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Ref: CHR308

Date: August 01, 2007

To

Dr. Abhilasha Shourie

Lecturer, Bio Technology
CITM, MREI Campus, Faridabad

Through: Dean-CITM

Subject: Letter of Appointment and Terms and Conditions of Appointment

Dear Dr. Abhilasha Shourie

1. The Board of Governors is pleased to appoint as "Lecturer-Bio Technology Department" at Career Institute of Technology and Management. You are advised to report for duty on August 01, 2007. Your pay is fixed as under:
 - a) You shall be paid basic pay of Rs.8550/- (Rupees Eight Thousand Five hundred fifty only)
 - b) You shall be paid Dearness Pay, Dearness Allowances, House Rent Allowance, City Compensatory Allowance and Medical Allowance as per policy of the CITM as notified from time to time.
 - c) Your present emolument shall work out as under:

Basic Pay	8,550
Dearness Pay @ 50% of Basic Pay	4,275
Dearness Allowance @ 29% on (Basic Pay + Dearness Pay)	3,719
Total Gross Pay (per month)	16,544


- d) You shall be given increments as per policy of CITM as notified from time to time.
2. Terms and Conditions of your appointment shall be as under:
 - a) Your appointment shall be on probation for one year from date of joining.
 - b) One month's salary will be retained by the management as security deposit, which will be deducted from your first four months salary in four equal installments. This security deposit is refundable in case of your leaving the services as per rules.
 - c) You will be governed by the Rules and Regulations of CITM as notified from time to time by the orders of competent authority.
 - d) You will be required to perform your duties as allotted to you by Head of the Department/Director, CITM/Board of Governors.
 - e) You will maintain best standards of integrity and ethics during your stay with the college and perform your duties diligently.




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- f) You will not accept and undertake any other job, full time or part time, from any other agency, without prior approval of the competent authority designated by Board of Governors. Such a lapse would constitute breach of trust and may lead to termination of your services. However, you may undertake duty assigned by affiliated university/Department of Technical Education, Govt. of Haryana / AICTE with prior approval of the Director, CITM in writing.
- g) You will be required to be physical and mentally fit to enable you to perform your duties in impeccable manner.
- h) You shall be required to give, minimum one month notice in writing or deposit one month pay in lieu thereof in case you intend to resign from your job. Similarly, the Board of Governors may also terminate your services without assigning any reason, after giving you one month notice or one month pay in lieu thereof. In addition, you shall not be relieved from your services during the pendency of the Academic terms/semester, even if your notice expires prior to the last teaching day of the relevant academic term/semester. However, this condition shall not be applicable, if your services are dispensed with due to misconduct and/or an act of moral turpitude by giving you due opportunity to explain your position.
3. You shall not have more than one living spouse, until and unless permitted by law.
4. The Board of Governors reserves the right to transfer you to any other location with in India or abroad and modify terms and conditions of your appointment.


Prof. Naresh Grover
Dean, CITM


AMIT BHALLA
VICE PRESIDENT

I accept the terms and condition of my appointment as enumerated above.

Signature 
Name: **Dr. ABHILASHA SHOURIE**
Designation: **Lecturer, Bio Technology, CITM**



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ANNEXURE 'J-1'

Date: 01/08/2007

To

The Administrative Officer
Career Institute of Technology and Management
Faridabad

SUBJECT: **JOINING REPORT**

Respected Sir,

With reference to the Letter of Appointment No. CHR-308
dated 1/8/2007 I, Dr. Abhilasha Shourie, hereby **join my duty** in
Career Institute of Technology and Management of Manav Rachna Educational Institution
on the forenoon/[✓]afternoon of 1/8/2007.

I, therefore request your good self to accept my joining and advise me what formalities I
have to fulfill.

Thanking you;

Yours sincerely,

Abhilasha

NAME: **DR. ABHILASHA SHOURIE**

DESIGNATION: LECTURER IN BIOTECH

DEPTT. BIOTECH, CITY



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Ref: CHR 171427
Date: October 01, 2017

To,
ABHILASHA SHOURIE,
ASSOCIATE PROFESSOR, BIOTECH,
FET

Subject: REDESIGNATION AND REFIXATION LETTER

Dear ABHILASHA SHOURIE,

1. The Board of Management is pleased to redesignate you as "Professor" and refix your monthly emoluments w.e.f. October 01, 2017. Your Salary, designation & service conditions at MRIU will be governed as follows:
2. You shall be placed in the pay band of PB-4 37400-67000 (Grade Pay-10000) with consolidated pay of Rs.60800 /- (Rupees Sixty Thousand and Eight Hundred Only.). Your total emolument as per present policy shall be as under.

Basic Pay	52120
MA	500
Personal Pay(to be adjusted at time of next review)	8180
Total Gross Pay (per month)	60800

3. Next date of your increment shall be July 01, 2018 and you shall be given increments as per policy as notified from time to time.
4. All other Terms and Conditions of appointment shall remain same as mentioned in Letter No. CHR 9873 dated 30-June-2009.

hoo
Dr. N.C. WADHWA
VICE CHANCELLOR

[Signature]
Dr. AMIT BHALLA
VICE PRESIDENT

I accept above mentioned refixation of my pay.

Signature

Date:

Name: ABHILASHA SHOURIE

Designation(old):ASSOCIATE PROFESSOR

Designation(New):PROFESSOR

Emp. Code (old):06/01/006/1/034/0110208

Emp. Code (new):06/01/006/1/032/0110208

Received
Abhilasha
11/02/2018

