

No.NR-08/1/001-03/V0893
Dt. 12th April, 2021

Mr. Vishal Rajesh Patil
S/O Mr. Rajesh Patil
At – Ekadara, Murud, Raigarh,
Maharashtra, 402401
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Email:- patilvishal9772@gmail.com

Sub:- Letter of Appointment

Dear Mr. Patil ,

With reference to your recent interview, we are pleased to appoint you as Supervisor-Shelter in S3 grade in our Company w.e.f 3rd April 2021 on the following terms and conditions:

1. Your financial package will be as follows:

- 1.1 **Cost to Company:** - Your total package (cost to Company) inclusive all, will be Rs.20,000 (Rupees Twenty Thousand Only) per month including Daily Allowances or Rs. 2,40,000 (Rupees Two Lacs & Forty Thousand Only) per annum. This includes Statutory Deductions of EPF/ESI, Gratuity, Medical, Ex-Gratia, conveyance etc, if applicable, in accordance with Govt. Rules. This CTC also includes mobile expenses. Salary break up is attached herewith.
- 1.2 In addition you will be entitled to travelling expenses as per Company's travelling Rules.
- 1.3 In future if any rules get modified and the applicability impact implementation in salary breakup, Same shall be done without your prior acceptance. A revised salary breakup will follow and copy of same shall be provided to you.

2. Your initial place of posting shall be Mumbai.

3. Taxes etc.:- The Income and other taxes shall be to your account.

4. **Your appointment shall be further subject to the following:**

- a) Initially, you will be on probation for the period of six month from the date of your joining the company as which may be further extended depending upon performance, conduct on the job etc.
- b) The employment can be terminated by either side by giving 30 (thirty) days' notice during your service with us or payment of gross salary in lieu thereof.
- c) It should be clearly understood & agreed that your appointment is being made for a fix period till the project exist. Your appointment / employment will automatically cease on expiry of the specify period enhanced no notice pay or retrenchment will be payable to you by the management.
- d) Your being declared medically fit for the service by a Medical Officer acceptable to the company.
- e) Satisfactory verification of your character & antecedents from competent authority.
- f) You can be transferred any where in India or abroad either in this Company or any other group Company on equivalent terms or better.
- g) In case you are sent on training at Company's cost you shall be required to sign a bond covering the cost of training
- h) You will act within the frame work of organizational structure & policies and directions as may be laid-down by the Management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation.
- i) During the course of your employment you shall be responsible for safe keeping and returning in good order of all the equipments, documents, records, etc., which may be in your possession, custody, care or charge. The company shall have the rights to deduct the Money value of such things from dues and take such other actions, as deemed fit, in the event of your failure to account for such properties. You shall return all equipments, documents, records, etc., of the company which are in your possession at Headquarters at Kota or Regional Office at Gurgaon only, before resigning/leaving the company.
- jj) It is mandatory that you should always keep the Company informed in writing about any change in your local/native place, residential address & telephone numbers otherwise the address recorded with us at the time of your joining shall be taken as authentic. Any communication sent to you to the recorded address shall be deemed to have been served on you even if such communication is returned undelivered for whatsoever reason.