A.P. Shops & Establishments Rules, 1990

FORM XXVI

[ See Rule -30]

Letter of Appointment

Name and address of the establishment.

Name and address of the employer

Registration No.

Sri/ Smt/ Kumari

Son/ Wife / Daughter of

Aged.......................... Date of Birth .................. is appointed as
(describe here the nature of appointment) in this Establishment with effect
from ........................................ in the scale of pay of Rs.

2. His /her scale of pay/ rate of increment in wages (insert the
period) shall be

3. He / She will draw a total Per Day / Week / Month
composed of the following namely :

(i) Basic Pay

(ii) Dearness Allowance

(iii) Other Allowances.

* Signature of the Employer

To

Sri / Smt. / Kumari

( here enter full address of the employee).

Copy to :- The Inspector.