



TPSODL/HR/2021/Rec -98

Date: 15-Mar-2021

Mr Ratan Kuber
Bhubaneswar
Bhubaneswar

Dear Mr Ratan,

Sub: Offer of appointment for the post of "Lead Engineer- Distribution Projects"

Further to the discussion we had with you, and based on the job profile, we have the pleasure in appointing you in the Management Cadre of **TP Southern Odisha Distribution Limited (TPSODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Lead Engineer- Distribution Projects

2. COMPENSATION

Your basic salary per month is fixed at **Rs 18258/-**, in Grade **ME03**. Details of your salary structure are given in Annexure A. Your progress will be evaluated and increment in your salary will be subject to your overall performance and shall be at the discretion of the Management.

3. RETIRAL/INSURANCE BENEFITS

You will be entitled to retiral and insurance benefits such as Provident Fund, Gratuity, Mediclaim, Personal Accident Insurance, Group Term Life Insurance etc., as may be applicable to your category in the Company.

4. LEAVE

You will be entitled to leave as per rules applicable to your category in the Company.

5. PLACE OF WORK

- i) Your Joining will be at **Berhampur** and your place of posting shall be decided after your joining.

TP SOUTHERN ODISHA DISTRIBUTION LIMITED

(A Tata Power and Odisha Government Joint Venture)

Regd./Corp Office : Kamapalli, Courtpetta, Berhampur, Ganjam, Odisha, India -760 004

Website : www.tpsouthernodisha.com Email : tpsodl@tpsouthernodisha.com Corporate Identity Number (CIN) : U40300OR2020SGC035195

Telephone No : 0680-2233971 Fax No : 0680-2233642



- ii) Your services are liable to be utilized by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of The Tata Power Company Limited, which is in existence as on date and which may come into existence in future, without any additional remuneration or other benefits.
- iii) Your services are also liable to be deputed / seconded / transferred to other existing sister/ associate Companies in India or abroad as on date or to such other sister / associate Companies which may come into existence in future, and your conditions of service will be as applicable to that establishment.

6. **SECRECY**

You shall not at any time or times disclose, divulge or make public any of the technologies, processes, accounts, transactions, dealings, etc. of the Company whether the same may be confided or become known to you in the course of your above assignment or otherwise.

7. **PROBATION**

You will be on probation for a period of one year from the date of joining during which your performance, conduct and such other traits will be closely monitored. You will be confirmed in your service only when your performance and such other attributes are found satisfactory, and you are intimated to that effect in writing.

8. **TERMINATION OF SERVICE**

During probation period, your services are terminable with **fifteen days'** notice or salary in lieu thereof on either side. After confirmation, your services are terminable with **three months'** notice or salary in lieu thereof on either side.

If during the notice period you are absent without permission, your services can be terminated without any notice.

9. **RULES & REGULATIONS**

During your employment, you will be governed by the policies, rules, regulations of service and orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders, current and future.

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10. MEDICAL FITNESS

Your appointment and/or continuance in the employment is subject to your being found medically fit at all times by the Company's Chief Medical Officer.

11. REFERENCE CHECK

Your appointment and/or continuance in the employment is contingent upon successful completion of positive reference check & background verification from all your previous employers including **INSERVIA INNOVATIONS PVT LTD.** Your appointment will be terminated without any further notice if adverse feedback is received during reference check & background verification post your joining.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

13. GENERAL

- i) You shall abide by the Tata Code of Conduct, a copy of which is enclosed.
- ii) You shall abide by all the safety rules, regulations and directives in force from time to time failing which strict disciplinary action as deemed fit shall be initiated against you.
- iii) The job is a full-time assignment and you shall devote your whole time and attention to the interest of the Company and shall not engage yourself in any other business/occupation, which will compromise on your time and commitment to the Company.
- iv) Monthly and Annual perquisites and benefits will not be reckoned for any other benefit or remuneration or payment whatsoever including contributions toward Provident Fund, Superannuation Fund, Gratuity, etc.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter in token of your acceptance and arrange to report for duty formally on or before **13-Apr-2021** failing which this offer shall automatically stand cancelled without any further reference to you.

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Thanking you,

Yours truly
for TP Southern Odisha Distribution Limited

Daitari Swain
Head – Human Resources

I accept the above terms and conditions:

Signature of the Candidate

Name: _____

Date: _____

Encl: Annexure 'A' (Perquisites & Benefits applicable)
Annexure 'B' (Tata Code of Conduct Booklet)

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ANNEXURE 'A'

ALLOWANCES AND BENEFITS APPLICABLE TO
Mr Ratan Kuber GRADE ME03

A. Basic Salary 18258/- per month.

B. Flexible Allowances:

You will be paid a Flexible Allowance of **80% of your basic salary**. Currently the amount stands at **Rs 14606/-** per month. This allowance may be claimed over the following heads subject to prevailing rules / tax laws.

1	House Rent Allowance (HRA)	As per company Policy. (In case company accommodation is provided, your total Flexible Allowances will be lower by 15% of your basic per month, or to the extent as per the applicable policy for the location. In that case, no HRA amount can be claimed against this head if Company accommodation is provided.)
2	Residential Telephone Reimbursement	Upto Rs.350/- (Rupees Three Hundred and Fifty only) per month. Any Perquisite Tax on this account will be borne by you.
3	National Pension Scheme	Claims / Options against these items are subject to prevailing rules / tax laws.
4	Education Aid / Hostel Subsidy	
5	Leave Travel Assistance	
After allocation of your flexible allowance over the above heads, if there is any balance amount left within your eligible limit, the same will be paid to you as Balance Cash.		

C. Fixed Allowances:

1	Food Coupons	Rs.500/- (Rupees Five Hundred only) per month applicable to the location of posting.
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2	Additional HRA	Rs.450/- (Rupees Four Hundred and Fifty only) per month. You will be eligible for Additional HRA as per the company policy
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D. Retirals:

1	a) Provident Fund b) Superannuation Fund c) Gratuity	You will be eligible for Provident Fund, Superannuation Fund and Gratuity benefits as per the Company schemes in force & as amended, altered or modified from time to time.
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E. Other Benefits:

1	a) Mediclaim (Hospitalization) b) Personal Accident Insurance c) Group Term Life Insurance Benefit	As per Company Policy and rules applicable to the location of posting
2	Location Contingent Allowance (LCA)	As per extant Company Policy and rules applicable to the location of posting

F. Performance Linked Pay:

The Management may, at its discretion, grant you annual performance linked pay depending on your performance and other factors as determined by the Company from time to time.

Allowances & Benefits applicable would be governed as per compensation structure agreed between you and the company subject to prevailing company rules and as amended from time to time.