

## Appointment Letter

To,  
**Mr. Nilesh Bajaj**  
22-79 Sector E LDA Colony  
Bhagpur Road, Lucknow

Date: 22/08/2023

Subject: Appointment Letter.

With reference to your application and documents with management candidate. The management committee of the Institute (please) is pleased to appoint you as "Lecturer" with effect from 01 August 2023 at the pay scale as per BCT/PC norms, only on the following terms and conditions:

1. You are required to fill for the institute in support of your education, professional & financial report etc. Data of birth, date of birth, date of marriage, marital status, sex, marital history, etc. must be filled and the original copy should be submitted to the Institute.
2. You will be governed by the rules & regulations relating to salary, discipline, administration, conduct and any other rules and regulations of the Institute that may come into force from time to time.
3. No visit required to duty or full time or assigned duties are filled and regular hours of duty are to be strictly kept other than on the non-visit days, which a duty roster will be prepared and display of the Institute dates.
4. "As per the Income Tax Rules, it is necessary for all the employees to furnish 'RETURN OF INCOME' (RIT) if their gross income exceeds Rs. 25,000/- per annum. The RIT must be submitted to the Institute. The original copy of RIT to be provided to the Institute as per the Institute's policy.
5. In case any of these is your address, during the course of your service with the organization, you are to be present in person to intimate the management within a week from the date of such change.
6. We have forwarded you a formal appointment letter and copy of job description and conditions of service to you.
7. In case the date of receipt of appointment letter is not acceptable to you, kindly inform the Institute copy of this letter as taken of your acceptance and return the copy to be undamaged.
8. The Notice Period will be 30 days before leaving the Institute.

With best wishes,  
Faculty of Pharmacy, Lucknow Model College of Pharmacy, Lucknow

  
Director