

F/GAIPL/HRD/REC/09  
Annexure 'L'

Narpat Singh,  
W. No. 1, Dhani Rawali, Bidasar,  
Churu, Rajasthan, 331501

Date: 16<sup>th</sup> Jul 2022**Subject: APPOINTMENT LETTER****Dear Mr. Narpat,**

With reference to your application and the subsequent interview that you had with us, we are pleased to join you in our organization as a "Site Engineer" with effect from "15<sup>th</sup> Jun 2022" on following terms and conditions:

**(A) Designation:**

1. You will be designated as a "Site Engineer".
2. The designation issued to you is subject to change depending upon work assignment from time to time to you.

**(B) Place of Posting:**

Your posting will be at our **Azamgarh Project location**. However, during employment with the company, you may be posted / transferred to any of the offices/ projects / division/ department/ unit/ associate company of the company existing or to be set up at any other location in India or abroad, without any additional remuneration. In the event of transfer, the terms and condition of your service out-lined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

**(C) Salary and Other Benefits:**

Deductions of Income-Tax, other tax and contribution to any other statutory Acts applicable to the company or any scheme framed there under and made applicable to company, shall be made from the salary payable to you as per **Annexure –"M"** attached herewith.

**(D) Probation:**

1. You will be on probation for an initial period of Six months from the date of your joining, which may be extended. If you are not confirmed in writing by us on or before the expiry of the original period of probation mentioned above, your probation shall be deemed to have been extended even though no intimation is given to you in writing to that effect, which shall be in no event be more than one year.
2. During the probation period (original or extended) your services are liable to be terminated without assigning any other reason or notice or compensation or payment in lieu of notice.
3. You will not be eligible to the benefits, which are enjoyed by permanent employees of the company during your probationary period.
4. If your services are approved and if you are confirmed in our service in writing, you will be entitled to all the benefits prevailing in the company and applicable to your category of permanent employees.

**(E) Code of Conduct:**

1. You shall bound by the service rules and regulation of the company in force from time to time and any statutory act applicable to the company.
2. The company will expect you to work with a high standard of initiative, efficiency and economy to make company keep their place as market leader in the industry and keep its growth rate.
3. You shall diligently and faithfully carry out the instructions given from time to time by your superiors in connection with the business of the company with your utmost skill and ability for the development of the business.

4. You will devote your all attention and time to work for the company and will not undertake any direct/ indirect business or work, honorarium or remunerations and /or political activities except with the written permission of the management in each case. Contravention of these will lead to the termination of your services without any notice or any compensation in lieu of such notice.
5. You shall not take any presents, commissions, or any kind of gratification in cash or kind from any person, party or firm having connection with the company, and if you are offered any, the same should be handed over to the company.
6. You shall neither divulge nor give out to any unauthorized person during the period of your employment or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical knowhow, security arrangements, administrative and/or organizational matters of a confidential /secret nature, which you may be privileged to know by virtue of your being our employee.
7. You shall keep confidential all the information & material provided to you by the company or by its clients concerning their affairs, in order to enables the company to perform the service. This does not include only such information such as already known to the public which also you will not release, use or disclose except with prior written permission of the company. Your obligation to keep such information confidential shall survive even on termination or cancellation of this employment.
8. You will disclose to us forthwith any discovery. Invention, process or improvement made or discovered by you while in our employment, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the company. If & when required to do so by the company, you shall at the expense of company, take out or apply for letters patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefits thereof shall accrue to company and you will execute and do all instruments, acts, deeds and things which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, forms or companies, as we may direct as the sole beneficiary thereof.
9. You will not enter into any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of any principal or policy of the company or exceed the authority or discretion vested in you without the previous sanction of the company or those in authority over you.
10. You will not prepare for or appear at any examination of any educational institute without prior written consent of the company.
11. You shall not seek membership of any local and public bodies without first obtaining written permission of the management.

**(F) Working Guidelines:**

1. Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time as required by the management of the company.
2. Your total working hours will not be less than 48 hours per week.
3. You shall not any time or times absent yourself from work without the consent of the company.
4. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any properties of the company in your possession, we will have right to access on its own basis and recover the damages of all such materials from you and to take such other action as it deems fit in the event of your failure to account for such material or property to its satisfaction.
5. You will be entitled for the leaves as per the company rules on completion of probation period.
6. Your increments and future prospects in the company shall entirely depend on your efficiency, hard work, achievement of result optimally, regularity in attendance, sincerity, good conduct and such other relevant factors. Increment shall in no case be automatic and or matter of right.
7. If company decides to send you abroad for special training/business training with our collaborators or any other parties, you shall not have any objection to execute Bond with the company to yield benefits of your foreign trips to the company in terms of bond at mutually agreeable terms and you shall continue to serve the company in terms of this bond for minimum specified period in the bond.



8. During the terms of your services, your services are liable to be transferred at any time from one job, section of department to another & from one establishment to any other associate concern of the company in India without any additional remuneration or any kind of allowance. On your services so transferred you will be governed by the rules & regulations, by laws and other working conditions/terms of service applicable to the place of transfer.
9. You shall abide with all rules, regulation and disciplinary norms of the company specially towards regular attendance, prior permission before taking any leave in advance, telephonic intimation for any leaves due to emergency, daily reporting in writing, if required submission of account & expenditure sheets immediately on return of tour with all supporting vouchers, bills, etc., "No Compromise" on above shall be allowed, which is please to be noted.

#### **(G) Earned Leave/ Holidays**

##### **Earned Leave Entitlement & Eligibility**

The holiday in the company runs from 1<sup>st</sup> Jan to 31<sup>st</sup> Dec each year (Max 18). Apart from scheduled weekend/ earned leaves there are declared as paid holidays every year. And Earned Leave shall be accounted financial year wise, i.e. 01<sup>st</sup> April to 31<sup>st</sup> Mar. If you are in the service of the company you are entitled for 15 days of Earned leave after the completion of your probation period.

- "GA Infra" follows the policy of "Earn and Avail".
- If your joining date is in the middle of the year, then you will be eligible for proportionate earned leave after the completion of your probation period.
- Employees who are on probation period are not eligible for leave.
- All employees will be entitled for **18 days of Earned leave** in a financial year.
- Unused Earned leave can be carried forward to the next year. But cannot being be encashed.
- Earned leave can be granted in units of half day.

#### **(H) Resignation/Termination of permanent service:**

1. You will automatically retire from the service of the company on attaining the age of **58** years. Extension of the job may be entirely decided by the management.
2. Your services can be terminated by giving notice of 01 (one) month on either side. Any disagreement of the notice period will be at the absolute discretion of the management and will be subject to deduction of salary (Basic plus all other monthly allowances and annual perks equated on monthly basis) for the notice period waived.
3. You are not entitled for any leave during the notice period.
4. If you have availed leave higher than pro rata during your service period, than payment for the same will be deducted from the following month.
5. In case particulars mentioned in your application and subsequently during your employment to the company, if found false or unsatisfactory, your service will be automatically terminated at any time without any notice to you and any extra compensation in lieu thereof.
6. If you remain absent without approved leave(s) or remain absent beyond the period of leave(s) granted to you or subsequently extended or you have not resigned from your employment in writing, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - a) Return to work within 7 (seven) days of the commencement of such absent &
  - b) Give in writing explanation to the satisfaction of the management regarding such absence.
7. The company will have right to deduct the notice period i.e. 01 (one) month salary (Basic plus all other monthly allowances and annual perks equated on monthly basis) & any legal expenses company has to carry out in the form of legal charges from your final account in the event of you remain absent without notice and or not resigned in writing.
8. Your services are liable to be terminated without any notice or salary in lieu thereof for breach of any of the above clause or misconduct, without being exhaustive and without prejudice to the general meaning of the term "Misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of in-discipline or inefficiency.
9. You will hand over the charge of letter of Authority or power of Attorney issued to you or any property /material of the company in your possession at the time of cessation of your employment within the company.
10. In case of Resignation without Notice Period Leave Encashment not be done.



11. In keeping company's style of operation where a transparency is maintained in dealings with our employees and in a progress you are likely to know about our technology, recipe, Sales approach, Costing, Inquiry, Proposal Submitted, Commercial Information like Name of Customers, Suppliers, Source of Procurement etc.

and in lieu of this it is very much required that in case you leave the company you shall not carry out any competitive activities after leaving the job of the company either as an Entrepreneur or by joining competitors firm, for a minimum period of 3 years. In the event of failure of above, management will be free to take appropriate legal action for the loss of business, or any other losses and damages caused for the same.

**(I) General:**

1. Your age mentioned in the Matriculation/ Higher secondary certificate /school leaving certificate/PAN Card will be deemed to be the conclusive proof of your date of birth and it will be treated as base for calculation of your age.
2. You will intimate in writing to the management/company any change of your address (mailing and permanent) within 7(seven) days of such change, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
3. In case of any dispute, Jaipur (Rajasthan) will be considered as the place where the cause of action shall be deemed to have arisen.
4. Please note that "GA Infra" and all its office(s) & Unit(s) are:  
Smoke free places and no smoking is allowed in any cases  
We do not discriminate for sex, race, and religion and are equal opportunity employer.  
Chewing of tobacco, Pan Masala is strictly prohibited at all "GA Infra" premises.

**Disciplinary action may be taken, if you are found of not obeying above rules / restrictions mentioned to you.**

**(J) Joining and Reporting:**

1. Your appointment is subject to following:
  - a. You are being declared and remaining medically fit by a registered medical practitioner or by a doctor specified by the company. The management has the right to get you medically examined by any certified medical practitioner during anytime of your employment with company. In case you found medically unfit to continue the job, you will lose your lien on the job without any extra compensation.
  - b. You shall sign the duplicate copy of the appointment letter as a token of your acceptance and join the duties on to our HR/Personnel department at "GA Infra". And you may send all your future correspondence and communication to the company headquarters' address.

We see candidate of our company not as an employee but as an asset of the company. We wish all the employee to take up more & more responsibilities so that they grow along with the growth of the company and also wish that all should support each other & shift their responsibilities to their junior friends so that they deal with more challenging, more responsible & more creative work and grow along with the company. Our ultimate goal is to build up "GA Infra" as a world class organization. We look forward to your joining "GA Infra" team for a long & pleasant association and wishing you all the best,

Thank You,

For, GA Infra Pvt. Ltd.

For GA INFRA PVT. LTD.

*Meenakshi*  
Authorized Signatory

Authorized Signatory