



LARSEN & TOUBRO LIMITED

Shared Services Centre (SSC), 4th Floor, Krishna House, Off. Sakinaka Road, Sakinaka,
Andheri (E), Mumbai - 400 072. Tel. : 67701500 Fax : 6770 1550

Name	:	DAHODWALA MURTAZA FIROZBHAI
PSNo	:	20094821
Date of joining the Company	:	10-Jul-2015
Date of leaving	:	21-MAY-2017
Entity	:	LARSEN & TOUBRO LIMITED
Unit/IC	:	EAIC - ELECTRICAL & AUTOMATION
Department	:	150338001
Location	:	OTHER WRO
Grade at the Time of Separation	:	EXECUTIVE I
Designation at the time of Separation	:	Senior Engineer - Domestic Sales
Reason For Separation	:	RESIGNATION

for LARSEN & TOUBRO LIMITED

NIRAJ D JAIN
(HEAD - RETIREMENT BENEFITS AND F&A, SSC)



Appointment Letter

Date: February 25, 2019

To,
Mr. Murtaza Firozbbhai Dahodwala,
160, Main Bazar,
Opp. Jain Temple, Mandvi,
Surat 394160

Dear Murtaza Firozbbhai Dahodwala,

The Management is pleased to appoint you as **Sr. Engineer - Projects** with effect from 25-02-2019.

1. You will be on probation for a period of 6 months from the date of appointment. The said probation period may be extended solely at the discretion of the Management. While on probation you will be entitled to Rs. 20000/- CTC per month subject to taxes as applicable.
2. On expiry of the above probation period or extension thereof, you will continue to be on probation unless you are confirmed in the services in writing.
3. You shall bear your own taxes that shall be deducted from your salary and /or other dues.
4. If eligible you will be covered under Employees' Provident Fund Act and Employees' State Insurance Act.
5. You will be entitled to Gratuity and Bonus under *The Payment of Gratuity Act, 1972* and *The Payment of Bonus Act, 1965* as per prevailing laws.
6. During your probation, your performance will be under assessment by the Management. If during probation the Management is not satisfied with your ability or performance, your services are liable to be terminated without notice and without assigning any reason.
7. On satisfactory completion of your probation you will be placed in the proper grade and will be confirmed in writing.
8. For any service/notice/communication of whatever kind, you will be informed by ordinary post / E-mail / courier at the address given by you at the time of employment or such other address which you may hereafter intimate to the Management. The Management may also paste a copy of the letter on the notice board which shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address. Also you will not refuse to accept any communication as offered to you for personal delivery.
9. Absence for a continuous period of 8 days including absence due to leave applied for but not granted, you may lose your services and the same shall automatically come to an end without any notice.
10. Privilege / Earned Leave shall be allowed as prevailing laws. Grant of leave will depend on the exigencies of work and shall be at the sole discretion of the management. Before proceeding on earned / privilege leave, you will have to apply for it at least 15 days in advance to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will have to be



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made in advance so as to positively reach before the expiry of leave originally granted. Mere submission of application will not mean that the leave has been sanctioned. The casual/sick leave will be given as provided under the law depending upon the justification of the ground for availing of leave and the genuine medical certificate supported with the application of leave. Entitlement of sick leave, when covered under the ESI Act will be valid only when your application will be supported by ESI Slip. The management will be within its rights to get you medically examined to verify your reported sickness. During your employment as a permanent employee you will be entitled to leave as per Company leave policy.

11. The management shall have the right to require you to subject yourself at any time during employment with the Company to medical examination. If you are not found medically fit, you may be terminated at any time by giving you 1 month's notice or salary in lieu thereof.
12. You will be bound by rules and regulations enforced by the management from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.
13. During the tenure of service, you will keep your emoluments secret from other members of this organisation and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.
14. Your increments, promotions or demotions will be linked with your performance, results, productivity, efficiency, intelligence, regular attendance, observing of discipline, loyalty, good behavior and prosperity of the organization.
15. In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period, you will be entitled to 50% of your salary towards suspension allowance subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking or affidavit every month in writing that you were neither employed nor self-employed during such period.

16. Duties & Responsibilities:

- a) You will perform during working hours all kinds of work assigned to you as per the instructions of your superiors.
- b) You will also perform any other incidental work if and when required or instructed to do so by your superiors.
- c) You will be responsible for keeping your place of work neat and clean.
- d) You will not cause any hindrance to the movement of men, materials, clients and vehicles to and from the Company.
- e) During the course of your Employment, you will not apply or seek Employment elsewhere without written permission from the management and in case it is so detected, it will amount to breach of trust on your part.

A handwritten signature or mark in blue ink, consisting of a stylized 'A' or similar character, is located in the bottom right corner of the page.

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- f) On cessation of your Employment with us you will be under an obligation not to join, for a period of six months, any competitor unless permitted by the management.
 - g) You will work under the supervision of such Executive / Manager / In-charge as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.
 - h) You will strictly observe punctuality in reporting to your duty. However, in exceptional circumstances expressly explained by you, the management shall allow a grace period upto 15 minutes at the start of your duty period but you shall not be allowed to join duties later than 1 hour of the starting time and will be marked as absent. In case you report later than 15 minutes on 3 cumulative days in a months, your 1 day leave shall be deducted for every such 3 days on which you will come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction as stated hereinabove, disciplinary action for habitual late coming may also be initiated.
 - i) You will not indulge in any act prejudice to the business or goodwill of the Company.
 - j) You will follow the Companies Laws and instructions as given to you.
 - k) You will employ yourself efficiently to the best of your ability, devote your whole time to the work of the organisation and will not engage yourself directly or indirectly either in honorary capacity or on remuneration in any service, trade, business vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear in any examination or attend classes without prior written approval of the management.
17. In case of resignation, the management reserves the right to accept it with immediate effect whereas during that period, you will not join any organisation without written permission of the management.
 18. On resigning from the job, you will be required to give one-month advance notice and acceptance of one-month gross salary in lieu of notice will be at the sole discretion of the management.
 19. You will not be entitled to any leave during one-month notice period on termination by the management or during one-month notice period on resignation from job.
 20. If management has sent you for training, then you cannot resign within the specified period as mentioned by the management.
 21. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.
 22. In case of accommodation being provided by the Company then you will keep it in good condition and if it is found in bad / damaged condition then you are liable to pay for fixing such damage. At the time of exit from service you are bound to vacate said accommodation immediately and hand over the clear possession back to the Company.
 23. You will be provided with two pairs of uniforms a year.

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- 24. Transfer:** You may be transferred to any other section, division or department in the same Company or any other Company (existing or which may be setup in future) under the same management anywhere in the country without any extra remuneration or benefits.

Your refusal to join duty at the transferred place / department will be deemed as break in service.

You will not be entitled to make any claim of salary or allowances or benefits till you first resume duty at the transferred place / department.

- 25. Deputation:** You may be sent on deputation to any other organization anywhere in the country or abroad which may be under the same management or under different managements.
- 26. Retirement:** You will retire from services of the Company on attaining the age of 58 years. The date of birth entered in your service record will be considered final for the purpose of determining your date of retirement and will not be changed under any circumstances.

Date of Birth on the basis of which you are appointed will not be permitted to be altered.

Your full and final accounts will be settled on your furnishing a written certificate from the Head Of Accounts Department of the Company that you do not owe any loan or amount to the Company and you have handed over the possession of vehicle or residential premises or any other property of the Company including utility kit and equipment entrusted to you by the Company. A written clearance shall also be needed from your reporting officer about handing over of your responsibilities, records, manuals, files and data in any form to his/her satisfaction.

- 27.** The employee agrees to serve the Company at least one year form the date of joining and if he/she resigns before completion of one year, then the employee shall have to pay to Company one month's salary in addition to the notice period.

28. Termination :

Your services may be terminated either by the management or by yourself without assignment of any reason after giving a written notice of 30 days. Your services can also be terminated by the management by giving you 30 day's wages in lieu of notice.

Your service will also be liable for termination for suppression of any information or for furnishing any false information with a view to obtain employment.

29. Correspondence and address for communication:

Company will correspond with you directly or at the address given below:

**160, Main Bazar,
Opp. Jain Temple, Mandvi,
Surat 394160**

In case there is any change in your address, you will intimate the Company in writing with proof within 3 days from the date of such change.

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30. You will be bound by rules and regulations of the Company from time to time in relation to conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order in the part of these terms of employment.
31. This appointment is based on the information given by you to us in your employment/personal data form and otherwise, and shall be considered null and void if a material error / suppression or false detail is discovered therein at any time. In that eventuality, the management can recover the payment made to you towards your remuneration during employment.
32. Besides above conditions, you will abide by the Service Rules/Regulations as in operation besides office orders which issued from time to time. The service rules / regulations can be modified / replaced by the certified standing orders which will be binding upon you.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same and return the same.

Yours Truly,

For KPI Global Infrastructure Ltd,

Authorised Signatory

Date: - February 25, 2019

I have read / understood / accepted the above mentioned terms and conditions and agree to abide by them.

Date: -

Signature of Appointee