

FORM - XXVI

[Vide rule 30. of A.P Shops & Establishments Rules, 1990]

LETTER OF APPOINTMENT

Name and address of the Establishment

Passport size photo
of the employee
duly attested by the
employer

Name and address of the Employer

Registration Number

1. Sri./srimathi/Kumari
son/Wife/Daughter of.....Aged.....
Date of Birth.....is appointed as

in this Establishment with effect from.....
in the scale of pay Rs.....

2. His/her scale of pay/rate of increment in wages
shall be.....

3. He/she will draw a totalper day/week/month
composed of the following, namely:-

(i) Basic pay of.....(ii) Dearness Allowance(iii) Other allowances.....

To
Sri/Smt/Kumari.....

Note: strike out the words which are not applicable.
Copy to: The Inspector.....record.

As per Rule 30 letter of Appointment to be furnished to all employees with their photo affixed, is to be prepared in triplicate and acknowledgment obtained in token of having served the letter, Original is to be issued to employees, duplicate retained and triplicate handed over to Inspector of the area.