



KPS/Confirmation (22-23)/291

Date: 21.06.2023

Ms. Shubhra Gupta
Mohan Nagar, Durg

Subject- Letter of Confirmation

Dear Sir/ Madam

We have the pleasure to confirm you as **PPRT** w.e.f. 01.04.2023 on the terms and conditions mentioned below:

TERMS & CONDITIONS:

1. The retiring age is 60 (Sixty).
2. You will be on probation for a period of one year, at the completion of which your post will be confirmed subject to satisfactory performance.
3. You may relinquish your job by giving 3 months notice or 3 months pay in lieu of notice.
4. The management of the institution also reserves the right to terminate your service without assigning reasons in the following manner :
 - a. During probationary period or thereafter till confirmation, 1 month notice or 1 month pay in lieu of notice.
 - b. After confirmation, 3 months notice or 3 months pay in lieu of notice.
5. You shall obey all lawful and reasonable orders of the principal and other superiors.
6. You shall be governed by the Rules and Regulations as framed by the institution and / or Governing Body from time to time.
7. You may be transferred to any unit under Krishna Educational Society as per the requirement of the institution.
8. You shall maintain integrity and devotion to duty at all times and shall endeavor to enhance the reputation of the institution.
9. You shall avoid taking frequent and unsanctioned leaves and must be punctual, systematic, disciplined and devoted to work.

10. You shall never encourage discrimination on the basis of Caste, Religion, Language etc. and must contribute to the moral education of children under your care.
 11. You shall try to maintain a conducive atmosphere in and around the school, maintaining a healthy relationship with your colleagues and students and should never indulge into any type of politics.
 12. You shall not accept any money / gift from the students or parents which will be treated as offence.
 13. Criticizing colleagues or school management will be considered a grave offence, liable to suitable punishment.
 14. Your Appointment is subject to production of original Degree / Diploma certificates and testimonials along with attested copies of each on _____. The originals will be returned to you after verification.
 15. In the matters not specifically stated herein or in the service rules, the decision of the Management committee of the institution and / or Director / Principal of the Institution shall be final and conclusive.
- Please send back the attached copy of appointment order duly signed by you if the offer is accepted.

Wish you good luck,

Consent of the staff

I hereby agree to abide by the above
mentioned terms and conditions



Mayank Sharma

Principal

Krishna Public School, Durg


(Signature of the staff)

Date 21-06-22

Name of Employee Shubhra Gupta



From :

KRISHNA PUBLIC SCHOOL

Pulgaon, Durg (C.G.)

Pin – 491001

Phone – 92850-22283, 88190-11119

To,

Ms. Shubhra Gupta
