



HNB ENGINEERS PVT. LTD.

Engineers & Turnkey Contractors



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HNBEPL/HR-15/2021/HO

Dt. 19/10/2021

APPOINTMENT LETTER

Name :- Mr. Mohit Rawat

Qualification :- B.Tech

Designation:- Jr. Engineer (C)

Contact No. :- 9871027808

Mail ID:- mohitrawatgate2016@gmail.com

Present Posting at:- 80 MLD STP Mirzapur Faridabad

Date of Joining:- 20th April, 2021

Employment Condition:-

Job Type: Temporary employment

Salary structure:

Your yearly salary of Rs. 2,25,000/- (Rupees Two Lac Twenty Five Thousand Only) inclusive of all other benefits and privileges is as below :-

a) Basic p.m.	Rs :	9375/-
b) Attendance Bonus	Rs :	1844/-
c) HRA	Rs :	2813/-
d) Bonus Accrued	Rs.	781/-
e) KPI	Rs	2813/-

Gross salary p.m. Rs: 17625/- P.M.
(excluding applicable taxes
& Employees contribution
To Provident Fund)

Yearly Gross Salary (excluding Bonus Accrued) = 202140/-

Bonus payable yearly = 9372/-

P.F. payable yearly = 13500/-

Total C to C Rs. 2,25,012/-

To Say Rs. 2,25,000/-

Name: -
Understood & Accepted :-

Employment is subject to Terms & Conditions as below:

Note on SD Recovery:-

- 1) Amount of S.D. will be always be equal to one month's gross salary (excluding bonus accrued) which will be recovered from monthly payable salary in 12 installments @Rs. 1404/- PM. Recovery of SD. will continue till amount equivalent to one month's gross salary (excluding bonus accrued) is collected by the company (Gross salary = Basic + Attendance Allow.+ HRA + KPI). On receiving amount equivalent to one month's salary (excluding bonus accrued) deduction of S.D. will be discontinued.
- 2) In case of increment additional amount to fulfill above requirement will be deductible from the salary.
- 3) Security Deposit shall be forfeited in case; services are left before completion of 15 months period or without permission as elaborated under Clause no. '6'below.
- 4) **Any increment is subject to performance. In case if company finds that the performance is improper even after release of increment company reserves the right to reverse the increment in full or in part at discretion of company's management.**
- 5) Any other taxes & amendments if made applicable by Government after joining the company will be applicable and deductible from above salary, without any changes in your Salary Package.
- 6) Condition for employment.

To leave the job-

6i) You will give notice in writing for minimum 1 month in advance within first three months or Salary in lieu thereof.

6ii) You will give notice in writing for minimum 3 months in advance thereafter or Salary in lieu thereof.

In case of breach of any conditions mentioned above, the company holds the right to withhold any such amount due and payable to you for applicable recoveries.

Name: -

Understood & Accepted : -



- 7) **No notice period will be required to be given by the company to terminate your services in case of divulging any confidential information, misbehavior, misconduct or unsatisfactory performance, theft or its attempt etc. which in the opinion of company management is not healthy and or morally acceptable as per company standards. Your employment can be terminated for any reason if in the view of the management such termination is in the interest of organization.**
- 8) **Facilities: - whenever posted at site –**
- 8i) Free bachelor accommodation will be given only if posted at site.
- 8ii) Food can be from Company's mess (if available) on payment basis.
- 8 iii) Free transport from office to site & other Official work (for limited sites) will be intimated to you on case to case basis subject to facility available.
- 8 iv) Encashment of leave which is not enjoyed (in accordance to Clause no. 10 as below).
- 8iv) Bonus as per company's policy and Gratuity payable as per prevailing law.
- 9) **Your next salary review will be after April 2022. Your yearly salary shall strictly be performance oriented.** The Management reserves its right to modify your salary either way and to recover any such amount or amounts like loss, damages caused to or suffered, would be caused to or suffered due to reasons of negligence, improper working, output, failure to perform and not qualifying to the expectations of the Management. Any changes in companies policy shall be unconditionally applicable to you and separate acceptance shall not be required.
- 10) **Paid Leave:**
- 10a) It is to be noted that leave is a Management prerogative and cannot be claimed, treated or taken as a matter of right without prior sanction.
- 10b) Entitlement for paid leave shall be after completion of Six month (Trial Period/Probation Period) continuous service without any major leave. However if major leave is taken your trial period may be extended accordingly.
- 10c) You shall be entitled for yearly 30 days paid leave (Accumulated @ 2.5 days per 30 days worked), after completion of six months, the balance in excessive of 30 days shall be encashed after the Company's year end. In anticipation leave enjoyed is zero during the year, the amount of leave encashment would be approx Rs. 16844/- which would be an additional benefit in addition to the above.

Name: -

Understood & Accepted : -



10d) you will be allowed to enjoy only sanctioned paid leave.

When on trial/probation any leave taken with prior sanction will be without pay. However if unsanctioned leave is taken the same shall attract penalty.

10e) In case if you proceed on the leave for which you are not entitled (unpaid days) company loses heavily due to your unplanned absence as such penalty at 2 days per day unpaid leave entitled by you shall be deducted.

10f) in case you avail and proceed for leave duly sanctioned, such leave shall not be extended unless for substantial valid reasons with adequate supportive documents.

10g) You shall not avail major leave during your notice period.

However the assessment & sanction of above 10d, 10e, 10f & 10g points shall rest with the Managing Director, Joint Managing Director & Director.

- 11) It is desired that all the matters and information relating to the company shall be kept strictly confidential and that you will not divulge the same to any other individual, institutions, whatsoever.
- 12) Initially, you will be posted at 80 MLD STP Mirzapur Faridabad . However, your services are transferable to any site anywhere in India. You will have to proceed to transferred location upon receiving instruction from company.
- 13) Other conditions of services will apply to you as applicable to similar other employees. You shall be provided with Bachelor accommodation, only if posted at site.
- 14) This letter of appointment is being issued in duplicate. In case the conditions are acceptable to you, please sign duplicate copy of the letter in token of having accepted the appointment.

Yours faithfully,

FOR ENGINEERS PVT. LTD.,


ADMIN



**I HAVE READ, UNDERSTOOD AND ACCEPT THE
TERMS AND CONITIONS MENTIONED IN THIS
APPOINTMENT LETTER AS IT IS WITHOUT ANY
DEVIATION**

Signature of employee