

23rd February, 2022

MD - 101/0000132765

**Mr. Md Umer**

Senior Engineer-QS & Planning  
Infrastructure Solutions  
**Sundergarh**

**Dear Mr. Md Umer,**

With reference to our letter dated **18th January, 2022**, offering you employment, we have pleasure in appointing you in the position of **Senior Engineer-QS & Planning** in our **Infrastructure Solutions** with initial posting at **Sundergarh** on **Fixed Term Contract** basis on the following terms and conditions:

**1. Commencement of contract**

This contract will commence from **21.02.2022** to **31.03.2023**, unless otherwise terminated in accordance with the provisions given below.

**2. Compensation**

While in employment of our Company, you will be eligible to receive the following:

- a. Basic Salary of **Rs. 19180** /- per month.
- b. HRA of **Rs. 16303** /- per month. (You will not be eligible for the above allowance if and when you are provided accommodation by the company)
- c. Special/Flexi Allowance of **Rs. 17011** /- per month.
- d. You will be entitled to allowances, wherever applicable to **M4** grade.

**3. Provident Fund**

You will be covered under the Company's PF Scheme.

**4. Leave**

You are entitled to **21** days Privilege Leave per annum which will be credited to your account on a pro-rata basis every month. Unavailed Privilege Leave, if any, will be encashed at the end of the financial year.

**5. Nature and Scope of services**

As per the Annexure I attached with this letter.

**6. Group Medical Benefit Policy**

You may opt to cover yourself, Spouse & two dependent children upto the age of 25 years. Contribution amount of Rs.385/- per person per month will be applicable.

**7. Group Personal Accident Policy**

You will be covered under the company's Group Personal Accident Policy for a sum insured of Rs.2500000/- for self only.

**VOLTAS LIMITED**

Human Resources Development Department

Volta's House 'B' 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033 India

Tel 91 22 66656666 Fax 91 22 66656351 website [www.volta.com](http://www.volta.com)

Registered Office Volta's House 'A' 5th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033

Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise

8. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
9. You shall not, either during or after your employment with us divulge or utilize any confidential information belonging to the Company which may have come to your knowledge and you shall both during and after your employment take all reasonable precaution to keep all such information secret.
10. 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 principle 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.
11. Your behavior and actions will be governed by the Code of Conduct adopted by the TATA Group of Companies. Enclosed is a copy of Code of Conduct. You are required to sign the Managers Declaration and Conflict of Interest Declaration forms enclosed with this letter, after fully acquainting yourself with the provisions contained therein.
12. You will abide by the staff rules, regulations and policies applicable to you which are in force for the time being, or may be framed from time to time.
13. We are enclosing our Email/Network Policy for your reference which you will abide with.
14. We trust that you have not provided us with any false declaration or will fully suppressed any material information. If you have, you will be liable for removal from services without notice.
15. Please note that you are required to inform us if there is any agreement, oral or written, which you have entered into and which relates to and/or restricts your commitment under this agreement.
16. You will observe the timings applicable to the location, where you are posted. Depending on the requirements of business you may be required to work six days a week or more or beyond office hours without any additional compensation.
17. You will be liable to be transferred to any Department, Office or Establishment forming part of our Organization or to any of our associates in India/abroad.
18. You will not, without our previous written permission, carry on any business, or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our Organization.

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19. If, at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.

20. You will be responsible for the safe-keeping and return, in good condition and order, of all our property, which may be in your use, custody or charge.

21. You will keep us informed of any change in your residential address or civil status.

22. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, 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 benefit thereof shall accrue to us 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, firms or companies, as we may direct as the sole beneficiary thereof.

23. If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or on termination of your service.

24. Your employment may be terminated at any time by either party giving to the other one month notice in writing or one month basic salary in lieu thereof. In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, the Company shall have the option to waive the notice period partly or fully without paying you any salary or compensation for the notice period so waived by the Company and also to decide whether the notice period shall run concurrently with the period of any leave which may be due or may be granted to you. In case you leave our employment without notice, we shall have the right to deduct as liquidated damages an amount equivalent to one month consolidated salary from any money or monies that may be due to you.

25. On cessation of this contract, you will hand over charge to the Company truthfully and sincerely and return all the documents or properties of company in your possession. In discharge of the above obligation, you will obtain a No-objection certificate from the Company. On receipt of the above No-objection certificate, your full and final dues will be settled.

26. Upon joining the Company, you agree to execute the appropriate agreement and other documents required as per the Company policy.

27. This letter as accepted by you shall be deemed to have been made at Mumbai in India and it is expressly understood that in the event of any dispute or difference, only Courts in Mumbai shall have exclusive jurisdiction to adjudicate upon such dispute or difference. Please confirm your formal acceptance of our offer and the terms and conditions as mentioned herein, by signing and returning to us the duplicate copy of this letter.

We welcome you to Voltas Limited.

**Yours faithfully**  
**For Voltas Limited**



**Ravinder Rao**  
**Head - HR Infrastructure Solutions**

Encl: Duplicate of this letter  
PF forms (please return the form only after entering the PF Nos.) and  
E-Mail / Network Usage Policy

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I agree to accept the contract on the terms above mentioned. The original of this letter is in my possession.

Signature:

Name in Full (Block):

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