



**Mugberia Gangadhar Mahavidyalaya**

ESTD.-1964

(UGC Aproved & NACC "B" Level Govt. aided College)

**Department of Tourism & Hotel Management**

(Under the NSQF schemes of UGC)

## **PLACEMENT RECORD: 2020-2021**

### **1. KOUSHIK PRAMANIK**

**CELESTA**  
kolkata

Date: 30<sup>th</sup> Jan, 2021

Mr. Kousik Pramanik

Vill-Ramchak P.O-Ramchak ,P.S-Khejuri

Dist – Purba Medinipur, West Bengal

PIN-721431

**Subject: Offer Letter for the position of Front Office Associate**

Dear Kousik,

This has reference to your application and subsequent interview; we are pleased to offer you the position of "**Front Office Associate**" for our Hotel CELESTA.

You will be on probation for six months and during this period your Gross Salary will be **Rupees Nine Thousand only.**

You are requested to join duty on or before **1st Feb 2021.**

Appointment letter will be issued to you after your joining.

If the above is acceptable to you, please sign and accept the same in the duplicate copy of this offer letter.

Wishing you all the best and trust you will put your best efforts towards the success of our organization.

Thanking You

HR Team

CELESTA- Kolkata



## 2. SUBHOJIT PANDA



Date: 22th October 2022

**MR. Subhajit Panda**  
Dakshin Pathaberia, Purba Medinipur  
West Bengal- 721425

Dear Subhajit Panda

Sub: Appointment as Front Office Assistant (Front Office Department) effect from 22th October 2022.

In accordance with the Hotel Operations Agreement between Lords Resort Chotila (A Unit of Setu Joy Pvt.Ltd) we are pleased to appoint you as Front Office Assistant (Front Office Department) further you will be governed by the H.R. Policies of the company. The relevant terms and conditions of appointment are recorded below for your consideration and acceptance.

**Job Assignment:** You will be responsible for the duties of **Front Office Department** as laid down from time to time and will report to the concerned **Front Office Manager**.

- Location:** You will initially be based at our unit at **Lords Resort Chotila**; however, you will be liable for transfer to any place of business of the company whether existing or acquired later anywhere within the country or outside temporarily or permanently at the discretion of the company.
- Compensation:** You will be paid a gross salary of **13,500.00/-** per month from the unit where you are stationed & the break-up of the salary is as follows: -

a)	Basic Pay	Rs. 9700.00
b)	House Rent Allowance	Rs. 2300.00
c)	Conveyance	Rs. 1500.00
<b>Total Salary per month</b>		<b>Rs. 13,500.00</b>

- Loyalty Bonus:** In addition to your salary, you will be entitled for **Rs. 00.00/-** per month as loyalty bonus for period of 12 months and cumulated amount would be remunerated to you on completion of 18 months In Two Monthly Installment with the organization & in case during the eighteen months you are terminated/ resign or desire to part ways with the company you would not be entitled for any claim of loyalty bonus.