



# ANEJA CONSTRUCTIONS (INDIA) LTD.

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CIN : U74899DL1995PLC073219

## Letter of Appointment

**Ref: ACIL/HR- 819/2018**

**Date: 12-11-2018**

To,  
**Mr Sanjay kumar**  
S/o Chandeshver Mishry 733  
Ward No-4, West pasasl aanshik  
Renusagar, Pasasi, sonbhadra  
Uttar Pradesh-2312200  
Mobile No:

**Sub: Letter of Appointment for "Planning and Billing Engineer"**

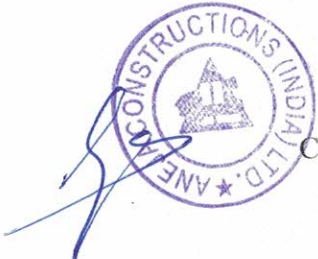
We are pleased to appoint you in our organization as a **"Planning and Billing Engineer"**  
You will be based at our project NTPC, Ramagundam, Telangana. Reporting Person  
Mr Vibin shaha (Site Incharge) Mob:9904302371. Site account mobile no. for any detail.  
**Mr Parvej alam-Mob: 9669989806**  
Your Date of Joining is on **"21<sup>st</sup> November, 2018"**

You will be paid gross emoluments as detail in Anneure-A  
Your employment with us will be governed by the Term and Condition as Detailed in  
Annexure-B  
Your offer has been made based on information furnished by You. However if there is found  
any discrepancy in the copies of documents or certificate given by you as a proof of  
above we retain the right to review our offer of employment.

**Responsibilities:** Beside Planning of work your duty and responsibilities are also to  
make, check, verify and get the bill of the work down submitted to the client for the final  
approval for payment calculate quantity for; Blinding concrete raft foundation, isolated  
foundation tie beams & Grade beams slab on grade columns all type of walls bss (Steel  
reinforcement block and plaster work preparation of Quantity surveying for Structure for  
concrete elements, steel, preparation of BOQ & specification for structure, work co-  
ordinate with other disciplines for BOQ, Preparation and reviewed BOQ & Technical  
documentation of civil Engineering works, preparation of Quantity surveying or concrete  
elements & BOQ on concrete & Steel, your responsibilities will be as per the requirement  
of the company which can be changed accordingly)

You are required to submit Self attested copy of the Documents mentioned below:

- 1) Adhaar Card of Your personal
- 2) Pan Card of Your Personal
- 3) All Academic Certificates
- 4) 4 passport Size photograph

  
Contd...

**Annexure – A**

**Monthly Salary structure is bifurcated as under:**

A	Basic Pay	34000
B	Accommodation	6000
C	Conveyance Allowances	3000
D	Mass	3000
F	<b>Gross Salary</b>	<b>46000</b>

**(TDS deducted as per the application norms).**

**Annexure – B**

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**2. Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

**3. Working Hours:**

The regular working hours of the company will be given by our authorized person

**4. Assignment, Transfer and Deputation:**

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

**5. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment.

Contd...



**6. Secrecy/Confidentiality:**

You will not keep any secrecy during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best Endeavour to prevent any other person from doing so.

**7. Restrain:**

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

**8. Termination of Service:**

- i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Only after handover of work employee will be released.
- iii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iv. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

**9. Standing Orders:**

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

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**10. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign and return duplicate copy of this letter in token of your acceptance

  
**Authorised Signatory**

**For ANEJA CONSTRUCTIONS (INDIA) LIMITED**

**Acceptance :** I have read and understood the Terms and Conditions of my services. I accept the same .

**Signature of the Employee**