



AFCONS INFRASTRUCTURE LIMITED



Dept : HR QF995403

Ref : AFC/BP/RN/71530

Date: 09-Jul-2019

Mr. Ritesh Yawale
Plot no.- 8, Mahada Colony
Smruti Colony, Dattawadi,
Nagpur, Maharastra-440023
Contact No: +91 8390150577

Dear Ritesh Yawale,

With reference to your application dated **29-Jun-2019** and the subsequent interview you had with us, we are pleased to appoint you as **GRADE "(G.T.E)"** in our organization with effect from **15-Jul-2019** on the following terms and conditions: -

1. You will be on training for a period of One year from the date of your joining i.e. **15-Jul-2019** and will be absorbed thereafter if found suitable as **GRADE # POST "(ER1)"** & your functional designation would be **"Engineer (Stores)"** on suitable salary with prevailing benefits.
2. During the training period you will receive a basic of **Rs. 16,000 /-p.m.** (Rupees Sixteen Thousand Rs) per month. and Adhoc Allowance of **Rs. 4,030** (Rupees Four Thousand Thirty Rs) per month.
3. From the date of joining the Company, you will become a member of the Employee's Provident Fund Scheme for which the Company will contribute @ 12% of the stipend against similar contribution from you.
4. During the training period you will not be entitled to any other benefits normally given to Company's permanent employees. You will not be eligible for any leave for initial six (6) months from your date of joining. After completion of six (6) months of continuous service you will be eligible to avail accrued Sick Leave & Casual Leave credited to you account on prorata basis and you will be eligible to avail Privilege Leave accrued to your credit (on a prorata basis) in the next financial year from your date of joining.
5. The Company reserves the right to make any changes in the training period if deemed necessary. Your training period will be liable to be extended if necessary. On satisfactory completion of your training, you will be confirmed in the services of the Company, which will be conveyed to you in writing.
6. On joining the Company you shall adhere to the Organization Value of Total Honesty and Integrity. The organization reserves the right to terminate your services or initiate any other action, as deemed fit, in case of, any act or action violating the Organization Value of Total Honesty and Integrity.
7. While on training your services are liable to be terminated with one-day notice or salary in lieu thereof on either side. On completion of training period, whenever you wish to leave the services of this organization or if the company decides to terminate your services for any reason whatsoever one-month's notice in writing will be obligatory on either party which please note. However the company reserves the right to pay you one-month's salary in lieu of notice period. The term salary for the purpose of computation means "Basic Salary".
8. You will be governed by the service rules of the Company as may be applicable to you from time to time.
9. Your initial place of posting will be at our **Nagpur Road Project (3455)**. You will report to **Head office** for duty on or before **15-Jul-2019**. The office address is given below:

M/S.AFCONS INFRASTRUCTURE LTD.
AFCONS HOUSE, 16, Shah Industrial Estate,
Veera Desai Road, Andheri West, Pin – 400 053.
Tel. No. : +91-22-6719 1000/2673 0042
Fax: +91-22-2673 0047/ 2673 0026
Contact person: Mr. Varun Jhaveri (9096959363)

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10. This offer stands valid subject to clearance of your all semesters However the company reserves the right to transfer and /or utilize your services in any of its offices, work sites, project sites or associated or affiliated companies on the same terms and conditions as applicable to you at the time of such transfer.
11. In event of your resignation/separation from the organization (irrespective of posting being in India or overseas) for any reasons attributed to you before mandatory completion of one year of service, you shall be liable to pay back the expenses incurred/ reimbursed by the company on account of:
- Initial joining travel expenses for self as per company policy.
 - In case of overseas posting, expenses on account of Annual passage coverage/ Air ticket Fare or any amount in lieu thereof, that has been reimbursed in advance before completion of one year.
 - In case of overseas posting expenses on account of VISA for self.
 - Expenses for self on account of accommodation cost including administrative charges, if any. This is applicable to employees appointed on Head Office roll only.

The amount recoverable on account of above shall be recovered either from salary accruals or from other credit balance in your account. In case recoveries exceed the balance to your credit, you shall be liable to remit the excess amount through "ACCOUNT PAYEE CHEQUE" in favor of "AFCONS INFRASTRUCTURE LTD" that shall be informed to you at the time of settlement. "RELIEVING LETTER" and "EXPERIENCE CERTIFICATE" will be issued on settlement of final dues. The recovery clause shall not be applicable in case the company decides to terminate/ relieve you from services, except termination due to gross misconduct.

12. **Confidentiality:** You shall not, either during the continuance of your employment or thereafter, except in the proper course of your duties, divulge to any person whomsoever and shall use your best endeavor to prevent publication or disclosure of any trade secrets or construction process or any other information concerning the business or finance of the company or any of its activities, dealings, transactions, or affairs which may come to your knowledge in course of your employment. You will devote your whole time and attention to your duties to promote the interest of the Company.
13. You will retire from the services of the company on attaining the age of 60 years. Your date of birth in your application form is **10-Aug-1997** and the company will not accept any change on this account in future.
14. In case of any dispute in terms of your appointment, the matter shall be dealt with as per the jurisdiction of Mumbai court.
15. **Obligations:** During the period of your employment with us you shall unless authorised in writing by your Site Incharge/HOD, devote your time, attention and abilities to the work of the company and shall not engage yourself in any other work either for yourself or for any other person during or after working hours.

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16. Please submit your joining report along with photostat copies of all testimonials. Three-tier AC train fare for you will be reimbursed from Residence to Site on submission of original tickets.

This offer stands valid subject to your clearance to medical check-up as per company rules from the registered doctor. You are requested to appear for the medical Check-up within seven days of receiving the offer.

(Medical Checklist attached herewith) Please note the cost of medical check up will not be reimbursed by the company.

Furthermore, you shall abide by the directions from time to time of the immediate reporting authority and or the Management and shall in all respects, confirm to and comply with the directions and regulations made by the Management from time to time.

Furthermore, you shall well and faithfully serve the company and use your utmost endeavor to promote the interest of the Company.

You are requested to sign the duplicate copy of this letter as an indication of your acceptance of the appointment and return the same to us.

Thanking you,

Yours faithfully,
AFCONS INFRASTRUCTURE LIMITED



Bhakti Prasad
Director (HRD)



P. R. Rajendran
Exec. VP (Commercial)

Cc: Salary Section / Nagpur Road Project (3455) / PRR / Personal File

SALARY COMPONENTS

THIS SHEET IS ONLY FOR PROVISIONAL SALARY ACCEPTANCE AND DOES NOT CONSTITUTE A FORMAL OFFER OF EMPLOYMENT

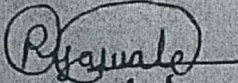
Name:	Mr. Ritesh Yawale	Posting:	Nagpur Road Project (3455)
Grade:	GTE - 1	Designation:	GTE - Stores
	Permanent	DOJ:	
Date:	July 8, 2019	Prepared by:	Varun Jhaveri

	TOTAL COST TO COMPANY	PER MONTH	PER ANNUM	TRAINING PERIOD 12 MONTHS
	TOTAL CTC	INR 32,500	INR 390,000	
A	CTC ELEMENTS			
A.1	BASIC	16,000	192,000	
A.2	SPECIAL ALLOWANCE	500	6,000	
A.3	ADHOC ALLOWANCE	4,030	48,360	
A.4	SITE ALLOWANCE	3,100	37,200	
A.5	MEDICAL	1,250	15,000	
A.6	TRANSPORT	1,600	19,200	
A.7	EDUCATION	200	2,400	
A.8	LTA	500	6,000	Can be claimed once in a year
A.9	UNIFORM	200	2,400	Tax exemption upon submission of bills
	TOTAL A	27,380	328,560	
B	RETIREMENT BENEFITS			
B.1	PROVIDENT FUND	1,920	23,040	Company's contribution @ 12% of basic
B.2	SUPERANNUATION	2,400	28,800	Company's contribution @ 15% of basic
B.3	GRATUITY	800	9,600	Company's contribution @ 5% of basic
	TOTAL B	5,120	61,440	
A+B	CTC	INR 32,500	INR 390,000	
		PER MONTH	PER ANNUM	

C	ADDITIONAL BENEFITS (INSURANCE COVERAGE)		
1	GROUP MEDICLAIM POLICY	INR 150,000	Coverage for employee + spouse + 2 children
2	GROUP LIFE INSURANCE	INR 1,200,000	Coverage for employee
3	GROUP ACCIDENT POLICY	INR 800,000	Coverage for employee

- The additional allowance given to you may be adjusted in the other allowance/basic in future, without reducing your total monthly gross salary.
- The employee's contribution towards PF and TDS will be deducted from monthly salary.
- Gratuity is payable as per the Payment of Gratuity Act / Rules.
- Eligibility for superannuation is minimum one year of continuous service with the organization.
- Semi furnished Bachelor accommodation/ Accommodation Allowance will be provided at project location as per the site policy.

I understand and accept the above mentioned salary structure.


(Signature of candidate)

The details mentioned in this sheet are for the purpose of discussion only. The final details shall be reflected in the formal Offer Letter of employment.