



### **BIO-DATA**

Name : Shehneela Khan  
Date of Birth : 24/06/1998  
Address : At: Kadam Rasool, Buxi Bazar, Cuttack  
Educational Qualification : BA from Shailabala Women's College, Cuttack  
: MA in Psychology from Berhampur University  
: Diploma ( Guidance & Counselling) from NCERT  
: Certificate Course in Communication Skill from OSOU  
Strength : Active listener, Good Communication Skill, Leadership qualities  
Experience : 18 months experience in teaching OB and General Management to BBA students & counseling the students on mental health.  
Personal Details : Languages Known : Odia, Hindi, English  
: Gender – Female  
: Marital status – Unmarried  
: Nationality – Indian

I do hereby affirm that the above information is true and correct to the best of my knowledge and belief.



  
Principal

Subhan -  
Signature -

R. Subhan - Management Studies

Website: www.rjsms.org  
Mobile: 9437062818 / 9338057547



# RJ SCHOOL OF MANAGEMENT STUDIES

( A Complete School for Future Managers™ )



An ISO 9001  
Certified Institution

To  
Miss Shehneela Khan  
At: Kadam Rasool  
P.O. Buxibazar  
Cuttack

Ref: RJ/A-26/1901  
Dt: 01.10.2021

## Sub: Appointment as "Assistant Professor – OB & Counselling"

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Assistant Professor –OB & Counselling" in our temple of learning with the following terms and conditions.

**Training and Probation Period:** You shall be in a Probation period of 6 (six) months from the date of your joining in our institution. After completion of satisfactory discharge of your duties and responsibilities, you shall be confirmed in your position.

**Leave:** During your probation period there will be no leave. After confirmation, you will be eligible for 6 (six) days casual leave and 6 (six) days sick leave per year.

**Emoluments:** Your gross consolidated salary per month will be Rs.16,000 ( Rupees sixteen thousand only). After confirmation you will be put into the regular pay scale.

**Place of reporting:** RJSMS, RJ Vidya Vihar, Chandipur Sea Beach Road, Balasore.

**Office timings:** 09.00 AM to 06.00 PM in all other occasions with 1Hr lunch break  
08.00 AM to 05.00 PM in winters with 1 Hr lunch break

**Responsibilities:** Taking Classes on HR and General Management, Students counselling, General Administration including students and staff welfare and Office work as and when given to you by the management.


**Date of Joining:** You are required to join on or before 26/10/21 in our Campus.

**Notice Period:** If you want to leave the institution, you need to give a notice mentioning the reason for your leaving before 30 days of leaving our institution.

**Date of Retirement :** Your retirement age will be 65 Years.

You shall keep confidential and in good condition of all our records, registers etc which will be handled by you during your stay with the institution. You shall not divulge any information relating to our institution to the public. You are required to sign as a proof of your acceptance & send the Xerox copy of the letter by speed post to institution address on or before 15/10/21.

We welcome you to our RJSMS Family.

  
Prof Santanu Kumar Pani  
Chairman, RJSMS Society

I have read, understood and accepted the terms and conditions mentioned above and agree to join on or before 01/07/22.

  
Shehneela Khan

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*



Digitized Processing Cell

## TRACES

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			SHEHNEELA KHAN CUTTACK-753001, 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	IHQPK4366A			
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	46633.00	100.00	100.00	
Q2	FXCZSCSH	45566.00	100.00	100.00	
Q3	FXCCHZTV	46633.00	100.00	100.00	
Q4	FXCIRHZU	45033.00	100.00	100.00	
Total (Rs.)		183865.00	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: CHNT00069D

PAN of Employee: 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	-	-	-	-
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
Total (Rs.)	400.00				F

## 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

Page 2 of 2