BIRLA PUBLIC SCHOOL GANGANAGAR

SRI GANGANAGAR, RAJASTHAN

(Appointment letter of Non -Teaching Staff)

Ref. No. BET/BPSG/Appt/SSC/2023-24 Dated : 05 Oct, 2023

To,
Mr. Sumit Swapan Chakraborty
C/o Sumit Chakraborty,
Qtr No. D-5/9, Manikgarh Cement,
BCD Colony, Bakhardi,
Chandrapur (Maharashtra) - 442908

Letter of Contractual Appointment

Dear Sir,

With reference to your application and interview held on 13/08/2023, the Selection Committee has found you suitable for the post of **Bursar** in Birla Public School Ganganagar, Sri Ganganagar, Rajasthan and is pleased to offer you the said post in this school on a contract basis for **one** year with effect from date of joining **(03-10-2023)** on the following terms and conditions :

1. Your salary will be consolidated Rs. 70,000/- P.M. + 12% P.F. (Employer's contribution). Two Suitability Reports (*On completion of 90 & 180 working days respectively*) and Annual Performance Appraisal Report will be initiated by the Principal on your performance during the above period.
2. The payment of salary will be subject to the deduction of Income Tax, including all applicable Direct Taxes, Provident Fund and other deductions as applicable as per rules.
3. You will be required to carry out duties in the best and most efficient manner as desired by Principal/Management.
4. The Management reserves the right of reassigning an employee to any other task other than the one originally appointed for, keeping in view the interest, needs, and exigencies of the organisation and/or institution and /or its ancillaries without adversely affecting the existing salary/pay.
5. Your service shall be liable to be terminated on one months' notice or salary in lieu thereof, from either side without assigning any reason. On disciplinary grounds of gross misconduct, no such notice or payment in lieu thereof shall be given and you will be summarily terminated/dismissed from service.
6. Your appointment and continuance of employment in the school will be subject to your medical fitness and the Principal/Management shall have the right to get you examined or re-examined by the school physician/doctor or any other Registered Medical Practitioner, who's finding will be final and binding.
7. You will conform to all rules and regulations of the School/BET, in force, from time to time and shall abide by all other lawful orders/instructions/directions of the Management/ Principal.
8. If you are found absent from duty for fifteen days, without obtaining prior permission in writing of the Principal/Management or if you proceed on leave without obtaining prior permission or over-stay the sanctioned leave for fifteen days without first getting it sanctioned then your services shall be liable to be terminated without any further reference/notice to you.