



A Satyam Roychowdhury Initiative

SNU
SISTER NIVEDITA
UNIVERSITY

SISTER NIVEDITA UNIVERSITY

No: SNU/RO/HR/03/243

Date: 01-08-2024

Ms. Sudeshna Roy
1400 Madurdaha, Additiya Apartment, Kolkata-700107
Mobile no.: 9038030407
Email id: sudeshna.r@snuniv.ac.in
Employee Id: SNU000475

Sub: Revision of terms of appointment

Dear Madam,

As directed by the Executive Council, we are pleased to inform you that your revised terms of appointment, which is regularized, is as mentioned below:

1. Position: Assistant Professor Grade I
2. School/Department/Unit: School of Psychology
3. Basic: ₹21600/-
4. Special Allowance (SA): ₹30456/-
5. House Rent Allowance (HRA): ₹3240/-
6. Medical Allowance(MA): ₹300/-

Your Gross salary is Rs. 55596/- (Fifty Five Thousand Five Hundred Ninety Six Only). No other allowances will be admissible and statutory deductions as per University norms will be applicable. All other terms, conditions and rules, including code of conduct as mentioned in your last appointment letter will remain unchanged.

This will be effective on and from August 01, 2024.

We wish you all the best and look forward to your fruitful association with Sister Nivedita University.

With best regards,

Suman Chatterjee
Registrar
Sister Nivedita University

Cc: Accounts Department
Cc: Human Resource Department



SISTER NIVEDITA UNIVERSITY

Date: 30.05.2025

To

Ms. Sudeshna Roy
1400 Madurdaha, Additiya Apartment, Kolkata-700107
roysudeshna2509@gmail.com
9038030407

Sub: Release Letter

Dear Ms. Roy,

This has reference to your letter of resignation dated 30th April, 2025 wherein you have requested to be relieved from the service of the organization on 30th May, 2025 afternoon.

We would like to inform you that your resignation is hereby accepted & you are being released from the services of the organization with effect from the afternoon of the 30th of May, 2025.

The University wishes you all the best in your future endeavours.

With best regards.


30-05-2025

Suman Chatterjee
Registrar

Cc: 1.To the OSD to Chancellor, Sister Nivedita University, New Town
2.To the Accounts Department, Sister Nivedita University, New Town
3.To the HR Department, Sister Nivedita University, New Town