

क्रम संख्या/  
S. No. SSE/ 2003 308274

(1816)

# केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education



सेकण्डरी स्कूल परीक्षा, 2003  
ALL INDIA SECONDARY SCHOOL EXAMINATION, 2003

यह प्रमाणित किया जाता है कि  
This is to certify that KHEEM SINGH

अनुक्रमांक  
आत्मज/आत्मजा श्रीमती  
Roll No. 6154977 Son of Smt. RADHIKA

एवं श्री  
& Shri HEERA SINGH

जिनकी जन्म तिथि  
Born on SECOND FEBRUARY NINETEEN HUNDRED EIGHTY SEVEN

है, ने बोर्ड द्वारा मार्च, 2003 में आयोजित सेकण्डरी स्कूल परीक्षा  
passed the Secondary School Examination of the Board held in March, 2003

विद्यालय से  
from ARMY PUBLIC SCHOOL SADAR BAZAR RD DELHI CANTT ND

निम्न विषयों में उत्तीर्ण की :-  
in the following subjects :-

ENGLISH COURSE-A

HINDI COURSE-B

MATHEMATICS

SCIENCE WITH PRAC.

SOCIAL SCIENCE

दिल्ली  
Delhi  
दिनांक  
Dated 24-05-2003

(Pavneesh Kumar)

परीक्षा नियंत्रक  
Controller of Examinations

टिप्पणी : संस्थागत विद्यार्थी का संपूर्ण मूल्यांकन करते समय, बोर्ड द्वारा निर्धारित विद्यालयीय मूल्यांकन प्रमाणपत्र का भी संज्ञान गंभीर है।  
NOTE : While judging regular students, it is expected that CERTIFICATE OF SCHOOL-BASED EVALUATION would be taken cognizance of.

क्रम संख्या / S.No.SSCE/ 2005 313112

# केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education



सीनियर स्कूल सर्टिफिकेट परीक्षा, 2005

**ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2005**

यह प्रमाणित किया जाता है कि  
This is to certify that KHEEM SINGH

अनुक्रमांक आत्मज/आत्मजा, श्रीमती  
Roll No. 6247970 Son/Daughter of Smt. RADHITA

एवं श्री  
& Shri HEERA SINGH

ने बोर्ड द्वारा मार्च, 2005 में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा  
passed the Senior School Certificate Examination of the Board held in March, 2005

विद्यालय से  
from ARMY PUBLIC SCHOOL SADAR BAZAR RD DELHI CANTT ND

निम्न विषयों में उत्तीर्ण की :  
in the following subjects :

- 1 ENGLISH CORE      2 MATHEMATICS      3 PHYSICS  
4 CHEMISTRY      5 INFORMATICS PRAC.      6 WORK EXPERIENCE  
7 PHY & HEALTH EDUCA 8 GENERAL STUDIES

दिल्ली  
Delhi  
दिनांक  
Dated 23-05-2005


  
 (Pavneesh Kumar)
   
 परीक्षा नियंत्रक

# ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



Roll No. : 26143

ਰਜਿ. ਨੰ. : 2005.TIM/A.55

Regd.No. : 2005.TIM/A.55

Guru Nanak Dev University

ਨਤੀਜਾ ਅਤੇ ਅੰਕ ਵੇਰਵਾ ਕਾਰਡ  
RESULT-CUM-DETAILED MARKS CARD

ਬੀ.ਸੀ.ਏ. ਭਾਗ ਦੂਜਾ (12+3 ਸਿੱਖਿਆ ਪ੍ਰਣਾਲੀ) ਪ੍ਰੀਖਿਆ ਅਪ੍ਰੈਲ 2007  
B.C.A. Part-II (12+3 System of Education) Examination April 2007

ਨਾਮ : ਖੀਮ ਸਿੰਘ

Name : KHEEM SINGH

ਪਿਤਾ ਦਾ ਨਾਮ : ਹੀਰਾ ਸਿੰਘ

Father's Name : HEERA SINGH

ਮਾਤਾ ਦਾ ਨਾਮ : ਰਾਧਿਕਾ

Mother's Name : RADHIKA

COLLEGE NAME - TRINITY INSTITUTE OF MANAGEMENT & TECHNOLOGY, NEW DELHI

Sr. No.	Paper	(ਪ੍ਰਾਪਤ ਅੰਕਾਂ ਦਾ ਵੇਰਵਾ) Detail of Marks Obtained ਵਿਸਾ Subject	Marks Obtained	ਪ੍ਰਾਪਤ ਅੰਕ Pass Marks	ਘੱਟੋਂ ਘੱਟ ਪਸ ਅੰਕ	ਕੁਲ ਅੰਕ Maximum Marks
	I	NUMERICAL METHODS & STATISTICAL TECHNIQUES	45	35	100	
	II	INTERNET APPLICATIONS	73	35	100	
	III	DATABASE MANAGEMENT SYSTEM & ORACLE	60	35	100	
	IV	C++ (OOP LANGUAGE)	55	35	100	
	V	DATA STRUCTURES AND FILE PROCESSING	56	35	100	
	VI	INFORMATION SYSTEMS	40	35	100	
	VII	PROGRAMMING LAB I (C++ PROGRAMMING LANGUAGE)	45	18	50	
	VIII	PROGRAMMING LAB I (NUMERICAL METHODS)	40	18	50	
	IX	PRACTICAL IN ORACLE	88	35	100	
		Total Marks	502		800	

ਨਤੀਜਾ : ਪਾਸ | ਕੁਲ ਪ੍ਰਾਪਤ ਅੰਕ : ਪੰਜ ਸੌ ਦੋ |

Result : Passed. Total Marks Obtained : Five Hundred and Two.

AMRITSAR

June 28, 2007

PROFESSOR-INCHARGE(EXAMS)

# ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



Roll No. : 11850

Guru Nanak Dev University

ਰਜਿ. ਨੰ. : 2005.TI/A/55

Regd.No. : 2005.TIM/A.55

ਨਤੀਜਾ ਅਤੇ ਅੰਕ ਵੇਰਵਾ ਕਾਰਡ

## RESULT-CUM-DETAILED MARKS CARD

ਬੀ.ਸੀ.ਏ. ਭਾਗ ਪਾਠਲਾ (12+3 ਸਿਖਿਆ ਪ੍ਰਣਾਲੀ) ਪ੍ਰਮਾਣਿਕ ਅਪ੍ਰੈਲ 2006  
B.C.A.-Part-I (12+3 System of Education) Examination April 2006

ਨਾਮ : ਖੀਮ ਸਿੰਘ

Name : KHEEM SINGH

ਪਿਤਾ ਦਾ ਨਾਮ : ਹੀਰਾ ਸਿੰਘ

Father's Name : HEERA SINGH

ਮਾਤਾ ਦਾ ਨਾਮ : ਰਾਧਿਕਾ

Mother's Name : RADHIKA

COLLEGE NAME - TRINITY INSTITUTE OF MANAGEMENT & TECHNOLOGY, NEW DELHI

Sr. No.	Paper	(ਪ੍ਰਾਪਤ ਅੰਕਾਂ ਦਾ ਵੇਰਵਾ Detail of Marks Obtained)	Marks Obtained	ਪ੍ਰਾਪਤ ਅੰਕ	ਮੁਣਦੇ ਥੱਟ ਪਸ ਅੰਕ	ਕੁਲ ਅੰਕ
				Subject	Minimum Pass Marks	Maximum Marks
I	INTRODUCTION TO PROGRAMMING C		74	35	100	
II	PC COMPUTING		35	35	100	
III	INTRODUCTION TO COMPUTERS & INFORMATION TECHNOLOGY		52	35	100	
IV	MATHEMATICS		50	35	100	
V	COMMUNICATION SKILLS	Th.: - 37 Pr.: - 26	63	35	100	
VI	COMPUTER ORGANISATION AND ARCHITECTURE		45	35	100	
VII	PRINCIPLES OF DIGITAL ELECTRONICS		53	35	100	
VIII	PRACTICAL-I (C PROGRAMMING)		44	18	50	
IX	PRACTICAL-II (PC SOFTWARE)		43	18	50	
X	PUNJAB HISTORY AND CULTURE		67	35	100	
Total Marks				526		900

ਨਤੀਜਾ : ਪਾਸ | ਕੁਲ ਪ੍ਰਾਪਤ ਅੰਕ : ਪੰਜ ਸੌ ਡਾਈ

Result : Passed. Total Marks Obtained : Five Hundred and Twenty-Six.

AMRITSAR  
May 19, 2006

R. Saini  
REGISTRAR

# ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



Guru Nanak Dev University

Roll No. : 29177

Regd. No. : 2005.TIM/A.55

RESULT-CUM-DETAILED MARKS CARD

Regd.No. : 2005.TIM/A.55

ਬੀ.ਐ.ਏ. ਭਾਗ ਤੀਜਾ (12+3 ਸਿੱਖਿਆ ਪ੍ਰਣਾਲੀ) ਪ੍ਰੀਖਿਆ ਅਪ੍ਰੈਲ 2008  
B.C.A. Part-III (12+3 System of Education) Examination April 2008

ਨਾਮ : ਖੀਮ ਸਿੰਘ

Name : KHEEM SINGH

ਪਿਤਾ ਦਾ ਨਾਮ : ਹੀਰਾ ਸਿੰਘ

Father's Name : HEERA SINGH

ਮਾਤਾ ਦਾ ਨਾਮ : ਰਾਧਿਕਾ

Mother's Name : RADHIKA

COLLEGE NAME - TRINITY INSTITUTE OF MANAGEMENT & TECHNOLOGY, NEW DELHI

Sr. No.	Paper	(ਪ੍ਰਾਪਤ ਅੰਕ ਦਾ ਵੇਰਵਾ Detail of Marks Obtained) ਵਿਸ਼ੇ Subjects	ਪ੍ਰਾਪਤ ਅੰਕ Marks Obtained	ਥੱਟੇ ਥੱਟੇ ਪਾਸ ਅੰਕ Minimum Pass Marks	ਕੁਲ ਅੰਕ Maximum Marks
	I	COMPUTER NETWORKS	62	35	100
	II	SOFTWARE ENGINEERING	54	35	100
	III	OPERATING SYSTEM	58	35	100
	IV	COMPUTER GRAPHICS	57	35	100
	V	PROGRAMMING LAB I (COMPUTER GRAPHICS IN C++/C)	44	18	50
	VI	PROGRAMMING LAB II (UNIX/WINDOWS NT)	44	18	50
	VII	PROJECT REPORT	240	105	300
		Total Marks	559		800
		Marks Obtained in B.C.A.Part-I	526		900
		Marks Obtained in B.C.A.Part-II	502		800
		Grand Total	1587		2500

ਨਤੀਜਾ : ਪਾਸ | ਕੁਲ ਪ੍ਰਾਪਤ ਅੰਕ : ਇੱਕ ਹਜ਼ਾਰ ਪੰਜ ਮੌਲਾਂ

Result : Passed. Total Marks Obtained : One Thousand Five Hundred and Eighty-Seven.

AMRITSAR  
June 27, 2008

R. Saini  
REGISTRAR

# ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ



ਚੰਨਿਸਤਰਾਂ ਨੰ. : 2005.TMM/ਐਮ/ਏ.55

Regd. No. : 2005.TMM/A.55

ਪ੍ਰਮਾਣਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ \_\_\_\_\_ ਖੰਮ ਸਿੰਘ \_\_\_\_\_ ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ \_\_\_\_\_ ਹੋਰ ਸਿੰਘ \_\_\_\_\_

ਅਤੇ ਸ਼੍ਰੀਮਤੀ \_\_\_\_\_ ਰਾਮਿਕਾ \_\_\_\_\_ ਨੇ \_\_\_\_\_ ਟ੍ਰਿਨਿਟੀ ਇੰਸਟੀਚੂਲ ਆਫ ਮੈਨੇਜਮੈਂਟ ਐਂਡ ਟੈਕਨਾਲੋਜੀ, ਨਵੀਂ ਦਿੰਦੀ  
ਤੋਂ ਨਿਸਚਿਤ ਕੌਰਸ ਦਾ ਅਧਿਆਨ ਕਰਨ ਉਪਰੰਤ — ਅਪ੍ਰੈਲ, 2008 — ਵਿਚ ਹੋਈ ਲੋੜੀਂਦੀ ਪਰੀਕਸ਼ਾ \_\_\_\_\_ ਪਹਿਲੀ \_\_\_\_\_ ਛਿਵੀਜ਼ਨ ਵਿਚ ਪਾਸ ਕਰਕੇ  
ਬੈਚੁਲਰ ਆਫ ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨਜ਼ \_\_\_\_\_ ਦੀ ਇਗਰਤੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੈ।

ਰੋਲ ਨੰ. ] 29177  
Roll No. ] 29177

## ਬੈਚੁਲਰ ਆਫ ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨਜ਼

### Guru Nanak Dev University Bachelor of Computer Applications

This is to certify that \_\_\_\_\_ KHEEM SINGH \_\_\_\_\_ son/daughter of Mr. \_\_\_\_\_ HERA SINGH \_\_\_\_\_  
and Mrs. \_\_\_\_\_ RADHKA \_\_\_\_\_ and of the \_\_\_\_\_ TRINITY INSTITUTE OF MANAGEMENT & TECHNOLOGY, NEW DELHI  
having pursued the prescribed course of study and passed the requisite examination, held in \_\_\_\_\_ APRIL, 2008 \_\_\_\_\_ has been admitted to the Degree of  
*Bachelor of Computer Applications* \_\_\_\_\_ and been placed in — *First* — Division.

ਧੂਨੀਵਰਿਸਟੀ ਸੀਲ ਅਧੀਨ ਪ੍ਰਮਾਣਿਤ ਕੀਤੀ ਗਈ।  
Given under the seal of the University.

ਕੰਡੇਖੜ ਪ੍ਰਮਾਣਿਤ  
Controller of Examinations

ਅਮ੍ਰਿਤਸਰ ] June 27, 2008

*R. Kaur*

*S. Kaur*

ਚੰਨਿਸਤਰ  
Registrar

Vice-Chancellor

*S. Kaur*

ਚੰਸਲਰ  
Chancellor

Roll No. 109215.....

# Management Education & Research Institute

(Approved by AICTE, Ministry of HRD, Govt. of India)  
53-54, INSTITUTIONAL AREA, D-BLOCK, JANAKPURI, NEW DELHI-110058

An ISO 9001:2008 Certified Institution



## POST GRADUATE DIPLOMA IN MANAGEMENT

This is to certify that Kheem Singh  
having successfully completed the requirements of the  
above course in the year 2011 is hereby awarded the  
Post Graduate Diploma in Management.

Division : First



Omny  
Dean

M  
Director General

Vice President  
Hegarwani  
Chairman

New Delhi Dated the 15.07.2011



Date: 6<sup>th</sup> June, 2011  
E- code: 1698

To,  
Mr. Kheem Singh  
H NO-107A, Arya Nagar,  
Gopal Nagar Extension,  
Nazafgarh, New Delhi-110043

**APPOINTMENT LETTER**

Dear Sir,

Further to our recent discussions, we are pleased to formally appoint you as "**Cargo Executive**" with Celebi Ground Handling Delhi Pvt. Ltd. based in Delhi, India, with effect from 6<sup>th</sup> June, 2011.

The Terms and Conditions of your appointment are as follows:

**A. Probation Period**

1. You will initially be employed for a probationary period of 6 (six) months and if found satisfactory your Employment will be confirmed in writing.
2. Your performance will be reviewed periodically during your probation and if the same is found to be unsatisfactory, your services will be terminated without any notice and, in such an event, you shall have no right to claim any sum by way of compensation, damages or otherwise in respect of such termination.
3. The contract of employment is terminable without giving any reason but with **seven days** notice from either side.
4. Your appointment and its continuance are subject to your being found and remaining (physically and mentally) fit. You shall appear before the Company nominated medical centre for the purpose of medical examination and for health survey.
5. Your appointment will be subject to you submitting the required documents from the attached annexure II. The documents submitted by you at the time of joining shall not be altered for whatever reasons.

**B. Compensation**

6. Your agreed Gross Salary will be **11604/- p.m.** Please refer Annexure I for your salary break-up.
7. You shall bear your own taxation which shall be deducted from your salary and / or other statutory dues.
8. All the above payments will be made directly to your bank account as per company policy.
9. Performance will be reviewed annually at a date as decided by the company. Any increase awarded by the Company will be based on merit only.
10. Your annual increment shall depend on your satisfactory performance, efficiency and loyal discharge of duties during the previous year and it shall not be taken for granted as a routine feature and /or matter of right. Your increment maybe withheld in case the standard of work and / or conduct is found sub-standard and accelerated if the same is found commendable. This will be at the sole discretion of the Management.

Conti ..2

### **C. Duties and Responsibilities**

11. You will have to carry out your duties as per your job description.
12. Your duties will be those determined by the Company, and you will devote the whole of your time, attention and ability to the requirements of the Company during the normal work hours.
13. You will undertake to carry out your duties diligently and faithfully and to the best of your ability and skill. You will also show proper respect to your superiors. You shall abide by the instructions and orders of your superiors and submit true and timely information and / or explanation whenever required in respect of all matters entrusted to you by the Company.
14. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
15. You shall endeavour to serve and promote the Company's interests and earn Management.
16. Confidence by projecting a sense of responsibility in all assignments, maturity in your relationships and a high level of commitment to the organisation.
17. In the course of your work with the company, you shall abide and be governed by the Company rules, regulations, settlement, awards, etc. that may be in force from time to time and also those which may thereafter be framed from time to time and also shall conduct yourself in a manner befitting your position and company's regulations.
18. You shall abide by the assignments that will be given to you. During your employment with us, your behaviour should be exemplary, reflecting positive willingness for learning, hard work, punctuality and reliability in attendance and other attributes.
19. You will act within the organisation structure, policies and exercise discretion as maybe instructed by the Management from time to time.
20. You are expected to act in a responsible and professional manner when you use the internet, email and other company facilities. You shall not attempt to disrupt, degrade or interface with the normal operation of any technology, service, information or facility. Failure to adhere to the Company's email and internet policy will result in termination of employment without any notice or salary in lieu of notice.

### **D. Timings**

21. You will strictly abide by the working hours/schedule that will be informed to you by the Management. Your duty/responsibilities may require you to work in shifts.
22. Company reserves the right to call upon you as per the exigencies of work on various skills during and /or beyond the normal office timings.
23. You shall be reporting in shifts as per the roster plans.

### **E. Leaves**

24. On probation you will be entitled to four days of leave on pro-rata basis. On confirmation you will be eligible for the leave and holidays during calendar year according to the rules contained in the employee handbook. Your leave entitlement will be governed by the company Leave Policy.
25. Prior approval has to be taken from your supervisor before availing any leave.

**F. Period of Service (with Ex-employers)**

26. No period of employment with any previous employer counts as part of your service with our company.

**G. Information Protection**

27. You shall not disclose, divulge or communicate in any manner directly or indirectly any confidential information of the Company, trade secrets, research processes, administrative and/or organization matters or know-how to any person, firm or corporation. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.

**H. Separation**

28. On confirmation either party may terminate the employment during the service period, or thereafter, by giving either party 30 days notice (**no leave should be consider during the notice period**) in writing. Either party failing to serve the notice period will have to pay one month's salary to the other party.

29. Company reserves the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof; if:

- a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination, insolence, neglect of duty and dishonesty.
- b. Loss of confidence by the management shall be considered a valid ground to terminate your services without assigning any reason.
- c. During the course of your employment, it is found that the data given by you in your Employment Application Form & CV is incorrect.
- d. During the course of your employment, you are found to be keeping indifferent health constantly.

30. You shall retire from the company's services on you attaining the age of 60 years.

31. You are in the knowledge that the management has an concessionaire agreement with the concerned authorities for 10 years and as such yours is a tenure employment for the aforesaid maximum period equivalent to the aforesaid contract term with our concern authorities or till the completion of the assignment whichever is earlier and it will automatically come to end on happening of either of the contingency. It is made clear herein that if the concessionaire agreement is extended further than in such circumstances the terms and conditions of this agreement shall be further abided by either party till the separation.

32. Your absence from work and/or not reporting for 10 consecutive days without obtaining prior permission shall entitle the management to treat the absence as abandonment resulting in loss of services and wage.

**I. Transfers**

33. During the period of your employment you will be required to serve anywhere in India. You will also accept transfer to any Section/Department/Branches/Sister Concerns/Units/Shift. It will be Management's discretion to transfer your services and your refusal will tantamount to "Misconduct".

**J General**

34. When going out of place of employment on duty, you shall be granted Travel Allowance as per rules of the Company as are in force from time to time.
35. After joining the Company, you will be required to follow the relevant Company policies, rules and regulations contained in the Company's Employee Handbook, a copy of which will be given to you after you join the Company.
36. You will communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.
37. You should be presentable at all times. You will comply to the proper standards of appearance and be in uniform while on duty. You will also be required to maintain proper hygiene standards.
38. It is expressly provided that the principal office of the company being registered in Delhi, the forum of settling any dispute of whatsoever, including civil, revenue, labour, etc. shall be in Delhi, you shall not have the right to raise any dispute concerning the forum.
39. You will not seek election to any legislature or local body without the previous specific permission of the employer in writing.
40. The Company shall be at the liberty to introduce change/ or alter any rules and conditions as may be considered expedient in effecting improvement of the Company.
41. You are a full time employee of this organization and you are not permitted to undertake any other assignment, work or employment, whether remunerative or otherwise, from any other employer nor are you permitted to be associated, whether remunerative or otherwise, directly or indirectly, with any outside agency/individual, providing services to the company and/or its customers.
42. You are required at all time to comply with the Company's Policies and Procedures, and Code of Ethics and Business Conduct, and other rules and instructions applicable from time to time.
43. You will be governed by the prevailing model standing orders under the Industrial Employment (Standing Orders) Act, 1946 and the rules and regulation of the Company that are in force or as changed/amended from time to time.
44. You agree with the company as it reserves the right to amend, vary or add to the terms and conditions of this Letter of Appointment at its sole discretion.

We hope you are able to accept this offer and become part of our exciting and challenging future in India. Should you agree to accept employment on the above terms and conditions, you may sign the agreement in token of your acceptance of services with the Company and return to us the duplicate duly signed on all pages.

Yours sincerely,  
For **Celebi Ground Handling Delhi Pvt. Ltd.**

**Chief Executive Officer**

I understand the terms and conditions of this contract and agree to comply with them. I agree to maintain confidentiality of Celebi Ground Handling Delhi Pvt. Ltd. processes & procedures and Company information. I further declare that I have made myself thoroughly acquainted with the rules with which I undertake to strictly abide.



03/06/2011

**Mr. Kheem Singh**  
House No. – 107A Arya Nagar,  
Gopal Nagar Extn.  
Nazafgarh, New Delhi - 110043

**OFFER LETTER**

Dear Mr. Kheem,

Reference to our discussion, we are pleased to offer you the position of "**Cargo Executive**" in Celebi Ground Handling Delhi India Private Limited.

Your salary package is prepared according to India living conditions and **CTC** will be **Rs. 12, 018/-** (Rupees Twelve Thousand & Eighteen Only) INR per month.

We are looking forward to hearing your confirmation to join Celebi Ground Handling Delhi India Private Limited on or before **06<sup>th</sup> June 1, 2011**, if the offer is acceptable.

We are congratulating you on your new job and we wish you further success in your career.

Best Regards,

  
**Authorised Signatory**  
(Human Resources)

Encl: CTC Break-Up

**CELEBI GROUND HANDLING DELHI PVT. LTD.**  
[www.celebi.in](http://www.celebi.in)

Room No. 22, Import Building 3, International Cargo Terminal, IGI Airport, New Delhi - 110037, INDIA, Pbx : +91-11-47630900 Fax : +91-11-47630999



Date: 06/12/11

Mr. Kheem Singh  
Cargo Executive  
Emp Code: 1698

**Sub: Confirmation**

Dear Kheem ,

We are pleased to inform you that your overall performance and contribution in the past 6 months & your innovative action, zeal to work hard and commitment for the job has lead excellence to the overall growth and performance of the organization.

In view of the above, your services are hereby **confirmed** with effect from **6<sup>th</sup> Dec , 2011**.

We are sure that you will continue to give your best performance and will excel in the years to come with the same zeal, spirit and commitment that will lift the company to yet another height.

All other terms and conditions of your employment, as contained in your letter of appointment, will remain unchanged.

Wishing you the VERY BEST, in your assignment!

**CONGRATULATIONS! KEEP IT UP!**

With Best Wishes,

For, **Celebi Ground Handling Delhi Pvt. Ltd.**

**Authorized Signatory**

**CELEBI GROUND HANDLING DELHI PVT. LTD.**  
[www.celebi.in](http://www.celebi.in)

Room No. 22, Import Building 3, International Cargo Terminal, IGI Airport, New Delhi - 110037, INDIA, Pbx : +91-11-49525500 Fax : +91-11-49525520



Mr. Kheem Singh  
Plot No 107,  
Arya Nagar Gopal Nagar,  
Extn Najafgarh,  
New Delhi 110043

26<sup>th</sup> March 2013

**THIS AGREEMENT** is made on this the 26<sup>th</sup> March 2013, at JMD Pacific Square, 5<sup>th</sup> Floor, Sector – 15, Part II, Gurgaon, India.

**Between**

**MGH Logistics Pvt. Ltd.**, a Company with limited liability incorporated, registered and existing under the Companies Act, 1956 having its Registered Office at B-804, "The Qube", C.T.S. No. 1498/A, M.V. Road, Near to International Airport, Marol, Andheri(East), Mumbai-400059 in the State of Maharashtra, India and having its head office at **JMD Pacific Square, 5<sup>th</sup> Floor, Sector – 15, Part II, Gurgaon, India**, hereinafter referred to as "**the Company**" or "**the Employer**", which expression shall, unless contrary to or repugnant to the context or meaning thereof, be deemed to mean and include its legal successors, group companies, holding company, subsidiaries, liquidators, executors, administrators and permitted assigns) of the **One Part**.

**And**

**Mr. Kheem Singh**, son of **Heera Singh** presently residing at **Plot No 107 Kh- 24\*7 Arya Nagar Gopal Nagar Extn, Najafgarh New Delhi 110043, India** hereinafter referred to as "**the Employee**" of the Other Part.

**WHEREAS:**

- a. The Employee has offered his services to the Company and has applied for the post of **Cargo Executive** to be currently based at **Delhi**;
- b. The Company has accepted the offer of services of the Employee to the post of **Cargo Executive** based at **Delhi** and issued an appointment letter dated 26th March 2013. The Employee has conveyed his acceptance to the counter proposal as made by the Company to him for the post of **Cargo Executive** on the terms and conditions as agreed to and as hereinafter written.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

For good consideration, the Company employs the Employee on the following terms and conditions.

1. **Appointment:** Subject to the provisions for termination set forth, the Company hereby appoints the Employee to the post of "**Cargo Executive**" with effect from **26<sup>th</sup> March 2013** to be currently based at **Delhi**. The Employee's duties may be reasonably modified at the Company's discretion from time to time.

Page 1 of 7

MGH Logistics Pvt. Ltd.

**Reg. Office :** B-804, "The Qube", C.T.S. No. 1498/A, M.V. Road, Near To International Airport, Marol, Andheri (East), Mumbai-400059, Tel.: 022-28594507-09, Fax: 022-28594506

**Corp. Office :** JMD Pacific Square (5th Floor), Sector-15, Part-II, Near 32nd Milestone, Gurgaon - 122001 (Haryana) India, Tel.: +91-124-4113364 / 65 Fax: +91-124-4117162



2. **Remuneration:** The Company appoints the Employee in the Scale of Pay payable per month as follows:

<b>Grade :E2</b>	<b>Rs. Per Month</b>
Basic	5,700
House Rent Allowance	2,850
Medical Allowance	1,250
Education Allowance	250
Personal Pay	1,350
City Compensatory Allowance	1,800
Conveyance	1,800
<b>Gross</b>	<b>15,000</b>

In addition to the above salary, the employee shall be entitled to the privileges / benefits like the Provident Fund as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act. 1952 and the Employees State Insurance Fund as per the provisions of Employees' State Insurance Act, 1948 and/or any other statutory enactment to the extent as applicable to the Company.

After completion of 1 year of service, the employee shall be eligible for such benefits as stated under clause 3.

Provided that, if the Employee shall at any time during the course of his employment with the Company be absent from his employment without the prior leave of the Employer, the Employer shall, without prejudice to any of other rights, be entitled to deduct from his salary a proportionate sum for each day of absence from the duty.

Provided further that, if the Employee shall at any time during the course of his employment with the Company be absent from his employment for a period of 4 days without seeking prior leave from the Employer, the Employer shall, without prejudice to any of other rights, be entitled to terminate the services of the Employee.

**3. The following terms and conditions will govern the employment:**

(i) **Probation & Confirmation:**

- a. The Employee will be on a probation period of 6 (Six) months ("the Probation Period"). However, the Company may, in its sole and absolute discretion, either extend or reduce the Probation Period.
- b. Both, the Company and the Employee, reserves the rights to terminate the service by giving 24 (Twenty-Four) hours notice during the period of probation.
- c. At the end of the Probation Period and on the satisfaction of the Employee's performance as determined by the Company, the services of the Employee will be confirmed by the Company in writing.



(ii) **Benefits**

- a. **Medical:** The employee will be eligible to claim mediclaim benefits from the date of joining the Company. The amount of such mediclaim benefits shall be governed by the Company's medical claim policy.
- b. **Leave Travel Allowance:** The employee will be entitled to one month Basic Salary upon completion of 1 year of service.
- c. **Bonus:** Bonus shall be payable strictly as per the provisions of the Payment of Bonus Act, 1965 or any other statutory enactment, to the extent applicable to the Company.
- d. **Gratuity:** Gratuity shall be payable as per the provisions of the Payment of Gratuity Act, 1972.

(iii) **Retirement Age:** The retirement age for the Employee shall be 60 (Sixty) years.

(iv) **Leave:**

The Employee shall be entitled to 15 days of paid leave on completion of one year of service.

The employee, upon completion of 6 months of service shall also be eligible for the following:

- a. Sick Leave : 8 days
- b. Casual Leave: 7 days

Unutilized Paid leaves only can be carried forward to next year, but at any point of time your total Paid leave balance cannot be more than 30 days and total leave balance of 45 days in a calendar year. Any unutilised paid leave more than 30 days of leave shall be forfeited.

You cannot carry forward any unutilised Sick/casual leave to the next year. Any leave balance at the end of the calendar year shall be forfeited.

Unpaid leave shall be granted at the sole discretion of the Company. The Company reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from the Company.

(v) **Working Hours:**

The working hours of business on weekdays shall be fixed by the Company keeping in view with the statutory laws of the land and the exigencies of the business. The employee shall, if required, be required to work in shifts.

(vi) **Duties and Responsibilities:**

The Employee may be assigned such duties as may be determined by the Company from time to time and may be reasonably modified at the Company's discretion from time to time.

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(vii) **Fitness and continuity of Employment:**

The Employee's appointment and continuation in employment will always be subject to his remaining physically fit. The Management may send the Employee for a medical "check up" to any physician at any time during his employment. The decision of the physician in this regard will be final and binding.

(viii) **Notices & Communications:**

The Employee's address as given in the application form will be deemed to be the correct for the purpose of sending any communication to him. In case of any change in Employee's address, the Employee shall notify the management within seven (07) days of the same.

(ix) **Special Conditions:**

- a. Considering the different training investment on the employee in India/other countries, employee hereby undertakes that he/she will diligently and sincerely serve the Company during the course of his employment.
- b. The Employee shall not engage into any work, with or without remuneration, in the same field as that of the Employer and/or with any competitor of the Employer during the course of his employment with the Employer.

(x) **Termination:**

- a) The employment under this Agreement, may at any time be terminated by either party by giving 30 (thirty) days notice in writing to the other.
- b) If the Company terminates the employment without giving 30 (thirty) days notice, the Company shall be liable to pay to the Employee 30 (thirty) days salary in lieu of notice, except that if the employee shall at any time be guilty of any gross misconduct or of persistent unpunctuality or negligence of his duties, then the Company may terminate his employment under this Agreement without notice or payment in lieu thereof.
- c) If the Employee intends to terminate the employment contract with immediate effect rather than implement the 30 (thirty) days notice, the Employee shall be liable to pay payment the sum equivalent to 30 (thirty) days salary to the Company in lieu of the notice period.
- d) Upon resignation it shall be on absolute responsibility of the Employee that he hands over his duties to the appropriate officer of the Company and receives a formal release order from the Company.

4. **Other Terms and Conditions:**

- i. **Gifts and obligations:** The Employee shall not be allowed to accept any gifts or obligations from any person during the course of his employment with the Company.
- ii. **Rules, Regulations etc.** The Employee shall abide by the rules, regulations and conditions of services governing the conduct and disciplinary matters of the employees of the Company, Company's human resource policies and procedures,

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MGH Logistics Pvt. Ltd.

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as applicable and framed from time to time shall apply. The Rules of human resource manual of the Company shall be applicable to all the Employees irrespective of age, sex and nature of employment of the particular Employee.

iii. **Credit to Customers:**

- a) The Employee hereby covenants that he shall not give any unauthorized credit to any customer and if he gives any such credit or create any unauthorized liability for the Company, he shall be personally liable for such credit/liability.
- b) Further, the employee expressly agrees that the Company shall not issue a release order to the Employee, in the event such liabilities remain.

iv. **Rights to new development:** The rights to any concepts, system, programs or the like produced wholly or in part by the Employee, whether or not by EDP, including any possible applications of such material in execution of Employee's duties, belongs to the Company.

v. **Personal Relationship with another employee:**

The Employee shall abide by the Company's policy as stated in the Company's human resource Manual regarding having/developing relationship of personal nature with another Employee.

vi. **Joining/Engaging with a Competitor:**

- a) The Employee through this Agreement covenants and agrees that until the expiration of 1 (one) year after the termination of service, he shall not join or engage with any Company, either on a formal or informal basis, which is in direct competition with any of the companies in which Mr. Anis Ahmed, the Director of the Company, is the Managing Director.
- b) The Employee further covenants that until the expiration of 3 (three) years after the termination of service that he shall not start/join a business which is in direct competition with any of the companies in which Mr. Anis Ahmed, the Director of the Company, is the Managing Director.

vii. **Non Solicitation of Customers and Employees:**

- a) The employee, will not for a period of 3 months after cessation of the employment for any reason, directly or indirectly, and on his own behalf or on behalf of any other business or person which is, wholly or partly in competition with any business carried out by the Company, canvas, solicit, attempt to entice away or otherwise accept the custom or business of any client of the Company to whom the Company has provided service and to whom the employee has had business dealings on behalf of the Company within the last 12 months of his employment.
- b) The employee agrees that for a period of 3 months after termination of his employment, he will not solicit or entice away or engage from the Company or offer or cause to be offered any employment to any person employed by the Company.

The employee agrees that the covenants set out above are separate and severable and are considered by his and the Company to be reasonable and necessary for the protection of the legitimate interests of the Company.



viii. **Conflict of Interest :**

The employee agrees to avoid all situations that present or appear to create a conflict between his personal interests and the interests of the Company. When dealing with current or prospective customers, suppliers, and producers, the employee agrees not to receive or extend preferential treatment for personal gain.

ix. **Confidentiality of Proprietary Information:**

The Employee hereby agrees not to reveal any confidential information in relation to the matters, documents, books and information relating to the Company's operations or trade secrets to any person, firm, corporation, or entity during or after the term of this employment. Should the Employee reveal or threaten to reveal this information, the Company shall be entitled to secure an injunction restraining the Employee from disclosing same, or from rendering any services to any entity to whom the said information has been or is threatened to be disclosed.

The right to secure an injunction is not exclusive, and the Company may pursue any other remedies it has against the Employee for a breach or threatened breach of this condition, including the recovery of damages from the Employee.

x. **Employee to Devote Full Time to the Company:** The Employee will devote full time, attention, and energies to the business of the Company, and, during his employment, will not engage in any other business activity, regardless of whether such activity is pursued for profit, gain, or other pecuniary advantage. Employee is not prohibited from making personal investments in any other businesses provided those investments do not require active involvement in the operation of said companies.

xi. **Assistance in Litigation:** Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

xii. **Effect of Prior Agreements:** This Agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this Agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this Agreement.

xiii. **Limited Effect of Waiver by Company:** Should Company waive breach of any provision of this Agreement by the Employee, that waiver will not operate or be construed as a waiver of further breach by the Employee.

xiv. **Severability:** If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in effect. If this Agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (and any predecessor thereof) and the

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employee, shall be deemed reinstated as if this Agreement had not been executed.

- xv. **Assumption of Agreement By Company's Successors and Assignees:** The Company's rights and obligations under this Agreement will inure to the benefit and be binding upon the Company's successors and assignees.
- xvi. **Oral Modifications not Binding:** This instrument is the entire agreement of the Company and the Employee. Oral changes have no effect. It may be altered only by a written agreement signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.
- xvii. **Settlement of Disputes:** All claims and complaints of the Employee with respect to this Agreement shall be settled in accordance with Company policies, rules and regulations and the laws of the land. In case the Employee contests the decision of the Company, the matter shall be settled amicably through reconciliation. In case the amicable settlement fails, the matter shall be submitted to the exclusive jurisdiction of the Courts at Mumbai only within whose territorial limits the registered office of the Company is at present situated.
- xviii. **Applicable Law:** The interpretation, construction, effect and enforceability of this Agreement shall be governed by the laws of Republic of India. Other terms and conditions of employment, which are consistent with the above provisions, shall be governed by the pertinent laws of the Republic of India and the laws of the concerned State within whose jurisdiction the place of work is located.
- xix. **Headings:** The Clauses, Sections and headings contained in this Agreement are solely for the purpose of reference and shall not in any way affect the meaning or interpretation of this Agreement.
- xx. **Survival:** All provisions of this Agreement, which by their terms survive termination of this Agreement, will continue thereafter in full force and effect in accordance with their terms.
- xi. **Counterparts:** This Agreement may be executed in counterparts, each of which when so executed and delivered shall be deemed an original and all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Company and the Employee have caused this Agreement to be executed and delivered in duplicate, at JMD Pacific Square(5<sup>th</sup> Floor),Sector#15, Part#II, Gurgaon-122001, Haryana, India, as of the day, month and year first above written, in the presence of the witnesses signing hereunder.

**For: MGH Logistics Pvt. Ltd.**

Fazley Houda  
Executive Director & CFO

**Signature of the Employee**

Mr. Kheem Singh

**Witness No. 1**

**Witness No. 2**

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MGH Logistics Pvt. Ltd.

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# MGH

Name : Mr Kheem Singh	Designation : Cargo Executive
Location : Delhi	

	Rupees Per Month	Rupees Per Annum
<b>Gross salary</b>		
Basic	5,700	68,400
House Rent Allowance	2,850	34,200
Medical	1,250	15,000
Education Allowance	250	3,000
City Compensatory Allowance	1,800	21,600
Conveyance	1,800	21,600
Personal Pay	1,350	16,200
<b>Total (A)</b>	<b>15,000</b>	<b>180,000</b>

Annual Benefits		
Bonus	475	5,700
LTA	475	5,700
<b>TOTAL (B)</b>	<b>950</b>	<b>11,400</b>

Statutory Benefits		
Provident Fund (Employer's contribution)	684	8,208
<b>TOTAL (C)</b>	<b>684</b>	<b>8,208</b>

Reimbursement		
Local Conveyance	1000	12,000
<b>TOTAL (D)</b>	<b>1,000</b>	<b>12,000</b>

<b>TOTAL (A+B+C+D) CTC</b>	<b>17,634</b>	<b>211,608</b>
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Mediclaim- Cashless, as per the company policy

MGH Logistics Pvt. Ltd.

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Date: 23-MAY-2014

REF MGH02339

Kind Attn: Mr. Kheem Singh

GSA: MGH LOGISTICS PVT LTD

Dear Kheem

SUB: NOC LETTER

Reference to your resignation letter dated 24<sup>th</sup> Apr -2014. This is to inform you that you stand relieved from the services of company from 24<sup>th</sup> May 2014 & Full and final will be settled as per company norm.

We appreciated your good work and positive attitude during your services tenure with us from

26<sup>th</sup> Mar -2013 to 24<sup>th</sup> May-2014.

Wish you very best for you future endeavors.

Mr. Dinesh Karan

(Country Head/General Manager)



Date: 26<sup>th</sup> May 2014

**Mr. Kheem Singh**  
Plot No A-107, Arya Nagar,  
Gopal Nagar Extn., Najafgarh  
New Delhi-110043

### APPOINTMENT LETTER

Dear Sir,

Further to our recent discussions, we are pleased to formally appoint you as "**Cargo Officer**" with Celebi Delhi Cargo Terminal Management India Pvt. Ltd. based in Delhi, India, with effect from **26<sup>th</sup> May 2014**.

The Terms and Conditions of your appointment are as follows:

#### **A. Probation Period**

1. You will initially be employed for a probationary period of 6 (six) months and if found satisfactory your Employment will be confirmed in writing.
2. Your performance will be reviewed periodically during your probation and if the same is found to be unsatisfactory, your services will be terminated without any notice and, in such an event, you shall have no right to claim any sum by way of compensation, damages or otherwise in respect of such termination.
3. The contract of employment is terminable by giving **seven days** notice from either side and neither party is bound to give any reason there for.
4. Your appointment and its continuance are subject to your being found and remaining (physically and mentally) fit. You shall appear before the Company nominated medical centre for the purpose of medical examination and for health survey.
5. Your appointment will be subject to you submitting the required documents from the attached annexure II. The documents submitted by you at the time of joining shall not be altered for whatever reasons.

#### **B. Compensation**

6. Your agreed Gross Salary will be **Rs. 26,028/- p.m.**
7. You shall bear your own taxation which shall be deducted from your salary and / or other statutory dues.
8. All the above payments will be made directly to your bank account as per company policy.
9. Performance will be reviewed annually at a date as decided by the company. Any increase awarded by the Company will be based on merit only.
10. Your annual increment shall depend on your satisfactory performance, efficiency and loyal discharge of duties during the previous year and it shall not be taken for granted as a routine feature and / or matter of right. Your increment maybe withheld in case the standard of work and / or conduct is found sub-standard and accelerated if the same is found commendable. This will be at the sole discretion of the Management.

1/4

**CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.**  
[www.celebidelhicargo.in](http://www.celebidelhicargo.in)



#### C. Duties and Responsibilities

11. You will have to carry out your duties as per your job description.
12. Your duties will be those determined by the Company, and you will devote the whole of your time, attention and ability to the requirements of the Company during the normal work hours.
13. You will undertake to carry out your duties diligently and faithfully and to the best of your ability and skill. You will also show proper respect to your superiors. You shall abide by the instructions and orders of your superiors and submit true and timely information and / or explanation whenever required in respect of all matters entrusted to you by the Company.
14. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
15. You shall endeavour to serve and promote the Company's interests and earn management confidence by projecting a sense of responsibility in all assignments, maturity in your relationships and a high level of commitment to the organisation.
16. In the course of your work with the company, you shall abide and be governed by the Company rules, regulations, settlement, awards, etc. that may be in force from time to time and also those which may thereafter be framed from time to time and also shall conduct yourself in a manner befitting your position and company's regulations.
17. You shall abide by the assignments that will be given to you. During your employment with us, your behaviour should be exemplary, reflecting positive willingness for learning, hard work, punctuality and reliability in attendance and other attributes.
18. You will act within the organisation structure, policies and exercise discretion as maybe instructed by the Management from time to time.
19. You are expected to act in a responsible and professional manner when you use the internet, email and other company facilities. You shall not attempt to disrupt, degrade or interface with the normal operation of any technology, service, information or facility. Failure to adhere to the Company's email and internet policy will result in termination of employment without any notice or salary in lieu of notice.

#### D. Timings

20. You will strictly abide by the working hours/schedule that will be informed to you by the management. Your duty/responsibilities may require you to work in shifts.
21. Company reserves the right to call upon you as per the exigencies of work on various skills during and /or beyond the normal office timings.

#### E. Leaves

22. On probation you will be entitled to four days of leave on pro-rata basis. On confirmation you will be eligible for the leave and holidays during calendar year according to the rules contained in the employee handbook. Your leave entitlement will be governed by the company Leave Policy.
23. Prior approval has to be taken from your supervisor before availing any leave.

#### F. Period of Service (with Ex-employers)

24. No period of employment with any previous employer counts as part of your service with Celebi Delhi Cargo Terminal Management India Pvt. Ltd.

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#### **G. Information Protection**

25. You shall not disclose, divulge or communicate in any manner directly or indirectly any confidential information of the Company, trade secrets, research processes, administrative and/or organization matters or know-how to any person, firm or corporation. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.

#### **H. Separation**

26. On confirmation either party may terminate the employment during the service period, or thereafter, by giving either party 30 days notice (**no leave should be consider during the notice period**) in writing. Either party failing to serve the notice period will have to pay one month's salary to the other party.

27. Company reserves the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof; if:

- a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination, insolence, neglect of duty and dishonesty.
- b. Loss of confidence by the management shall be considered a valid ground to terminate your services without assigning any reason.
- c. During the course of your employment, it is found that the data given by you in your Employment Application Form & CV is incorrect.
- d. During the course of your employment, you are found to be keeping indifferent health constantly.

28. You shall retire from the company's services on you attaining the age of 60 years.

29. You are in the knowledge that the management has an concessionaire agreement with the concerned authorities for 25 years and as such yours is a tenure employment for the aforesaid maximum period equivalent to the aforesaid contract term with our concern authorities or till the completion of the assignment whichever is earlier and it will automatically come to end on happening of either of the contingency. It is made clear herein that if the concessionaire agreement is extended further than in such circumstances the terms and conditions of this agreement shall be further abided by either party till the separation.

30. Your absence from work and/or not reporting for 10 consecutive days without obtaining prior permission shall entitle the management to treat the absence as abandonment resulting in loss of services and wage.

#### **I. Transfers**

31. During the period of your employment you will be required to serve anywhere in India. You will also accept transfer to any Section/Department/Branches/Sister Concerns/Units/Shift. It will be Management's discretion to transfer your services and your refusal will tantamount to "Misconduct".

#### **J General**

32. When going out of place of employment on duty, you shall be granted Travel Allowance as per rules of the Company as are in force from time to time.

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3/4



33. After joining the Company, you will be required to follow the relevant Company policies, rules and regulations contained in the Company's Employee Handbook, a copy of which will be given to you after you join the Company.
34. You will communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.
35. You should be presentable at all times. You will comply to the proper standards of appearance and be in uniform while on duty. You will also be required to maintain proper hygiene standards.
36. It is expressly provided that the principal office of the company being registered in Delhi, the forum of setting any dispute of whatsoever, including civil, revenue, labour, etc. shall be in Delhi, you shall not have the right to raise any dispute concerning the forum.
37. You will not seek election to any legislature or local body without the previous specific permission of the employer in writing.
38. The Company shall be at the liberty to introduce change/ or alter any rules and conditions as may be considered expedient in effecting improvement of the Company.
39. You are a full time employee of this organization and you are not permitted to undertake any other assignment, work or employment, whether remunerative or otherwise, from any other employer nor are you permitted to be associated, whether remunerative or otherwise, directly or indirectly, with any outside agency/individual, providing services to the company and/or its customers.
40. You are required at all time to comply with the Company's Policies and Procedures, and Code of Ethics and Business Conduct, and other rules and instructions applicable from time to time.
41. You will be governed by the prevailing model standing orders under the Industrial Employment (Standing Orders) Act, 1946 and the rules and regulation of the Company that are in force or as changed/amended from time to time.
42. You agree with the company as it reserves the right to amend, vary or add to the terms and conditions of this Letter of Appointment at its sole discretion.

We hope you are able to accept this offer and become part of our exciting and challenging future in India. Should you agree to accept employment on the above terms and conditions, you may sign the agreement in token of your acceptance of services with the Company and return to us the duplicate duly signed on all pages.

Yours sincerely,  
For **Celebi Delhi Cargo Terminal Management India Pvt. Ltd.**

A handwritten signature in blue ink, appearing to read 'Rajesh Goel'.

**Rajesh Goel**  
**Chief Executive Officer**

I understand the terms and conditions of this contract and agree to comply with them. I agree to maintain confidentiality of Celebi Delhi Cargo Terminal Management India Pvt. Ltd. processes & procedures and Company information. I further declare that I have made myself thoroughly acquainted with the rules with which I undertake to strictly abide.

A handwritten signature in blue ink, appearing to read 'Gyan Goel'.

4/4



Date: 05<sup>th</sup> January 2015

**Mr.Kheem Singh  
Cargo Officer**

**Sub. : Confirmation**

Dear Kheem

We are pleased to inform you that your overall performance and contribution in the past 6 months & your innovative action, zeal to work hard and commitment for the job has lead excellence to the overall growth and performance of the organization.

In view of the above, your services are hereby **confirmed** with effect from **26<sup>th</sup> November 2014**.

We are sure that you will continue to give the best of your performance and will excel in the years to come with the same zeal, spirit and commitment that will lift the company to yet another height.

All other terms and conditions of your employment, as contained in your letter of appointment, will remain unchanged.

Wishing you the VERY BEST, in your assignment!

**CONGRATULATIONS! KEEP IT UP!**

With Best Wishes,

for **Celebi Delhi Cargo Terminal Management India Pvt Ltd.**

*G singh*  
**Shio Mangal Singh**

Sr. Manager - Human Resources

CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.

E-Mail : [info@celebi.in](mailto:info@celebi.in)

Regd. Off. : Room No.CE-05, First Floor, Import Building II, International Cargo Terminal, IGI Airport, New Delhi - 110037, INDIA  
Tel.: +91-11-47630900 Fax : +91-11-47630999, CIN No U74900DL2000PT0104265

CIN No. U74900DL2009FTC191359, E-Mail. : [info@celebiairavation.in](mailto:info@celebiairavation.in)



20.10.2014

Mr. Kheem Singh

Cargo Officer

Eml Code-1017

**Subject : Salary Increase**

Dear Kheem

The management is pleased to revise your salary to **Rs.28,301-** (Rs.Twenty Eight Thousand Three Hundred One Only) CTC per month, with effect from **October 1<sup>st</sup> 2014**. The breakup of your revised salary is attached herewith.

All other terms & conditions of your employment will remain unchanged.

for Celebi Delhi Cargo Terminal Management India Pvt Ltd

Ramesh Mamidala

Chief Executive Officer

**CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.**  
www.celebidelhicargo.in

**ATTACHMENT : CTC BREAKUP -Kheem Singh**

Basic	8,100
House Rent Allowance (HRA)	4,050
Leave Travel Allowance	675
Monthly Performance Pay (MPP)	5,660
Special Allowance	4,694
Medical Allowance	1,250
Skill Allowance	500
Conveyance Allowance	800
Uniform Allowance	800
Education Allowance	800
<b>GROSS SALARY</b>	<b>27,329</b>
PF Employer	972
<b>CTC</b>	<b>28,301</b>



Kheem Singh,  
Cargo Officer  
Emp. Code: 1017

25-06-2015

**Subject: Increase 2015**

Dear Kheem Singh,

It gives us immense pleasure to inform you that, based on your dedication and contributions towards the organization, the management is pleased to revise your salary to Rs.30,710 CTC per month, with effect from April 1st 2015. The breakup of your revised salary is attached herewith.

All other terms & conditions of your employment will remain unchanged.

for Celebi Delhi Cargo Terminal Management India Pvt. Ltd.

Ramesh Mamidala  
Chief Executive Officer

**CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.**

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Tel: +91-11-25601300, +91-11-25601310, +91-11-25601000 [exchange] Fax: +91-11-25601320  
CIN No.U74900DL2009FTC191359



**ATTACHMENT : CTC BREAKUP - Kheem Singh**

Basic	8,893
House Rent Allowance (HRA)	4,447
Leave Travel Allowance	741
Monthly Performance Pay (MPP)	6,142
Special Allowance	4,470
Medical Allowance	1,250
Skill Allowance	500
Conveyance Allowance	1,600
Uniform Allowance	800
Educational Allowance	800
<b>GROSS SALARY</b>	<b>29,643</b>
PF Employer	1,067
<b>CTC</b>	<b>30,710</b>

**CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.**

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CIN No.U74900DL2009FTC191359



Kheem Singh,  
Cargo Officer  
Emp. Code: 1017

27/07/2016

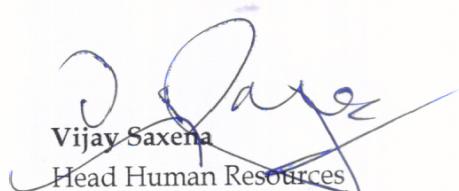
**Subject: Increase 2016**

Dear Kheem Singh ,

It gives us immense pleasure to inform you that, based on your dedication and contributions towards the organization, the management is pleased to revise your salary to Rs.33,169 CTC per month, with effect from April 1st 2016. The breakup of your revised salary is attached herewith.

All other terms & conditions of your employment will remain unchanged.

for Celebi Delhi Cargo Terminal Management India Pvt. Ltd.

  
Vijay Saxena  
Head Human Resources

**CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.**

E-Mail. : [info@celebiaviation.in](mailto:info@celebiaviation.in)

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CIN No. U74900DL2009FTC191359



**ATTACHMENT : CTC BREAKUP - Kheem Singh**

Basic	9,628
House Rent Allowance (HRA)	4,815
Leave Travel Allowance	802
Monthly Performance Pay (MPP)	6,634
Special Allowance	5,185
Medical Allowance	1,250
Skill Allowance	500
Conveyance Allowance	1,600
Uniform Allowance	800
Educational Allowance	800
<b>GROSS SALARY</b>	<b>32,014</b>
PF Employer	1,155
<b>CTC</b>	<b>33,169</b>

**CELEBI DELHI CARGO TERMINAL MANAGEMENT INDIA PVT. LTD.**

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CIN No. U74900DL2009FTC191359



प्राप्ति क्रम / MISCELLANEOUS SERVICE

पिता / कानूनी अधिकारक का नाम / Name of Father / Legal Guardian

**HEERA SINGH**

माता का नाम / Name of Mother

**RADHIKA**

पति या पत्नी का नाम / Name of Spouse

**PREETI CHAWLA**

पता / Address

**107A, BOSCO COLONY, SHYAM ENCLAVE**

**DHANSA MARG, GOPAL NAGAR**

**NAJAFGARH, S.W DELHI, DELHI-110043**

प्राप्ति क्रम का नं. और इसके जारी होने की तिथि एवं फ्लान / Old Passport No. with Date and Place of Issue

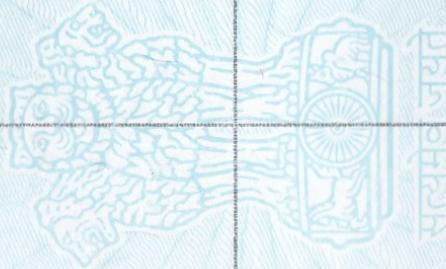
**H11563524**

**26/11/2008**

**DELHI**

फार्मल नं. / File No.

**MMRY00018118**      OLD PPT CONTAINS VALID VISA



इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.

60

भारत गणराज्य REPUBLIC OF INDIA

टाईप / Type

P

उपनाम / Sur

SINGH

## राष्ट्र कोड / Country Code

IND

पासपोर्ट नं./ Passport No.

S7724852



## राष्ट्रीयता / Nationality

भारतीय / INDIAN

#### Place of Birth

**PTTHORAGARH UTTARAKHAND**

लिंग / Sex

M

जन्मतिथि / Date of Birth

02/02/1987

## जारी करने का स्थान / Place of Issue

**YANGON**

जारी करने की तिथि / Date of Issue

23/05/2018

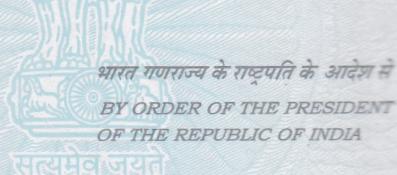
की तिथि / Date of Expiry

22/05/2028

भारत गणराज्य REPUBLIC OF INDIA

इसके द्वारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से जिनका  
इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धारक को बिना किसी  
गोक-टोक के स्वतंत्र रूप से आने-जाने दें, और उसे हर तरह की ऐसी सहायता  
और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF  
THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM  
IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY  
WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER  
EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE  
MAY STAND IN NEED.



भारत गणराज्य के राष्ट्रपति के आदेश से  
BY ORDER OF THE PRESIDENT  
OF THE REPUBLIC OF INDIA

सत्यमेव जयते

V. C. Hlawncheu  
Assistant Consular Officer  
Embassy of India, Yangon

पासपोर्ट  
PASSPORT



सत्यमेव जयते

भारत गणराज्य  
REPUBLIC OF INDIA

**23-05-2017**

Dear Mr. Kheem Singh,

This is to inform you that after going through relevant interviews and documentations we are glad to offer you the position of "**Warehouse Manager**" to work full time in Myanmar. You will need to undergo a probation period of 6 months and based on your performance the contract will be extended.

Your will have a gross salary of USD **850** per month on or before 30th of every month. The increment is based solely on your performance monitored and decided by the Management.

There will be no overtime paid in Myanmar

All salaries need to be kept strictly confidential

Candidates cannot and should not do drugs or substance banned in Myanmar, or any acts that will anger or disrespect local culture and believe.

All candidates should communicate staff and colleague with manner and respect

Staff leaving the company needs to undergo a handover of your duties in a timely manner

The company needs notice period of one month or until such period where replacement staff is recruited subject to the Management decision

You will be provided in addition to your salary with

1. Shared Accommodation.
2. Round trip Air ticket to join the duty
3. Visa fee payable upon arrival in Yangon
4. Visa supportive documents to attain Business Visa
5. Visa fee during your stay
6. Transportation and food allowance will be paid separately in local currency.
7. Working days Monday to Saturday
8. Employee may need to attend the meeting on Sundays if it required

9. Every 12 month you will provided with a round trip ticket with 20 days paid home town leave.

**Date of Joining: 12<sup>th</sup> June 2017**

Below points stated by the company are to be adhered strictly from your side during your stay in Myanmar.

- 1) You are restricted to involved in any kind of Politics, company will not be responsible if found involved in political matters of Myanmar and over the globe
- 2) Both company and work related information are to be kept strictly confidential in Myanmar or other related countries within network of both ends
- 3) You are strictly prohibited to have any kinds of personal and intimate relation with any of the staff from the company. There will be a penalty incurred if found such relation by any means.
- 4) You are to work as a team and get along with all of your fellow workers within the company and within your apartment.
- 5) After your contract finished with the company or resigned or terminated, you are not allowed to work for next 10 years in Myanmar or Contact any source in Myanmar or any part of the world that has majority business purpose to deal with the company in Myanmar.
- 6) The company will have the right to choose both jurisdiction of both Myanmar and country of origin of the candidate where and when required in the due course of time

For and on Behalf of Employer



**Mr. Gokulakrishnan R**

**HR Manager**

Date : 23/05/2017

Employee

**Mr. Kheem Singh**

**Warehouse Manager**