

# BSES

BSES Rajdhani Power Limited

BSES Bhawan, Nehru Place,  
New Delhi - 110 019, India.

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F04 (RS-P-01) Rev 00

Ref:D/HR/Appt/2014-15/138

Date: 01.08.2014

Mr. Krishan Saini  
V.P.O Ismailabad,  
KKR, Haryana - 136129

## Appointment Letter

Dear Mr. Krishan,

The Management of BSES Rajdhani Power Limited felicitates you on your selection as **Diploma Engineer Trainee** on the following terms and conditions:

1. You will report for joining as Diploma Engineer Trainee on 04.08.2014 at BSES Bhawan, Nehru Place, New Delhi. Your training period shall be for one year during which you will be paid an amount of ₹ 2,25,000/- (Two Lacs Twenty Five Thousand only) per annum, on Cost to Company(CTC) basis as per following breakup:

Elements	Amount (₹ p.m)	Amount (₹ p.a)
Basic Stipend	7500	90000
HRA	3750	45000
Conveyance Allowance	800	9600
PF (Employer's Contribution)	900	10800
Special Personal allowance	5800	69600
Cost to Company	18750	225000

2. No other allowance shall be payable during the entire period of your training.
3. Total PF amount of ₹ 1800/- pm (Comprising of employee contribution @ ₹ 900/- pm & employer's contribution @ ₹ 900/- pm to be deducted from your monthly salary) will be deposited with the office of regional PF commissioner, Delhi
4. You will be required to produce your original certificates in support of your date of birth, educational qualifications with duly attested Xerox copies thereof at the time of joining. You should also carry with you four passport size color photographs of yourself.

*Krishan Saini*

*[Signature]*

5. During the above training period your performance would be assessed and in case the same is found unsatisfactory, your training can be either be terminated by giving 24 hours notice in writing, or the training period may be extended, as deemed fit by the management. However, in case you wish to leave the company during the training period or extended training period, you will be required to give one month notice in writing or by payment of one month CTC in lieu thereof.
6. On successful completion of the training, you will be confirmed in appropriate salary package and would be eligible for all allowances and benefits, as applicable to your class of employees.
7. In case you leave the company during the training period or during extended training period as the case may be, you shall be liable to pay the total cost of your training, as incurred by the company.
8. You shall be governed by all the service rules / regulations of the Company as applicable from time to time.
9. If you are agreeable to the above offer, please return a duplicate copy of this offer letter duly signed as a token of your acceptance. If the duplicate copy of this Offer Letter duly signed by you is not handed over, this Offer shall automatically stand withdrawn / cancelled.

Yours faithfully,

For BSES Rajdhani Power Limited,

  
(Alok Varma)

Sr. V.P (HR)

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**ACKNOWLEDGEMENT & ACCEPTANCE**

I, Krishan Saini, have read and understood the above terms and conditions and hereby signify my acceptance of the same.



**SIGNATURE:**

**DATE: 04.08.2014**

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within fifteen days from issue of this letter.

  
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