

## Lea Associates South Asia Private Limited

Transportation and Management Consultant  
Consulting Engineers

Lea House  
A-220, New Friends Colony  
New Delhi-110065, India  
Tel : 91-11-6822908, 91-11-6822909  
Fax : 91-11-6822907  
E-Mail : lasaplt@del2.vsnl.net.in

14th April, 1998

Mr. Chandan Jha

C/o Sri Rajeshwar Mishra  
Vill. & PO - Badal Pura,  
Distt. - Begusarai (Bihar).

Dear Chandan,

This has reference to your application dated 30th March, 1998 and subsequent meeting with us. We are pleased to offer you an appointment as Jr. Materials Engineer for Construction Supervision of civil works, Maharashtra Sub-Project (MH-I, MH-II and MH-III), your appointment is for the project duration which may be renewed thereafter with mutual consent. Other terms and conditions of appointment are as follows :

### Section-I : Administrative

- a) Your Position : **Jr. Materials Engineer**
- b) Your Senior Officer to whom you will report : Managing Director or any Superior Officer nominated by him.
- c) Location : Dahisar
- d) Address : Lea Associates South Asia Pvt. Ltd.  
Silver-in Building, Hermitage Complex,  
Meera Road (East) Distt. - Thane.
- e) Hours of Work : Normally 8 hours a day, 6 days a week.
- f) Reporting Dated : 15th April, 1998
- f) Nature of Duties : You will work as a Laboratory Technician and will be responsible for collection of samples, conduct laboratory tests on all samples and prepare test report as per directions of Materials Engineer/Asst. Materials Engineer.

### Section-II : Financial Data

a) Salary :	
i) Basic Pay	: Rs. 4360.00 per month
ii) House Rent Allowance	: Rs. 2616.00 per month
iii) Advance Inc. Bonus	: Rs. 872.00 per month
iv) Special Allowance	: Rs. 1000.00 per month

**Total Rs. 8848.00 per month**

b) **Reimbursement**

Your expenditure on the following will be reimbursed/subsidised to the extent indicated against each:

i) Lunch Subsidy	:	Rs. 700.00	per month
ii) Local Conveyance	:	Rs. 1744.00	per month
ii) Health Care, Dental and Medical	:	Rs. 4360.00	per annum
iii) LTA for self and family	:	Rs. 4360.00	per annum

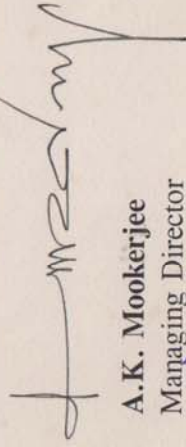
**Section-III: Company/Miscellaneous Information**

- a) You shall be on probation for the first 6 months. Thereafter, your appointment shall stand confirmed automatically, subject to satisfactory performance of duties. During probationary period your employment can be terminated by either side with a notice of one month.
- b) TDS, if applicable will be made from your salary as per Income Tax laws of the country. However, for your income-tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each Financial Year.
- c) You will be entitled to earned leave at the rate of 21 working days per annum. You may avail yourself of leave earned with the prior information/permission and approval of senior management. In addition to this you will be entitled for 9 days medical leave. Your request for medical leave exceeding three days should be duly supported with a medical certificate signed by registered medical practitioner.
- d) Your appointment shall be subject to your being declared physically fit. Even thereafter, in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be appointed by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated.
- e) That you shall strictly abide by the rules, regulations, order and instructions issued by Senior Management from time to time.
- f) That you shall have to carry out such duties as are assigned to you and during such hours including split duty hours as may be directed by Senior Management and your superiors from time to time which in the event of your refusal will amount to gross misconduct.
- g) That during your employment with us, you shall not work anywhere else directly or indirectly, part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.

- h) For all other matters not herein specified, the company's conditions of service and service rules will be agreed with the Senior Management.
- i) Any instance of improper conduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate dismissal. In such an event, payment of salary and all other payments shall cease as per the date of this dismissal. Improper conduct shall be deemed to include direct or indirect participation by the employee or authorised agents in any political activity in any country or in any professional or business undertaking or activity that could lead to a conflict of interest.
- j) On confirmation, written notice of termination will be no more than 2 months by either party unless termination is premature as in (i) above where termination is immediate. In lieu of notice of termination payment of no more than two months salary may be made. In case you leave your employment without giving requisite notice, the company shall have the right to deduct, as liquidated damages, an amount equal to two months' salary from any money or monies that may be due to you and if the same is not available or is insufficient then the Management shall have the right to recover such amount as found due from you in any manner deemed fit.

Please sign the duplicate copy of this letter indicating your acceptance of the above conditions of employment.

Yours faithfully,  
for Lea Associates South Asia Pvt Ltd



A.K. Mookerjee  
Managing Director

Accepted (Chandan Jha)



Chandan Jha



## HINDUSTAN CONSTRUCTION CO. LTD.

Tel. : 577-5959  
Fax : 022-577-7568  
Cable : HINCOVIKH, Mumbai

Hincon House, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai - 400 083 INDIA

HC:PSD: 2-41

January 13, 1998

Mr. Chandan Jha  
C/o. Mr. G.M. Jha  
Flat No. 10, Floor No. 5  
Tahiti Co-op. Hsg. Society  
Juhu Versova Link Road  
Andheri (West)  
MUMBAI 400 053.

IN DUPLICATE

Dear Mr. Jha,

Please refer to our letter dated January 05, 1998 offering you the position of **ENGINEER - CIVIL**. The detailed terms and conditions of your employment shall be as under :

- 1.0 Your compensation package will be as under :
- 1.1 You will be paid a Basic Salary of **Rs. 2,600/-** (Rupees Two Thousand Six Hundred Only) per month.
- 1.2 In addition to the salary, you will be entitled to HIRA as applicable to your grade. You will *not* be entitled to HIRA if you are provided with rent-free accommodation.
- 1.3 You will be paid Project Allowance of **Rs. 1,530/-** (Rupees One Thousand Five Hundred Thirty Only) per month.
- 1.4 You will be paid Personal Allowance of **Rs. 1,950/-** (Rupees One Thousand Nine Hundred Fifty Only) per month.
- 1.5 You will be entitled to Site Allowance @ **10%** of your Basic per month.
- 1.6 You will be entitled to the reimbursement of medical expenses as per the rules of the Company in force from time to time. Presently, the reimbursement is limited to the extent of one month's basic salary per annum.
- 1.7 You will be entitled to reimbursement of Leave Travel Assistance as per the rules of the Company in force from time to time. Presently, the reimbursement is limited to the extent of one month's basic salary per annum.

contd.....2/-



: 2 :

- 1.8 You will be admitted to the Company's Contributory Employee's Provident Fund on joining duty and will be required to contribute @ **10%** of your basic salary towards the same as per the rules of the Company.
- 2.0 You will be governed by the Company's rules and regulations in force from time to time.
- 3.0 Your appointment will be effective from 09/01/1998.

4.0 Presently, you are being posted at our **Mumbai Pune Expressway Project**.

The terms and conditions of employment are enclosed herewith.

Please signify your consent in writing on the duplicate copy in token of your acceptance of the above terms and conditions and return the same to us for our records.

We welcome you to our Organisation and look forward to a long and mutually beneficial association.

Yours faithfully,  
For HINDUSTAN CONSTRUCTION CO. LTD.



SHEKHAR PATIL  
GENERAL MANAGER - HR

I have read and understood the above offer including the enclosed terms and conditions of employment. All the conditions are acceptable to me and I hereby undertake to abide all the conditions, rules and regulations of the Company in force from time to time.

I will report on 09-1-98

SIGNATURE Chandan Jha



**TERMS & CONDITIONS OF EMPLOYMENT**  
In continuation of Mr. Jha's letter dated 13/01/1998

1. You will be on probation for a period of twelve months from the date you join duty with us. On successful completion of probation period, you will be confirmed in the services as a permanent employee with the Company and a letter of confirmation will be issued to you.
2. During the probation period your services are liable for termination by giving you 24 hrs. notice on either side, if your work and conduct is found unsatisfactory. The Management may also extend your probation for appropriate period(s) and you will continue to be on probation if your services are not confirmed in writing.
3. On confirmation your services are liable to be terminated by one calendar month's notice or one calendar month's pay in lieu thereof on either side except in case of dismissal or termination for misconduct when you will not be entitled to any such notice or salary thereof.
4. In case you quit your employment or remain absent from duty without leave or before the expiry of the notice period, you will forfeit your salary for the period of absence and shall also pay to the company a sum equivalent to one month's salary by way of liquidated damages which may be recovered from any money found due to you by the company on whatsoever account.
5. You will be entitled to leave as per Company's rules.
6. You are liable to be transferred to any place of business of the organisation, whether existing or acquired later on, or from one department to another or from one job to another.
7. You will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you by your superiors in connection with the work assigned to you and to the best of your power, skill and ability and you shall further the business and interest of the company. Your hours of business shall be regulated to suit the duties entrusted to you from time to time.
8. You shall not at any time without the consent of the company disclose, divulge or make public except under legal obligation any of the secrets, processes, accounts, transactions, records, formulae, specifications, technical and patent information and know-how.
9. The company will expect you to devote your whole time and attention to the duties entrusted to you and you will not engage yourself to work for any other person or firm or company in any capacity, nor will you do any private business without previous permission from the company in writing.
10. You will retire from the services of the company on attaining the age of 58 years. Your date of birth as recorded with the Company on the basis of your declaration in your application form is 25/12/1972 and the Company will not accept any change on this account in future.



In continuation of Mr. Jha's letter dated 13/01/1998

: 2 :

11. You will strictly abide by the company's rules and regulations as may be in force from time to time.
12. Your appointment is subject to:
  - a. your submitting at the time of reporting to duty the medical fitness certificate issued by the Civil Surgeon / Registered MBBS Doctor.
  - b. that you provide all certificate, testimonials and two copies of passport size photographs.
13. Your continuation in employment is and will be subject to your remaining edically fit. The management will have a right to get you examined or re-examined from any registered medical practitioner / surgeon / physician of management's choice whose decision shall be final and will be binding on you.
14. The contract of appointment will be deemed to have been arrived at in the Metropolitan City of Mumbai and you will be under the Administrative control of Head Office at Mumbai even though you may be posted outside. In case of any dispute or difference regarding terms and conditions of appointment or otherwise the cause of action would be deemed to have arisen in the Metropolitan City of Mumbai.
15. If any time in future your Residential address, is changed, you will communicate the same to the Company in writing immediately.

In case the terms and conditions expressly enumerated above are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and accepted the terms and conditions.

For HINDUSTAN CONSTRUCTION CO.LTD.,

  
SHEKHAR PATIL  
GENERAL MANAGER - HR

I have read and understood the above offer given to me. All the conditions are acceptable to me and I hereby undertake to abide by all the above conditions, rules and regulations of the company in force from time to time.

I will report for duty on 2-1-98  
SIGNATURE : Chandan Jha

An ISO 9001-2001 Certified Company



Registered Office:  
706, Ship Building, 7th Floor,  
Near Municipal Market, C.G. Road, Navrangpura,  
Ahmedabad 380 005, Gujarat, India.  
Phone: 91-079-26409333, 26409777  
Mobile: 09427608440 Fax: 91-079-26408444  
Email: mail@montecarloconstruction.com  
Website: www.montecarloconstruction.com

Ref: MCL/OFFER/2009-10/15  
Date: 03/10/2009

To,  
**Mr. Chandan Jha**  
**3K/39, Bariatu Houseing**  
**Colony,**  
**Ranchi,**  
**Jharkhand, India.**

Dear **Mr. Chandan Jha,**

With reference to our discussion we are pleased to offer you the position of **"Sr. Manager for our road construction works of Project RPR-I."**

You are requested to join on 15st Oct -2009 and will report to Regional Office at the venue stated below.

**MONTECARLO CONSTRUCTION LTD,**  
**"Region Office"**  
**264/C, Ashokpath, Road No.1/B**  
**Ashoknagar,**  
**Ranchi, Jharkhand, 384002**

If you will fail to join your duties on the date stated above, this offer will stand cancelled unless your joining date is extended by the management. Appointment letter containing the detailed terms and conditions will be given to you upon your joining the company.

Please find enclosed herewith list of documents of which the shall be brought along with at the time of joining.

Kindly sign and return the duplicate copy of this letter, as a token of your acceptance.

Thanking You,

For, **Montecarlo Construction Limited.**

**Sandip R. Bhatt**  
**Manager – Human Resources**

Acceptance: Read above letter, I will join on \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_





# BSC – C & C ‘JV’



(A Joint Venture Between B. Seenaiiah & Co. (Projects) Ltd. & C & C Constructions Pvt. Ltd.)  
Vill & Post : Simri, Dist. : Darbhanga, Bihar - 847 106  
Phone : 06247-223533, Fax : 223532, darbhanganabr8@yahoo.co.in

## SERVICE CONTRACT/AGREEMENT

This Agreement made on this 11<sup>th</sup> May the year 2009 between M/s B.Seenaiah & Co (Projects) Ltd and C&C Constructions Ltd (Regd office : 74, Hemkunt colony, Opp Nehru palace, New Delha-110048) – Joint Venture (B Seenaiiah & Co (Projects) Ltd, 6-2-913,914, 5<sup>th</sup> Floor, Progressive Tower, Khairatabad, Hyderabad – 500 004. phone 040-3307704, Fax:040-3307385) (C&C Constructions Ltd, Plot No-70, Sector-32, Gurgaon-122001,Haryana.Phone 0124-4536666, Fax: 0124-4538799, E-mail:candc@infrastructure.com) and **Mr.Chandan Jha** S/o.Sh.Chandrabhushan Jha, resident of 3K/39,Bariatu Housing Colony,Ranchi.,Jharkhand.

You will be designated as “**Dy.Project Manager**”

1. You will be entitled to a consolidated salary of **Rs 65,000/- (Sixty Five Thousand only)**. You will also be entitled to:

Leave, LTC, Messing, medical and insurance will be as per company rules.

2. **SECRECY**

You shall not divulge or disclose to anyone by word of mouth or otherwise particulars or details or products, manufacturing process, technical know-how, administrative or organizational matters pertaining to the joint venture which may be your personal privilege to know by virtue of being in employment of the Joint Venture.

3. **TENURE OF EMPLOYMENT**

This is a project specific appointment, on completion of the project; your employment with the Joint Venture automatically stands terminated unless intimated otherwise in writing.

4. **FULL TIME EMPLOYMENT**

This is a full time employment, and therefore you will devote full time to the work of the Joint Venture and will not undertake or continue any direct/indirect business of work, honorary or remuneratory, expect with the prior written permission of the management, in each case.

Continued.....2)

**Hyderabad Office** : B. Seenaiiah & Co. (Projects) Ltd. 6-2-913, 914, 5th Floor, Progressive Tower  
Khairatabad, Hyderabad-500004 Phone : 040-3307704 Fax : 040-3307385  
**Gurgaon Office** : C & C Constructions Private Limited, Jay Plaza-Clearview Building,  
C-1/B, Old DLF Colony, Gurgaon-122 001 (Haryana)  
Ph.: 0124-5080661, 5080662 Fax : 0124-5080663



# BSC - C & C 'JV'



(A Joint Venture Between B. Seenaiiah & Co. (Projects) Ltd. & C & C Constructions Pvt. Ltd.)  
Vill & Post. : Simri, Dist. : Darbhanga, Bihar - 847 106

Phone : 06247-223533, Fax : 223532, darbhanga8@yahoo.co.in

## 5. CERTIFICATE & PARTICULARS

This employment is being offered to you on basis of the particulars submitted by you in your application for employment. However, if at any time it emerges that the particulars furnished by you were false / incorrect or if any material or relevant information has been suppressed, exaggerated or concealed, this appointment will be considered ineffective & irregular and would be liable to be terminated by the management forthwith without notice or salary in lieu thereof.

## 6. MEDICAL

This appointment and its continuance are subject to your being found and remaining in sound physical and mental health. You will get yourself medically examined and produce a certificate to that effect. You will also be medically tested by a doctor appointed by the Joint Venture.

## 7. PLACE OF POSTING

You will be posted at **Khajuria-SH74** in Bihar. But you are liable to be transferred to another site office of the company, in event of exigency of service any where in India / abroad.

## 8. PROBATION

You will be under training for [Twelve]months from the date of your joining. Your training period may be increased/decreased based on your performance and as per the diploma/Graduate/Management Engineer training policy in existence at C&C and group companies.

## 9. RESIGNATION / TERMINATION

A) In the event of your resignation or termination of service before the end of the contractual period or before the probation period, either side will have to give one-month clear notice or one-month salary in lieu thereof.

B) In the event of your termination due to reasons such as disciplinary grounds, then the Joint Venture reserves the right to discharge you with immediate effect. In the event of termination of the contract by the employee before the expiry of one year, the return passage will be borne by him. However, the terminal benefits of the contact at any stage will be provided as per the terms of the agreement.

(Continued.....3.)

Hyderabad Office : B. Seenaiiah & Co. (Projects) Ltd. 6-2-913, 914, 5th Floor, Progressive Tower  
Khairatabad, Hyderabad-500004 Phone : 040-3307704 Fax : 040-3307385

Gurgaon Office : C & C Constructions Private Limited, Jay Plaza-Clearview Building,  
C-1/B, Old DLF Colony, Gurgaon-122 001 (Haryana)

Ph : 0124-5080661 5080662 Fax : 0124-5080663



# BSC - C & C 'JV'



A Joint Venture Between B. Seenaiiah & Co. (Projects) Ltd. & C & C Constructions Pvt. Ltd.)  
Vill & Post. : Simri, Dist. : Darbhanga, Bihar - 847 106  
Phone : 06247-223533, Fax : 223532, darbhanga8@yahoo.co.in

## 10. ABSENCE FROM DUTY

Absence for a continuous period of eight (8) days (including absence when on leave though applied for but not granted) and when overstayed for a period of eight (8) days or more would make you lose your lien on the service and the same shall automatically come to an end without any notice or even intimation.

## 11. SETTLEMENT OF DISPUTES

You will be governed by the rules and regulations, standing orders of the Joint Venture either in existence or which might be in force from time to time. For any dispute only courts of New Delhi shall have jurisdiction.

## 12. EFFECTIVE DATE OF APPOINTMENT

You will be required to join duty, as early as possible but not later than 11-05-09. Your actual date of joining will be deemed as your date of induction at site. While joining, please bring all relevant documentation including one copies each of Bio-data, passport signed photographs and a copy of all certificates along with originals.

Please sign the duplicate copy of this letter as a token of your acceptance.

**WELCOMING YOU TO THE BSC-C&C JOINT VENTURE FAMILY.**

Yours sincerely,  
**For B. SEENAIAH & CO (PROJECTS) LIMITED**  
**C&C CONSTRUCTIONS LTD.**

(Coordinator for Joint Venture)

I have read and understood the terms and conditions of the appointment and the same are hereby accepted by me.

**Hyderabad Office** : B. Seenaiiah & Co. (Projects) Ltd. 6-2-913, 914, 5th Floor, Progressive Tower  
Khairatabad, Hyderabad-500004 Phone : 040-3307704 Fax : 040-3307385  
**Gurgaon Office** : C & C Constructions Private Limited, Jay Plaza-Clearview Building,  
C-1/B, Old DLF Colony, Gurgaon-122 001 (Haryana)  
Ph.: 0124-5080661, 5080662 Fax : 0124-5080663



10. The employment / service contract offered to you is valid for a period of two years and is renewable on mutual consent. During the period of contract, you have the option to terminate the contract at any time by giving three months' prior written notice to the company. The company however offers notice period of one month in all cases.
11. Your request, if any, for repatriation prior to the expiry of the contract period, shall be considered favourably and the cost of return journey will be borne by you.
12. During the period of contract, you will not be allowed to take up any employment either directly or indirectly whether for gainful purpose or otherwise with other Organisations and including Group companies of Galfar in the Sultanate of Oman.
13. You will be required to reimburse the Company the cost of investment made by the Company, if any, for training and such courses in the event of your leaving the company within one year from the date of completion of such training course/s.
14. This offer of appointment shall be subject to the prevailing Labour and Immigration rules of the Sultanate of Oman.
15. In all the matters including those not specifically stated in this letter of offer you will be governed by such rules and regulations as may be applicable to personnel of your category in the Company's employment and are in force for the time being and as may be framed from time to time.
16. All the payments, perquisites and recoveries shall be guided by the Company rules, which are in, force from time to time.
17. Any change of your residential address and such contact details shall be intimated to us in writing within one month of such change.
18. This offer letter has been issued on the basis of the information furnished by you in your various communications to us. If it is found that the information furnished by you is untrue or incorrect, the Company reserves the right to terminate your services without any notice or any compensation in lieu thereof.
19. Your place of work shall be anywhere in the Sultanate of Oman. However, the Company has the right to transfer your services to any Group Company in Oman and or outside.
20. **The details regarding your salary and other perks are matters concerning only you and the company and as such are to be kept confidential.**

Chlo



*While joining duty, you are to submit the following documents.*

**PART 'A'**

1. Certificates of Educational / Technical / Professional Qualifications in original (for verification) with one set of copies of the same.
2. Copies of Experience / Service Certificates.
3. Relieving Order from the last Employer with last drawn salary details.
4. Proof of Age / Birth.
5. Copy of Passport with validity of more than 6 months.
6. Passport Size colour photographs – 15 Nos (with sky blue background).

**PART – 'B'**

1. Medical Certificate of Health and Physical Fitness.
2. Chest X-Ray report.
3. Blood Report (Haemogram), which includes TLC, DLC, ESR, Haemoglobin, VDRL and Blood grouping.
4. Urine & Stool report.
5. Medical Fitness Certificate subsequent to the medical tests confirming that you are free from Pulmonary Tuberculosis, Leprosy, Malaria, Schistosomiasis, STD, HIV / Hbs Ag, Cholera.

The above medical formalities ought to be carried out through the Medical Officer approved by the Ministry of Health, Sultanate of Oman. Your joining with us shall also be subject to your medical fitness, which will be ascertained after a Medical examination to be carried out by the Ministry of Health, Sultanate of Oman upon reporting to us for joining.

If the above terms and conditions are acceptable to you, kindly sign and return the duplicate copy of this letter as a token of your acceptance of our offer. Also kindly note that the joining time shall be 30 days from the date of issue of this offer.

We once again welcome you to Galfar and look forward to long years of a mutually rewarding and satisfying association.

Thanking you,

for **GALFAR ENGINEERING & CONTRACTING LLC**

**Rashid Mohamed Juma Al Ghailani**  
**General Manager (HR)**

I hereby accept all the terms and conditions of this offer.

(Chandan Jha)

Date : .....

Date: 27-11-2000

To  
Chandan Jha,  
2K/6, Bariatu Housing Colony,  
Ranchi (P.O),  
Bihar, India.  
Ph. No. 0651-540 155

**Sub:** Construction Supervision for Package II A & II C – NH 2 in  
Uttar Pradesh.

\*\*\*

With reference to the interview you attended and subsequent discussions we had with you, we are pleased to appoint you as **"Material Engineer"** in our firm. You will be placed in the above project on commencement of the project.

1. You will be on monthly salary Rs. 17,000/- as mutually agreed during our earlier discussions, which will be subject to deductions for PF, IT etc. In addition to the above, company will be making contribution towards PF in your Account as per the rules amended from time to time.
2. The detailed appointment letter will be issued to you from our office, at the time of joining.
3. Your Project Expenses will be reimbursed to a maximum of Rs 5, 000 per month.
4. You will be joining by 15.12.2000. You will be informed about your exact location of placement in a couple of days.

Wishing you all the best.



**R.V. CHAKRAPANI**  
**CHIEF CONSULTANT**

Dt.09.02.2000

To  
Mr. Chandan Jha,  
2K/6, BARIATU HSG Colony,  
Ranchi, Jharkhand.

Sub: Appointment as a 'Material Engineer'

With reference to earlier appointment letter which we have issued to you, we are pleased to post you as "**Highway Engineer**" in Bhubaneswar with the following terms and conditions.

1. You will be working on the Project Preparation of the Orissa Cyclone Reconstruction Project.
2. Your responsibilities will be, but not limited to, as per the Terms of reference of the project.
3. Your detailed responsibilities will include preparation of estimates, bid documents and evaluation reports for award of works to the contractor.
4. You will be reporting to the team leader and work according to his instructions and guidance.
5. During the tenure of the project, you will be on a monthly salary as per the following structure.

✓Basic Salary	Rs.8, 500/- Per month
✓HRA	Rs.4, 250/- "
Transportation Allowance	Rs. 2150/- "
Leave Travel Allowance	Rs. 700/- "
Medical Allowance	Rs. 700/- "
Book Allowance	Rs. 700/- "


Subject to deductions for PF, IT etc., In addition to the above, company will be making contribution towards PF in your account as per the rules amended from time to time.

6. The project expenses shall be reimbursed up to a maximum of Rs.5, 000/- per month. This includes your food and all other allowances.
7. Your actual remuneration will be based on actual days you spend on this Project.
8. You shall not accept or undertake any other assignment anywhere else during the tenure with the firm.
9. You shall be subject to the general rules of discipline and conduct and other administrative orders regarding attendance, leave etc., as may be applicable from time to time.
10. You shall keep in your safe custody the firm's property that may be entrusted to you and maintain strict secrecy of reports, plans, designs, etc., that may be passed on to

you or through you by the nature of your work. Any material lost will have to be replaced by you.

11. In case the firm wants terminate your services for any reason, you will be given one month's notice or pay, in lieu thereof.
12. In case you want to leave the firm during this period you will have to give one month notice or pay in lieu thereof.
13. You shall be joining on 15.12.2000
14. As a token of acceptance of this offer, please sign the duplicate copy of the letter and return to us.

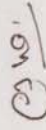
Wishing you all the best.

  
✓ R. V. CHAKRAPANI  
CHIEF CONSULTANT

I thank you for your offer and accept the same along with its Terms and Conditions.  
I will be joining from .....  
15.12.2000

Thanking you,

Yours faithfully,

  
.....