



SIP/HRD/Rec-FB/2019.

Date: 14.12.2019

To,

Mr. Pradeep Singh
s/o Mr. Sangram Singh
r/o 270, Khaira, Taktakpur, Mirzapur (UP)

Subject: - Appointment letter

On the basis of your performance as assessed in the interview dated 10th December 2019, we are pleased to offer you employment on probation for three months as "Principal" in our establishment Sultanpur Institute of Pharmacy w.e.f. 6th January 2020 at Sultanpur with the following terms & conditions:-

1. You will be paid a gross monthly salary of **Rs. 45,000/- (Rs Forty Five Thousand)** only) as under:

a. Basic	Rs. 35,000/-
b. HRA	Rs. 5,000/-
c. Special Allowance	Rs. 5,000/-
Gross Total	Rs. 45,000/-
2. You will be governed by the rules & regulations as applicable to the employees of your category and will be required to perform all the duties as per your post.
3. On successful completion of your probation period of three months your appointment will reviewed for confirmation. Special allowance component of compensation can be claimed only upon successfully completing probation period.
4. The payment of your compensation shall be subject to statutory deductions as may be required in accordance with applicable legislation in force from time to time. You shall be eligible for Gratuity as per the provisions of Payment of Gratuity Act.
5. Either party is entitled to terminate the contract of employment by giving 2 months notice period or by paying 2 months' salary in lieu of notice. The



Institute shall be entitled to terminate your employment if you are found guilty of dishonesty, misconduct, neglect or refuse to attend to your duties, fail to perform your obligations or fail to observe/practice the Institute's disciplinary rules & regulations

- You are required to join for your duty at the earliest and report to the administrative officer for incoming formalities, failing which this letter of appointment shall be treated automatically cancelled.

Please confirm your acceptance at the earliest.

~~DIRECTOR~~ *Sangram Singh*
Sultanpur Institute of Pharmacy
Sultanpur (U.P.)-228119
14/12/2019

(Director)
Sultanpur Institute of Pharmacy
Sultanpur -UP

Acceptance

I, Pradeep Singh, s/o Mr. Sangram Singh hereby confirm acceptance of all the terms and conditions contained herein.

Date:

Signature: