



South Bihar Power Distribution Company Ltd.

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)
(Department of Human Resources and Administration)

Letter No: - VIII/SB/Acctt-Appointment-2017/13- 1287

Dt. - 17 /07/14

To,

MANOJ KUMAR		(Sl. No. – A O (1) - UR - 1 Reg. No:- 110001307, Roll No.-100244
22,FIRST FLOOR,		
STREET NO-03		
Village/Mohalla.- SOUTH GNESG NAGAR		
Post Office.- MANDAWALI		Police Station- MANDAWALI
Dist-EAST DELHI		Pin- 110092

Subject:- Offer of appointment to the post of Accounts Officer.

With reference to above, you are being provisionally appointed to the post of **Accounts Officer in South Bihar Power Distribution Company Ltd.** on probation for two years as per terms and conditions stipulated in SBPDCL Employment Notice No.- 01/2013 :-

1. The monthly consolidated pay will be **Rs. 32,000/= (Rs. Thirty Two Thousand) only**. No other allowance will be admissible in addition to the above pay. PF, Gratuity and Group Insurance will be paid as per company rules. In addition to this annual increment @ 4% will be paid and as an incentive an additional payment up to 2% may be allowed on the basis of performance of the individual subject to the maximum consolidated pay of Rs. 51,000/- (Rs.Fifty One Thousand only) per month.
2. This appointment is provisional/ temporary and may be terminated without assigning any reason after giving one month notice.
3. This appointment is subject to Recruitment Policy, 2013 of the **South Bihar Power Distribution Company Ltd.** and General Rules as amended from time to time.
4. You may be transferred any-where within the jurisdiction of the **South Bihar Power Distribution Company Ltd.**
5. You will have to execute a bond of Rs. 50,000/- on Rs. 100/- non-judicial stamp paper to the effect that if you leave the services of the Company before completing two years probation period, you will be liable to pay a sum of Rs. 50,000/- (Rs.Fifty thousand) to the company.
6. This appointment is provisional subject to your eligibility on the post of Accounts Officer.
7. You will have to bring the following documents/ Certificates/Papers in original with self attested photocopy of the same at the time of joining:-
 - a. Certificate of academic qualification along with marks sheet as well as matriculation certificate showing date of birth.
 - b. Caste and creamy layer certificate granted by competent authority of your home district and issued recently in the prescribed format of Government of Bihar, Permanent Domicile Certificate of Bihar if reservation benefits is claimed. OBC certificate issued for service of Govt. of India will not be accepted.
 - c. Your certificate with respect to educational qualification, date of birth, caste with creamy layer (if applicable) and permanent domicile etc. will be required for verification. If any information given by you with regard to your qualification, date of birth, caste with creamy layer certificate and domicile certificate is found incorrect or if any discrepancy is found in part or full, at any time during the period of your employment, your services will be terminated with retrospective effect and legal action will be initiated as well as the pay and allowances received by you on this account will be recovered.
 - d. An affidavit sworn in before the Executive Magistrate to this effect that:-
 - (i) The candidate has only one living spouse in case he/ she is married.
 - (ii)The candidate has not accepted/given any dowry (if married) or will not accept/give any dowry (if unmarried).
 - e. An affidavit sworn in before Executive Magistrate that you have not been convicted by any court of law.
 - f. You will have to bring relieving order from your present employer if you are under any employment.
 - g. A medical fitness certificate granted by a Civil Surgeon / Medical Officer of BSPHCL.
 - h. They will have to bring a bond paper of Rs. 50,000 /-/- (Rs.Fifty Thousand) on non judicial stamp paper of Rs. 100/- in prescribed format (attached with this offer of appointment letter)
 - i. If you fail to bring any of the above mentioned documents, your joining will not be accepted & your candidature may be rejected.
8. No TA/DA will be admissible for joining the above post.

If the above terms and conditions are acceptable, you may join on the post of Accounts Officer by submitting your joining on **25.07.2014 at 11:00 AM** at **SBPDCL Head Quarter, Vidyut Bhawan, Bailey Road, Patna-800001.**

Sd/-
(R. E. Sharma)
GM (HR & Admin.)



South Bihar Power Distribution Company Ltd.

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)
(Department of Human Resources and Administration)

Letter No: - VIII/SB/Acctt-Appointment-2017/13- 1288

Dt. - 17/07/14

To,

MUKESH KUMAR PANDEY		(Sl. No. – A O (2) - UR - 2 Reg. No:- 110001140, Roll No.-100213
H.NO-2K/80		
BARIATU HOUSING COLONY		
Village/Mohalla.- BARIATU		
Post Office.- BARIATU		Police Station- BARIATU
Dist-RANCHI		Pin- 834009

Subject:- Offer of appointment to the post of Accounts Officer.

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3. This appointment is subject to Recruitment Policy, 2013 of the **South Bihar Power Distribution Company Ltd.** and General Rules as amended from time to time.
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5. You will have to execute a bond of Rs. 50,000/- on Rs. 100/- non-judicial stamp paper to the effect that if you leave the services of the Company before completing two years probation period, you will be liable to pay a sum of Rs. 50,000/- (Rs.Fifty thousand) to the company.
6. This appointment is provisional subject to your eligibility on the post of Accounts Officer.
7. You will have to bring the following documents/ Certificates/Papers in original with self attested photocopy of the same at the time of joining:-
 - a. Certificate of academic qualification along with marks sheet as well as matriculation certificate showing date of birth.
 - b. Caste and creamy layer certificate granted by competent authority of your home district and issued recently in the prescribed format of Government of Bihar, Permanent Domicile Certificate of Bihar if reservation benefits is claimed. OBC certificate issued for service of Govt. of India will not be accepted.
 - c. Your certificate with respect to educational qualification, date of birth, caste with creamy layer (if applicable) and permanent domicile etc. will be required for verification. If any information given by you with regard to your qualification, date of birth, caste with creamy layer certificate and domicile certificate is found incorrect or if any discrepancy is found in part or full, at any time during the period of your employment, your services will be terminated with retrospective effect and legal action will be initiated as well as the pay and allowances received by you on this account will be recovered.
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 - (ii)The candidate has not accepted/given any dowry (if married) or will not accept/give any dowry (if unmarried).
 - e. An affidavit sworn in before Executive Magistrate that you have not been convicted by any court of law.
 - f. You will have to bring relieving order from your present employer if you are under any employment.
 - g. A medical fitness certificate granted by a Civil Surgeon / Medical Officer of BSPHCL.
 - h. They will have to bring a bond paper of Rs. 50,000 /-/- (Rs.Fifty Thousand) on non judicial stamp paper of Rs. 100/- in prescribed format (attached with this offer of appointment letter)
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Sd/-
(R. E. Sharma)
GM (HR & Admin.)



South Bihar Power Distribution Company Ltd.

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)
(Department of Human Resources and Administration)

Letter No: - VIII/SB/Acctt-Appointment-2017/13- 1289

Dt. - 17/07/14

To,

ANURADHA		(Sl. No. – A O (3) - UR - 3 Reg. No:- 110000643, Roll No.-100118
J-31,VATIKA GREEN CITY		
DIMNA ROAD, MANGO		
Village/Mohalla.-		
Post Office.- MGM COLLEGE		Police Station- ULIDIH
Dist-EAST SINGHBHUM		Pin- 831018

Subject:- Offer of appointment to the post of Accounts Officer.

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4. You may be transferred any-where within the jurisdiction of the **South Bihar Power Distribution Company Ltd.**
5. You will have to execute a bond of Rs. 50,000/- on Rs. 100/- non-judicial stamp paper to the effect that if you leave the services of the Company before completing two years probation period, you will be liable to pay a sum of Rs. 50,000/- (Rs.Fifty thousand) to the company.
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 - b. Caste and creamy layer certificate granted by competent authority of your home district and issued recently in the prescribed format of Government of Bihar, Permanent Domicile Certificate of Bihar if reservation benefits is claimed. OBC certificate issued for service of Govt. of India will not be accepted.
 - c. Your certificate with respect to educational qualification, date of birth, caste with creamy layer (if applicable) and permanent domicile etc. will be required for verification. If any information given by you with regard to your qualification, date of birth, caste with creamy layer certificate and domicile certificate is found incorrect or if any discrepancy is found in part or full, at any time during the period of your employment, your services will be terminated with retrospective effect and legal action will be initiated as well as the pay and allowances received by you on this account will be recovered.
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 - (i) The candidate has only one living spouse in case he/ she is married.
 - (ii)The candidate has not accepted/given any dowry (if married) or will not accept/give any dowry (if unmarried).
 - e. An affidavit sworn in before Executive Magistrate that you have not been convicted by any court of law.
 - f. You will have to bring relieving order from your present employer if you are under any employment.
 - g. A medical fitness certificate granted by a Civil Surgeon / Medical Officer of BSPHCL.
 - h. They will have to bring a bond paper of Rs. 50,000 /-/- (Rs.Fifty Thousand) on non judicial stamp paper of Rs. 100/- in prescribed format (attached with this offer of appointment letter)
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Sd/-
(R. E. Sharma)
GM (HR & Admin.)



South Bihar Power Distribution Company Ltd.

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)
(Department of Human Resources and Administration)

Letter No: - VIII/SB/Acctt-Appointment-2017/13- 1290

Dt. - 17/07/14

To,

ABHISHEK ANAND		(Sl. No. – A O (4) - BC - 1 Reg. No:- 110000956, Roll No.-100174
S-141B, NEAR DURGA MANDIR		
SCHOOL BLOCK		
Village/Mohalla.- SHAKARPUR		
Post Office.- SHAKARPUR		Police Station- SHAKARPUR
Dist-LAXMINAGAR, DELHI		Pin- 110092

Subject:- Offer of appointment to the post of Accounts Officer.

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Sd/-
(R. E. Sharma)
GM (HR & Admin.)



South Bihar Power Distribution Company Ltd.

(Regd. Office: Vidyut Bhawan, Bailey Road, Patna)
(Department of Human Resources and Administration)

Letter No: - VIII/SB/Acctt-Appointment-2017/13- 1291

Dt. - 17 /07/14

To,

SANTOSH KUMAR		(Sl. No. – A O (5) - BC - 2 Reg. No:- 150001380, Roll No.-100270
VILLAGE DHARAMPUR RAMRAY		
Village/Mohalla.- WARD-14		
Post Office.- MAMREJPUR		Police Station- DESARI
Dist-VAISHALI		Pin- 844504

Subject:- Offer of appointment to the post of Accounts Officer.

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Sd/-
(R. E. Sharma)
GM (HR & Admin.)

SOUTH BIHAR POWER DISTRIBUTION COMPANY LIMITED

Security Bond by Newly Recruited.....

1. Know all men by this Security Bond that I _____ (Employee) confirmly hold and Bond up to South Bihar Power Distribution Company Limited (Employer) constituted under provisions of Company Act, 1956 read with Electricity Act, 2003 and hereinafter referred to as Company with the following consideration.

2. Whereas I _____ S/O
_____ Resident of
_____ P.O. _____ P.S. _____
_____ District _____ have been appointed as
_____ vide company's letter no. _____
dated _____

3. On being appointed as _____ the provision enumerated in the Recruitment Policy of company and other cadre rules shall be binding and enforceable for the purpose of regulating the terms of employment at post held.

4. And whereas according to the Recruitment Policy of company all the direct recruits shall be on probation for the period of 2 (two) years from the date of appointment and the continuation and confirmation there to shall be subject to satisfactory performance of service entrusted and rendered.

5. And whereas also in terms of the provisions of the company, the employee probationary shall be bound with the employer, in the event of resignation/ voluntarily by the employee, absenting himself/ herself from duty and/ or quitting the company's service within two years from the date of completion of trainings to refund to the company Rs. 50,000/- (Fifty thousand) only.

6. So that I _____ S/O _____ Resident of
_____ P.O.
_____ P.S. _____ District
_____ do hereby firmly bound and undertake that I shall refund to company, the entire cost (pay & allowance etc.) incurred by the company on the training under the company subject to a maximum of Rs. 50,000/- (Fifty thousand) only in the event of leaving the organization before completion of

two years on resignation or otherwise or remaining absent from the service at my own accord within two years from the date of completion of training.

7. And whereas in furtherance of the job as probationer employee I _____ hereby along with two sureties undertake all right and liabilities of probationer/ employee what so ever arise shall be the exclusive liabilities of the probationer/ employee along with the sureties.

8. The sureties namely (i) Sri _____ S/O _____ P.O. _____ P.S. _____ District _____ and (ii) Sri _____ S/O _____ P.O. _____ P.S. _____ District _____

_____ jointly & severely shall be responsible & liable for the payment or for liquidating the liability in above mentioned. The two sureties liability shall be liquidated or recovery from the personal property of the sureties. Surety with full Signature:-

1. _____
2. _____

Signature of Witness with full address

- (i) _____
- (ii) _____

Deponent