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Ref: CHR 3980
Date: July 31, 2008

To,
Dr. Sahiba Imran
D - 31, Jal Vidyut Apartments
Sector - 21 C, Part III
Faridabad - 121001
Tel No. - 0129-2439874, 9971852937
Email: sahibaimran@hotmail.com

Through: Director, CITM

Subject: **LETTER OF APPOINTMENT AND TERMS & CONDITIONS OF APPOINTMENT**

Dear Dr. Sahiba Imran,

1. The Board of Governors is pleased to appoint you as "Senior Lecturer -Bio Technology Department" at Career Institute of Technology and Management. You are advised to report for duty on August 01, 2008. Your pay is fixed as under:
 - a) You shall be paid basic pay of Rs. 10,325/- (Rupees Ten Thousand Three Hundred and Twenty Five only) in the pay scale of 10000-325-15200.
 - b) You shall be paid Dearness Pay, Dearness Allowance, 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	10,325
DP @50% of Basic	5,163
Dearness Allowance	6,350
HRA	1,260
CCA	200
MA	250
Total Gross Pay (per month)	23,547

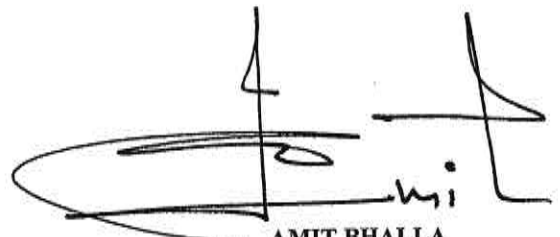
- d) You shall be given increments as per policy of CITM as notified from time to time.
2. Terms and Conditions of your appointment shall be as under:
 - a) Your appointment shall be on probation for one year from date of joining.
 - b) One month's salary will be retained by the management as security 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.

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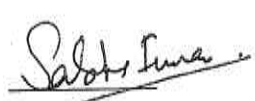



- d) You will be required to perform your duties as allotted to you by Head of the Department /Director, CITM / Board of Governors.
 - e) You will maintain best standards of integrity and ethics during your stay with the College and perform your duties diligently.
 - f) You will not accept and undertake 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 term/ 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.


Dr. M. K. Soni
 Director, CITM


AMIT BHALLA
 VICE PRESIDENT

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

Signature  

Name: **Dr. SAHIBA IMRAN**
 Designation: **Senior Lecturer, Bio Technology, CITM.**



Date: 01/08/08

To

The Director
Career Institute of Technology & Management
Faridabad

SUBJECT: JOINING REPORT

Respected Sir,

With reference to the Offer Letter No. CHR 3980 dated 31/07/08I, Dr. SABIHA IMRAN, hereby join my duty in Manav Rachna Educational Institution on the forenoon/afternoon of 01/08/08 FN.

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

Thanking you,

Yours sincerely,

*Sabiha Imran*NAME: Dr. SABIHA IMRANDESIGNATION: Sr. LecturerDEPTT: Biotecnology

JOINING PROFORMA

1. Name (in Block letters) : Dr SABHA IMRAN
 2. Father's/Husband's Name: IMRAN SAYEED
 3. Date of Birth : 15-08-65
 4. Marital Status : MARRIED
 5. Present Residential Address: D-31 TALVIDYUT



APARTMENTS SECTOR 21C

(PART II) FARIDABAD Phone No: 9971852937

6. Permanent Address 'Same as above'

Phone No: 9971852937

7. PAN No. _____

8. Educational Qualification (certificate enclosed) in reverse chronological order:

S.No	Qualification	Board	Year	Subjects	Marks%	Remarks
1.	Ph. D.	DMU	1995	MICROBIOLOGY	AWARDED	
2.	M Phil	AMU	1989	BIOTECHNOLOGY	AWARDED	
3.	MSc	AMU	1986	BIOTECHNOLOGY	72% AWARDED	1st Position
4.	BSc (Hons)	AMU	1984	BOTANY (MAIN) ZOOLOGY, CHEMISTRY	65%	1st DIV.

9. Earlier Job Experiences: - (Last Pay Certificate enclosed) in chronological order.

S. No.	Name	From	To	Nature of Job	Reason for leaving	Enrolment
1.	Acharya Narendra Devi College (ND)	Aug 2005	May 2008	teaching Biomed Science	Tenure complete	
2.	A.P.H.S (ND)	Aug 2004	July 2005	Research	U	
3.	Rajguru College (DU)	July 2003	May 2004	teaching Bioche mostly with bio de.	U	

10. Details of dependent family members:-

S.No	Name	Sex & age	Relation
1.	Asher Ahmed	M & 16 Yrs	Son.
2.	Anamita	F & 12 Yrs	Daughter



11. Hobbies & Interest:

Teaching, interaction with students, Research work

12. Any other Relevant Information:

13. Whom should we contact in case of any emergency:

Imran Sayeed

Ph (O) _____ (R) _____ Mobile No. 9971 852937

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 is 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 MREI and endeavor to maintain highest standards of discipline, performance and Integrity.

My Joining may please be accepted.

Joining Date: 1/08/08

Signature with date Sabiha Imran 1/08/08

Name (in Block letters) Dr. SABIHA IMRANI



2019-20

(93)

Ref: CHR 140012

Date: July 01 ,2014

To,

SABIHA IMRAN

ASSISTANT PROFESSOR, BIOTECH


Subject: APPRAISAL LETTER

Dear SABIHA IMRAN,

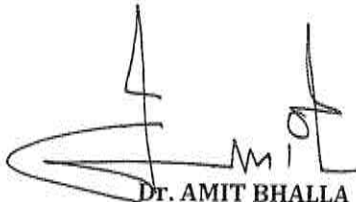
1. The Board of Management is pleased to redesignate you as "ASSOCIATE PROFESSOR" and give an increment in your monthly emoluments w.e.f July 01 ,2014. Your Salary, designation & service conditions at FET will be governed as follows:
 - a. You shall be paid consolidate pay of Rs51155/- (Rupees Fifty One Thousand One Hundred and Fifty Five Only.) 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)	4255
Total Gross Pay (per month)	51155

- 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 9915 dated 30, June-2009


Dr. N.C. WADHWA

VICE CHANCELLOR


Dr. AMIT BHALLA

VICE PRESIDENT

I accept above mentioned refixation of my pay.

Signature



Name: SABIHA IMRAN

Designation: ASSOCIATE PROFESSOR, BIOTECH

Emp.Code(old): 06/01/006/1/035/0110303

Emp.Code(New): 06/01/006/1/034/0110303

