**Dated: - 20 April 2019**

To,

**Mr. Irfan Ahmad Ansari**

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. **Irfan Ahmad Ansari,**

We are happy to appoint you for a short term assignment as **“*Project Incharge*”** under the Project **“Coaching and Guidance centre for underprivileged children”** supported by IMESA for the period 1st May 2019 to 29th February 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.20000/- payable in two installment of 75% in the beginning of the project and 25% in the end of the project, subject to satisfaction of 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.

**HAMRAAH FOUNDATION Accepted**

**Authorized signatory Irfan Ahmad Ansari PAN no: AUCPA2212Q**