

26

Ref. CITM/ADM/2005-06/

Dated: 22.08.2005

To,

Ms. Manu Solanki

1330, Sec-9,
Faridabad

Sub: Letter of Appointment as Lecturer in Department Biotechnology Engineering.

Dear Manu Solanki

We are pleased to inform you that you have been selected for appointment, for the above mentioned position at CITM.

Your Salary, designation & service condition at CITM will be governed as follows:-

1. You will be appointed as Lecturer in Biotechnology Department of CITM and will be paid Rs. 10000/- PM during the period of Probation w.e.f. 30th August 2005.
2. Your one month salary shall be deducted as a security deposit in 4 equated monthly installments.
3. You will be on probation for one year. Exact duration of probation may vary depending upon your conduct and performance as assessed in each semester.
4. During the period of probation if your service is terminated due to your unsatisfactory performance giving one months notice, no compensation has to be paid by you to CITM or by CITM to you.
5. On the successful completion of the probation period, you may be appointed on regular basis.
6. You will be governed by the leave and promotion rules of CITM.
7. After successful completion of probation period you can leave your services serving three months written notice. The period of notice may be waived at the discretion of the management for payment of an amount equal to the pay in lieu of a part or full period of the notice and in the event of leaving us before the expiry of minimum period of service you will be required to deposit notice pay salary.



dm

- 8 Normally your services on regular basis will not be terminated without giving three months notice or three months pay after completion of probation period. However, in case of any misconduct breach of rules or faith, long or frequent absence, non performance of duty or any such action on your part which is detrimental to the interest of CITM, if the management, after giving you an opportunity to be heard is satisfied that the continuation of your association with CITM is unwarranted, you may be dismissed from service without giving any notice.
- 9 You will be required to submit the following at the time of Joining:-
- Educational Certificates
 - Work Experience
 - 3 Photographs
 - Two character certificates Cum references on the Proforma prescribed in Annexure 'X'
 - Joining Proforma – Annexure 'Y'
- 10 You are required to be physically and mentally fit and have good health at the time of Joining CITM.
- 11 You are liable to be transferred at any institute, which comes under CITM management, or undertake tours if required.
- 12 CITM reserves the right to re-designate posts or alter the Job contents of a post, to transfer an employee from one post to another and to modify the terms and conditions of appointments, if it thinks it prudent to do so in the interest of CITM.

Your future growth at CITM shall be governed entirely by your performance. AT CITM you can have a very high growth comparable with the best in INDIA based on your expertise.

WISHING YOU ALL THE BEST FOR A GOOD CAREER AT CITM.

Yours Sincerely,


(Prof. C.L. Bahl)
REGISTRAR

I accept paras (1 to 12) without any reservation.


Signature of Employee

Name of Employee **Ms. MANUSOLANKI**





Joining Declaration

The above information is true, correct and complete to the best of my knowledge and belief.

I have thoroughly read and understood the terms and conditions as stipulated in the appointment letter. The same are acceptable to me. I understand that any violations of the terms and conditions as stipulated in the said letter may result in loss of my employment.

I have never been involved in any unsocial or criminal activities. No such case in pending against me in any of the law courts in India or abroad.

I shall sincerely and diligently perform the duties assigned to me at CITM and endeavour to maintain highest standards of discipline, performance and Integrity.

My Joining may please be accepted.

Joining Date: 30.08.2005.

Msolanki
30/8/2005
Signature with date

Name (in Block letters) **MANU SOLANKI**



To

Director-Principal
CITM
Faridabad

~~30/8~~
31/8
Registrar

For information and record, please

Dis. kumar
31/8

Subject: Joining as Lecturer in Dept of Biotechnology

R/Sir,

It is to bring to your notice that I hereby join as Lecturer in the Dept of Biotechnology w.e.f 30/8/05 at 11:00am. I will abide by the rules & regulations of this College.

Thanking you,

Yours truly
Manu Solanki

H.No- 1330
Sector - 9
Faridabad.

Dated - 30/8/05.

Permanent Address:

H.No - 1330
Sector - 9
Faridabad.

Husband's Name & Address

Mr. Raj Solanki
Marketing Manager, HMSI
Gurgaon.



Manu

20/6/17

66

Ref: CHR 140010
Date: July 01 ,2014

To,
MANU SOLANKI
ASSISTANT PROFESSOR, BIOTECH


Subject: APPRAISAL LETTER


Dear MANU SOLANKI,

1. The Board of Management is pleased to **redesignate** you as **"ASSOCIATE PROFESSOR"** and give an increment in your monthly emoluments w.e.f July 01 ,2014. Your Salary, designation & service conditions at FET will be governed as follows:
 - a. You shall be paid consolidate pay of Rs51056/- (Rupees Fifty One Thousand and Fifty) in the pay band of PB-437400-67000(Grade Pay-9000).
 - b. Your total emolument as per present policy shall be as under.


Basic Pay	46400
MA	500
Personal Pay (to be adjusted at time of next review)	4156
Total Gross Pay (per month)	51056

- c. Your next date of your increment shall be July 01 ,2015 and you shall be given increments as per policy of FET as notified from time to time.
2. All other Terms and Conditions of appointment shall remain same as mentioned in letter No. CHR 9871 Dated June 30, 2009


Dr. N.C. WADHWA
VICE CHANCELLOR


Dr. AMIT BHALLA
VICE PRESIDENT

I accept above mentioned refixation of my pay.

Signature 
Name: MANU SOLANKI
Designation: ASSOCIATE PROFESSOR, BIOTECH
Emp.Code(old): 06/01/006/1/035/0110102
Emp.Code(New): 06/01/006/1/034/0110102

