



Nana Foundation

New No.100, West Sambandam Road, R.S.Puram,
Coimbatore 641 002 TN, India

Tel 4334800, 2542931 Fax 2547104

Email :infosterna@sterna.in

Internet : www.sternasecurity.com

DATE – 06th Jul 2015

APPOINTMENT LETTER for contract

To

Mr M.Chinnasamy
Goundanour,
P.Cetti halli,
Palacode,
Dharmapuri-636808

We are happy to appoint you as site engineer with effect from 06th Jul 2015. Your consolidated remuneration is Rs 7,000/- per Month. Allowances and incentives will be paid separately and the details are enclosed with this letter.

You will be responsible to carry out the work as per company requirements. You will be posted across India based on job requirements. 1 month notice is mandate in case of your resignation whereas company has the right to terminate you immediately based on work and disciplinary grounds. Candidates are required to pay 1 month salary incase of their resignation without 30 days notice.

You will be allowed one day casual leave per month other than Sunday week off's allowed by the company, all public holidays listed by company is allowed. Any absence other than mentioned here shall lead to loss of compensation.

You are not allowed to discuss or disclose any matters related to company outside, any action of that kind will result in legal actions against you.

By signing this letter, you confirm your fullest acceptance and commitment to abide the rules and regulations on the company and discharge your duty as per the need and demand of the organization.

Good Luck.

For **NANA FOUNDATION**

M.Giri
GM-Operations



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ANNEXURE

Site engineer expense statement

This must be mailed every Monday and hard copies with bills must be couriered on the same day or latest by immediate Tuesday without fail. Courier charges will be given by Office. Failing to submit on time mail and courier shall result in rejection of Expense statement.

Allowance's Allowed - Per day basis

Food

South India – Rs 200

North India – Rs 250

Travel

Rs 60 / day / site in case of Auto.

Public transport like Bus / Share auto / metro trains to be used mostly and actual bills to be submitted.

All travelling between HO and Master location must be by second class train. If train tickets are not available, non ac government buses are allowed. Tickets must be produced.

Accommodation which includes material storage.

Metro City

Room must be taken on twin sharing basis and if possible 3 person per room. Rs 400 / person / day is allowed.

Non Metro

Same twin sharing concept with allowed limit is Rs 250/day / Person.

Telephone

500 per month for engineers within TN state and 1000Rs / month for Roaming.

Others including tools and spares / Accessories, Actual bills to be produced.



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Any engineer visiting home or office without written approval from HO shall pay his expenses himself. Company shall not pay travelling expenses form personal visit of engineers due to various domestic reasons like Exams / Health and other family issues.

Any expenditure going beyond the given norms must have GM's approval in writing.

INCENTIVE PACK – PER PERSON PER MONTH BASIS

For 40 Sites – Rs 1000

For 60 Sites – Rs 2000

For 75 sites – Rs 3000

For 90 sites – Rs 4000

Incentives will be given along with monthly pay. Each site engineer must present his site completion per month details on or before 25th of every month which shall go through scrutiny at head office before approval. Failing to submit site target data on time shall result in no incentive.

You are responsible to send ' Site completion documents as required by the company on every Saturday by courier to Head office here'. Failing to send these documents will result in non remittance of expense statement and Incentive.

PLANS TO KEEP OUR MATERIALS INCLUDING LAPTOP AND TOOLS SAFE

All engineers must give their original 10th or 12 mark sheet.No due certificate has to be taken from concern superiors before the engineer gets relieved. NDC is nothing but ensuring all the documents and materials belongs to the company are handed over in right condition and the same needs to be endorsed by their superiors and GM. NDC is key to get back their original mark sheet and final salary settlement.

This NDC system and holding one of the mark sheet are key to ensure that the engineers are locked in some manner so that abrupt departure or absconding does not happen.

Thanks and regards,
For **NANA FOUNDATION**


M.Giri
GM-Operations



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CONDITIONS

- 1. Have to finish 2 sites per day and also mail or message the details with site ID and site name on daily basis within 9.00pm. Failure to finish the site has to provide details to do so or the issue faced on particular day.**
- 2. Every Saturday expenses sheet with room rent (If provided) and rest of expenses proof needs to be courier to HO. Docket number needs to be mailed or message as and then .**
- 3. Every Saturday site completed document has to be courier. Failure to courier either expenses or site documents, the employee will not get remittance until he submits the documents.**
- 4. One day casual leave with salary allowed. Allowance not allowed for any home visit during Sunday.**
- 5. Any extra money spent without GM's approval will not be paid.**
- 6. Any travel to home to anywhere without GM's approval will not be paid.**
- 7. Mobile should not be switched off**


Thanks & Regards

For Nana Foundation