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**MATA SUNDRI COLLEGE FOR WOMEN**  
(UNIVERSITY OF DELHI)  
MATA SUNDRI LANE, NEW DELHI-110 002

PHONE : 23237291  
FAX : 23236102



Ref. No. : MSC/ADMN/...216.../2010...1664

Dated : ...18...01...2010

Dr. (Mrs.) Sapna Dhaliwal ,  
3 LF, Safdar Hashmi Marg,  
Near Bengali Market,  
New Delhi

Dear Madam,

With reference to your application dated 23.07.09 , I am happy to inform you that on the recommendation of a duly constituted selection committee meeting held on 15<sup>th</sup> & 16<sup>th</sup> January 2010 in the principal's office, you have been appointed as Lecturer / Assistant Prof. in the Department of Commerce on the following terms and conditions subject to the approval of the Governing Body of the College and subject to the University of Delhi recognising you as a Teacher of the University:

1. You will be on probation for a period of one year with effect from your date of joining the appointment and this probationary period may further be extended by not more than twelve months by the Governing Body.
2. On confirmation, you will be entitled for New Pension Scheme, as introduced in Delhi University, vide EC resolution dated 18.11.2004 and other retirement benefits according to Delhi University Rules.
3. You will draw salary in the pay band of Rs.15600 /- - Rs.37400/- + Academic grade pay of Rs. 6000/- p.m. plus usual allowances i.e. DA, HRA, CCA, at the rates and according to the rules in force in the University.
4. You will be expected to do teaching, research work and other college work as may be assigned to you from time to time.
5. In all matters, relating to Group Insurance, Leave and other conditions of service, you will be governed by the rules in force in the University of Delhi from time to time.
6. You will be required to enter into an agreement of service with the University of Delhi immediately on joining the appointment.

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Ref. No. : MSC/ADMN. 216 / 2011-882

Dated : 05/09/2011

**TO WHOM IT MAY CONCERN**

It is certified that Dr.(Mrs.) Sapna Dhaliwal worked as Ad-hoc Lecturer / Assistant Professor in the Department of Commerce, at the College during following period.

Academic Sessions	Nature Of Job	Period
2007-2008	Ad-hoc	30.10.2007 to 30.04.2008
2008-2009	Ad-hoc	16.07.2008 to 30.04.2009
2009-2010	Ad-hoc	16.07.2009 to 22.08.2009 04.12.2009 to 13.01.2010

As per direction of the Dean of Colleges, University of Delhi, vide letter No. DC/2008/133 dated 14.07.08; she was paid salary for summer Vacation 07-08 (From 01.05.08 to 15.07.08).

As per direction of the Dean of Colleges, University of Delhi, vide letter No. DC/2009 / 453 dated 24<sup>th</sup> June 2009, she was paid salary for summer Vacation 08-09 (From 01.05.09 to 15.07.09).

During her tenure her work and conduct was found to be good. I wish her every success in life.

Copy to:-

**Dr. (Mrs.) Sapna Dhaliwal**  
Lecturer / Assistant Professor on Adhoc Basis  
Department of Commerce

*Kawal J K*  
**Offg. Principal**

**Officiating Principal**  
**Mata Sundri College for Women**  
(University of Delhi)  
New Delhi-110002

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M. No. : MSC/ADMN. 216/2011-143

Dated : 25/04/2011

**OFFICE ORDER**

The Governing Body in its meeting held on 21.4.2011 confirmed the services of the following teaching staff members retrospectively w.e.f the dates of their appointments :-

S. No.	Name & Designation	Deptt.	Date of confirmation
(a)	Ms. Ravneet Kaur, Asstt. Prof.	Ele. Education	13.1.2010
(b)	Ms. Nirja Yadav -do-	-do-	-do-
(c)	Ms. Malica Mishra -do-	-do-	-do-
(d)	Ms. Arti Mathur, -do-	-do-	-do-
(e)	Ms. Nidhi Kunwar (SC) -do-	-do-	-do-
(f)	Ms. Meenakshi Goenka -do-	Commerce	16.1.2010
(g)	Ms. Sapna Dhaliwal -do-	-do-	-do-
(h)	Ms. Tanu Dhingra -do-	-do-	-do-
(j)	Ms. Poonam Nasa -do-	-do-	-do-
(k)	Ms. Harleen Kaur -do-	-do-	-do-
(l)	Ms. Priya -do-	-do-	10.2.2010
(m)	Ms. Rashmi Verma -do-	Mathematics	23.2.2010
(n)	Ms. Gurpreet Kaur -do-	-do-	22.2.2010
(o)	Ms. Sonia Aneja -do-	-do-	-do-

(IV) Ms. Reanu Sharma, Librarian w.e.f 1.2.2010

*Kawaljit Kaur*  
Offg. Principal

- Copy to : (i) S.O.(Accounts)/Bursar for info and N/A  
(ii) Dealing Assistant  
(iii) All the abovementioned Asstt. Profs.