

10th December 2007.

Mr. Saroj Adhikari
Bharatpur-14, Chitwan
Nepal

Subject: Appointment Letter

Dear Mr. Adhikari

I am glad to appoint you to the post of System Administrator at this Institute with effect from 15th December, 2007.

Remuneration and Duty Hours

Your monthly salary shall be Rs. 22, 471/- only. After six months' probation period, the provision of the Provident Fund shall be implemented. The daily working hours shall be from 10:00 am to 6:00 pm or 7 am to 3 pm (according to requirement) Sunday through to Friday.

Probation and Confirmation

For the first six months, you will be on probation period. During the first month of the probation period; if the management is satisfied with your work performance the probation period will be extended to further five months, if not your appointment will be terminated at the end of the first month. Depending on your performance during the probation period, your employment with us shall be regularized on a long-term basis.

Facilities and Leave


You will be entitled to the kinds of leave as per the rules of the Institute.

Greetings and Expectations

We warmly welcome you to the Institute and hope and feel assured that your association with us would lead to our mutual progress and prosperity.

Best Wishes

Yours Sincerely



Uttam Prasad Pant
Principal

Date: 3rd October, 2008


Mr. Saroj Adhikari
Gongabu, Kathmandu,
Nepal

Dear Mr. Adhikari,

You were appointed as a System Manager at ULCI on 15th December, 2007. It has been about nine months that you have been with ULCI.

The institute at this moment is going through a very hard time financially so to maintain equilibrium, it has become extremely necessary to close down some departments and reduce a number of staff to the minimum. In this circumstance, the management has decided to cut down staff from the IT Department. So, we are unable to regularize your appointment on a long-term basis. We are regretfully terminating your appointment from Friday 3rd October 2008.

Thank you very much for your assistance. We are very sorry for the inconvenience this has caused to you


U P Pant
Principal