



Ref: PIL/INT/GET/15-52
Date: July 13, 2015

To,
Mr. Devo Jyoti Roy,
Flat No-202, Sharodiya Enclave
Rd.No 2, Vikas Nagar
Singhmore, Rachi, Pin-834003

*Self-attested
Devo Jyoti Roy*

SUB: OFFER LETTER FOR POST OF GRADUATE ENGINEER TRAINEE - PROJECTS

Dear Mr. Roy,

With reference to the interview you had with us, we are pleased to offer you the position of "Graduate Engineer Trainee - Projects" in our organization, with effect from **July 20, 2015**. Your training would be for a period of **one year**, during which you would be imparted comprehensive on the job training in various aspects of project / construction / infrastructure management, at different project sites located across the country.

You will be report to **Any officer designated by Management** during the period of your training; you would be paid a monthly Stipend of **Rs.18000/- (Rupees Eighteen Thousand Only)**.

Your place of work will be at **Bhartiya City Project Site**. However your services are transferable to any other place of work / site of our Company in India or overseas. The job may involve travel for Company matters, which you should be ready to undertake.

You are expected to diligently, faithfully and to the best of your ability undertake the training imparted to you by the company and perform all duties that may be entrusted to you from time to time you will be governed and abide by all the service rules and regulations of the company that are in force and introduced from time to time.

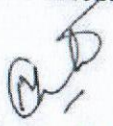
During the period of your training, you will neither associate directly or indirectly with any other business concern nor carry out any other business of your own. You will not leave the location of your work without prior permission of your superior / site in-charge / functional head, as the case may be.

You will not, under any circumstances, or at any time-during the period of your training, divulge the business secrets and confidential information of the company. On successful completion of your training, you will be absorbed in the regular grade of the company at a salary level and terms and conditions as applicable.

Please sign the duplicate of this letter and send it across to the Human Resource Department latest by **July 20, 2015** as token of your acceptance.

**** Note: Your employment will be cancelled, incase if you fail to submit your final year passing certificate / mark sheet copy to HR Dept.**

Thanking you,
For **PRATIBHA INDUSTRIES LIMITED**


Mamta Jha
Senior Manager - Human Resources

Pratibha Industries Limited

CIN : L45200MH1995PLC090760

Head Office: Universal Majestic, 14th & 13th Floor, Off. Eastern Express Highway, P. L. Lokhande Marg, Ghatkopar Mankhurd Link Road, Behind RBK International School, Govandi (W), Mumbai-400 043, Maharashtra-India

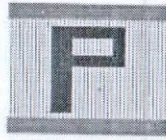
Regd. Office : Shrikant Chambers, Phase II, 8th Floor, Next to R K Studio, Sion Trombay Road, Chembur, Mumbai - 400 071, Maharashtra - India

Tel : +91 22 3955 9999

Fax : +91 22 3955 9900

Email : info@pratibhagroup.com

URL : www.pratibhagroup.com



TERM SHEET


Name :	Devo Jyoti Roy	Site / Location:	Bhartiya City Project Site
Business Unit	BU II	DOJ:	20-Jul-15
Designation :	Graduate Engineer Trainee	Function/ Dept:	Projects

Compensation Structure

Sr No	Particulars	Linked to /Option	% / Fixed	Amount		Remarks
				Per Month	Per Annum	
1	Salary & Allowances					
1.1	Basic	CTC	40	7,200	86,400	
1.2	HRA	Basic	50	3,600	43,200	
1.3	Conveyance Allowance	Yes	1600	1,600	19,200	
1.4	Education Allowance	No	Fixed	-	-	
1.5	Management Allowance	Balancing Figure		3,578	42,931	
	Gross Salary ----- (A)			15,978	1,91,731	
2	Statutory					
2.1	Provident Fund / Voluntary PF	Yes	12	864	10,368	
2.2	ESIC	No	4.75	-	-	
2.3	Medicclaim	As per medicclaim chart		58	701	
	Statutory Total ----- (B)			922	11,069	
3	Site Allowances					
3.1	Accomodation	Bachelor		-	-	
3.2	Mess Allowance		Fixed	800	9,600	
3.3	Laundry Allowance		Fixed	300	3,600	
	Site Allowance Total ----- (C)			1,100	13,200	
4	Cost To The Company (CTC) {A+B+C}			18,000	2,16,000	

Self-attested
Devo Jyoti Roy

I Accept


Mamta Jha
Senior Manager - Human Resources

Devo Jyoti Roy

Pratibha Group of Companies
CLEARANCE CERTIFICATE OF EMPLOYEE
ON RESIGNATION, RELIVING ON TRANSFER / DEPUTATION

Date & Site : Nizko Homed
 Name of the Employee : Mr. Dew Jyoti Roy
 Emp. Code : C-7321
 Designation : Engineer.
 Date of Joining : 20.05.2015
 Date of Last Working day : 25.10.2016
 Reasons for Leaving (Resignation/Termination) : Resignation

ACCOUNTS

	Site	Head Office / ZO
1. Advance recoverable, if any (give details) :	<u>NO</u>	
2. Any other amount to be recovered, if any :	<u>NO</u>	
3. Was he the authorized signatory for Company's Bank Account? If Yes, has the Bank been intimated canceling his authorization? :	<u>NO</u>	
4. Others (Please Specify) :	<u>NIL</u>	

(Signature of Accounts In-charge)

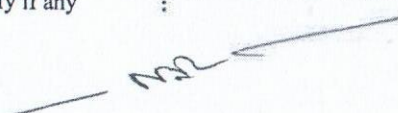
Administration

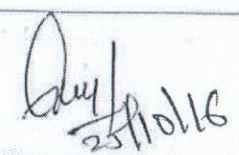
	Site	Head Office / ZO
1. Type of accommodation provided at Site (bachelor / family) & monthly Rent thereof :	<u>NR</u>	
2. Has the accommodation provided Been handed over to the Admin.Dept. :	<u>NR</u>	
3. Have Furniture allotted been returned :	<u>NR</u>	
4. Has Cell Phone allotted been returned and If Personal Call Charges been paid by company Please specify the amount. :	<u>NR</u>	
5. Has walks talkie handset allotted been returned :	<u>NR</u>	
6. Has the Vehicle allotted been returned :	<u>NR</u>	
7. Incase of transfer / deputation please indicate his attendance at site. Present days..... Leave days (specify date/s).....Absent days (specify date/s).....		
8. Loan Recovery if any :	<u>NR</u>	
9. Cancellation of Mediclaim Policy :		
10. ID Card & Access Card :		

(Signature of Administration Incharge)

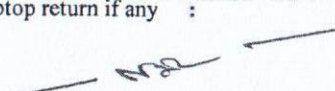
Self-attested
Dew Jyoti Roy

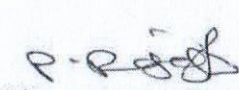
STORES

1. Any Recovery Please Specify if any : 

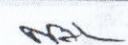

(Signature of Store In-charge)


IT

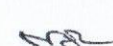
1. Cancellation of ID & Laptop return if any : 

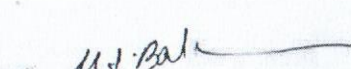

(Signature of IT Incharge)


SECTION-INCHARGE / PROJECT-INCHARGE / DEPT. HEAD

1. Does he handed over the Charge to the authorized Person? : 
Please attach handing over / taking Over documents

2. Have all the concerned authorities related to him been intimated regarding his resignation/ reliving due to transfer / Deputation : 

3. Has Power of Attorney given to him Been cancelled if any : 

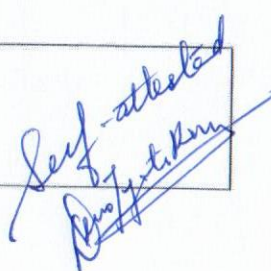

(Signature of Section In-charge)


(Signature of Project-Incharge)

(Department Head)

HR

GM HR & Administration



Date: 20.10.2016

To,
The Vice President,
Project In-charge
M/S, Pratibha Industries Ltd,
Nikoo Homes Project, Bangalore.

Subject: Tendering of my Resignation

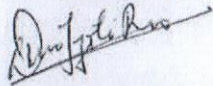
Through: Department in-charge

Dear Sir,

I have enjoyed working with Pratibha Industries Ltd immensely over the past 1 year and 3 months as a Civil Engineer. However, I would like to move on so that I could pursue my higher studies and achieve my educational goals. I am therefore resigning from my post of Engineer (Civil).

I have learnt a lot from the site experience as well as my time spent in planning department at PIL. I will surely look back on my job fondly and will miss my association here. I do wish all my associates over here continued success in all future endeavours and hope to keep in contact. Thank you for this learning opportunity.

Yours sincerely,



Devo Jyoti Roy
Engineer Civil
Emp Code (C-7321)
M/S, Pratibha Industries Ltd,
Nikoo Homes Project, Bangalore

Accepted
JM

Self-attested
Devo Jyoti Roy



Harshwardhan Enterprises

REAL ESTATE & INFRASTRUCTURE DEVELOPMENT
Ref: HWE/APP/2017-18/02

Dated:20.03.2017

To,
Mr. DEVO JYOTI ROY,
Flat No. 202, Sharodiya Enclave,
Road no.2, Vikash Nagar, Singhmore,
Ranchi, Jharkhand-834003
Mob. No: 7411659434, 7979974408.
Email: roy.devo1992@gmail.com.

Sub: Appointment Letter as Site Engineer in Harshwardhan Enterprises.

Mr. Devo Jyoti Roy,

This has a reference to your application and subsequent interview with us on 20.03.2017. We inform you with pleasure that you have been selected, provisionally, for appointment in our organization as **Site Engineer**. Initially you will be on Probation on purely temporary basis on a consolidated monthly salary of Rs. 15000/- (Rupees 180000) per month plus Conveyance allowance of Rs.3000/- (Rupees 36000 only),per month. The Probation Period will be for a period of three month which may be increased further if considered necessary by the Company. You are requested to report for duty to us on **23 rd March' 2017** failing which it would be construed that you are no more interested and your appointment will stand as null & void. **Joining Report Format** is enclosed.

You will confirm your acceptance of the terms and conditions of service as per **Annexure** enclosed by signing in full on duplicate copy of this letter at the time of joining. On arrival to HWE you will report to administrative section to complete the joining formalities.

We take this opportunity to welcome you and wish you a long association and fruitful career with us. We do hope that you would put in your best efforts to perform your duties to the expectation of the management.

Please note to bring in all the certificates and testimonials for verification purpose at the time of joining us.

With Best Wishes,

Encl: As Above

For Harshwardhan Enterprises

Sisir Das
Proprietor

(Sisir Das)

(Proprietor)

For, Harshwardhan Enterprises

Signature of Candidate

Date:



Harshwardhan Enterprises
REAL ESTATE & INFRASTRUCTURE DEVELOPMENT

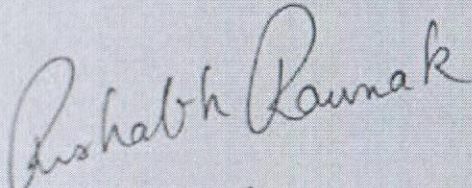
TO WHOM IT MAY CONCERN

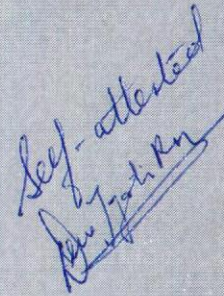
This is to certify that Mr. Devo Jyoti Roy has worked in Harshwardhan Enterprises, Ranchi from 20 March 2017 to 17 June 2018 date as a Civil Engineer.

He has wide knowledge in Reviewing and Handling the Technical as well as commercial stature of civil work. Complete site management including Estimation and Costing, Client Billing and Tender filing of all the upcoming sites. Contract Management including studying of BOQs and keeping a check of ongoing works.

He has performed his duties in a diligent and satisfactory manner and was a valuable member of the project management team.

We wish him success in his future endeavors.


Rishabh Raunak


Devo Jyoti Roy

**OFFICE OF THE PROJECT DIRECTOR
RURAL WATER SUPPLY & SANITATION PROJECT
Jharkhand State Water & Sanitation Mission Society
(Drinking Water and Sanitation Department)**

3rd Floor, Water Tank Campus, Near Doranda Police Station, Ranchi, Pin-834002
PH. No- 0651-2482876, Email ID- jharkhand.worldbankproject@gmail.com

Letter No. JSWSMS/WO/Staffing-21/2013 (Part-2) - 333

Date:- 13.6.18

To,

Mr. Devo Jyoti Roy
Flat no. 202, Sharodiya Enclave
Road no. 2, Vikash Nagar
Singhmore, Hatia, Ranchi
Mobile no. 7373374408
Email id: roy.devo1992@gmail.com

*Self-attested
Devo Jyoti Roy*

Subject: To provide professional services as Procurement Specialist on contractual basis to District Project Management Unit, Garhwa under Jharkhand State Water and Sanitation Mission Society

Dear Mr. Roy,

The Jharkhand State Water and Sanitation Mission Society (JSWSMS), Drinking Water and Sanitation Department, Jharkhand, Ranchi has decided to engage your services as **Procurement Specialist** under District Project Management Unit, Garhwa on contractual basis for one year which can be extended on the basis of evaluation of your performance.

2. You will perform your duties as per the TOR published with the recruitment notice. You will also have to perform allied activities as directed by the authority from time to time.
3. During your contract period, you will be paid an amount of Rs.40000/- (Rupees Forty Thousand only) per month against the professional fees. Travel and related expenses will be settled on reimbursable basis. TA/DA entitlement shall be according to the admissibility adjudged by JSWSMS.
4. In case of any dispute arising out during the contract period, the decision of JSWSMS will be binding and final to you.
5. The continuation of contract will terminate in cases mentioned in Government Servant Conduct Rules and any other adverse remarks by the higher authorities or discontinuation of the project.
6. No claim on account of contract regularization or otherwise will be entertained on account of services rendered at JSWSMS/NNP.
7. You cannot resign or terminate the contract within first year of this contract on account of joining in any Govt. of Jharkhand department/organization otherwise you shall be liable to pay three month professional fee or cost of trainings/exposure visits, whichever is higher.
8. Your services may be terminated with immediate effect once you are found to be involved in any fraud/forgery activity in any organization.

9. The contract may be shortened or terminated by either party by giving one month notice in writing to the other party or on payment of one month salary in lieu of notice.
10. No other entitlements e.g. P.F, ESI, Medical Facilities, Pension etc. will be extended.
11. Your reporting officer will be the Executive Engineer, DWSD, Garhwa. While accepting this offer you may submit your acceptance and report for the same within seven (7) days from the issuance of this letter. You are required to submit your medical fitness certificate issued by any Government Doctor within a month of joining in the office of DPMU, otherwise your monthly professional fees will not be released.
12. It will be essential to get verified the certificates and testimonials prior to acceptance of your joining report. One set of all self-attested photo copies of all certificates and testimonials needs to be submitted with joining report. Please bring with you, all your original certificates and testimonials for verification.
13. You will have to sign below mentioned acceptance of terms and conditions mentioned in this letter for providing professional service to DPMU (Garhwa).

P
13/6/18

(Rajesh Kumar Sharma)

Project Director

Rural Water Supply and Sanitation Project

Drinking Water and Sanitation Department

Jharkhand

Self-attested
Rajesh Kumar

Acceptance

Hereby, I accept the terms and conditions mentioned in this offer letter and I shall be responsible for the professional advice/services rendered to Jharkhand State Water and Sanitation Mission Society (JSWSMS) during my contract period. I shall be solely responsible for any kind of equipments, documents, files etc. placed under my custody. Further I also declare that all the information/certificates/degrees etc. provided by me during selection process and at the time of joining is correct and true in best of my knowledge. If any above mentioned information is found to be incorrect or false at any point of time during my service period, then I shall be terminated from the service and shall be liable for due action and punishment.

Signature:

Name:

Date:

Memo No. : 333

/Ranchi, Dated: 13.6.18

Copy forwarded to the Superintending Engineer, Drinking Water & Sanitation Circle, Mednagar/ Executive Engineer, Drinking Water & Sanitation Division, Garhwa for information and necessary action.

P
13/6/18

(Rajesh Kumar Sharma)

Project Director

Rural Water Supply and Sanitation Project

Drinking Water and Sanitation Department

Jharkhand.

**OFFICE OF THE DISTRICT PROJECT MANAGEMENT UNIT
RURAL WATER SUPPLY & SANITATION PROJECT**

Drinking Water and Sanitation Division
Sahijana Road, In front of D.W. & S. Division, Garhwa Pin:- 822114
Email id - dpmu.garhwa@gmail.com

Letter no.- DPMU/RWSSP/WB/GARHWA/....392

Date:- 22.06.19

To Whom It May Concern

This is to certify that Mr. Devo Jyoti Roy, S/O Sri Jagat Jyoti Roy, Permanent residence at- 202, Sharodiya Enclave, Road no.2, Vikash Nagar, Singhmore, Ranchi, State- Jharkhand has Worked as Procurement Specialist and I/O Monitoring & Evaluation and MIS Specialist, on contractual basis under District Project Management Unit, Neer Nirmal Pariyojana (DPMU, Garhwa) a unit of Rural water Supply and Sanitation Project for Low Income State under Drinking Water and Sanitation Department Govt. of Jharkhand from 18th June 2018 to till date. His current salary is 40000/- per month (excluding TA/DA & mobile expense).

He has performed his duties in a diligent and satisfactory manner and is a valuable member of the project management team. He is amiable in nature and character is well.

We wish him every success in his future endeavors.

*Self-attested
Devo Jyoti Roy*

22.06.19
Executive Engineer
DPMU, RWSS Project
DW & S Division, Garhwa
Executive Engineer
RWSS Project, Dpmu
Drinking Water & Sanitation Division
Garhwa



मेकॉन लिमिटेड (भारत सरकार का संस्थान)
MECON LIMITED (A GOVERNMENT OF INDIA ENTERPRISE)



प्रधान कार्यालय (Head Office) : रांची-2, उमरखण्ड, भारत, Ranchi-2, Jharkhand, India, फोन/Phone : 0651-2483000, फैक्स/Fax : 0651-2482109/2482214
ई-मेल/E-mail : ranchi@meconlimited.co.in, वेबसाइट/Website : https://www.meconlimited.co.in
CIN No. : U74140JH1973GOI001199

By Speed Post

Ref. No: 11.73.4.1/2019/

Dated: 05.07.2019

To,
Shri Devo Jyoti Roy
Flat No. 202
Sharodiya Enclave, Road No. 2
Vikash Nagar Singhmore
Ranchi - 834003
Email: roy.devo1992@gmail.com
Contact no: 7979974408

*Self-attested
Devo Jyoti Roy*

Sub: Offer of appointment as ASSISTANT PROJECT ENGINEER (INFRASTRUCTURE) on Full Time Fixed Tenure (FIFT) contract basis.

Dear Sir/Madam

We are pleased to inform you that you have been selected for the above post in MECON LIMITED (Herein after referred to as "The Company"). The terms and conditions of your appointment are given below:

1. Duration Of Engagement:

Your engagement will be on Full Time Fixed Tenure (FIFT) contract basis for a maximum period of 02 (two) years from the date of joining subject to satisfactory performance every year during the period of contract.

2. Pay:

You will be paid a consolidated salary (All Inclusive) per month as below:-

1st year - Rs. 35,000 /-
2nd year- Rs. 36,000/-

You will also be entitled to CPF as per MECON Provident Fund Rules.

3. Medical Facilities :

You shall be provided free Medical Facilities for self and dependent spouse at Company's Hospital at Ranchi (Jharkhand) as per the medical rules of the Company. In the event of posting other than Ranchi, only free consultation shall be provided by Company's Retainer doctors, if available at that office/location.

4. Place Of Posting:

Your place of Posting will be Delhi. However, you are liable to be transferred to any office/location of the company whether in existence or which may come into existence hereafter.

5. Accommodation:

Accommodation subject to availability at Ranchi shall be provided on chargeable basis as applicable to regular employees. If posted at any other office/location and non-availability of Company accommodation there, you shall be paid HRA @ 10% of monthly Consolidated Salary.

Page 1 of 3

Major Offices:

नई दिल्ली/New Delhi
+91-11-2204 1872 (Phone)
+91-11-2204 1214 (Fax)
delhi@meconlimited.co.in

मुम्बई/Mumbai
+91-22-2781 2155-58 (Phone)
+91-22-2781 2275 (Fax)
mumbai@meconlimited.co.in

कोलकाता/Kolkata
+91-33-2282 2381-82 (Phone)
+91-33-2282 4441 (Fax)
kolkata@meconlimited.co.in

बैंगलूरु/Bangalore
+91-83-2625 2000 (Phone)
+91-80-2657 6352 (Fax)
bangalore@meconlimited.co.in

6. Leave:

- a) 1.25 days per month limited to 15 days in a calendar year
- b) Leave shall not be carried over to the next year.

7. Working Hours:

As applicable at the office/site of your deployment. Should the work demand, you may have to work for extended hours also.

8. Probation:

You will be on probation for a period of 03 (three) months, which may be extended without notice at the discretion of the Company.

9. Governance:

You shall be subject to the Conduct, Discipline and Appeal Rules of the Company.

10. Termination of service:

- (a) On completion of the period of the Contract. No notice shall be issued to this effect.
- (b) During the period of Contract:
 - i. By the Company without assigning any reason, by giving one month's notice or one month's pay in lieu of notice. However, such notice/notice pay is not required in the event of any misconduct committed by you.
 - ii. By your giving one month's notice in writing to the company or by giving one month's pay in lieu of notice.
 - iii. At any time by the Company without any previous notice if the Company is satisfied on medical evidence that you are unfit and/ or likely to continue to be unfit for efficient discharge of your duties for a considerable time for reasons of ill health, provided always that the decision of the Company that you are unfit and/ or likely to continue to be unfit shall be final and conclusively binding on you.
 - iv. If any declaration or information furnished by you at the time of your initial appointment or at any time during your service with the company proves false, or if it is found that you have suppressed any material information, you shall be liable to removal from service and to such other action as the company may deem necessary.
 - v. On adverse remarks during probation period by Controlling Officer.

11. Documents :

At the time of reporting you will be required to produce the following certificates in original alongwith one self-attested copy of each:

- i. Matriculation certificate in support of your date of birth.
- ii. Graduation degree certificate alongwith all mark sheets.
- iii. Caste certificates issued by the Appropriate Government Authority if you belong to SC/ST/OBC (NCL) category. In case of candidates belonging to OBC (Non Creamy Layer) category, the certificate should not have been obtained 6 months before the date of joining.
- iv. Experience certificates as mentioned in the application form.
- v. Character Certificate in the enclosed form from Gazetted Officer/ Principal of College last attended.
- vi. Three copies of duly filled in "Attestation Form" enclosed herewith.
- vii. Medical fitness certificate as per the prescribed format enclosed herewith.

12. The appointment is **PROVISIONAL** subject to your being found medically fit by the Competent Authority (as mentioned in the enclosed format) and fulfilling the conditions of eligibility of appointment in terms of advertisement. You shall bring the attached Medical Fitness form duly filled and certified by the Competent Authority as mentioned.

*Self-attested
New York, NY*

Ref. No: 11.73.4.1/2019/

Dated: 05.07.2019

13. You shall be bound by any rules and regulation enforced from time to time in relation to conduct and discipline or any matters relating to service conditions, which shall be deemed as rules, regulation and order in the part of this fixed term employment.
14. You may please convey your acceptance of this offer or otherwise by 16.07.2019 through email at recruit@meconlimited.co.in. You shall also submit your acceptance of this offer duly signed on the copy of the same within 15 days of issue of this offer of appointment to the undersigned.
15. You are advised to report to **Shri Arunabh Mukherjee, Sr. Personnel Officer, MECON Limited, 13th & 15th Floors, North Tower, Scope Minar, Laxminagar District Centre, Delhi - 110092** on or before 05.08.2019 for verification of your certificates, documents and forms sent with this offer of appointment and for joining duty.
16. In case of any dispute regarding interpretation of terms and conditions of this offer of appointment or the rules governing your service or otherwise, the decision of the Company thereon shall be final and binding.

Yours truly
For and on behalf of
MECON LIMITED

Ruchi Rohatgi
(Ruchi Rohatgi
Personnel Officer

Self-attested
12/08/19

.....
Acceptance :

1. I have read and understood the above terms and conditions and hereby accept the terms and conditions as mentioned in the offer of appointment.
2. I am willing to join and shall report on 05.08.2019

12/08/19
(Signature)



Mecon Limited

Payslip [Salary]

Personnel No.: **C6363** Name: **Devo Jyoti Roy**

Location: **19** DeptGr: **12** Grade: **48** Bank: **0511** A/c No.: **34619209001**

Month: **JUN 2022** CCF: **3632.00** EPS: **1250.00** PAN.: **CAFPR7160D**

Earning code	Description	Amount
1	Basic	40685.00
6	Project Allowance	2035.00
.....:	EARNING	42720.00
.		
Deduction code	Description	Amount
51	PF	4882.00
60	Tea Club	10.00
77	Professional Tax	200.00
.....:	DEDUCTION	5092.00
.		
.....:	NET PAY	37628.00

Total Earning: 170880	Salary Saving: 19528
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Run: HR0SS7PF:arin 01Jul22 :