



J.C.S.S.S.S. Ltd.
Main Dharmveer market Badarpur new delhi-44
Website : www.jcsss.com E-mail : jcsssorg@yahoo.co.in
Regd.No : MSCS/CR/328/2010



REF 20200718

DAT 18.7.2020

APPOINTMENT INSPECTION REPORT

To,
ADMINISTRATIVE DEPARTMENT,
JCSSSS, New Delhi

Subject:- Regarding the appointment of Area Manager, Branch Manager ,Marketing Manager ,Collection Executive,

Sir,

With due respect,I say that, it has been acknowledged from APLICATION NO..... BRANCH..... that NAME..... FATHER/HUSBAND.....PERMANENT RESIDENT..... CURRENT ADDRESS..... to whom I spoke about discipline and society rules in the interview, the applicant was impressed by the discipline and rules of the committee as well as resolved to follow the rules and regulations of the committee. The applicant society will be able to prepare new account holder members according to the rules and get their service done completely, due to which I am completely satisfied. The necessary documents given by the applicant are complete, which have been verified by me, and the working area of the applicant will be within thirty kilometers from the committee branch center. So it is requested to sir that the code area for the NAME.....CODE AREA MANAGER/BRANCH MANAGER/MM/COLLECTION EXECUTIVE..... Code to be issued under for Branch/Centre. After that I interviewed the applicant, in which all the purpose and remuneration contracts related to the committee, in relation to the commission / salary slave, information was given by me according to the rules of the committee, due to which I am satisfied and he was givenresponsibilities, I am also enclosing the receipt signature.

1. Address Proof –

Land/home documents, Electricity bills, Rashion card, Telephone Bill,
Lal card, Passport, Bank Passbook, etc.

2. Id Proof-

Voter id, Pan Card, Driving liscense, Passport, etc.

3.Applicant's educational certificates

4. Date of Birth mandatory in educational certificates.

5.9 passport size photos

6. Full signatures

7. Family's full signatures and passport size photos

8.Development officer recommondation letter

9. Xerox of Pan Card and other documents has to be included.

YOURS FAITHFULLY

JCSSSSLTD.

'Self Improvement is the greatest service in the world'



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AREA MANAGER APPOINTMENT CONTRACT LETTER

TO

.....
.....
It is with great pleasure to inform you that on the basis of the following contract and conditions, you are appointed as..... for branch/centrer.....from date.....

1. That in the first month 5 branch managers have to make appointment with 5-5 MMs/ collection executive. Whose work is started, it is mandatory to appoint at least 3-3 MMs/ Collection executive under 5 BMs, get all of them to open DD2 and DD3 daily deposit account at rs. 100 per day, this is mandatory in order to confirm your joining.
2. That after the appointment of Area Manager, the target of account opening of Rs.12500/- per branch/operation manager and Rs.62500/- per month from all the 5 branch manager respectively shall be met, after meeting the target, a total of Rs.20000/- per manager, as well as Area Manager will get a total fixed remuneration salary of Rs.30000/- with monthly fuel cost, and if the target of Rs.6000/- per manager per month is met from daily account, and Rs.30,000/- from all the five managers respectively, a total of Rs.10000/- per manager and a total of Rs 15000/- to the area manager with monthly fuel cost, fixed remuneration salary will be payable only.
Note- This target is for all branches/self-supporting valid for the Area Manager/Branch Manager of the Centre.
3. That an Area Manager has to appoint only 5 Branch/Operation Managers in the first month, each Branch Managers has to appoint 5-5 MMs under them in the first month and achieve the target in 6 months and get the each MM achieved his target of appointing 5 new MMs under him and get promoted to DO in and Total 150 MMs/Collection Executive is mandatory to appoint for an Area Manager in an year.
4. That it will be mandatory for the MM/Collection Executive to open daily deposit account of Rs 100/- per day up to 125 days from the date of appointment, in addition to this, goal setting of monthly and FD deposit scheme based on managerial experience will continue.
5. That it is mandatory for all MMs to get daily closing done in the bank as directed by the head office and submit per day bank receipts to the respected superiors.
6. That if an area manager completes the target of Rs.62500/- from all the 5-5 branch manager for 6 months, then one month's salary will be payable as an incentive after 12 months for once.
7. That if an Area manager has monthly collection of Rs 2 lakh from each MM, that Rs 10 lakh from each BM and an overall collection of Rs 50 lakh or above of monthly/daily account from all of his 5 BMs, under his business area than 0.5% of that collection will be payable as an incentive to him, till his salary along with incentives, reaches Rs 2 lakh.
8. That it will be mandatory for the Area manager/ Branch/ Operation/ to supervise the daily/monthly irregular accounts on weekly basis and either regularise them or to open a new account of the same amount.
9. That TDS deduction will also be deposited in the Income Tax Department after deducting 10 percent of your total remuneration received as per the rules of Income Tax Department of Government of India, this process will be continuous.
10. That the JLY deduction will also be deposited in your JLY account after deducting 5% of your total regeneration as per the committee rules. This process will go on as per the DOB proof provided to the society till 60 years of age and the amount will be paid back thereafter.

Note:- Payment will not be made from the JLY account operated for less than three years and it will be your responsibility to refund all the loans given by the committee on the AM level on the irregular / leaving the work / service before three years, otherwise according to the Indian Penal Code, The matter of entrapment / entanglement will be filed on you by the committee through your superior officer, and legal actions will be taken.

Administrative Department
JCSSSS.LTD, Registered off, New Delhi-44

Agreemental Signature
Branch/Operation Manager

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