



Shaheed Udham Singh Sport & Cultural Club(Regd.)

VPO Paramjeet Pur Tehsil Sultanpur Lodhi, Punjab-144626

Contact No. 01828-255099, 98151-05214

Sr. SCC/II/150

Date 01/09/2022

To,
Ms. Charnjeet Kaur
Village Khudal Kalan
PO Kahangarh, Mansa

Subject: Appointment Letter

Dear Charnjeet,

It is my pleasure to confirm an appointment with our organisation "Shaheed Udham Singh Sport & Culture Club" as an "Archery Instructor".

Commencement of Employment: Your employment with us will be effective from 1st September 2022.

Salary: your total CTC will be INR 1,56,000/- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per club policy.

Probation Term: You will be on a probationary period of 7 days from the date of joining. Your appointment is under the contract of a minimum 6 month duration which may be extended at the discretion of "Shaheed Udham Singh Sport & Culture Club".

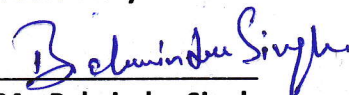
Working Hours: The working hours will be 9 hours. The firm usually operates seven days a week. You will be expected to work six days a week, with your weekly rest day not always being Sunday.

Leaves: Each year, you will be entitled to 15 annual leaves and 12 casual leaves.

Location for Employment: Your initial place of employment will be at Sultanpur Lodhi.

Notice period: You can resign by giving 1 month prior notice. Depending on the priorities, the club may accept the resignation immediately or within a time frame of less than one month.

Yours Truly



Mr. Balwinder Singh
(President)



Shaheed Udham Singh Sport & Cultural Club(Regd.)

VPO Paramjeet Pur Tehsil Sultanpur Lodhi, Punjab-144626

Contact No. 01828-255099, 98151-05214

Sr. SCC/E/274

Date 28/02/2024

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Charnjeet Kaur D/O Kala Singh** having D.O.B 01/08/2000 is an employee at “**Shaheed Udham Singh Sport & Culture Club**” as an **Archery Instructor** from **1st September 2022** to **Till Date** and providing his continuous services.

During his job tenure he was assigned the task to instruct participants on proper techniques, demonstrates archery skills and teaches appropriate methods to strengthen skills. He also has good knowledge of archery and teaching strategies. He is diligently carrying his duties with full dedication. He is known to possess the team spirit and maintain good relationship with his colleagues. We wish him good luck for his career and hope he achieves new heights.

Shaheed Udham Singh Sport & Culture Club

Mr. Balwinder Singh
(President)



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Sr...3CC/S/320

Date 28/02/2024

Salary Certificate

Employee Name : **Ms. Charnjeet Kaur**

Designation : **Archery Instructor**

Salary Statement of **Ms. Charnjeet Kaur** for last 6 Months

Date	Salary paid (Rs.)
11-09-2023	13,000/-
10-10-2023	13,000/-
10-11-2023	13,000/-
11-12-2023	13,000/-
10-01-2024	13,000/-
10-02-2024	13,000/-

Balwinder Singh

Mr. Balwinder Singh
(President)