

Dhrubajyoti Sharma  
ध्रुवज्योति शर्मा  
Joint Registrar (Admn.)  
संयुक्त कुलसचिव (प्रशासन)

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
गुवाहाटी-781039  
Indian Institute of Technology Guwahati  
Guwahati - 781 039

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Ref: :R&P/522/2017/1136

Date: 16/05/2023

TO WHOM IT MAY CONCERN

This is to certify that Mr. Nabajyoti Talukdar, Jr. Engineer, has been serving the Indian Institute of Technology Guwahati since 02.04.2018. He joined this Institute as Junior Engineer in the IPM section from the date of joining till date. His present pay level is level-6 as per 7<sup>th</sup> CPC

Details of duties performed by Mr. Talukdar is enclosed (Annexure- A) which is duly signed by the Head of Engineering section, IIT Guwahati

This certificate is issued on the request of Mr. Talukdar.

*(Handwritten signature)*  
16/05/23

JOINT REGISTRAR (ADMN.)

संयुक्त कुलसचिव (प्रशासन)  
भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
गुवाहाटी-781039  
Jt. Registrar (Administration)  
IIT Guwahati  
Guwahati-781039



## INDIAN INSTITUTE OF TECHNOLOGY, GUWAHATI

North Guwahati, Guwahati – 781 039

Phone: (0361) 2582065, 2582910; Email: ipmoff@iitg.ac.in

Date: 08.05.2023

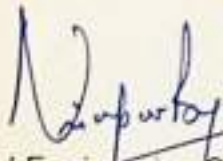
TO WHOM IT MAY CONCERN

This is to certify that Mr. Nabajyoti Talukdar, S/o Dimbeswar Talukdar, has been serving the Indian Institute of Technology Guwahati since 02.04.2018. He joined the institute as Junior Engineer in the pay band-2 (₹9300-34800; Grade Pay -₹ 4200/- ) and his present basic pay is ₹41,100.00 and Gross pay is ₹ 72906.00 per month in the Pay level 6 as per 7<sup>th</sup> CPC.

He is always found to be very sincere, dedicated and punctual to all his assignments. As of now he is involved in preparation of estimate, tendering, preparation of contract agreement, monitoring of regular site visit, preparation of bill for various capital and maintenance works inside IIT Guwahati campus. His major responsibilities at IIT Guwahati include installation testing commissioning of HVAC system for new projects inside the IITG campus, supervision of day to day operation and annual maintenance of Central HVAC plant and VRF system installed at various building inside the campus of IITG, installation of internal electrical distribution system including Annual maintenance contract of DG maintenance, Lift maintenance. In addition to these he also looks after the annual maintenance contract of 350m<sup>3</sup>/hr water treatment plant, 2.5MLD sewerage treatment plant and floating barge raw pumping station located at River Brahmaputra for the water supply network of the campus.

He is self-motivated, duty bound and highly committed team player with strong conceptual knowledge. His conduct is satisfactory to the best of my knowledge.

We wish him all success for his future endeavours.

  
Head Engineering Section  
IPM Section  
IIT Guwahati





9. **Special Allowance:**  
You will be paid Special Allowance @ 45.5% of your Basic Pay
10. **Provident Fund**  
You will be governed by the Provident Fund Rules of Government as enforced from time to time.
11. **Gratuity**  
You will be eligible for Gratuity as per rules of the company.
12. **Group Life Insurance**  
You will be eligible for Group Life Insurance Policy for an amount of Rs 25 lakh.
13. **Group Personal Accident Insurance**  
You will be eligible for Group Personal Accident Insurance Policy for an amount of Rs 20 lakh.
14. **Group Mediclaim Policy**  
You and your dependent family members, including dependent parents, will be covered under the Group Mediclaim Policy upto an amount of Rs 10 lakh per annum as per terms & conditions of the insurer company.
15. **Probation**  
You will be on probation for a period of 12 (twelve) months from the date of joining the Company. The period of probation may be extended or curtailed at the sole discretion of the management. During the period of probation, your service may be terminated by either side giving one month's notice in writing without assigning any reason thereof.
16. **Confirmation**  
On satisfactory completion of probation, you will be considered for confirmation as **Senior Engineer (Project)** in Grade 'E2' along with present perks & benefits applicable to the said grade but will not be regarded as having been confirmed until a letter of confirmation specifying the date of confirmation has been issued to you. After confirmation, your appointment may be terminated at any time by giving one month's notice in writing by either side i.e., the Appointee or the Appointing Authority, without assigning any reason thereof. However, the company reserves the right not to accept your resignation where disciplinary /vigilance proceedings are pending or decision to issue charge sheet is taken by the Competent Authority. The Company shall also have the right to dismiss you summarily without any compensation whatsoever should you be found guilty of breach of this agreement, insobriety, addiction to drugs, dishonesty and neglect of duty or conduct considered detrimental to the interest of the Company.
17. **Service**  
(a) You will be governed by all such Rules in the matter of your service and retirement which are incorporated in the Company's basic terms of service rules. You will conduct yourself in a disciplined manner and abide by all such rules and regulations which may be brought into force from time to time. You will be governed by the Conduct, Discipline and Appeal Rules for Management Staff in force and amended from time to time, a copy of which is





attached along with the appointment letter. An undertaking stating that you have read and understood the CDA rules of IGGL needs to be submitted within 30 days from the date of joining.

- (b) You will be initially placed at **Section 10, Dimapur - Imphal**. Your service is likely to be transferred to any of the departments / offices / sites / subsidiary / joint venture company / promoter company / Govt organization in India or abroad as per requirement of the company and you shall abide by the working hours of the office / location / department you are placed at any given time. In case of your deputation or secondment, you will be guided and regulated by the terms and conditions, as mutually agreed between IGGL and the Company to which you are seconded / deputed. You are advised to refrain from bringing any outside influence on the Management of Indradhanush Gas Grid Limited for your posting / placement and / or transfer during your service in the Company.
  - (c) You will devote your whole time and attention to the business of the Company and will discharge your duties faithfully and assiduously and to the best of your ability.
  - (d) You will not, during your service with the Company or after its termination, communicate or divulge any information detrimental to the interest of the Company to any person, nor take away with you at the time of termination of your employment any patents, copies of Invoices, Copies of Drawings, Account Sales, Account Statistics, Codes or other information and records connected with the business of the Company without first obtaining the Company's expressed sanction in writing
  - (e) Any invention, discovery or development which may result during the period of your service with the Company, will be sole and absolute property of the Company and you shall not use the information for your own personal or for the benefit of others during the continuance of your employment with the Company and any time thereafter.
18. You are required to submit the following declarations/ affidavit at the time of joining as per the attached format:

Annexure A: Declaration of Relationship with Directors

Annexure B: Nomination form for EPF

Annexure C: Oath of Allegiance

Annexure D: Marriage Declaration

Annexure E: Legal Undertaking

Annexure F: Return on Assets and Liabilities on first appointment

Annexure G: Nomination for Gratuity Scheme

Annexure H: Certificate of citizenship

Annexure I: Character certificate

Annexure J: Duly notarized Affidavit in Rs 100 non judicial stamp paper

Annexure K: CDA rules undertaking (to be submitted within 30 days)

19. **Acceptance & Joining**

If you agree to the terms and conditions as stated above, please return the duplicate of this letter, duly signed and witnessed as a token of your acceptance by **21/04/2023**, failing which it will be assumed that you are not interested in this offer and the offer will stand withdrawn automatically.

20. You are required to report to Deputy General Manager (HR), Indradhanush Gas Grid Limited, 7th Floor, NRL Centre, Christian Basti, G S Road, Guwahati-781005, Assam (Tel: 9531101226) **within 01 (one) month** from the date of issuance of this appointment letter for completing joining formalities.

We heartily welcome you to Indradhanush Gas Grid Limited and look forward for a long and mutually beneficial association.

Yours Sincerely,  
For Indradhanush Gas Grid Ltd

Handwritten signature in blue ink and the date 21/04/23 written below it.

**Rajib Kr. Bhattacharyya**  
Chief Human Resource & Compliance Manager

**ACKNOWLEDGMENT & ACCEPTANCE**

- I shall report for joining on \_\_\_\_\_.
- I have read and understood the above terms and conditions and hereby giving my acceptance for the same.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_