

FORM 'O'
Letter of Appointment
[See Rule 34]

Name of the Establishment

Registration No

Name of Employer

Address

To

You, Shri/Shrimati is hereby
 appointed on Probation for a period of three months on temporary basis
 To casual basis
 for the period from

 Permanent basis

for

Your time scale of pay including rate of increment shall be (here insert the scale of
 pay) and you will get the total wages/salary per day/month composed of the following :

- (i) Basic Pay _____ Rs.
 (ii) Dearness Allowance _____ Rs.
 (iii) Other Allowances _____ Rs.

In addition to the above you will be entitled to :

- (1) Free Board.
 (2) Free Lodging.
 (3) Concessional supply of food grains @ per K.G.
 (4) Concessional supply of other articles (here mention the articles and the prices that will be
 charged for them)

Seal, if any

.....
 Signature of the employer

Date

N.B. Strike off whichever is inapplicable.