**MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)**

**MULLANA-AMBALA, HARYANA (INDIA), 133-207**

**(Established under section 3 of the UGC Act, 1956)**

**(Accredited by NAAC with Grade ‘A++’)**

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| Ph. 0091-1731-274475-78,  Fax: 0091-1731-274375 |  | Website: [www.mmumullana.org](http://www.mmumullana.org/),  E.Mail: info@mmumullana.org |

**Office Order**

{{NAME}} (ID:{{STAFFID}}), {{PRESENTDESIGNATION}} of {{DEPARTMENT}} in {{COLLEGE}}, a constituent Institute of this Deemed to be University, is hereby appointed as an **{{PROMOTEDAS}} of** w.e.f. **{{DATE}} F.N.** on monthly CTC of **Rs.{{CTCSALARY}} /-**.

Break-up of CTC is as under:-

**A – Employee’s Share:**

Basic Pay = Rs.46400/- (Pay scale of Rs.37400-67000 + GP 9000)

+ 10% DA = Rs.04640/-

= Rs.51040/-

+ Medical Allowance = Rs.00500/-

+ Transport Allowance = Rs.00800/-

+ Personal Pay = Rs.05205/-

= Rs.57545/-

**B – Employer’s Share:**

+ 4.81% Gratuity of

Basic Pay + DA = Rs.2455/-

**Total of A & B = Rs.60000/- Per Month (CTC)**

**Note:** Gratuity is as per the prevailing statutory Laws applicable to him.

Nothing is payable beyond this letter.

Other terms and conditions of his appointment will remain the same.

**REGISTRAR**

Endst. No. MM/PF/Admn/22/\_\_\_\_\_\_\_, Dated: **\_\_\_\_\_\_\_\_\_\_\_**

Copy forwarded to the following for information and necessary action:-

1. Principal, MM Institute of Computer Technology & Business Management.
2. Head of Deptt., MM Institute of Computer Technology & Business Management.
3. Accounts Officer.

**DY. REGISTRAR (ESTT.)**