



R.K. INSTITUTE OF PHARMACY

Approved by AICTE & PCI, New Delhi • Affiliated to BTE Lucknow (College Code - 4059)

Ref. No. RKIP/01/24

Date 01/07/2024

APPOINTMENT LETTER

To,

Hemashireesha Ananthoju

Khammam Andhra Pradesh - 507161

Sub.- Appointment on the post of Principal in Pharmacy Department

We have the pleasure to offer you, the post of "Principal" on probation, for a period of one year, extendable for another period as may be necessary at the discretion of the R.K. Institute of Pharmacy, Koraon, Prayagraj on the following terms and conditions:-

- You will be whole time employee of the institute and shall not engage yourself in any work, profession or any employment either on honorary/part time or otherwise during the period of your appointment.
- You will conform to all rules and regulations either existing or amended, from time to time in the institution and carry out all lawful orders/instructions of the Management in connection with day-to-day discharge of your duties.
- You will submit "No dues" certificate from all departments to the Management before leaving the institution.
- You will hand over your charge before leaving the institution to person as may be authorized by the Management and submit the handing over charge certificate to the Management. You will pay for any deficiency/deficiencies found if any.
- You will submit the 1 month notice before leaving the institution as per norms. Your services can be terminated giving one month notice or salary.

