



**LATE BHAUSAHEB HIRAY S. S. TRUST'S
INSTITUTE OF COMPUTER APPLICATION**
ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : director@hiray.org.in

LBH/1CA/39/2017

4/6/2017

Appointment letter

To
Ms. Kuntal Teli
C-402 Gajalaxmi Apartment,
Off Old Nagardas Road,
Andheri (E), Mumbai – 400 069.

Sub: - Appointment as a Visiting Counselor

Dear Madam,

We are pleased to appoint you as a Visiting Counselor with effect from 5/6/2017 with an honorarium of Rs.450/- (Rs.Four Hundred and Fifty only) per hour and the days and timings will be as follows :

Days	Timings
Tuesdays	10 am to 1 pm
Fridays	10 am to 1 pm

You will be required to counsel the students of our college and others if necessary as per the direction per the Principal / Director. In addition you are required to counsel those who directly approach you for their problems.

You are also expected to keep a record of the persons counseled by you and track their progress in coordination with the Principal / Director.

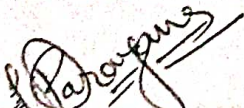
You are also required to coordinate your activities in concurrence with the faculty members regarding the counseling timings and release of students for the class/Examination as and when necessary.

You are expected to keep a record of your attendance by punching at the reception.

As per the records submitted by you, your date of birth is recorded as 1/12/1985.

Thanking You

Yours Faithfully
For & On Behalf of L.B.H.S.T


Prasad Hiray
President

