



7002432546 (M)
7002859081 (M)

CARE INDIA FOUNDATION

Helping people, changing lives

Head Office- Chokapara, P.O- Lakhiganj
District.- Dhubri(Assam), PIN-783345
Reg. No. RS/DBR/250/D/30 Of 2005-06
Website. www.careindiafoundation.in
Email. cindiafoundation@gmail.com

Ref. No. CIF/CCI/321/23-24

Date:- 25/01/2024

To,

KARMOT ALI

S/O- Nur Mahammad Ali

Vill:- Chokapara, P.O:- Sakti Ashram

P.S:- Fakiragram, Dist:- Kokrajhar, BTR(Assam)

PIN- 783354

Appointment letter

You are hereby as Accountant cum Store-keeper of Child Care Institution (Care India Children Home) project at Bilasipara under Ministry of Women and Child Development which is implemented by Care India Foundation for the period of 1st February 2024 to 31st March 2024 on contractual basis with provision further the extension of project period according to your performance.

Terms & Conditions of appointment letter:-

- ❖ Appointment made by properly temporary basis and the same will not be create any legal right for communication in the engagement of otherwise as the employee.
- ❖ Appointee will get a monthly fixed remuneration of as per employee.
- ❖ Appointee should meet the monthly targets as per project requirements. Otherwise the same may lead to deduction of remuneration.
- ❖ Nature of works is totally depending upon the project which is basically extensive Maintain accounts and preparation of report.
- ❖ The appointee will not be liberty to leave the project next one months without prior approval of the organization otherwise appointee will be liable for damages.

So, you are requested to sign the appointment letter and return the enclosed one as token of acceptance of the terms and conditions.

Karmot Ali

Signature of the Appointee

S Islam

Secretary

Care India Foundation

all mad

President

Care India Foundation

General Secretary
Care India Foundation

President
Care India Foundation



Roles and responsibilities of Accountant cum Store-keeper

The Accountant cum store-keeper is very important post in a CCI as all the stock of the CCI is maintained by him. The following list represents some of the tasks performed by Store keeper cum accountant under the super vision of the Person in-charge:

- ❖ Maintaining of the stock register of the Institution.
- ❖ Stock taking at the beginning of the month.
- ❖ Maintaining stock of various items required in the institution.
- ❖ Ensure that as and when the stock of a CCI goes below 20 percent of the monthly requirement, the demand is raised accordingly.
- ❖ Compulsory monthly physical verification of the stock.
- ❖ Ensure that every child of the CCI should get the required items/material on time and as laid down under the JJ Model Rules 2016.
- ❖ He is responsible for the smooth and effective functioning of the store.
- ❖ He is responsible for managing the assets of the store. The security and safety of the store is his responsibility.
- ❖ Ensure that all the important stock is kept in lock and key.
- ❖ Ensure that sufficient inventory is available at the store to avoid being out of stock.
- ❖ Managing the store.
- ❖ Maintain the accounts of the institution.
- ❖ Maintain income and expenditure statement of the institution
- ❖ Prepare Utilization Certificate
- ❖ Procure and maintain stock of various items required in the institutions
- ❖ Maintain the salary register and donation register.


Signature of the Appointee


Secretary
Care India Foundation


President
Care India Foundation

General Secretary
Care India Foundation

President
Care India Foundation