



Smt Champa Devi Shiksha Prashikshan College

Tilaura (Mainapur), Pall, Sahjanwa, Gorakhpur, U.P., PIN- 273 209
Mob : 935676673, 935575522
Email : smt.champadevishiksha@gmail.com, Web : www.schpcollege.com

Dated 02/08/2019...

Ref. No. SCDSPC-07/2019/01

Ashok Kumar Yadav
Gorakhpur

Sub: Appointment Letter

Dear Ashok Kumar Yadav

With reference to our for appointment and your subsequent acceptance of it, you are hereby appointed at our Institute "SMT CHAMPA DEVI SHIKSHA PRAKSHISHAN COLLEGE, Dept of Pharmacy" with effect from 01/08/2019 on the following terms and conditions:

1. Designation: Principal
2. Place: Gorakhpur (U.P)
3. Emoluments

Your consolidated salary will be as per aicte norms.

4. Rules and Regulations

You will abide by all rules and regulations of the Institute as may be enforced by the management from time to time and will report to the undersigned. The management reserves the right to modify, alter or delete existing service rules or to introduce fresh service rules which will be binding upon you.

In addition to your regular duties, you may be assigned nay other duty in intrest of the Institute.

5. Service

You will be a full time employee of the Institute. You will not engage yourself directly or indirectly in any service or be concerned in any manner, in any business other than that of the Institution and shall not associate yourself, not let yor work name or personality be used by any other Institution/ Organization without the express consent of the management.

6. Confidentiality

As a part of your duty and otherwise, you will come across many confidential matters. You will treat as confidential the information/affairs of the Institute and will not divulge to any person, firm or institute or company, any information that may come across during the tenure of your services with the Institute and there after.

Sarita Dubey

7. **Leave**
Casual, Medical, Privilege and any other leave will be as per Institute service rules.
8. **Termination of Services**
The management reserves the right to terminate your services on giving you one month notice or payment of salary in lieu thereof. Similarly, you will be at liberty to resign from the service upon one month's notice or payment of salary in lieu thereof.
9. **Retirement**
You will automatically retire without any notice on your reaching the age of 65 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in lieu thereof.
10. **Handing Over of Charge**
Upon completion of your tenure or severance of relationship for one reason or another, you will hand over to the undersigned all papers and documents which may at time be in your possession pertaining to affairs of the Institute and will not retain any or extracts there from.

In case the terms and conditions are acceptable to you, please sign the duplicate copy of this appointment letter in token of your having understood and having accepted the same.

Yours faithfully,



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Smt Champa Devi Shiksha Pratishthan College
(Run by Bhardwaj Shiksha Soma Samiti)

Sarita Dubey
Secretary/Manager

Sarita Dubey
प्रबन्धक

श्रीमती चम्पा देवी शिक्षा प्रतिष्ठान कॉलेज
विलीय (मिनापार) सहजनवी, गोरखपुर