

June 8, 2017

Dr. Kavita Pathak,
A-204, Type - IV,
IET Campus, Engineering College,
Sitapur Road, Lucknow.

Sub: **APPOINTMENT LETTER**

Dear Dr. Pathak,

With reference to the discussion we had with you, we are pleased to appoint you as a **“Professor & Director”** covered under **Grade – ‘A+’** in our **Jaipuria Institute of Management, Noida Campus** on the following terms and conditions:-

1. That you will be paid **Basic Salary of Rs. 1, 40,887/-** (Rupees One Lac Forty Thousand Eight Hundred and Eighty Seven Only) per month.
2. That you shall be entitled to the following allowances:-
 - a) House Rent Allowance i.e. at present **Rs. 42,266/-** per month.
 - b) Children Education Allowance @ **Rs. 10000/-** per month.
 - c) Furnishing Allowance @ **Rs. 20000/-** month.
 - d) Academic Research Allowance @ **Rs. 10000/-** per month.
3. That you shall be entitled to the following perquisites:-
 - a) One mobile phone for both official & personal purposes.
 - b) You shall maintain an office at your residence for which you shall be entitled to employ one assistant. Institute shall reimburse salary of one such Secretarial Assistant subject to maximum of **Rs. 7500/-** per month.
4. That 12% of your basic salary as employer's contribution in P.F. along with an equal contribution from you shall be deposited by us in your P.F. account.
5. That the institute shall also contribute **4% of Basic salary in the Superannuation Fund** being maintained by the society.
6. That you shall be entitled for LTC (Leave Travel Concession) every year and maximum amount reimbursable for such LTA shall be **8.33% of your Basic Salary i.e. at present Rs. 1,40,832/-**. However, you shall be entitled to accumulate you LTA maximum for a period of two years.



Educational Institutions -----

7. That you shall be entitled for the reimbursement of your following expenses subject to maximum of:-

S.No	Nature of Expense	Limit (in Rs.) Per Month
a)	Ceremonial Gift Expenses	500
b)	Conveyance Reimbursement	20000
c)	Business Promotion	9500
d)	Office Maintenance	10000
e)	Medical Reimbursement @ 8.33% of Basic	11736
TOTAL		51736

8. That you shall be entitled for Leave, Gratuity and other Retirement Benefits as per the rules of the Institute.

9. That you shall be responsible for overall day-to-day administration of Noida Institute in accordance with the guidelines/policy formulated from time to time by the Chairman of the Governing Council, namely, Shri Sharad Jaipuria.

10. That you shall report to Shri Shreevats Jaipuria, Vice Chairman of the Governing Council.

11. That you shall be governed by the Service/Conduct rules and regulations framed by the Institute/Society from time to time.

12. That you shall not undertake any other direct/indirect business or work, which are remunerative.


13. That this appointment as a Director shall be for a period of 5 years and will be renewable in the multiple of 2 years based on you performance.

14. That this agreement can be terminated at any time by giving Three Months' Notice or Basic Pay in lieu of Notice from either side without assigning any reason thereof.

15. This Appointment Letter shall become effective from the date of your joining i.e. **15th June, 2017**.

Please sign the duplicate copy of this letter as a token of your acceptance of the terms and conditions of the employment.

Yours faithfully,
For Integral Education Society



(Shreevats Jaipuria)
AUTHORISED SIGNATORY

DETAILS OF THE SALARY, ALLOWANCES AND OTHER PERQUISITES
OF
Dr. Kavita Pathak
W.E.F.
June 15, 2017, UNDER GRADE – ‘A +’

S.NO	SALARY ANNEXURE	
	Name of Employee	Dr. Kavita Pathak
	Grade / Designation	A+ / Director
	Particulars	Amount/Month
1	Basic Salary	140887
2	HRA	42266
3	Children Education Allowance	10000
4	Furnishing Allowance	20000
5	LTC @ 8.33% of Basic	11736
6	Medical Reimbursement @ 8.33% of Basic	11736
7	Provident Fund/ Ex- Gratia @ 12% of Basic	16906
8	Contribution to Superannuation @ 4% of Basic	5636
9	Academic Research Allowance	10000
Sub Total(A)		269167
10	Limit for Reimbursement of Expenses	
11	Conveyance Reimbursement	20000
12	Secretary Salary	7500
13	Gift	500
14	Business Promotion	9500
15	Office Maintenance	10000
Sub Total(B)		47500
Grand Total		316667

Grilled