

Dated:.....

To

Swadesh Pal
Helper

Sub: Letter of initial appointment.

Sir/ Madam,

This letter refers to above.

I intimate you that as per the decision of the managing Trust of RADHAGOBINDA B.Ed TEACHER TRAINING COLLEGE You are selected for the post of LECTURER /PRINCIPAL (full time & regular) what you applied for. Please tender your written consent as to your willingness to join the same. Formal appointment will be issued after obtaining letter of intent form ERC u/s of NCTE Act & Regulation.

You joining to the said post will be effected on and from 04.05.2014 Besides this, it is our promise that your due salaries from 04.05.2014 to the date of your physical joining to the said post, will be paid to you as arrear later on.

Your cooperation in this matter is solicited.

This is an urgent matter.

Thanking you,

Yours faithfully,

Shyamal Kumar Koley
(Shyamal Kumar Koley)
Secretary

Secretary
Radhagobinda B.Ed. Teacher Training College
Jhapandanga, Keotara, Burdwan

Accepted
Swadesh Pal