guwahati during 7-8 June, 2018.

The goal of this programme is to train a minimum of around 250 teachers across the country, who in turn are expected to train around 25,000 students in the basic areas of plasma & fusion. The meetings will have popular lectures on this topic by experts, hands-on demonstrations and interactive discussions on the topic of plasma & fusion science & technology

Please confirm the acceptance of your participation by email/WhatsApp. The following will be provided to the participants;

1. To and from train fare (3T-AC/AC Chair car/A/C non A/C State Transport Bus) for the participants (Premium train fares not allowed).
2. Basic shared accommodation and food for the period of meeting
3. Course material consisting of ;
  - a. Popular book on "Living with Plasma"
  - b. Set of 10 posters on Plasma science & technology and Fusion
  - c. DVD with all resource materials
  - d. Science Activity kit on Electromagnetics & Plasma
4. Participation and duty certificate on completion of the training programme.

Looking forward to meeting you at Guwahati !

Thank you

Dr. Ravi A. V. Kumar,

Phone : +91-79-2396 2181

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Web : <http://www.ipr.res.in>

An Aided Research Institute Of The Department Of Atomic Energy, Government Of India

*Prof. P.K. Bhuyan, M.Sc., Ph.D.  
Professor, Department of Physics*



**DIBRUGARH UNIVERSITY  
DIBRUGARH - 786 004  
ASSAM, INDIA**

Tel: 0373 – 2370039/2370224, 09435030690 (M)  
[pkbhuyan@gmail.com](mailto:pkbhuyan@gmail.com)/[bhuyan@dibru.ac.in](mailto:bhuyan@dibru.ac.in)

To  
Dhruba Banerjee  
Department of Physics  
SVIST, Kolkata 700145  
[dhrubabanerjee81@gmail.com](mailto:dhrubabanerjee81@gmail.com)

Sub: Acceptance of abstract for NSSS 2014

Dear Sir/ Madam

I am pleased to inform you that your paper entitled “*Solar influence on EL-nino and La-nina during (1880-2010)*” by *D.Banerjee<sup>1</sup>, R. Bondyopadhyaya<sup>2</sup>* has been accepted for poster presentation in the session PS-3. The full list of accepted papers has also been posted in the website [www.nsss2014.org](http://www.nsss2014.org). I am also glad to inform you that the LOC has sanctioned your **registration fees, accommodation and train fare (Second class sleeper)**

Looking forward to see you in Dibrugarh University during the NSSS 2014.

Yours Sincerely

**P.K. Bhuyan  
Convenor, NSSS-2014**

Dibrugarh University  
Dated: 10.12.2013





President: Prof. L.A. Fisk  
Executive Director: Dr. J.-L. Fellous

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Fax: +33 (0)1 44.76.74.37 • [cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr) • <http://cosparhq.cnes.fr>

Dr. Sourabh Bal  
Swami Vivekananda Institute of Science and  
Technology  
29 Ramkrishna Nagar, Garia  
700153 kolkata west bengal  
India

18 March 2016

Ref: 49.20

Dear Dr. Bal,

Selection of recipients of partial travel support for the 41st COSPAR Scientific Assembly took place last week. Over 500 requests for assistance from scientists planning to attend COSPAR 2016 were examined. Despite severe funding limitations, COSPAR is pleased to be able to provide you with 1200 Euros in partial travel support to enable your participation in the Assembly.

All recipients of partial travel support must register well in advance using the registration form provided on the web (<http://cospar2016.tubitak.gov.tr>). Participants should click the online registration button then click "new registration." For "type of registration" please select "full or student registration" in the menu and complete your payment.

This partial travel support will be paid in Euros after arrival at the Assembly. It will be paid to you at the Grant Recipient Payment Desk. Be sure to have your passport and the original of this letter with you.

If you indicated when applying for support that you will register as a student, it is particularly important that you send your student identification to the registration office. Without this documentation full registration fees will be applied. Proof of student status will be accepted only in English and should be received by the Organizing Secretariat in Istanbul ([register.cospar2016@tubitak.gov.tr](mailto:register.cospar2016@tubitak.gov.tr)) by 1 July 2016. Documents received after that date will not be accepted, and the participant will not be qualified as a student.

NB: Should you wish to register an accompanying person you may complete relevant sections of the registration form.

In the meantime, complete the enclosed "Partial Travel Support Acceptance" form and return it to the COSPAR Secretariat in Paris ([cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr)) at your earliest convenience. If the form is incomplete or returned after 15 May, your support money will be allocated to another participant. Do not include registration and accommodation forms when you notify COSPAR of your support acceptance. This information will not be forwarded to the local organizers.

***If for some reason you learn after returning the "Partial Travel Support Acceptance" form that participation in the Assembly will not be possible, please notify the COSPAR***



41st COSPAR Scientific Assembly and Associated Events:

30 July - 7 August 2016, Istanbul, Turkey

Scientific Program/abstract submission: <https://www.cospar-assembly.org>

Website of the local organizers: <http://cospar2016.tubitak.gov.tr/>

Chair, COSPAR Scientific Program Committee:

Prof. E. Göğüş ([ersing@sabanciuniv.edu](mailto:ersing@sabanciuniv.edu))

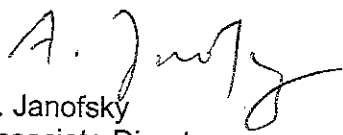
**Secretariat immediately by e-mail. Demand for financial assistance was very high, and COSPAR could not provide funding to the majority of applicants. Your prompt action in this regard may enable our Committee to support a scientist on the waiting list.**

Recipients of support are strongly encouraged to submit papers corresponding to their presentations to the Elsevier Editorial Office after the Assembly for publication in *Advances in Space Research* (ASR) or *Life Sciences and Space Research* (LSSR).

Due to reporting requirements of Assembly sponsors, when picking up your travel support at the Grant Recipient Payment Desk, please provide photocopies of any receipts already available, clearly indicating your name and the amount paid for travel, accommodation, visa, ..... You may also be requested after the Assembly to provide proof of expenses up to the amount of your grant, so remember to ask for and keep copies of all receipts. Your assistance in meeting reporting requirements is much appreciated by COSPAR and will help us to encourage sponsors to provide grants for future Assembly participants.

Thank you very much for your attention to these details. We look forward to seeing you in Istanbul.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Janofsky', with a stylized flourish at the end.

A. Janofsky  
Associate Director

enc.

# COSPAR

ESTABLISHED BY ICSU:  
THE INTERNATIONAL  
COUNCIL FOR SCIENCE

COMMITTEE ON SPACE RESEARCH



President: Prof. L.A. Fisk  
Executive Director: Dr. J.-L. Fellous

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**41st COSPAR Scientific Assembly  
30 July – 7 August, Istanbul, Turkey**

## PARTIAL TRAVEL SUPPORT ACCEPTANCE FORM

Please complete this form and return it to the COSPAR Secretariat (e-mail: [cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr)) as soon as possible. If the form is incomplete or returned after 15 May, your partial travel support will be allocated to another participant. Please type or print clearly.

Full Name:

Signature:

Complete address, telephone, fax, e-mail:

✓ CHECK ONE BOX ONLY

- ☐ I accept the partial travel support offered to me by COSPAR and have noted that payment will be at Assembly registration upon presentation of my passport and the original of the letter notifying me of the amount allocated.

Expected date of arrival at the Scientific Assembly:

- ☐ I will be unable to attend the COSPAR Scientific Assembly and, therefore, will not need the funds allocated.

My paper(s) WILL / WILL NOT be presented by a co-author (circle appropriate response(s) and, if several submissions, indicate which paper(s), if any, will not be presented).

- ☐ I have succeeded in finding funding elsewhere and will not need the entire sum allocated. Please deduct the amount below from my partial travel support and use it to meet the request of a scientist on the waiting list.

Amount:



41st COSPAR Scientific Assembly and Associated Events:  
30 July - 7 August 2016, Istanbul, Turkey

Scientific Program/abstract submission: <https://www.cospar-assembly.org>

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Chair, COSPAR Scientific Program Committee:

Prof. E. Göğüş ([ersing@sabanciuniv.edu](mailto:ersing@sabanciuniv.edu))

**Prof. Dr. Sahar Sodoudi**  
**FB Geowissenschaften**  
**Institut für Meteorologie**

Freie Universität Berlin, FB Geowissenschaften,  
Institut für Meteorologie  
Carl-Heinrich-Becker-Weg 6-10, 12165 Berlin

Carl-Heinrich-Becker-Weg 6-10  
D-12165 Berlin

Sourabh Bal  
Department of Physics  
Swami Vivekananda Institute of  
Science and Technology  
Kolkata 700145

<b>Telefon</b>	+49 30 838-71137
<b>Fax</b>	+49 30 838-71160
<b>eMail</b>	sodoudi@zedat.fu-berlin.de

Date: 9th October 2017

#### **Confirmation of your Visit to Berlin**

Dear Mr Sourabh Bal,

I am delighted to receive you as a visiting scientist in my department and herewith confirm your stay in Berlin from the 1st November 2017 until 3<sup>rd</sup> February.2018. I am convinced that your research proposal on „Changes in Indian Summer Monsoon and Universal Thermal Climate Index under Urban Sprawl in India" will profit from your visit to our department in Berlin. My staff and I are more than willing to offer you any help during your stay with us in Berlin.

I also confirm that my department will cover your flight and accommodation costs, and any living costs as well as your health insurance during your stay in Berlin.

I look forward to welcoming you in Berlin.

Best regards,



Prof. Dr. Sahar Sodoudi  
Department of Urban Climate and Health

Gmail

More

COMPOSE

Inbox (7)

Starred

Important

Sent Mail

Drafts (202)

All Mail

Categories

documents

Official

Personal

Travel



Nitai



Subrata Halder

koi sir ki khobor?



Rajat Chanda

You: Call me immedia



Tutun Chakraborty

Nitai da paine



Prasenjit Ghosh

cool babu



Sandip, Tutun, Pr



sudip mondal

<[phess4@masonlive.gmu.edu](mailto:phess4@masonlive.gmu.edu)>, <[yuliazagainova@mail.ru](mailto:yuliazagainova@mail.ru)>, <[verigin@iki.rssi.ru](mailto:verigin@iki.rssi.ru)>, <[at](mailto:at)>  
Cc: Marianna Shepherd <[mshepher@yorku.ca](mailto:mshepher@yorku.ca)>

GREETINGS:

As you have already been informed you will be receiving support for your local expens the hotel expenses and your booking will be made and paid by the LOC. The same ap

*Name*

*e-mail address*

*Affiliation/address*

*Hotel name, duration, rate, total amount*

*Registration fee*

I would appreciate it very much if you could send me this information as soon as possi  
Thank you for your kind consideration and cooperation.

Sincerely,  
Marianna Shepherd

--

Dr. Marianna G. Shepherd, Adjunct Professor

Scientific Secretary

Scientific Committee on Solar-Terrestrial Physics (SCOSTEP)

<http://www.yorku.ca/scostep/>

c/o Centre for Research in Earth and Space Science, York University

4700 Keele Street

Toronto, ON, Canada M3J 1P3

Phone: +1 416 736 2100 ext. 33828

FAX: +1 416 736 5626

Mobile: +1 647 236 8382

E-mail: [mshepher@yorku.ca](mailto:mshepher@yorku.ca)



Click here to Reply or Forward





# TROPMET – 2015

National Symposium on WEATHER & CLIMATE EXTREMES

Feb. 15-18, 2015

Meteorological Dept, Meteorological Centre, Sector-39C, Chandigarh-160037,  
India



## COORDINATOR

Dr K. J. Ramesh,  
Secretary, IMS, Delhi

## ORGANISING COMMITTEE

### Chair

Shri Ashwagosh Ganju,  
SASE, Chandigarh

### Co-Chair

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PU, Chandigarh

### Convener

Mr. Surender Paul,  
IMD, Chandigarh

### Co-convener

Dr. Ravindra Khaiwal,  
PGI, Chandigarh

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### Co-conveners

Dr. Vishwa B.S. Chandel,  
PU, Chandigarh  
Dr. M. S. Shekhar,  
SASE, Chandigarh

## CONTACT ADDRESS

### TROPMET – 2015

#### Kind attention:

Sh. Surender Paul, (Convener)  
Meteorological Dept,  
Meteorological Centre,  
Sector-39C, Chandigarh-160037,  
India

#### Phones:

Off.: +91-172-2629981

Fax: +91-172-2629984

Mo.: +91-9417777557

E-mail: [tropmet2015@gmail.com](mailto:tropmet2015@gmail.com)

#### Website

[www.tropmet2015.org](http://www.tropmet2015.org)

Dear Dhruba Banerjee,

On behalf of the Organizing Committee, I pleased to inform you that the local organizing committee has been arranged your **accommodation in Hotel Park View from 14<sup>th</sup> to 17<sup>th</sup> February, 2015**. You are requested to convey your itinerary and entitlements for hotels in order to make necessary logistics arrangements at this end. Kindly let us know whether you want accommodation in single or sharing. In case you have already given the information before, you are requested to kindly give the information again in next two days as to make logistics arrangement. The required information may please be communicated to us at this email only i.e. [paper.tropmet2015@gmail.com](mailto:paper.tropmet2015@gmail.com) in next 02 days for further action at our end.

With best regards,

(SURENDER PAUL)

Convener, TROPMET - 2015

E-mail: [paulsurender@gmail.com](mailto:paulsurender@gmail.com)

Mo. +91-94-177-77557



President: Prof. L.A. Fisk  
Executive Director: Dr. J.-L. Fellous

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Fax: +33 (0)1 44.76.74.37 • [cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr) • <http://cosparhq.cnes.fr>

Mr. DHRUBA BANERJEE  
Swami Vivekananda Institute of Science and  
Technology  
Dakshin Gobindapur  
Sonarpur  
700148 Kolkata West Bengal  
India

18 March 2016

Ref: 49.20

Dear Mr. BANERJEE,

Selection of recipients of partial travel support for the 41st COSPAR Scientific Assembly took place last week. Over 500 requests for assistance from scientists planning to attend COSPAR 2016 were examined. Despite severe funding limitations, COSPAR is pleased to be able to provide you with 1150 Euros in partial travel support to enable your participation in the Assembly.

All recipients of partial travel support must register well in advance using the registration form provided on the web (<http://cospar2016.tubitak.gov.tr>). Participants should click the online registration button then click "new registration." For "type of registration" please select "full or student registration" in the menu and complete your payment.

This partial travel support will be paid in Euros after arrival at the Assembly. It will be paid to you at the Grant Recipient Payment Desk. Be sure to have your passport and the original of this letter with you.

If you indicated when applying for support that you will register as a student, it is particularly important that you send your student identification to the registration office. Without this documentation full registration fees will be applied. Proof of student status will be accepted only in English and should be received by the Organizing Secretariat in Istanbul ([register.cospar2016@tubitak.gov.tr](mailto:register.cospar2016@tubitak.gov.tr)) by 1 July 2016. Documents received after that date will not be accepted, and the participant will not be qualified as a student.

NB: Should you wish to register an accompanying person you may complete relevant sections of the registration form.

In the meantime, complete the enclosed "Partial Travel Support Acceptance" form and return it to the COSPAR Secretariat in Paris ([cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr)) at your earliest convenience. If the form is incomplete or returned after 15 May, your support money will be allocated to another participant. Do not include registration and accommodation forms when you notify COSPAR of your support acceptance. This information will not be forwarded to the local organizers.

**If for some reason you learn after returning the "Partial Travel Support Acceptance" form that participation in the Assembly will not be possible, please notify the COSPAR**



41st COSPAR Scientific Assembly and Associated Events:

30 July - 7 August 2016, Istanbul, Turkey

Scientific Program/abstract submission: <https://www.cospar-assembly.org>

Website of the local organizers: <http://cospar2016.tubitak.gov.tr/>

Chair, COSPAR Scientific Program Committee:

Prof. E. Göğüş ([ersing@sabanciuniv.edu](mailto:ersing@sabanciuniv.edu))

***Secretariat immediately by e-mail. Demand for financial assistance was very high, and COSPAR could not provide funding to the majority of applicants. Your prompt action in this regard may enable our Committee to support a scientist on the waiting list.***

Recipients of support are strongly encouraged to submit papers corresponding to their presentations to the Elsevier Editorial Office after the Assembly for publication in *Advances in Space Research (ASR)* or *Life Sciences and Space Research (LSSR)*.

Due to reporting requirements of Assembly sponsors, when picking up your travel support at the Grant Recipient Payment Desk, please provide photocopies of any receipts already available, clearly indicating your name and the amount paid for travel, accommodation, visa, ..... You may also be requested after the Assembly to provide proof of expenses up to the amount of your grant, so remember to ask for and keep copies of all receipts. Your assistance in meeting reporting requirements is much appreciated by COSPAR and will help us to encourage sponsors to provide grants for future Assembly participants.

Thank you very much for your attention to these details. We look forward to seeing you in Istanbul.

Yours sincerely,



A. Janofsky  
Associate Director

enc.

# COSPAR

ESTABLISHED BY ICSU:  
THE INTERNATIONAL  
COUNCIL FOR SCIENCE

COMMITTEE ON SPACE RESEARCH



President: Prof. L.A. Fisk  
Executive Director: Dr. J.-L. Fellous

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Fax: +33 (0)1 44.76.74.37 • [cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr) • <https://cosparhq.cnes.fr>

**41st COSPAR Scientific Assembly**  
**30 July – 7 August, Istanbul, Turkey**

## PARTIAL TRAVEL SUPPORT ACCEPTANCE FORM

Please complete this form and return it to the COSPAR Secretariat (e-mail: [cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr)) as soon as possible. If the form is incomplete or returned after 15 May, your partial travel support will be allocated to another participant. Please type or print clearly.

Full Name:

Signature:

Complete address, telephone, fax, e-mail:

✓ CHECK ONE BOX ONLY

☐ I accept the partial travel support offered to me by COSPAR and have noted that payment will be at Assembly registration upon presentation of my passport and the original of the letter notifying me of the amount allocated.

Expected date of arrival at the Scientific Assembly:

☐ I will be unable to attend the COSPAR Scientific Assembly and, therefore, will not need the funds allocated.

My paper(s) WILL / WILL NOT be presented by a co-author (circle appropriate response(s) and, if several submissions, indicate which paper(s), if any, will not be presented).

☐ I have succeeded in finding funding elsewhere and will not need the entire sum allocated. Please deduct the amount below from my partial travel support and use it to meet the request of a scientist on the waiting list.

Amount:



41st COSPAR Scientific Assembly and Associated Events:  
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Prof. E. Göğüş ([ersing@sabanciuniv.edu](mailto:ersing@sabanciuniv.edu))



President: Prof. L.A. Fisk  
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Fax: +33 (0)1 44.76.74.37 • [cospar@cosparhq.cnes.fr](mailto:cospar@cosparhq.cnes.fr) • <https://cosparhq.cnes.fr>

Mr. DHRUBA BANERJEE  
Swami Vivekananda Institute of Science and  
Technology  
26 K.C.BANERJEE ROAD,  
HARINAVI  
700148 KOLKATA, WEST BENGAL  
India

8 March 2018

Dear Mr. BANERJEE,

Selection of recipients of partial travel support for the 42<sup>nd</sup> COSPAR Scientific Assembly is now complete. Over 500 requests for assistance from scientists planning to attend COSPAR 2018 were examined. Despite severe funding limitations, COSPAR is pleased to be able to provide you with € 1200 in partial travel support to enable your participation in the Assembly. Please note that receiving a grant does ***not*** imply a registration fee waiver.

Travel support will be paid in local currency, calculated at an exchange rate available shortly before the meeting, at the Assembly registration desk during registration opening hours. Be sure to have your passport and this letter with you. ***If you have not yet registered for the Assembly, please click [here](https://icsevents.eventsair.com/cospar-2018/grant-recipient-registration) or copy into your browser the following link <https://icsevents.eventsair.com/cospar-2018/grant-recipient-registration> to register as a travel support recipient. You will be guided through your registration.*** If you have already registered, please signal this to the registration office, which has received a list of all grant recipients, at [cospar2018-registration@icsevents.com](mailto:cospar2018-registration@icsevents.com).

**All grant recipients are strongly encouraged to register now. Early registration is particularly important if you need a visa. Early registration is the only way to speed the process of obtaining the required invitation letter in order to submit as early as possible your visa application.**

*We understand that hotel accommodation can be a financial burden and we are happy to announce that we have arranged room sharing at one of our local hotels. If you wish to share rooms with another travel support recipient, please contact the Assembly Administrator at [cospar2018-registration@icsevents.com](mailto:cospar2018-registration@icsevents.com) with your details and they will be happy to assist you.*

In the meantime, complete the enclosed "Partial Travel Support Acceptance" form and return it to the COSPAR Secretariat in France at your earliest convenience. If the form is incomplete or returned after 15 May, your support money will be allocated to another participant. Do not include registration and accommodation forms when you notify COSPAR of your support acceptance. This information will not be forwarded to the local organizers.

Scientific Program/abstract submission: <https://www.cospar-assembly.org>



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July 14 – 22, 2018 Pasadena, California, USA [www.cospar2018.org](http://www.cospar2018.org)



***If for some reason you learn after returning the "Partial Travel Support Acceptance" form that participation in the Assembly will not be possible, please notify the COSPAR Secretariat immediately by e-mail. Demand for financial assistance was very high, and COSPAR could not provide funding to the majority of applicants. Your prompt action in this regard may enable our Committee to support a scientist on the waiting list.***

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Thank you very much for your attention to these details. We look forward to seeing you in Pasadena.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Janofsky'.

A. Janofsky  
Associate Director

enc.

**42nd COSPAR Scientific Assembly  
14 - 22 July 2018, Pasadena, CA, USA**

**PARTIAL TRAVEL SUPPORT ACCEPTANCE FORM**

Please complete this form and return it to the COSPAR Secretariat (e-mail: [cosparcom@cosparhq.cnes.fr](mailto:cosparcom@cosparhq.cnes.fr)) as soon as possible. If the form is incomplete or returned after 15 May, your partial travel support will be allocated to another participant. Please type or print clearly.

Full Name:

Signature:

Complete address, telephone, fax, e-mail:

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✓ CHECK ONE BOX ONLY

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