

# WHITE HALL PUBLIC SCHOOL SAMITI

Address : 13, NEW BRAHMANAGAR, DALIGANJ CROSSING,  
LUCKNOW-226021

Ref No. WHIP/2022-23/15

Date : 01/12/2022

To,

Mrs. Ameena Khatoon  
W/o Khursheed Ahmad  
R/o 16C, Dihwa Near Jaslok Hospital,  
District-Sultanpur-228001

## OFFER/APPOINTMENT LETTER

Sir,

With reference to your application and subsequent interview held on 01.12.2022 the management committee is pleased to appoint you on the post of **Principal** in the **White Hall Institute of Pharmacy, Raitha Road, Chhatameel, B.K.T., Lucknow** on the Pay Band of 37400-6700 (With AGP 10000) on the following terms and conditions: -

1. The nature of your appointment is regular basis.
2. This appointment can be terminated on one-month notice from either side, or payment in lieu of that.
3. As a full time employee, will not engage yourself in any other employment outside the institute and you are required to abide by the rules and regulations of the Institute in letter and spirit as applicable and issued time to time. Other terms and condition including service rules will be provided to you separately.
4. Your services are transferable to anywhere in the interest of the Institute.
5. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the code of conduct and discipline of the Institute, your services can be terminated forthwith without any notice or compensation in the lieu of that what so ever.
6. In addition to your regular duties you may be assigned any other duty in the interest of College. You will also assist in admission of the students for this Institute.
7. During the period of engagement the types of leave may be sanctioned to you.
  - a. Casual leave -one day on each completed month of service during first year of service or 12 days in a year in subsequent year.
  - b. Earned leave/P/L, one day the P/L will be accrued and credited in your current at the rate of one day on completion of each 11 days working, The first accrual will be made after 11 months of continuous service.
  - c. Sick leave: 15 days in a year however during first year of service it is payable on pro rate basis. The sick leave payable on half pay. At source of deduction of Income Tax will be made on salary as per the Income Tax Rules.
8. You will be allotted a furnished accommodation if and when available in the campus. During this period you will be paid the monthly salary as per norms of PCI/UP Government /BTE/Trust rule
9. This offer/appointment letter is purely temporary subject to approval of state Govt. and concerned approval bodies with a probation period of one year.  
You are requested to join your duties before 31 December, 2022 and submit the joining letter at the time of joining.

Thanking you,

  
(Manish Kumar)  
Chairman  
**President**  
White Hall Public School  
Samiti, Lucknow

CC to: (1) Accounts Department: White Hall Institute of Pharmacy, Lucknow.  
(2) Guard file