



KASHI INSTITUTE OF PHARMACY

Managed by JAIN EDUCATION SOCIETY
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To,
Prof. (Dr) Niranjan Kr. Manna

Professor

Kashi Institute of Pharmacy

Subject: Appointment Letter

Date: 11/05/2018

Dear Prof. (Dr) Niranjan Kr. Manna

Further to our appointment letter dated 11th July 2018, we are pleased to offer you appointment as "Professor" in Kashi Institute of Pharmacy (Kashii IP) as per the terms mutually agreed upon. The terms and condition in brief are mentioned below.

- i) You will be on probation for a period of one year.
- ii) During the probation period you will be placed in the pay scale of Rs.- 37,400-67,000/- with 9000/- as AGP. You will be paid gross salary Rs. 42,000 +3,700 (HRA)+14,000 (Other expenses)=64,500/- (Sixty four thousand three hundred only).
- iii) You are advised to report for duty on or before 11.5.2018.
- iv) You are not permitted to leave during academic session. In case you leave, you will have to pay two months salary. In case college asks you to leave, college will pay two months salary to you.
- v) In case you are terminated due to legal action/in disciplinary act, college is not liable to make any payment.
- vi) You may resign during 1st week of June and 1st week of January every year. At this time, no additional payment will be due from you, or paid from college. If no resignation has been received during these two periods, it will be considered your willingness to continue in the job. Leaving after this period will automatically invoke clause no. (vi). Also, for those who do not have their original certificates submitted, part payment of salary will be done for the month of January/June to avoid sudden departure without notice.
- vii) College may ask you to leave during 2nd week of June and 2nd week of January every year. Again, during this period, no additional amount will be due from you, it will be paid from college.
- viii) All the terms and conditions regarding your job, service rules, code of conduct in Kashi Institute of Pharmacy will be as per the bye laws of the society and rules framed time to time, and will be binding upon you.

Looking forward towards long lasting association.

Yours Sincerely

Director

(Signature)

I accept the above offer of appointment

Signature of candidate

Name in block letters: NIRANJAN KR. MANNA

Date: 11.05.18

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