

Mrs. Arpita Roychoudhury,
Industrial Production Department,
Institute of Technology,
Guru Ghasidas University
Bilaspur, C.G.
Date: 02 November, 2005.

To
The Registrar,
Guru Ghasidas University,
Bilaspur, C. G.

Dear Madam,

Sub: Charge Assumption Report for the Post of Lecturer (unreserved) in Industrial Production Department of Institute of Technology, GGU, Bilaspur, C.G.

Ref: Appointment letter No:3567/Estb./Admn./2005 dated 31.10.2005

In pursuance of the Appointment letter no: 3567/Estb./Admn./2005 dated 31.10.2005, I do hereby assume the charge of Lecturer (unreserved) in Industrial Production Department of Institute of Technology, GGU, Bilaspur, C.G. w.e.f. 02 November 2005 fore noon.

I am also enclosing along with following documents for your kind perusal:

Sl. No.	Description	Enclosure No.
1	Medical Fitness Certificates in original.	1
2	Copy of HSSC Examination	2
3	Copy of BE (Mechanical).	3
4	Copy of ME (Production).	4
5	Copy of Experience Certificate from M/s J.K. Synthetics Ltd., Kota, Rajasthan.	5
6	Copy of Experience Certificate from REC, Raipur, C.G.	6
7	Copy of Experience Certificate from UCE, Burla, Sambalpur, Orissa.	7
8	Copy of Experience Certificate from GGU, Bilaspur, C.G.	8
9	Copy of Marriage Certificate.	9
10	Declaration for acceptance of terms & conditions.	10

With regards.

Encl: as above.

Received on 21/11/05
Mgden
21/11/05

Yours faithfully,

(Mrs. Arpita Roychoudhury)