

:: 43 ::

FORM-XXVI

[See Rule-30]

***[Letter of Appointment]**

Name and address of the establishment.

Name and address of the employer.

Registration No.

Sri/Srimathi/Kumari,

Son/Wife/Daughter of

Passport size photo of
the employee duly
attested by the
employee

Aged Date of Birth is appointed as (describe here the
nature of appointment) in this Establishment with effect fromin the
scale of pay of Rs.

2. His/her scale of pay/rate of increment in wages.....(insert the period) shall be. .

3. He/she will draw a total..... Per day/week/month composed of the following
namely: .

(i) Basic pay.

(ii) Dearness Allowance.

(iii) Other Allowances.

¹⁸[Signature of the Employer.

To

Sri/Smt./Kumari,

(here enter full address of the employee).