

Ref: CHR 4984

Date: March 16, 2009

To,

Ms. Shilpa S. Chapadgaonkar

614, DDA MIG, Sector - 13 A

Phase 2, Dwarka, New Delhi - 110075

Tele No. - 9868052680

Email: Shilpa_khparde@rediffmail.com

Through: Director, CITM

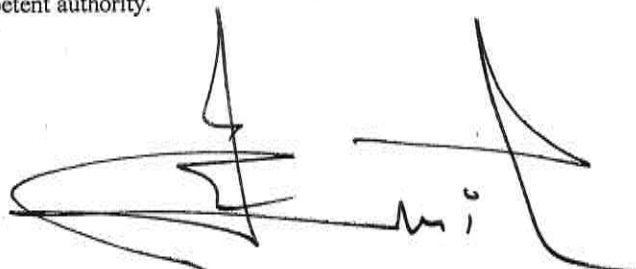
Subject: **LETTER OF APPOINTMENT AND TERMS & CONDITIONS OF APPOINTMENT**

Dear Ms. Shilpa S. Chapadgaonkar,

1. The Board of Governors is pleased to appoint you as "Lecturer - Bio Technology Department" at Career Institute of Technology and Management. You are advised to report for duty on March 16, 2009. Your pay is fixed as under:
 - a) You shall be paid basic pay of Rs. 8,550/- (Rupees Eight Thousand Five Hundred and Fifty only) in the pay scale of 8000-275-13500.
 - 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	8,550
DP @50% of Basic	4,275
Dearness Allowance @ 47% on (Basic Pay + Dearness Pay)	6,028
HRA	1,260
CCA	200
MA	250
Personal Pay (Adjustable at the time of next review)	1,500
Total Gross Pay (per month)	22,063

- 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.

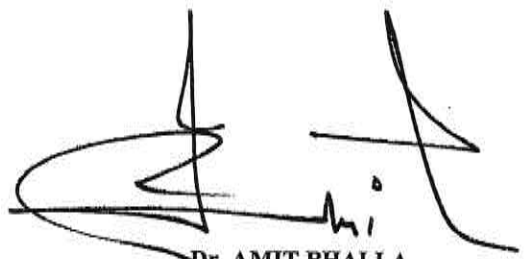


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- d) You will be required to perform your duties as allotted to you by Head of the Department /Director, CITM / Board of Governors.
 - e) You will maintain best standards of integrity and ethics during your stay with the College and perform your duties 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


Dr. AMIT BHALLA
 VICE PRESIDENT

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

Signature 
 Name: **MS. SHILPA S. CHAPADGAONKAR**
 Designation: **Lecturer – Bio Technology Department**
 Emp. Code: **02/01/006/1/023/0110414**



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Date: 16/03/2009

To

The Director
Career Institute of Technology & Management
Faridabad



SUBJECT: JOINING REPORT

Respected Sir,

With reference to the Offer Letter No. CHR 4851 dated 26/02/2009

I, Dr. Shilpa S. Chhapadgaonkar, hereby join my duty in Manav Rachna Educational Institution on the forenoon/afternoon of 16/03/2009.

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

Thanking you,

Yours sincerely,

Shilpa S. Chhapadgaonkar
16/03/2009

NAME: Shilpa S. Chhapadgaonkar

DESIGNATION: Lecturer

DEPTT: Biotechnology



JOINING PROFORMA

1. Name (in Block letters) : Dr. SHILPA S CHAPADGAONKAR ^{PJ}

2. Father's/Husband's Name: SAMEER S. CHAPADGAONKAR

3. Date of Birth : 02.03.1976

4. Marital Status : Married / 9.07.2000

5. Present Residential Address: F.N. 614, Sector 13, Pocket A,

DDA MIG, DWARKA,

NEW DELHI Phone No: 9868052680



6. Permanent Address

Dr. Satish Chapadgaonkar

Choti Umri, Near SBI Colony V, Akola - 430005

Phone No: 0724-42802450135

7. PAN No.

AKUPC2207P

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

S.No	Qualification	Board	Year	Subjects	Marks%	Remarks
1.	Ph.D	IIT, Delhi	2006	Biochemical Engineering		
2.	M.Sc(Tech)	UDCT, Mumbai	1999	Bioprocess Technology	69 %	
3.	B.Pharm	Nagpur Uni	1997	Pharmaceutical Sciences	67 %	

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

S. No.	Name	From	To	Nature of Job	Reason for leaving	Enrolment
1.	Netaji Subhash Inst, Delhi	Jul - 2007	Feb - 2009	Lectures part-time	Better Prospects	
2.	Integrated Inst. Tech, Delhi	Sep - 2008	Dec - 2008	Lectures part-time	-/-	
3.	Khandewal Laboratories Ltd	Oct - 1999	Jun - 2000	R & D off	Marriage	

10. Details of dependent family members:-

S.No	Name	Sex & age	Relation
1.	Arya S. Chapadgaonkar	F (6)	Daughter
2.	Kavya S. Chapadgaonkar	F (1)	Daughter



Ref: CHR 170204
Date: Jan 01, 2017

To,
SHILPA S CHAPADGAONKAR,
ASSISTANT PROFESSOR, BIOTECH
MRIU, FET


Subject: APPRAISAL AND REDESIGNATION LETTER

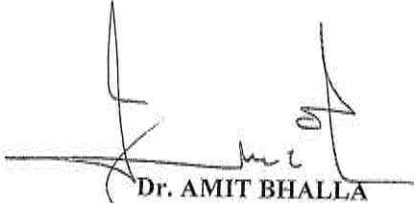
Dear SHILPA S CHAPADGAONKAR,

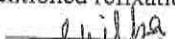
1. The Board of Management is pleased to redesignate you to "Associate Professor" and give an increment in your monthly emoluments w.e.f. Jan 01, 2017. Your Salary, designation & service conditions at MRIU will be governed as follows:
2. You shall be placed in the pay band of PB-4 37400-67000 (Grade Pay-9000) with consolidated pay of Rs. 52444/- (Rupees Fifty Two Thousand Four Hundred Forty Four Only.). 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)	5544
Total Gross Pay (per month)	52444

3. Next date of your increment shall be Jan 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 9925 dated 30-June-2009


Dr. N.C. WADHWA
VICE CHANCELLOR


Dr. AMIT BHALLA
VICE PRESIDENT

I accept above mentioned refixation of my pay.
Signature  Date:

Name: SHILPA S CHAPADGAONKAR
Designation(old): ASSISTANT PROFESSOR, BIOTECH
Designation(New): ASSOCIATE PROFESSOR, BIOTECH
Emp. Code(old):06/01/006/1/035/0110414
Emp. Code(New):06/01/006/1/034/0110414

