



Indian School of Microfinance for Women

1st floor, Maharashtra Samaj, Vasant Chowk, Lal Darwaja,
Bhadra, Ahmedabad - 380001, Gujarat, India.

Email: admin@ismw.org.in; Website: www.ismw.org.in

Mr. Iftikhar M Mansuri
Address: 1154, B/h New Karanj Bhavan,
Bhadra, Ahmedabad -380001, Gujarat

Date: June 21, 2023

Subject: - Appointment as **Accountant** on Consultancy Contract basis in **Scaling up of Centre for Financial Literacy Project in Gujarat and Uttar Pradesh (U.P.)**

Greetings from Indian School of Microfinance for Women!

We thank you for showing interest to work with Indian School of Microfinance for Women. The School is pleased to appoint you on purely Consultancy Contract basis as **Accountant** in **Scaling up of Centre for Financial Literacy Project in Gujarat and Uttar Pradesh (U.P.)** as per the following terms and conditions:

Designation	Accountant
Period of Contract	1st June 2023 to 31st May 2024
Consultancy Fees	Rs. 35,000/- (Rupees Thirty Five Thousand Only) per month (Consolidated)
Travel Allowance	Local Taxi / Fuel Expense and public transport allowed as per requirement and conveyance reimbursement for travel to the field location . This is a reimbursable expense based on actual but local travel plans has to be approved by Head Office- Ahmedabad (actual bills to be submitted every month)
Mobile Charges	Rs. 500/- per month (to be paid on submission of vouchers)
Reporting Officer	Senior Accountant / Project Director / Managing Trustee at Head Office (HO) – Ahmedabad
Leave During the Period	You will be eligible for one paid Leave during the month after completion of 1st month of the service. Accumulation of Leave and Leave Encashment is not allowed.
Base Location	Ahmedabad, Gujarat
Termination of Contract	One month notice period

- **Income Tax will be applicable as per IT Act.**

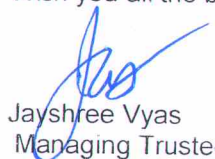
Please note that this is a contractual appointment and you will not be given any benefits provided to regular employees of the School. Your performance will be reviewed on time to time basis.

You are requested to submit attested photocopies of all your testimonials and two (2) passport size photographs to the Admin. Section of the School.

Please carefully note that, you will not directly or indirectly disclose, sell, exchange, or transfer to any third party or use without prior written permission of ISMW, any information/ material of ISMW that you may access to, for any other purpose than your performance of this agreement.

Please sign the duplicate copy of this Letter as well as Terms of Reference (ToR) and return the same to us as confirmation of your acceptance.

Wish you all the best and looking forward to work with you.


Jayshree Vyas
Managing Trustee

Encl: 1. Terms of Reference – **Accountant**


Accepted by Signature

Name: Mansuri Iftikhar

Date: 21-06-23