**Dr. Jitendra Yadav Date-26/03/2019**

**Registrar**

Opjs University

Churu, Rajasthan

महोदय,

 मैं यह कहना चाहता हूं कि मैंने दिनांक 25**/**06**/**2019 को **लाइब्रेरियन** के पद पर विश्वविद्यालय में नियुक्ति की है। मैंने उपरोक्त पद पर **छह महीने** बिताए हैं और मैंने अपने सभी कर्तव्यों को ईमानदारी और मेहनत से निभाया है, मेरा वर्तमान **वेतन 25000** रु है। । यह मेरे लिए पर्याप्त नहीं है, मुझसे यह कहा गया था, की छह महीने के बाद मेरा वेतन बढ़ा दिया जायेगा। इसलिए मैं अपना वेतन बढ़ाने के लिए आपसे अनुरोध करता हूं।

मैं आपका बहुत आभारी रहूंगा।

मुझे आपकी दया के लिए अत्यधिक उपकृत होना चाहिए।

धन्यवाद

Your Sincerely

Vikas Bhardwaj

Librarian

**Registrar**

**Opjs University**

**Churu, Rajasthan**

**Sub-: Resign Letter.**

Sir,

Myself Dr. DV Singh (Dean) Department of Law, I want to Resign my post due to some personal reason so please kindly accept my resign letter. Date of resign is 14/02/2019 but according to University rules I worked here for one month on dated-14/03/2019 after date I want to leave the university and other facility given by the University for me.

Dr. DV Singh

Dean (Department of Law)

Opjs University,Churu

**Manager**

PNB, Sankhu Fort

Churu, Rajasthan

331303

**Sub:- Regarding Transfer my Saving Account.**

Sir,

I want to request you to please transfer my saving account to PNB Branch Chhattar, Dist. Jind, Harayana IFSC CODE IS –PUNB01436 my Account No.is-3606000400043930.

And I have also one request to you please update my Address is VPO-Chhattar, Dist. Jind, State- Harayana, Mobile No.-9729012353.

JAGDISH

**ADDRESS:- Jagdish S/o Shri Ramchander**

**VPO-Chhattar, Dist.-Jind,**

**Harayana**

**To Whom it May Concern**

This is to certified that Ms SUCHETA used The Central Library Facility and doing Research works in the Library as a Research Scholar. She is very actively worked related to our Research and S earch the useful data, Journals of the Library, Books and use Digital Library Services provide for the Research Scholars by the Opjs University Central Library. Take Library services by her from dated-13/02/2019 to 08/03/2019.

**LIBRARIAN**