



UDAVI

Upliftment of democratic and Village Improvement Society

CREATING OPPORTUNITIES TOWARDS HUMAN DIGNITY

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1st Main Road, Anna Nagar East,
Chennai - 600 102.
☎: 044-4210 8407
Email : udavi93@gmail.com
Website : www.udavi.org

To
Ref: **Ms. D. Saru Priya**
Centre Incharge
No. 21/4D, Chinna Mettu Palayam,
2nd Street, Kaladipet
Thiruvottiyur,
Chennai - 600 019.

1 August 2019 Date :

Dear Ms. Saru Priya,

Appointment agreement – STEP TWIN e- LEARNING PROGRAM

We are pleased to offer you an assignment as a Centre In-charge immediately with effect on 1.08.2019 and you will be paid a consolidated amount of Rs.18,000 (Rupees Eighteen Thousand Only) per month, to work in the project, subject to the terms and conditions laid down in the policies of the organization.

Your term is renewable subject to the further extension of the project and on the discretion of the employer (Smile Foundation and UDAVI), if satisfied with the service.

You will be responsible for planning, organizing and teaching the computer skills to the target youth in the project. You will report to the project in charge and Director regularly and will clarify matters concerning your assignment as and when required.

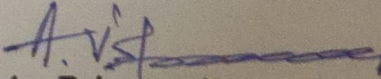
Your working time will be from 9:30 a.m to 6:00 p.m with lunch break of half an hour and six working days in a week.

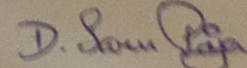
Upon completion of this assignment or in the event of leaving the job, if you should have any resources / materials documents belonging to STEP TWIN e- LEARNING PROGRAM you shall handover them without fail.

If for any reason you want to leave your service, you shall give a prior notice of at least one month.

Please sign and return this letter to confirm that you agree to the terms and conditions stated above.

Thanking you,


A. Johnson Kennedy
Director - UDAVI


STAFF SIGNATURE

Regd. office: No.2 - B, Gandhi Nagar, Maduranthakam, Kanchepuram (DT) - 603 306.

Registered under Tamil Nadu Societies Registration Act 1975

Registered under Foreign Contribution Registration Act 1976(2010)

Registered under Income Tax Act 1961 (section 12AA & 80G)

Registered in Directorate of Social Defence under Juvenile Justice (Care and Protection of Children) ACT-2000