



M/s Lakwa Steel Construction

Civil, Mechanical & Pipeline Engineers

PAN NO : AAFL180G

GSTIN : 18AAFL180G1Z3

Registered Office
P.D. Chaliha Road, New Amolapatty, Sivasagar-785640 (Assam)
MOBILE : 8838548209

E-mail : Lakwasteelconstruction@yahoo.com

Branch Office
House No. 04, Namghar Path, R.G.B. Road, Guwahati-5 (Assam)

Date: 03-APRIL-2022

Ref: LSC/2021/IGGL/069

Emp Code: LSCIGGLSC69

To,
BIKASH LAHON (Mob: 9101303337)
SIVASAGAR-785640
E-mail: bikashlahonme2693@gmail.com

OFFER OF APPOINTMENT

Dear Candidate,

This refers to your application to us for the position of **Executive Trainee** for a fixed term starting from **05-APRIL-2022** until prior notice of seizure is served on you on the following terms and conditions:

1. Appointment Basis

- This appointment is purely on contractual basis with our client/Principal Employer "IGGL".
- You are required to present yourself at our Client's project site at Assam location on **05-APRIL-2022** subject to joining confirmation received from client). However, your services are Transferable from one office/work site to another within the territory of India without any Extra allowance/ remuneration as part of the contract obligation.
- Your engagement on the work assignment shall begin from **05-APRIL-2022 to 25-DECEMBER-2023**.
- This fixed term assignment shall not create any right of any nature whatsoever for future employment or otherwise, in your favor.
- You shall bind yourself to follow the rules, regulations and directions of the company issued from time to time and presently in force as given in Annexure I.
- Fully perform your services, in a professional manner, at the Client's location unit the completion of the term of the work assignment.
- Not engage in any conduct, which is detrimental to the interest of the Client or Lakwa Steel Construction.
- You are required to submit the Time Sheets/performance reports, duly signed & stamped by the customer (Reporting Manager) on a monthly basis. On the basis of this only, the salary shall be released.
- Salary payment will be made on the basis of the Man-days for the services provided at the Client location. The company will deduct the salary in proportion to your absence from duty or provided the project can allow for such an absence.
- Any absence for a continuous period of five days without prior approval of your supervisor/reporting manager, including overstay on leave/training, would result in your losing your line on the service and the service and the same shall automatically come to an end without any notice or intimation.
- This Offer is issued with the consideration that all the information regarding your qualification and work experience as per your resume and the capability statement holds true and if any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case, you will be liable to removal from service without any notice and also required to refund all moneys paid to you for your employment throughout the period of your service with the company.

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- l) You are responsible for meeting all the expenses for mobilization and demobilization including rail fare up to the office/project site at the time of joining duty and back on completion of assignment.
- m) Except for the expiry of the Work Assignment mentioned above, you are required to serve a minimum 2 month notice if you wish to leave the service of the organization & this notice entitles you to all the benefits accrued (if any) . For notice less than 2 month, the company reserves the right to forfeit salary equivalent to shortfall of notice period.

2. Remuneration & Other benefits:

In reference to the LOA (IGGL/C&P/LOA/PMP/LSC/10-2020) dt. 26.12.20 of Indradhanus Gas Grid Ltd (IGGL), Guwahati, Your Cost to the Company as described in **Annexure II** shall be **Rs. 39,975.04/-** as has been derived from TENDER NO IGGL/GHY/C&P/HR/PMP/07-20 and agreement thereon. Reimbursements, other benefits and penalties as per approval given by Principal Employer (IGGL) as may be imposed to contractor will be passed on the respective employee on back to back basis.

TDS will be deducted as applicable in your case after considering your investments towards tax savings.

The organization reserves the right any may re-structure the salary and the cost to the company as per tender terms, IGGL principles, company policy & government regulations.

3. Submission of Monthly performance Report/Time Sheet and Processing of salary:

Your salary shall be processed against the Hardcopy of your Monthly Attendance Report (MPR)/Time Sheet duly signed and stamped by the authorized signatory (Reporting Manager).

Please ensure this is submitted on the **first working day of every month and maximum up to 3rd of the month**. This is invariably required for processing of your salary on time. Submission of Time sheet beyond the 3rd day of the month will attract a penalty.

4. Rules-General

You shall devote yourself exclusively to the project work as assigned by you. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without written permission of the management. In case, there will be any change in your address; you will intimate us and the HR Department in writing Within 3 days from the date of such change. All the communications sent to you by the Management at your last given address will be deemed to have been delivered and received by you; in case no change as aforesaid is intimated. Only the Courts of **Sivasagar, Assam** shall have jurisdiction in respect of any disputes or differences concerning this contract and in case of any other forum, the parties shall be deemed to have Chosen the courts of New Delhi as the only forum of their remedies.

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5. Reimbursement

- a. Standard camp facilities shall be provided for lodging, boarding and Conveyance. In case of non-availability of camp facilities, additional of Rs 8000/- pm (5000/- pm for accommodation Only on production of bill or self-certification for own house & 100/- per day for conveyance) to Site Executives and Rs 7000/- pm (4000/- pm for accommodation only on production of bill or self-certification for own house & 100/- per day for conveyance) to Non- Executive will be provided towards accommodation and conveyance. Company will reimburse the said amount only after receiving the confirmation from your reporting manager duly signed and stamped by him in your time sheet.
- b. Generally relocations shall not be carried out within 6 months of time from the day of deployment in a particular location. In case you are relocated from one project to another, as required, then you are paid lump-sum amount of Rs.10000/- (Ten Thousand only). The above relocation expense is inclusive of Travel expenditure and daily allowance for the travel period and any other incidental expenditure for joining the new project location subject to submission of bill and only after the approval of the company to travel to another project location.
- c. TA/DA for official Tours: You are required to travel for official duties outside your defined project sites involving overnight stay shall be entitled to reimbursement of travel and travel related costs as per the rate applicable and with prior written approval from respective nodal officer is given below:-
 - a. Reimbursement of fare for to and from journey by shortest route shall be allowed by 2nd AC Rail mode to Non Executives and 3rd AC Rail Mode to Non Executives (On production of actual tickets) and by Public shared Taxi on actual subject to Rs5/-per KM.
 - b. Local travel charges @ Rs5/- Km with prior permission by your nodal officer in writing
 - c. Daily allowance @Rs.250/-per day to Site Executives and @Rs.200/- per day to Non Executives on self-certification.
 - d. Accommodation at Transit Rest House of client, wherever maintained and subject to availability, or else Hotel Lodging Charges at actual, limited to @ Rs.1000/-per day (exclusive of Taxes)(Original paid bill/receipt to be submitted with the tour bill).
 - d. Travel time payment shall be limited to duration falling under normal office working timings/days and no additional payment towards extended hours of work shall be permissible beyond office working hours during the tour period.
6. Non-disclosure Agreement/Confidential Information

You will not disclose or divulge or make public to any unauthorized person except on legal obligation, nor use for any purpose other than the Company's work during your employment with us or there after any concerning the Company's (or its associates) interest, operation, plant, know-how etc. that you may come to know as an employee of the Company.

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7. Documentation and Bank:

Salary will be disbursed only upon completion of joining formalities, duly filling of statutory forms and KYC document seeding. Name on Aadhar card, PAN card, Bank account should be same with Universal Account Number (if any), in case of difference in particulars the same need to be corrected with concerned authority immediately. Difference in KYC particulars lead to delay in submission of statutory contribution.

You are required to share your Bank account details for salary purpose. The Bank account should be in your name and not in any third person name. You are also required to insure yourself with Pradhan mantra Suraksha Bima Yojana(PMSBY) & Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) and submit documentary evidence within 15 days of appointment.

8. Terms of employment:

In case you found engaged in doing any work other than the task assigned to you or is found not useful to the project or you leave the project without any notice, you contract will be terminated. If you damage any equipment, property and third party liabilities, your contract will be terminated reserving the rights for compensation of damages that are incurred. You should use the equipment for the purpose of carrying out legitimate business of our client i.e. IGGL. You will maintain office/project decorum. You should be courteous, polite and cooperative and able to resolve any problem.

9. Relieving

You need to provide the NOC (No objection certificate) duly signed & stamped by your reporting Manager. Pioneer will be process your full & final settlement and will issue the experience Certificate basis on NOC.

Please sign in the copy of this letter on all sheets at the bottom on the right corner and return to the Human Resource Dept.

We welcome you to Lakwa Steel Construction and look forward to a long and mutually beneficial association.

For Lakwa Steel Construction

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I have carefully read and understood the above terms and conditions, and agree to abide by the same.

Date:

Signature:.....