



**SARDAR PATEL PUBLIC SCHOOL**  
**Hoshangabad Road, Misrod, BHOPAL**  
(Affiliated to CBSE, New Delhi- 1030682, )



**RAKHI**  
**SHRIVASTAVA**  
**Principal**

Mobile:- 9907713310

  
Chairman Signature

F/H Name :- Mr. G P Shrivastava

D.O.B. :- 10.07.1975

D.O.J. :- 23.08.2022

Address :- A 31, Kakda Abhinav  
Homes, Ayodhya  
Bypass Road, Bhopal

**SARDAR PATEL PUBLIC SCHOOL**  
**Hoshangabad Road, Misrod, BHOPAL**  
(Affiliated to CBSE, New Delhi- 1030682, )  
Contact No:- 0755- 2499848, 49





# SARDAR PATEL PUBLIC SCHOOL

Affiliated to CBSE, (New Delhi) Affiliation No.: 1030682  
Run by Bhagwati Shiksha Samiti, Bhopal (Regd)

Ref. No.: S.P.P.S./HR/PL/2024-25/06

Date : 01/07/24

To,

NAME :-

Ms. RAKHI SHRIVASTAVA

FATHER'S NAME:

MR. G.P.SHRIVASTAVA

## PROMOTION LETTER

We are pleased to inform you that you are promoted as Principal w.e.f 01/07/2024 in Sardar Patel Public School.

We wish you all the success.

For,

Chairman

Sardar Patel Public School

Misrod, Bhopal

Sardar Patel Public School



# SARDAR PATEL PUBLIC SCHOOL

Affiliated to CBSE, (New Delhi.) Affiliation No.: 1030682

Ref. No. : S.P.P.S/HK/PL/2022-23/28

Date 24/08/2022

To,

NAME :- MRS.RAKHI SHRIVASTAVA

HUSBAND'S NAM DR. G.P. SHRIVASTAVA

## OFFER OF APPOINTMENT

With reference to your application and subsequent interview, we have pleasure to offer you the post PGT (COMPUTER SCIENCE) on the pay Rs 30000/- and scale of pay CONSOLIDATED on the following terms and conditions:

### APPOINTMENT

- That your this appointment will be with effect from the date of your joining, which should not be later than ( 24/08/2022)
- That your appointment will be on probation basis for a period of one year from the date of your joining the institution.
- That the period of probation may be extended for a further period not exceeding one year. However the total probationary period shall in no case will exceed two years from the date of your joining the institution.
- After satisfactory completion of the probation period, your services shall be confirmed through written confirmation in this respect, with effect from the expiry of the said period or the extended period of probation.

### SALARY

Your monthly salary as per the pay scale and include all allowances and benefits on your part and as well as on school's part including statutory liabilities on the part of the school due to your employment. Also for any Tax liability on your remuneration you will be responsible.

### DUTIES & RESPONSIBILITIES

A . You will have the responsibility for efficient, satisfactory and economical discharge of duties that may be assigned to you as an employee of the school from time to time by the school management.

B. Institutional employees are whole time employees and may not undertake any other business, work,, or public office on payment or otherwise except with the written permission of the school management.

## **SECRECY**

You will apply yourself honestly, diligently and efficiently under the orders and instructions of the school management. You will not divulge to any un authorized person, nor use for any purpose other than the school's work during the period of employment with us or there after any information concerning school operations, plans, know how, etc that you may come to know as an employee of the school.

## **GENERAL RULES**

A. You will confirm to all the rules and regulation in force in the school for your class of employees and shall carry out all such orders and direction as you shall from time to time, receive from the school management.

B. In all the matters including those not specifically covered by this appointment letter, you shall be governed by such rules and regulations as may be applicable to the employees of your category in the school.

C. That you shall not apply or appear for interview etc for any job outside the school without the perior written permission of the authorized officer of the school.

## **TERMINATION OF SERVICE**

A. The school management may terminate your services by giving one months notice in writing in case you are on probation or three months notice in writing in case you are in confirmed employment of the school without assigning any reason or by paying a sum equal to one months your than drawings salary in case you are on probation or confirmed employment of the school in lieu of notice period.

B. That in case you wants to relinquish you employment with the school, you shall be required to submit one month notice in writing in case you are on probation or three months notice in writing in case you are in confirmed employment with the school without assigning any reason or by paying an amount equal to one months your then drawing salary in case you are on probation or by paying an amount equal to three months your hen drawing salary in lieu of notice period.

## **ALTERATIONS**

The above terms may be modified by the management of the school from time to time, informing you in writing and such variations shall be binding on you subject to the conditions that your remuneration is not adversely affected.

## VERIFICATION

This appointment, is based on the information supplied by you with your application and subsequently on your joining on demand by the school and will be null and void if any material error in the school management's opinion is found at any point of time.

## ACCEPTANCE

Please return duplicate copy of this letter duly signed as token of your acceptance of the terms and conditions mentioned in this appointment in this appointment letter failing which the offer contained in this letter will automatically expire.

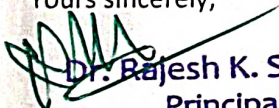
## JURISDICTION

Any disputes arising out of the employment in respect of any matters shall be subject to the jurisdiction of a competent court at Indore.

We are pleased to offer you a career as above and ask you to confirm your acceptance of the same by signing the duplicate copy of this letter.

Thanking you,

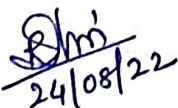
Yours sincerely,

  
Dr. Rajesh K. Sharma  
Principal  
Sardar Patel Public School  
Misrod, Bhopal

Acceptance of the employee follows

## ACCEPTANCE

I have read and understood the terms and conditions of my appointment as mentioned at page no.01 to 03 above and I accept the same. I agree to join my service with effect from 24/08/2022...

Signature   
24/08/22

Name :-MRS. RAKHI SHRIVASTAVA

1. नाम तथा उपनाम RAKHI SHRIVASTAVA  
(Name and Surname)

G.P.F. Account No.



2. पिता का नाम DR. G.P. SHRIVASTAVA  
(Father's Name)

3. निवास के डाक का पता A-8, KAKDA ABHINAV HOMES  
(Postal Address) AYODHYA BYPASS ROAD, BHOPAL (M.P.)  
462041

4. जन्म तिथि (शब्दों तथा अकों में) 10-07-1975 प्रमाणित (Attestef)  
(Date of Birth in Figures and words) TENTH JULY NINETEEN SEVENTY FIVE

5. ठीक ऊचाई 5' 7"  
(Exact Height)

6. (ए) धर्म HINDU  
(Religion)

(ब) यदि कर्मचारी अनुसूचित जाति या जनजाति का सदस्य हो तो जाति / जनजाति का विवरण  
(if a member of scheduled Castes/Scheduled Tribes, Particulars of Castes/Tribes.)

7. पहचान के निशान HEALED BORN SCAR ON LEFT HAND  
(Marks of Identification)

8. शैक्षणिक योग्यता नियुक्ति के समय  
(Educational Qualification)

परीक्षा का नाम	वर्ष	बोर्ड या वि.वि.	श्रेणी	विषय
(i) M.Sc CCS	2007	GIU Hisar	I	Computer science
(ii) M.Com (Ac & Tax)	1999	A.P.S.U	I	Ac & Taxation
(iii) B.Ed.	2005	MPBOU	I	English, Science
(iv) B.Com	1997	A.P.S.U.	I	Accountancy.

9. कर्मचारी के बायें हाथ के अंगूठें एवं उंगलियों के निशान  
(Thumb Finger Impressions of left hand)

कनिष्ठ उंगली  
(Little Finger)

मध्य उंगली  
(Middle Finger)

अंगूठा  
(Thumb)

अनामिका उंगली  
(Ring Finger)

तर्जनी उंगली  
(Fore Finger)

10. शासकीय कर्मचारी के हस्ताक्षर व दिनांक  
(Signature of Govt. Servant with date, after every 5 years)

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

Dr. Rajesh K. Sharma  
Principal

Sardar Patel Public School  
Bhopal, M.P.  
प्रमाणिकरणकर्ता अधिकारी के हस्ताक्षर एवं दिनांक  
(Signature of Attesting Authority)

Appointed as: - PGT (Computer/IP)  
Science

Scale of Pay :- 9300 - 34800

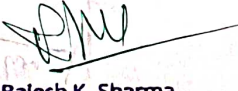
CTC :- 30,000/-

Probation Period from 24.08.2022 - 24.08.2023  
as PGT (Computer Science/ IP)

Basic Salary :- 18600/-

Date of Joining :- 24.08.2022



  
Dr. Rajesh K. Sharma  
Principal  
Sardar Patel Public School  
Misrod, Bhopal

Signature and designation of the head of the office or other Attesting officer in attestation or column 1-8  
कार्यालय प्रमुख या अन्य प्रमाणिकृतकर्ता अथवा कर्मचारी के हस्ताक्षर

Date of termination of appointment  
व्यक्त का दिनांक

Name of Appointment and Scale of Pay  
पद का नाम एवं वेतनमान

Whether substantive or Officiating and whether Permanent or temporary  
स्थायित्व और या अस्थायी

if officiating the Substantive appointment  
स्थायित्व को दृष्टि में स्थायित्व का विवरण

Pay in the appoint-ment  
मौलिक पद का मूल वेतन

Additional Pay for officiating  
स्थायित्व दृष्टि में अतिरिक्त वेतन

Other emoluments falling under the term pay  
अन्य अथवा जो वेतन में शामिल हो

Date of Appoin-ment  
दिनांक

Signature of Govern-ment Servant  
शासकीय कर्मचारी के हस्ताक्षर

Signature and designation of the head of the office or other Attesting officer in attestation or column 1-8  
कार्यालय प्रमुख या अन्य प्रमाणिकृतकर्ता अथवा कर्मचारी के हस्ताक्षर

Date of termination of appointment  
व्यक्त का दिनांक

Signature of the sign-  
ing officer  
Dr. Rajesh K. Sharma  
Principal  
Sardar Patel Public School  
Misrod, Bhopal