

Appointment Letter

To,

Dr. Shashank Tiwari

H. No. 1186, Sector-E Omaxe City

Near Ramabai Maidan, Lucknow, U.P.

Date: 25/07/2020

Subject: Appointment Letter.

With Reference to your application and discussion with management committee, the management committee of the institute is pleased to appoint you as "Director" with effect from 25 July 2020 in the pay scale as per AICTE/PCI norms, only on the following terms and conditions:

1. You are required to submit the certificate in support of your education, professional qualification, experience, Date of Birth, declaration, medical fitness for verification together with one set of copies thereof and one passport size photograph for record at the time of reporting.
2. Your will be governed by the rules & regulation including conduct, discipline administrative orders, and any such rules and or/order of the institute that may come into force time to time.
3. You are required to devote full time to assigned duties and shall not conduct directly or indirectly any other trade or business whatsoever which is likely interfere with the due & efficient discharge of the institute duties.
4. As per the Income Tax Rules, it is mandatory for all the employees to furnish PERMENENT ACCOUNT NUMBER (PAN) of their employees while filling quarterly TDS return with the Income Tax Department. Hence you are requested to provide you PAN to enable us to process you salary.
5. In case any change in your address, during the course of your tenure with the organization, it shall be your duty to intimate the management within a week from the date of such changes.
6. We look forward to a fruitful association with you and expect full dedication and commitment from you.
7. In case the above terms & conditions have been understood and acceptable to you, kindly sign the duplicate copy of this letter as token of your acceptance and return the same to undersigned.
8. The Notice Period will be 15-30 days before Leaving/ Transfer.

With best wishes

For Lucknow Model College of Pharmacy, Sadrauna Lucknow


Chairman


Vice Chairman