



# DR. TANDON PHARMACY COLLEGE

Village : Singarpur, NH-11, Fatehpur Sikari Road, Kiraoli-283122 (Agra)

Ph.: 0562-4004020, 2521569

FAX : 0562-2525369

Ref.

## Appointment Letter

Date: 04/11/2020

Mr Berindra Kumar Lahariya  
Address- V/P- Chandera  
Dist Tikamgarh (M.P) 472118

Subject:- Letter of Appointment  
Dear Mr.

This has reference to your application and subsequent interviews you have had with **Dr Tandon Pharmacy College Kiraoli Agra**. We are pleased to appoint you as **Principal** in its **Institute Academic Incharge** function based at **Kiraoli**. Your employment will be governed by the following terms and conditions:

Monthly Gross Salary - You will be paid a monthly gross salary of Rs. **40,000/- (Rupees Fourty Thousand Only)** per month.

### 11. Working Hours

Your working hours will be 10 am to 4:00 pm as per the current Department policy. The Department observes a 6 day work week.

### 12. Date of Appointment

Your date of appointment as per Department records is 04/11/2020.

### 13. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Group. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

### 14. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

15. Leave- you will be governed by the current Leave Policy of the Department for permanent employees



# DR. TANDON PHARMACY COLLEGE

Village : Singarpur, NH-11, Fatehpur Sikari Road, Kiraoli-283122 (Agra)

Ph.: 0562-4004020, 2521569

FAX : 0562-2525369

Ref.

Date: 04/11/2020

6. **Responsibilities** In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.
7. **Notice Period** -While on probation, this appointment may be terminated by either side by giving seven days notice, or seven days salary in lieu of notice period. On confirmation, this appointment may be terminated by either side by giving one months' notice or one months' salary in lieu of notice period.
8. **Confidential Information** -You will not, at any time, without the consent of the Department disclose or divulge or make public except under legal obligation, any information regarding Department's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.
9. **On termination** On termination of this contract, you will immediately give up to the Department all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.
10. **General** -The above terms and conditions are based on Department Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Dr Tandon Pharmacy College Kiraoli Agra family and trust we will have a long and mutually rewarding association.

  
DIRECTOR  
Yours faithfully,  
Dr. Tandon Pharmacy College  
Agra