

TPCODL/HR/2020/Rec – 246

Date: November 4, 2020

Amar Pattanayak
Bhubaneswar
Odisha

Dear Amar Pattanayak

Sub: Offer of appointment for the post of "Lead Engineer - O&M"

Further to the discussion we had with you, we have the pleasure in appointing you in the Management Cadre of **TP Central Odisha Distribution Limited (TPCODL)** as per the terms and conditions mentioned below:

1. DESIGNATION

Lead Engineer - O&M, TPCODL

2. COMPENSATION

Your basic salary per month is fixed at **Rs. 11319/-**, in Grade **ME03**. Details of your salary structure are given at 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 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 place of work will be currently at **Athagarh**

- ii) Your services are liable to be utilised by or transferred to any of the offices, work sites, divisions, departments, sections, etc. of **TP Central Odisha Distribution Limited (TPCODL)**, 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 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.

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 **WAPCOS 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 **16th November 2020** failing which this offer shall automatically stand cancelled without any further reference to you.

Thanking you,

Yours faithfully

for TP Central Odisha Distribution Limited (TPCODL)

I accept the above terms and conditions:



Shyam Sundar Choudhury
Head – Human Resources

Signature of the Candidate

Name: _____

Date: _____

Encl: Annexure 'A' (Perquisites & Benefits applicable)

Annexure 'B' (Tata Code of Conduct Booklet)

CC: Payroll & Trust Management

Personal File

ANNEXURE 'A'
ALLOWANCES AND BENEFITS APPLICABLE TO
Amar Pattanayak
, ME03

(A) Basic Salary: Rs. 11319/- per month.

(B) You will be paid a Flexible Allowance of **80% of your basic salary**. Currently the amount stands at **Rs. 9055/-** per month. This allowance may be claimed over the following heads subject to prevailing rules / tax laws.

1	House Rent Allowance (HRA)	a) As per company Policy. b) In case company accommodation is provided, your total Flexible Allowances will be lower by 15% of your basic salary per month. Hence, no HRA amount can be claimed against this head
2	Residential Telephone Reimbursement	Up to Rs. 350/- per month. Any Fringe Benefit Tax on this account will be borne by you.
3	Education Aid / Hostel Subsidy	Selection of Options / Claims against these items are subject to prevailing rules / Income tax laws and Company policy which are subject to change from time to time.
4	Leave Travel Assistance	
5	NPS	
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/ Benefits:

1	Food Coupons	Rs. 500/- per month applicable to the location of posting.
2.	Additional HRA	Rs. 450/- per month You will be eligible for Additional HRA as per the Company policy

(D) Other Benefits:

1.	Hospitalization	As per Company's 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. Company policy subject to change / discontinuation based on Management discretion.
3.	a) Provident Fund b) Gratuity	You will be eligible for Provident Fund and Gratuity benefits as per the Company schemes in force & as amended, altered or modified from time to time.

(E) 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.