

JANVIKAS

*A Registered
Public Charitable Trust*
Reg. No. E/19527/Ahmedabad

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Date: 1st April, 2021

To,
Mr. Sanjay Dattatray Nale
A/p Dorlewadi, Tal. Baramati
Dist. Pune- 413102

Subject:- Contractual appointment

Dear Sanjay,

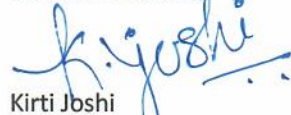
With reference to our discussions regarding your role, I am pleased to appoint you as Centre Head at Entitlement Facilitation Centre (EFC), Baramati on contract for a period of one year with effect from 1st April, 2021 till 31st March 2022. Your role & responsibility is attached as Annexure 1.

You will be paid a consolidated amount of Rs. 1,80,000/- for the above mentioned work contract. This amount will be payable in 12 monthly instalments. The payment will be made against your submission of monthly work done report to your reporting authority and their recommendation.

This work contract can be terminated by giving one month notice by either of the parties. Taxes and TDS will be deducted as applicable. Assigned work related local and outstation travel will be reimbursed on submission of actual bills.

Kindly sign one copy of this contract and send it back to us.

With best wishes,


Kirti Jbshi
CEO-Janvikas

Received and Accepted

Sanjay Dattatray Nale

Date:

Annexure 1:

Roles & Responsibility of Centre Head:

- Overall management of interventions including planning, execution and conflict resolution at the EFC level. This includes hand holding support for service camps and other activities as and when required.
- Ability to file applications related to entitlements, knowledge and skill to follow up with entitlement claims through various e-portals, physical government offices, grievance redressal mechanisms like filing of RTI Applications and follow up, etc., if necessary.
- Understanding of the concept justice.
- Understand the difference between issues that fall under the category of cases and claims.
- To organize and facilitate monthly review and planning meetings cum training of facilitator and volunteers.
- To engage with various stakeholders such as government agencies, civil society organizations, HRs of Godrej and other companies etc.
- Understanding of gender.
- Education and awareness – to create legal awareness in the masses through community education programmes and other means. And, educate people about their rights/entitlements and motivate them to fight for their rights.
- To prepare various IEC materials such as leaflets, booklets etc. in local language.
- To set up and operationalize the MIS of the project at EFC.
- Attend trainings conducted from time to time by Janvikas & IDEAL CSJ.
- Knowledge of computer-based entitlement facilitation work.
- Negotiation, counselling and conciliation: to involve in counselling with a right perspective /issue-based perspective and out of court settlements.
- To identify training needs of the EFC team, community members, local CSOs/CBOs or other NGOs in the locality and build capacities of the same.
- To prepare reports/updates in prescribed formats, analyze these data and submit as and when required by the organization.
- Any other work related or incidental to the project.

Received and Accepted

Name:

Date: