Ref. No. 788/GM/2019   **Date:** 04/09/2019

TO
SRI GYANADATTA ROUT
S/O-NISHAKAR ROUT
AT/PO-GOBINDPUR
DIST-JAGATSINGHPUR, PIN-754136

DEAR SRI ROUT,

We are pleased to offer you the Contractual Service purely on temporary basis to work as 'MACHINE HELPER' with a consolidated pay package of ₹.12,500/- (Rupees Twelve Thousand Five Hundred Only) per month which is inclusive of all allowances under the following terms and conditions.

01. The period of contract will be for One year i.e. with effect from **01/10/2019** to **30/09/2020**.

02. During the period of Contract, apart from the above amount, any other allowance/ financial benefit will be admissible to you subject to approval of the authority.

03. During the period of contract you will discharge the duties and responsibilities that may be assigned to you by the authorities.

04. You will mark your entry and exit in the Time Office by punching attendance and work as per the direction of the authorities. You will not leave your headquarters without prior written permission of the authorities.

05. During the period of contract you will not engage yourself in any profession, business or employment.

06. You will be allowed leave @ 2 ½ days per month. You can avail leave only with prior written permission of the authority.

07. You shall not conduct yourself in any manner detrimental to the interest of the organization or which may affect maintenance of discipline in the establishment. You shall not divulge any trade secret or practice to anybody.

08. The Management shall also have the discretion to terminate your engagement by giving **30 days** notice or payment in lieu thereof without assigning any reason whatsoever. Similarly, you can leave the engagement by giving one month's notice or payment of an amount equivalent to your one month's wages in lieu of the notice.

Prepared By