

HRD/SRPL/AL/09-10
1.04.2009

Mr. Shashi Bhushan
CD – 374, Sector-2
P.O. – Dhurwa
Dist – Ranchi
Jharkhand

Sub: Letter of Appointment

With reference to your application and subsequent interview we are pleased to appoint you as **General Manager-Projects** in our organization with effect from **April 1,2009** on following terms and conditions:-

1. A) You will remain on probation for a period of 6 months. If at any time during your probationary period your service is found unsatisfactory, the management reserves the right to terminate your service/probationary period without assigning you any reason or extend your probationary period. On successful completion of your probationary period, you will be made confirmed on your employment in writing.
B) You will not be deemed to have been confirmed unless the management does so in writing.
2. You shall devote the whole of your time and attention to the business of the company as required and shall not engage yourself in any other work or business whatever and in any trade without the previous consent in writing of the management.
3. You shall not at any time either during the continuance of your employment by the company or after the termination thereof, divulge any secret of the company relating to its trade or business and shall observe strict secrecy as to the trade secrets, manufacturing process or any confidential information concerning the affairs, dealing or concern of the company and of any associated or subsidiary company of the company and conduct yourself in all matters to the satisfaction of the company.
4. You shall be paid such monthly salary as shall be mutually agreed upon from time to time, provided that in the absence of any mutual agreement as to the rate of salary, such rate of amount shall remain at the figure last agreed upon in writing. On appointment, you will be paid a consolidated salary of **Rs.20000/- (Rupees Twenty Thousand)** only per month.
5. In addition to your consolidated salary, you may be entitled to be paid such allowance or perquisites as may time to time be specified by the management in writing and communicated to you. At present you will be entitled to the following:-

HRA	: Rs. 10000/- per month
Education Allowance	: Rs. 2000/- per month
Conveyance Reimbursement	: Rs. 5000/- per month
Books & Periodicals	: Rs. 3000/- per month
Helper Reimbursement	: Rs. 5000/- per month
Others Allowance	: Rs. 124/- per month
Medical Reimbursement	: Rs. 15000/- per annum
LTA	: Rs. 20000/- per annum

Bonus	: Rs. 12000/- per annum
Gratuity	: As applicable to other employees covered by Payment of Gratuity Act
Leave Facilities	: As applicable to other employees after confirmation and completion probation period

6. You will be posted at Jamshedpur as at present. You are liable to be transferred from one job/section /unit/site to other within the same organization or under the same management without any compensation or any financial consideration thereof. You shall also look after the work of our associated concern situated anywhere in India along with your present assignment, if required
7. The retirement age applicable to you shall be 58 years. However, the company may, at its sole and absolute discretion offer annual extension of your services.
8. You will work within the frame-work of organization structure, policies and direction as may be given to you by the management and you shall diligently follow and carry out the instruction to the satisfaction of your superior in connection with the work that may be assigned to you.
9. Should you commit any breach of the terms and conditions or be guilty of any misconduct or neglect duties or so conduct yourself as to bring any discredit to the company during the period of your service, the company shall be at liberty to summarily terminate your service, in which event notwithstanding anything in the terms and condition, you will not be entitled to any further remuneration whatsoever from the date of such termination of service.
10. Notwithstanding anything therein contained, after confirmation of your service in writing the company may at any time terminate your services and / or put an end to these terms and condition without assigning any reason by giving you one month's notice in writing or by paying one month's salary in lieu thereof. You may also at any time terminate and put an end to these terms and conditions without assigning any reason by giving the company one month's notice in writing.
11. Any notice required to be given to you shall be deemed to have duly and properly given if delivered to you personally or sent by the post to you at your known address.

This letter is being sent to you in duplicate. Please return the duplicate duly countersigned to signify your acceptance of this offer.

Thanking you,

Yours faithfully,

For **Shrachi Realty Pvt. Ltd.**

RAHUL TODI
DIRECTOR

I hereby agree to abide by the terms and conditions mentioned above and have affixed my signature hereto signifying my acceptance thereof.

Signed on theday of

By:- In the presence of :-