

Date-25th October, 19

Mr. Harsh Vardhan

Noida

Subject: Relieving Cum Experience Letter

Dear Harsh,

This is to inform you that you hereby stand relieved from the services of the company in the closing hours of 25th October, 19. Your full and final account has been processed and settled.

Please note your basic information at the time of your separation.

Period Served: 29th July, 19 till 25th October, 19

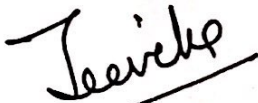
Last Designation Held: Architect

Gross salary drawn: Rs. 1, 15, 000/- pm

We wish you all the best in all your future endeavors.

Warm Regards

For Stellar Spring Projects Pvt. Ltd.



Authorized Signatory

DATE : 01ST JAN, 2018

EXPERIENCE CERTIFICATE

This is to certify that **Mr. Harsh Vardhan** has worked with our organization since 27th May, 2013 to till date as **Senior Architect**.

Over these months we have found him capable & hardworking in his work. We have also found him to be having good and fair character.

We wish him well in his future career.

For Sikka Associates




Mohit Khurana

Architect Hafeez Contractor

31st July 2012

To,
Mr. Harsh Vardhan,
Mumbai.

SUB: LETTER OF APPOINTMENT & PROBATION

Dear Mr. Harsh Vardhan,

We are pleased to inform you have been appointed as "**Junior Architect**" in our organization on the following terms and conditions.

- **Appointment date:** Your date of appointment as per our firm records is **2nd July 2012**. The appointment date will be considered for the computation of your Gratuity.
- **Probation:** You will be on probation for a period of 6 months from the date of joining, at the end of which, your services will be confirmed at the sole discretion of the management, subject to satisfactory performance and an appraisal report. However, the management retains the right to extend the probation period if found necessary. It is pertinent to note that till you are given a letter in writing confirming your services, you would be deemed to be on probation.
- **Compensation:** You will be paid total yearly emoluments as shown in Annexure-1. Your emoluments would be reviewed from time to time and revision will be made at the Firm's discretion based on your conduct, length of service, performance, results achieved etc. You will be eligible for benefits as per government rules & rules laid down by the management of the firm. All payments to you under the terms of employment are subject to deductions at source under the Income Tax Act, 1961 and any other enactment that may be in force from time to time.
- **Other Work/Activity:** Yours is a full-time employment with the Firm. You shall not take up any other work for remuneration or work in advisory capacity in any other trade or business, other than looking after activities of our sister companies during your employment with the Firm. If any other activity affects your full-time availability to the Firm, you must take prior approval in writing from the Head - Operations of the Firm.
- **Confidentiality:** You will be required to maintain confidentiality about all matters, documents, drawings and information relating to the Firm's work and this requirement for confidentiality would continue even after cessation of your employment. You would be required to sign an Undertaking to this effect and any breach of confidentiality would be subject to penal action by the Management including termination of your services with immediate effect as also making you liable for payment of all losses and damages which may be suffered by the Firm.



Hafeez Contractor
A.I.I.A. G.D. Arch.
M.S. Arch. & U.D.(USA)

- 1 -

- **Code of Conduct:** The code of conduct and discipline as maintained in the office shall be applicable to you as well. You will be required to observe all the rules and regulations concerning office procedures and discipline that may be in force from time to time. You shall be responsible for protecting the property of the firm entrusted to you in the due discharge of your duties and you shall indemnify the firm, when there is a loss of any kind to the said property. You should read & understand all details regarding HR Policies etc. as mentioned in the employee handbook. Failure to adhere to this code of conduct will be treated very seriously and may lead to disciplinary action, in accordance to local policy & laws.
- **Travel:** You may be required to travel on Firm work. You will be paid expenses for travel as per the Firm's rules.
- **Working hours & Working Days:** Your working hours will be 8 ½ hours per day. The Firm weekly off will be on Sunday and every alternate Saturday will also be given as an off. Detailed explanation for working on holidays is given in the employee handbook. A detailed list of specific firm holidays may be obtained from HR. You may also be required to do shift duties. You may be required to work beyond scheduled working hours whenever the need arises. If eligible, you will be paid overtime as per firm rules.
- **Leave:** On probation you shall not be entitled to any paid leave. All leave needs prior approval of your Associate to whom you will be reporting. Post completion of probation, you shall be entitled to Paid Leave as per the rules of the firm. You can obtain the details of the same from the Employee Handbook.
- **Transfer:** The Firm may need you to provide your services at any other unit / location of the Firm or its affiliates and the management reserves the right to affect a transfer of your services accordingly.
- **Notice Period:** Either party giving two weeks notice in writing during probationary period or one-month notice in writing after confirmation may terminate this contract of employment. Neither party is required to provide any reason for giving notice of termination of service. The Firm reserves the right to pay or recover salary in lieu of notice period not served. All benefits will cease from the day you are relieved of your duties. Once you submit your resignation letter, your pending dues will only be cleared at the time of your final settlement.
- **Termination:** Subject to the provisions laid down in the Code of Conduct, the Firm reserves the right to terminate your employment if there are disciplinary issues. Your services are liable to be terminated without any notice if the cessation is due to misconduct, disloyalty, act or omission involving moral turpitude or any act of indiscipline. Your services are also liable to be terminated for unsatisfactory performance.
- **Separation:** On acceptance of notice you will be required to restore to the Firm all documents, media, literature and all other Firm property issued to you without retaining any copies. Failure to do so may result in monetary deductions from the dues payable to you or may be recovered legally.
- **Employee State Insurance:** The Firm has insured you (if applicable) & your family (as applicable) under the Employee State Insurance Scheme. No Private Medical policy has been taken separately by the firm and will not be applicable. In case of any medical expenses etc, you will have to claim the same from the ESIC Office directly. You will have to ensure that you complete all necessary formalities as laid down by the ESIC Department.



- **Dispute Resolution:** All disputes, differences of opinion and controversies shall be resolved amicably, failing which they shall be finally settled by a sole arbitrator appointed by the Parties. The Arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any amendment thereof for the time being in force. The award of the arbitrator shall be a reasoned award and shall be final and binding on the Parties. The place of arbitration proceedings shall be in Mumbai and the proceeding language and award shall be rendered in the English Language.
- **Age of Superannuation:** Your age of Superannuation will be as per the policy of the firm, which on date is 58 years. However, the firm reserves the right to change the same.
- **Verification & Misrepresentation:** This appointment is made assuming all the information given by you is correct. Any misrepresentation on any of the below would lead to termination of the appointment without any notice.
 - Verification of Certificates regarding educational qualifications, age, experience and other testimonials which are to be submitted by you to the Firm and which would be informed to you at the time of your interview confirmation.
 - Production of a clear and unconditional relieving letter from your present employer which is to be submitted on the date of your joining the Firm.
 - A satisfactory report in regard to reference checks to be carried out by the Firm and/or production of satisfactory letter of reference from your referees.
 - Your employment will be governed by the rules of the Firm at all times. Your detailed job description can be obtained from the Associate to whom you will report.

The firm reserves the right to change any of the above terms with 30 days written notice to the employees. Please sign and return the duplicate copy of this letter along with Annexure 1 as a token of your acceptance of the terms & conditions of service.

We are happy that you have chosen Architect Hafeez Contractor for your career and we look forward to working with you and hope that your association with us will be happy, mutually enriching and a rewarding one.

For Architect Hafeez Contractor,


Pearl Contractor
(Head - Operations)


Nisar Shaikh
Associate



I agree & accept the above terms & conditions of employment.

Mr. Harsh Vardhan

Annexure 1			
COMPUTATION OF COMPENSATION			
Mr. Harsh Vardhan			
A.	Particulars	Monthly (Rs.)	Annual (Rs.)
	Basic Salary	7350	88200
	House Rent Allowance	3675	44100
	Conveyance	800	9600
	Tea Allowance	150	1800
	Other Allowance	12525	150300
	Gross Salary	24500	294000
B.	Monthly Employee Deductions		
	Provident Fund (12% of Basic Salary)	0	0
	ESIC (1.75% of Gross Salary)	0	0
	Professional Tax	200	2400
	Sub Total	200	2400
C.	Monthly Companies Contribution		
	Provident Fund (13.61% of Basic)	0	0
	ESIC (4.75% of Gross)	0	0
	Gratuity (4.16% of Basic)	306	3672
	Sub Total	306	3672
D.	Total Monthly Compensation (CTC)		
	A + C	24806	297672
E.	Net Take Home		
	A - B	24300	291600
Overtime Eligibility - No			

For Architect Hafeez Contractor

Harsh Vardhan
 Pearl Contractor
 (Head - Operations)



Nisar Shaikh
 Nisar Shaikh
 Associate

I agree & accept the above terms & conditions of employment.

Mr. Harsh Vardhan

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Harsh Vardhan has worked with us from 14.6.10 to 23.9.11 and 15.11.11 to 29.6.12 as Assistant architect/ Project Architect. Knowing him professionally and personally very well, I find him a person with tremendous commitment and integrity. He is extremely hardworking, intelligent and has demonstrated skills of a very high order as an architect. A friendly, enthusiastic & energetic young man, I can very well say that he will be an asset to any organization he goes into. I wish him the very best in all his future endeavours



Arijit Ghosh
(Principal Architect)

Date – 29.06.12

t

June 10, 2010

To,
Mr. Harsh Vardhan
B-50, Apoorva Apartment
Plot-14, Sector -5
Dwarka, New Delhi-110075

LETTER OF APPOINTMENT

Dear **Mr. Harsh Vardhan**

We are pleased to appoint you in the position of **Asst. Architect**. Your employment with Studio 4th Dimension will be governed by the terms and conditions given in annexure 1.

We are eager to have you as part of our team and hoping that your potential skills will be valuable contribution to our company and clients. Your appointment will commence on June 14, 2010 and you will be entitled to a monthly starting remuneration of **Rs 20,000/- (Rupees Twenty Thousand only)** which indicates cost to company.

You will be on a probation period of three months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Studio 4th Dimension is dependent on your successful completion of the probationary period.

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining us on the given date.

Welcome aboard!

Yours sincerely
For Studio 4th Dimension,



ARIJIT GHOSH
(Director & Principal Architect)

SALARY BREAK UP

Basic Salary [Rs.]	10,000
House Rent Allowance [Rs.]	4,000
City Compensatory Allowance [Rs.]	3,950
Conveyance [Rs.]	800
Medical Reimbursement] [Rs.]	1,250
TOTAL SALARY PER MONTH [RS]	20,000

**[ANNEXURE 1]
TERMS AND CONDITIONS**

- Your salary is strictly confidential.
- You will keep us informed of any changes in your residential address or civil status in writing. All communication sent to you by the management at your last given address shall be deemed to have been communicated to you.
- You will hereby agree to keep the company indemnified if the company is liable for any actions or omissions done by you with malafide intentions during the course of your employment with the company. In case you are guilty of any act or conduct considered detrimental to the company's interest, your services may be terminated without notice. Company's decision in this matter will be final and binding on you.
- Your appointment is subject to your being medically fit and your continuity to be medically fit. The company reserves the right to have you medically examined by a medical practitioner of its choice at any time during the continuity of your employment with it.
- You will strictly abide by the staff rules and regulations applicable to you which are in force for the time being or may be framed time to time; you shall report and carry out instructions given to you from your superiors.

The following documents you will have to submit [if applicable] on joining:

- a) Relieving letter from your last employer
- b) Proof of last salary drawn from previous employer
- c) Xerox copies of all your educational and experience certificates.
- d) Two passport size photographs
- e) Proof of date of birth and residence
- f) Photocopy of your training certificate

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E-mail : cdmartinc@rediffmail.com, Website: <http://cdmartinc.terapad.com>

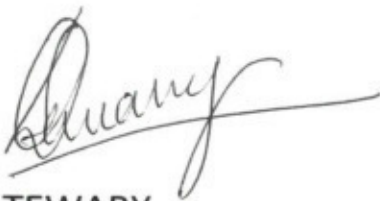
August 01, 2009

TO WHOMSOEVER IT MAY CONCERN

This is to certify that MR.HARSH VARDHAN student of 5th year bachelor of architecture (2005-2010) from Dehradun institute of technology Dehradun has undergone practical training with us from 1st June 2009 to 31st July 2009. He has work on some interior projects for offices during this period.

I am truly satisfied with the way of his dealing and handling of project.

We wish him every success in life.



C.D.TEWARY

DIRECTOR

Regd.Office: 23, DDA SFS, Pocket-I, Sector- 19, Dwarka, New Delhi- 110075
Branch Office: Gurgaon (HR), Noida (UP), Navi Mumbai, Patna, Ranchi

Virender Sharma and associates

Architects,urban designers,interior and vastu consultants

A3-205A Janak puri New Delhi-110058

Tel-011-25598151, mobile 9811020690

Ref no...vsa/g/2811

Dated...28-11-2008

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Harsh Vardhan student of 4th year bachelor of architecture from Dehradun Institute of technology Dehradun has undergone practical training with us from 12th June 2008 to 28th November 2008 (25 weeks).During his training he worked on various projects like group housings, farm house,industrial,institutional,interiors,hospital,from design stage to working drawings, he is very intelligent hardworking and has got extra creativity in design, he is capable of developing any work from design stage to working design independently.

We wish him every success in life.



Virender sharma

Principal architect

B.arch.iiia.mca

For m/s virender sharma and associates.

Virender K. Sharma

B. Arch. A.I.I.A A.I.I.D.

M.C.A No- 85-9002

Architect & Valuer

M/s Virender Sharma & Associates

Architects, Engineers

Interior Consultant

A-3/205A, Janak Puri

New Delhi-110058