



89-12

**BIODATA OF Associate. Professor – HR : JHARANA PANI**

1. Name in full (IN BLOCK LETTERS): JHARANA PANI
2. Father's name : Late Ramesh Chandra Mohapatra
3. Tel./Mobile No. : 7978655320
4. Email ID : jharanapani69@gmail.com
5. Permanent Address : At:Suelpur,Motiganj,Balasore  
756003
6. Date of Birth : 13.06.1974
7. Marital Status : Married
8. PAN card No. : AICPP0263G
9. Date of joining : 10.08.2009
10. Educational Qualifications : MBA, M. PHIL ( MANAGEMENT)

Sr.No.	Exam. Passed	Grade	Year of Passing	Board / University
1	HSC	B	1991	BSE, ODISHA
2	I. ARTS	B	1993	UTKAL UNIVERSITY
3	BA	B	1997	UTKAL UNIVERSITY
4	MBA- HRM	A	2005	SHUATS, ALLAHABAD
5	M. PHIL. (MANAGEMENT)	A	2011	THE GLOBAL OPEN UNIVERSITY, NAGALAND

11. Experience : 4 Years in Corporate  
: 13 Years 5 months in Academics



  
Principal  
RJS School of Management Studies  
  
Principal  
RJS School of Management Studies

20-11-11/663049318-10231111  
rjsms2@yahoo.co.in  
www.rjsmsmba.org  
94370678009380575472



# RJ SCHOOL OF MANAGEMENT STUDIES

(A Complete School for Future Managers™)



An ISO 9001  
Certified Institution

Affiliated to **BPUT, Orissa**

Approved by **AICTE, New Delhi**

To  
Mrs. Jharana Pani  
Late. Ramesh Chandra Mohapatra  
Kamarpur, Soro, Balasore, Orissa

Ref : RJ/A26/162  
Date : 26.04.2009

Sub : Appointment for the post of "Assitant Professor"

Dear Madam,

With reference to your application and subsequent interview you had with us, the management has been pleased to appoint you in the post of "Lecturer-HR & General Management" in our Temple of Learning with the following terms & conditions.

01. You will be paid a monthly consolidated salary of Rs.12,000/- (Rupees Twelve Thousand Only).
02. Your posting will be at our "RJ Vidya Vihar, Balasore" campus & you shall carry out responsibilities assigned to you by the management from time to time.
03. That while in service with this B-School, you devote yourself entirely to the services of the school. You shall not take of any other assignment either part time or full time during your service in this B-School.
04. That you will be in probation period of six months from your date of joining.
05. That while in service you shall be required to abide by all the rules & regulations of this B-School which will include office orders, general circulars, notices & any other instructions in written or verbal.
06. You will be responsible for safe keeping & return in good condition of the B-School property, which may be in your custody, care, use or charge in course of discharge of your duties.

*Reader in Physics  
Junior College*

Principal

*Chairman*  
R. J. Senapati

Contd.

RJ School of Management Studies  
ACTIVITIES : • Management & Educational Consultancy • Training • Mgt Development & Research Programme • Inland & Overseas Placement

Corporate Office : RJ Management House, Near Town Hall, Balasore, Orissa, India, PIN : 756003 Ph : (06782) 267117, Fax : 211524  
Lush Green College Campus : RJSMS, RJ Vidya Vihar, Balasore, Chandipur Sea Beach Road, Tigris, Balasore, PIN : 756002 Ph : 250637

*We are Committed towards Career Building*



1476549318102317

2

08. Upon resignation or termination of your service, you shall hand over full charge of your work & hand over all records, papers & the other property of the school that may be in your possession.

09. You will have to be regular in your duty & not absent without written permission & prior sanction of leave. Any absence for more than 7 calendar days without the written permission, you will lose your service & the management will be entitled to terminate your service immediately without any notice. If your service is terminated, consequent upon any disciplinary action, loss of confidence, no notice will be required to terminate your appointment.

10. If management is not satisfied with your work within the probation period, management can terminate your service without assigning any reason and giving any notice thereof.

11. If you leave the service without completing the assigned task, no entitled salary/pay will be paid to you, rather an equal amount of money will be deducted your salary to pay the part time personnel, agencies towards completion of the task.

12. You need to work for minimum one year in our B-School. If you want to leave before 1 year of your joining for whatsoever reason, you need to pay Rs. 10,000/- (Rupees Ten Thousand Only) to the B-School as compensation.

13. After completion of one year of your service in our B-School, if you want to leave, 45 days notice period is required or salary of 45 days in lieu of the notice period need to be paid to the B-School by you. During this notice period no leave with pay or without pay will be adjusted.

14. If management introduce PF or any social saving scheme, as per the rule that will be deducted from your salary and deposited in the bank on which you shall earn interest.

15. Whenever you are B-School other than official tour you need to be present in the office during the official time.

16. You are entitled to get 6 days casual leave & 6 days earned leave in a year excluding probation period after completion of your probation period.

17. All disputes are subject to Balasore jurisdiction only.

You are required on or before 10.08.2009. We are looking forward for a longer association with you. We welcome you to our RJ Family

Sincerely Yours,

*Er. D.N. Dash*

Er. D.N. Dash, Secretary

I have read and understood the contents of the appointment order which are acceptable to me without any reservation I shall report for the duty on dt : 01.08.2009

*R. M. Junior College, BIs*  
Reader in Physics

Full signature of the candidate

Principal  
RJ School for Management Studies

DS

TRACES

Centralized Processing Cell

TDS Reconciliation Analysis and Correction Enabling System

Government of India  
Income Tax Department

## FORM NO. 16

[See rule 31(1)(a)]

## PART A

Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P

Certificate No. SHSAURA		Last updated on 04-Jun-2025			
Name and address of the Employer/Specified Bank		Name and address of the Employee/Specified senior citizen			
RAGHUNATH JEW SCHOOL OF MANAGEMENT STUDIES RJ VIDYA VIHAR, TENTULIPURA, PUNJIBAG, SUNHAT BALASORE, ODISHA-756002		JHARANA PANI BALASORE - 756003 Odisha			
PAN of the Deductor	TAN of the Deductor	PAN of the Employee/Specified senior citizen	Employee Reference No. provided by the Employer/Pension Payment order no. provided by the Employer (If available)		
AABTR2600Q	BBNS15601D	AICPP0263G			
CIT (TDS)		Assessment Year	Period with the Employer		
The Commissioner of Income Tax (TDS) C.R. Building, I.S. Press Road Kochi - 682018		2025-26	From 01-Apr-2024 To 31-Mar-2025		
Summary of amount paid/credited and tax deducted at source thereon in respect of the employee					
Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited / remitted (Rs.)	
Q1	FXCWBZEG	149700.00	100.00	100.00	
Q2	FXCZSCSH	148133.00	100.00	100.00	
Q3	FXCCHZTV	146566.00	100.00	100.00	
Q4	FXCIRHZU	143133.00	100.00	100.00	
Total (Rs.)		587532.00	400.00	400.00	
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt Numbers of Form No. 24G	DDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
Total (Rs.)	400.00				
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	0.00	-	-	-	F
2	0.00	-	-	-	F
3	100.00	7510002	05/07/2024	00015	F
4	0.00	-	-	-	F

TAN of Employer: CIINT00769D PAN of Employer: AIZP10876G Assessment Year: 2025-26

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
5	0.00	-	-	-	F
6	100.00	7510002	06/10/2024	21500	F
7	0.00	-	-	-	F
8	0.00	-	-	-	F
9	100.00	7510002	04/01/2025-	00256	F
10	0.00	-	-	-	F
11	0.00	-	-	-	F
12	0.00	-	-	-	F
13	100.00	7510002-	05/04/2025	74580	F
14	0.00	-	-	-	F
15	0.00	-	-	-	F
<b>Total (Rs.)</b>		<b>400.00</b>			

**Verification**

I, DIPTENDRA NARAYAN DASH, S/O RUDRA NARAYAN DASH working in the capacity of SECRETARY (designation) do hereby certify that a sum of Rs. 400.00 [Rs. Four Hundred Rupees Only (in words)] has been deducted and a sum of Rs. 400.00 [Rs. Four Hundred Rupees Only] has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	BALASORE	(Signature of person responsible for deduction of Tax)
Date	11-Jun-2025	
Designation: SECRETARY		Full Name: DIPTENDRA NARAYAN DASH

**Notes:**

- Part B (Annexure) of the certificate in Form No. 16 shall be issued by the employer.
- If an assessee is employed under one employer during the year, Part 'A' of the certificate in Form No. 16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
- If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No. 16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 16 may be issued by each of the employers or the last employer at the option of the assessee.
- To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

**Legend used in Form 16**

**\* Status of matching with OLTAS**

Legend	Description	Definition
U	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement
P	Provisional	Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO)
F	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
O	Overbooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement

Signature Not Verified  
Digitally signed by  
PRADEEPAN  
Date: 2025.06.11 12:54:33  
IST