AGARWAL PUBLIC SCHOOL

Admn. Office : "Agarwal House", 1st Floor,
5, Yashwant Colony, Indore - 3 (M.P.) INDIA
Tel. : 4080808, 2538282, 4212666
Fax : 91-731-2530952, 2431384
E-mail : apsindore@sancharnet.in

July 7, 2018

To,
The Principal
Agarwal Public School
Indore.

Sub : **Appointment of Administrator in Agarwal Public School, Indore.**

Dear Madam,

We have appointed following candidate for the post of Administrator in Agarwal Public School, Indore.

Name : Mr. Baljeet Singh Narang
Post : Administrator
Date of Joining : 10.07.2018 (Tuesday)

His remuneration is as under;

Basic and D.A.	:	Rs. 53,856.00 P.M.
'Others'	:	Rs. 10,000.00 P.M.
Conveyance Allowance	:	Rs. 2,000.00 P.M.
Total	:	Rs. 65,856.00 P.M.

Timings :
7.00 a.m. to 3.30 p.m.
3.30 p.m. to 6.00 p.m. – Break
6.00 p.m. to 10.00 p.m.

Other school policies, rules & regulations, systems & procedures will be applicable as per Key-Post staff.

Administrator's cabin will be allotted to Mr. Baljeet Narang.

Duties and responsibilities of Administrator are enclosed herewith for your reference and implementation accordingly.

You will introduce Mr. Narang as Administrator in the assembly at an appropriate time.

Renu Singh

Renu Singh
Secretary to Chairman

Encl. : As above.

c.c.
- Personnel Department, A.O.
- Manager, A.O.