To,

**Ms. Rahila Fatima**  **Dated: - 15th May 2019**

C/o Mr. Irfan Ahmad

207/218, Chaudhary Garhiyapur Tola, Health Square

Lucknow, 226003

Ph No 8840369226

**Subject:- Appointment / Contract Letter**

Dear **Ms. Rahila Fatima**

We are happy to appoint you for a short term assignment as **“*Teacher*”** under the Project **“Education support for Poor School Going Children in Saharanpur, U.P. India”** supported by IMESA for the period 1st June 2019 to 15th March 2020.

Your brief job descriptions are as follows:-

* This appointment is a purely temporary appointment
* You have to take care of the library cum reading room located at Mohalla Quazi Saharanpur.
* You have to supervise each students from class II to Class VIII
* You have to attend the library cum reading room from 4:00pm to 8:00 pm ( Monday to Saturday)

The organization would provide its assistance & relevant information to you as and when required for Execution of the above responsibilities. You will be directly reporting and working under the overall guidance of Mr. Mohammed Javed Qureshi.

You will be paid a consolidated fee of Rs.7000/- payable at the end of the month, subject to satisfaction of general secretary, TDS & other deductions shall be made as per the relevant laws.

In case of termination of this contract 30 days notice required by either side.

**HAMRAAHFOUNDATION Accepted**

**Authorized signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAN no :-**

**Mohd. Saleem, Account Number 306502010043279, IFSC Code UBIN0530654**

To,

**Mr. Irfan Ahmad Ansari**  **Dated: - 15th May 2019**

House No 13-K, Suraj Vihar Coloney

Opposite Mandi Samiti, Habib Garh Road

Saharanpur-247001

Ph No: 9045322828

iaansari7@gmail.com

**Subject:- Appointment / Contract Letter**

Dear Mr. Mohd. Saleem

We are happy to appoint you for a short term assignment as **“*Project Coordinator*”** under the Project **“Education support for 100 Poor School Going Children in Saharanpur, U.P. India”** supported by IMESA for the period 1st June 2019 to 15th March 2020.

Your brief job descriptions are as follows:-

* This appointment is a purely temporary appointment
* You have to take care of the library cum reading room located at Mohalla Quazi Saharanpur.
* You have to supervise overall activities of the project.
* You have to attend the library cum reading room from 4:00 pm to 8:00 pm ( Monday to Saturday)

The organization would provide its assistance & relevant information to you as and when required for Execution of the above responsibilities. You will be directly reporting and working under the overall guidance of Mr. Mohammed Javed Qureshi.

You will be paid a consolidated fee of Rs.2000/- payable at the end of the month, subject to satisfaction of general secretary, TDS & other deductions shall be made as per the relevant laws.

In case of termination of this contract 30 days notice required by either side.

**HAMRAAHFOUNDATION Accepted**

**Authorized signatory**

**PAN no: - AUCPA2212Q**

**Irfan Ahmad Ansari, Account Number 3161000109151500, IFSC Code PUNB0316100**