The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NVK

10 December 2012

SUBJECT : LETTER OF APPOINTMENT ON TEMPORARY BASIS.

Dear Mr. Naveen Kumar,

We hereby appoint you as a temporary Assistant Store Keeper for a period w.e.f. **10.12.2012 to 30.03.2013**. You will be responsible to carry out the durites of Assistant Store Keeper. Your monthly salary would be Rs. **13,000/-** all inclusive and meals for self during the terms, if had with students.

Please note that this vacancy has occurred due to administrative exigencies and is for a fixed period as mentioned above. Unless terminated earlier, your services will automatically come to an end upon completion of the fixed period. Your services can also be terminated at any time earlier than the specified period by giving one month's notice or salary in lieu thereof, without assigning any reason. You may also resign from service by giving one month's notice or salary in lieu thereof. Upon expiry of the fixed period of service or upon the termination of your services at any time earlier, you shall neither have any lien on the temporary post held by you nor any right for absorption on the rolls of the school.

You will not be entitled to any benefits / privileges which may be available to the permanent employees of the school. You will be governed by the Service Rules & Code of Conduct as applicable to your category of employees.

You will adhere to the schedule of work, which may be assigned to you depending on the exigencies of work. You will be fully responsible for carrying out the assignment (s) handed over to you, to the entire satisfaction of the school management.

You should be punctual and regular for work and should not absent yourself from work without prior permission of the school management.

Please sign the duplicate copy of this letter in token of your having accepted the temporary employment, for the specified period, on the terms and conditions as stated above.

Yours sincerely,

(Jagpreet Singh)
Headmaster

Naveen Kumar.

Mr. Naveen Kumar,
H.No. 22 E, Street No. 1,
Deep Nagar, Patiala – 147001 (Punjab)

I acknowledge and accept the appointment as per the rules and conditions detailed above.

Naveen Kumar
(Signature of the Employee)

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NVK

01 April 2013

SUBJECT : LETTER OF APPOINTMENT ON TEMPORARY BASIS.

Dear Mr. Naveen Kumar,

We hereby appoint you as a temporary Assistant Store Keeper for a period w.e.f. **01.04.2013 to 30.06.2013**. You will be responsible to carry out the durites of Assistant Store Keeper. Your monthly salary would be Rs. **13,000/-** all inclusive and meals for self during the terms, if had with students.

Please note that this vacancy has occurred due to administrative exigencies and is for a fixed period as mentioned above. Unless terminated earlier, your services will automatically come to an end upon completion of the fixed period. Your services can also be terminated at any time earlier than the specified period by giving one month's notice or salary in lieu thereof, without assigning any reason. You may also resign from service by giving one month's notice or salary in lieu thereof. Upon expiry of the fixed period of service or upon the termination of your services at any time earlier, you shall neither have any lien on the temporary post held by you nor any right for absorption on the rolls of the school.

You will not be entitled to any benefits / privileges which may be available to the permanent employees of the school. You will be governed by the Service Rules & Code of Conduct as applicable to your category of employees.

You will adhere to the schedule of work, which may be assigned to you depending on the exigencies of work. You will be fully responsible for carrying out the assignment (s) handed over to you, to the entire satisfaction of the school management.

You should be punctual and regular for work and should not absent yourself from work without prior permission of the school management.

Please sign the duplicate copy of this letter in token of your having accepted the temporary employment, for the specified period, on the terms and conditions as stated above.

Yours sincerely,

(Jagpreet Singh)
Headmaster

Mr. Naveen Kumar,
H.No. 22 E, Street No. 1,
Deep Nagar, Patiala – 147001 (Punjab)

I acknowledge and accept the appointment as per the rules and conditions detailed above.

(Signature of the Employee)

IPSC

BRITISH COUNCIL
International School Award

Tel.: +91 93167 80242 (O) Fax : +91 1765 220630 Email : hmppsnabha@yahoo.com Website : pps-nabha.in

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NVK

03 July 2013

SUBJECT : LETTER OF APPOINTMENT ON TEMPORARY BASIS.

Dear Mr. Naveen Kumar,

We hereby appoint you as a temporary Assistant Store Keeper for a period w.e.f. **03.07.2013 to 30.03.2014**. You will be responsible to carry out the durites of Assistant Store Keeper. Your monthly salary would be Rs. **14,820/-** all inclusive and meals for self during the terms, if had with students.

Please note that this vacancy has occurred due to administrative exigencies and is for a fixed period as mentioned above. Unless terminated earlier, your services will automatically come to an end upon completion of the fixed period. Your services can also be terminated at any time earlier than the specified period by giving one month's notice or salary in lieu thereof, without assigning any reason. You may also resign from service by giving one month's notice or salary in lieu thereof. Upon expiry of the fixed period of service or upon the termination of your services at any time earlier, you shall neither have any lien on the temporary post held by you nor any right for absorption on the rolls of the school.

You will not be entitled to any benefits / privileges which may be available to the permanent employees of the school. You will be governed by the Service Rules & Code of Conduct as applicable to your category of employees.

You will adhere to the schedule of work, which may be assigned to you depending on the exigencies of work. You will be fully responsible for carrying out the assignment (s) handed over to you, to the entire satisfaction of the school management.

You should be punctual and regular for work and should not absent yourself from work without prior permission of the school management.

Please sign the duplicate copy of this letter in token of your having accepted the temporary employment, for the specified period, on the terms and conditions as stated above.

Yours sincerely,

(Jagpreet Singh)
Headmaster

Mr. Naveen Kumar,
H.No. 22 E, Street No. 1,
Deep Nagar, Patiala – 147001 (Punjab)

I acknowledge and accept the appointment as per the rules and conditions detailed above.

(Signature of the Employee)

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NVK

02 April 2014

SUBJECT : LETTER OF APPOINTMENT ON TEMPORARY BASIS.

Dear Mr. Naveen Kumar,

We hereby appoint you as a temporary Assistant Store Keeper for a period w.e.f. **02.04.2014 to 30.03.2015**. You will be responsible to carry out the durites of Assistant Store Keeper. Your monthly salary would be Rs. **14,820/-** all inclusive and meals for self during the terms, if had with students.

Please note that this vacancy has occurred due to administrative exigencies and is for a fixed period as mentioned above. Unless terminated earlier, your services will automatically come to an end upon completion of the fixed period. Your services can also be terminated at any time earlier than the specified period by giving one month's notice or salary in lieu thereof, without assigning any reason. You may also resign from service by giving one month's notice or salary in lieu thereof. Upon expiry of the fixed period of service or upon the termination of your services at any time earlier, you shall neither have any lien on the temporary post held by you nor any right for absorption on the rolls of the school.

You will not be entitled to any benefits / privileges which may be available to the permanent employees of the school. You will be governed by the Service Rules & Code of Conduct as applicable to your category of employees. You will be entitled for 10 days casual leave and other leave as applicable to the Non-Vacation Staff.

You will adhere to the schedule of work, which may be assigned to you depending on the exigencies of work. You will be fully responsible for carrying out the assignment (s) handed over to you, to the entire satisfaction of the school management.

You should be punctual and regular for work and should not absent yourself from work without prior permission of the school management.

Please sign the duplicate copy of this letter in token of your having accepted the temporary employment, for the specified period, on the terms and conditions as stated above.

Yours sincerely,

(Jagpreet Singh)
Headmaster

Mr. Naveen Kumar,
H.No. 22 E, Street No. 1,
Deep Nagar, Patiala – 147001 (Punjab)

I acknowledge and accept the appointment as per the rules and conditions detailed above.

Naveen Kumar
(Signature of the Employee)

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NVK 02 April 2016

Dear Mr. Naveen Kumar,

1. I am glad to appoint you Assistant Store Keeper w.e.f.02.04.2016 in The Punjab Public School, Nabha in the pay scale of 5910-20200 Grade Pay 2000, Fitment Table 6, the starting salary being Rs. 8,060/- p.m. plus D.A. as per rules.

2. In addition to this salary you will be entitled to the following facilities :-
   a. PF, Gratuity as per School Rules.
   b. Free partially furnished accommodation or HRA as per School rules with 45 units of electricity free of charge.
   c. Medical allowance as per School rules.
   d. Free Education of your children upto two only in The Punjab Public School, Nabha.

3. Your employment will be on probation for a period of two years from the date of appointment. The period of probation may be extended by the Headmaster. During this probationary period this agreement is terminable by either party by giving one month's notice, or by the Headmaster on payment of one month's salary in lieu of notice without assigning any reason. After confirmation, the agreement will be terminable by either party by giving three month's notice or by the Headmaster on payment of three month's salary in lieu of notice. The Headmaster may, at any time during the currency of the notice period, terminate the employee's service on payment of salary in lieu of the remaining period of the notice, or may accord special approval of the notice period terminating before the end of a term in exceptional cases.

4. Regardless of the date of your reporting for work, your appointment on probation can only be considered valid :-
   a. When you have submitted a medical certificate of fitness from the school doctor.
   b. When you have produced your date of birth certificate.

5. While employed in the School on this appointment, you will be bound by all rules, regulations, duties and obligations in force from time to time, or as stipulated by the Headmaster, of which it will be your duty to apprise yourself.

6. You will be treated as Non-vacation Department staff.

7. The normal age of retirement is 60 subject to medical fitness and sanity.

29/3/16

IPSC ROUND SQUARE BRITISH COUNCIL International School Award

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

8. If any terms of appointment are not covered by the above, the employee will be governed by the school rules and regulations as amended from time to time.

9. You are required to be attired in shirt, trousers, shoes in summers and lounge suit/combination/pullover with trousers in winters.

10. Hoping that your association with The Punjab Public School will be long and happy.

Yours sincerely,

(Dr. Jagpreet Singh)
Headmaster

Mr. Naveen Kumar,
H.No. 22 E, Street No. 1,
Deep Nagar,
Patiala – 147001 (Punjab).
thakur.naveen41@gmail.com
9888808025 / 0175-2366605

I acknowledge and accept the appointment as per the rules and conditions detailed above.

Naveen Kumar 21/7/16
(Signature of the Employee)

Witnesses :-

1. KOMAL K. SHARMA
2. RAJESH KUMAR

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NK-OO/1318

02 April 2018

Mr. Naveen Kumar,
Assistant Store Keeper,
The Punjab Public School,
Nabha – 147201.

Mr. Naveen Kumar,

Your existing probation period is hereby extended for one more year w.e.f. 02.04.2018.

(Dr. Jagpreet Singh)
Headmaster

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NK-OO/1364

02 April 2019

Mr. Naveen Kumar,
Assistant Store Keeper,
The Punjab Public School,
Nabha – 147201.

Dear Mr. Naveen Kumar,

I am glad to inform you that you are confirmed as Assistant Store Keeper w.e.f. 02 April 2019.

I hope that your association with The Punjab Public School, Nabha will be a long and a happy one.

(Dr. Jagpreet Singh)
Headmaster

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The Punjab Public School
NABHA

PPS/P/NKT

28 November 2019

Mr. Naveen Kumar,
The Punjab Public School,
Nabha-147201.

Dear Mr. Naveen Kumar,

This has reference to your interview for the post of Store Keeper on 26 November 2019. I am pleased to appoint you for the said post on Probation in The Punjab Public School, Nabha w.e.f. 01 December 2019. You will be entitled for Pay and Perks as per the School Rules for the said post. You are required to join for duty on 01.12.2019. Please send back the signed photocopy of this letter for confirmation of your joining.

Also bring all your documents in Original and one set of photocopies as quoted by you in your Bio-Data.

With best wishes,

(Dr. Jagpreet Singh),
Headmaster

I acknowledge and accept the appointment as per the School rules.

Naveen Kumar 29/11/19

(Signature of the Employee)

Nabha - 147201 (District Patiala) Punjab
Tel.: Office +91 1765 220675 Fax : +91 1765 224164 Email : hmppsnabha@yahoo.com Website : www.pps-nabha.in

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

PPS/P/NVK

01 December 2019

Dear Mr. Naveen Kumar,

1. I am glad to appoint you Store Keeper w.e.f. 01.12.2019 in The Punjab Public School, Nabha in the pay scale of 5910-20200 Grade Pay 2400, Fitment Table 7, the basic salary being Rs. 9,210/- p.m. plus D.A. as per rules.

2. In addition to this salary you will be entitled to the following facilities :-
   a. PF, Gratuity as per School Rules.
   b. Free partially furnished accommodation or HRA as per School rules with 45 units of electricity free of charge.
   c. Medical allowance as per School rules.
   d. Free Education of your children upto two only in The Punjab Public School, Nabha.

3. Your employment will be on probation for a period of two years from the date of appointment. The period of probation may be extended by the Headmaster. During this probationary period this agreement is terminable by either party by giving one month's notice, or by the Headmaster on payment of one month's salary in lieu of notice without assigning any reason. After confirmation, the agreement will be terminable by either party by giving three month's notice or by the Headmaster on payment of three month's salary in lieu of notice. The Headmaster may, at any time during the currency of the notice period, terminate the employee's service on payment of salary in lieu of the remaining period of the notice, or may accord special approval of the notice period terminating before the end of a term in exceptional cases.

4. Regardless of the date of your reporting for work, your appointment on probation can only be considered valid :-
   a. When you have submitted a medical certificate of fitness from the school doctor.
   b. When you have produced your date of birth certificate.

5. While employed in the School on this appointment, you will be bound by all rules, regulations, duties and obligations in force from time to time, or as stipulated by the Headmaster, of which it will be your duty to apprise yourself.

6. You will be treated as Non-vacation Department staff.

7. The normal age of retirement is 60 subject to medical fitness and sanity.

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The Punjab Public School
Nabha - 147201
District Patiala (Punjab)

8. If any terms of appointment are not covered by the above, the employee will be governed by the school rules and regulations as amended from time to time.

9. You are required to be attired in shirt, trousers, shoes in summers and lounge suit/combination/pullover with trousers in winters.

10. Hoping that your association with The Punjab Public School will be long and happy.

Yours sincerely,

(Dr. Jagpreet Singh)
Headmaster

Mr. Naveen Kumar,
H.No. 22 E, Street No. 1,
Deep Nagar,
Patiala – 147001 (Punjab).
thakur.naveen41@gmail.com
9888808025 / 0175-2366605

I acknowledge and accept the appointment as per the rules and conditions detailed above.

21/12/19
(Signature of the Employee)

Witnesses :-

1.

2.

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The Punjab Public School
NABHA

PPS/P/NK-OO/1528

01 December 2021

Mr. Naveen Kumar,
Store Keeper,
The Punjab Public School,
Nabha – 147201.

Dear Mr. Naveen Kumar,

I am glad to inform you that you are confirmed as Store Keeper w.e.f. 01 December 2021.

I hope that your association with The Punjab Public School, Nabha will be a long and a happy one.

(Ajay Singh)
Headmaster

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Nabha - 147201 (District Patiala) Punjab
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