LETTER OF APPOINTMENT FOR CONSULTANCY PROJECTS (SAMPLE) – w.e.f. 01-01-2015

…………………………..  (Date)
……………………………….  (Name)
…………………….…………  (Affiliation/Address)
……………………………….

Dear Prof./Dr./Mr./Ms. ……………………………………………

Appointment of …………………………………….. (Specialty/Nature of job) -
……………………………………….. (Name of Consultancy Project)

I am pleased to inform you that you have been appointed as …………………………………….. of
the Consultancy Project on ……………………………………………. for a period of ……
years/ months/ days with effect from ……………………….

You are expected to carry out the following duties/tasks for successful completion of the said
project.
   1. ……………………………………….
   2. ……………………………………….
   3. ……………………………………….
   4. ……………………………………….

You will be paid at a rate of Rs. …………………….. per hour/day/month for a total of Rs.
……………. for your services to be rendered for the above project.

If you accept the appointment under the terms and conditions specified above, please sign the
second copy of the letter of appointment and send it to me.

Thank you.

……………………………….      (Signature)
………………………….. …..       (Name of Project Leader)

CC: Director/PGIS; Principal Consultant (if different from Project Leader)

Project Leader
Consultancy Project on …………………………………

I accept/do not accept the above appointment under the terms and conditions specified.

………………………………..  (Signature)
……………………………….  (Name)