

SUNDER LAL MEMORIAL WELFARE EDUCATIONAL SOCIETY

Block No. _____, P.O. _____, Dist. _____, State _____, Pin Code _____

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Subject: _____

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- If at any time in the opinion of the Management which are final in this matter, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, and indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to the institute, your services will be terminated without assigning any reason. Forthwith, without any notice or one month's salary in lieu thereof. This order will be final and you will have no right to challenge the decision of the management in any court of law.
- If at any time you wish to discontinue the service you shall serve a notice of one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
- If at any time you leave the Institute after resignation, the accounts shall be finalized after the submission of no dues certificate and all clearances from concerned departments which have to be submitted by you within 30 days of your date of resignation after which no claims of any sort will be entertained.
- Your appointment is based on the information giving by you in your Bio-data.
- If at any time the information given is found to be incorrect or concealed your service shall be terminated with immediate effect without giving any notice or salary in lieu thereof.
- You shall not leave job during mid-session.
- This offer of the appointment letter is purely temporary subject to approval of State Govt. and affiliating University.

You are requested to report for duties on or before **14-06-2023** and submit the duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you.

Secretary

Copy to:

- Personal File
- Accounts Department

