



# Associated Power Structures Limited

Ref: APS/HR/AL-93/251018/2025  
OL No: HR/TRN/OFF-50/February/2025  
Date: 22/03/2025

To,  
Mr. Pramod Kumar Singh  
Village Nuawan,  
Post Allwallpur,  
Alwalpur Afga,  
Ghazipur, Uttar Pradesh, 233222

Date of Joining: 22/03/2025

## SUBJECT: APPOINTMENT LETTER FOR THE POST OF SR. OFFICER(COMMERCIAL)- TRANSMISSION

Dear Mr. Pramod Kumar Singh,

Reference to your application for employment and subsequent interview with us, we are pleased to offer you appointment as "**SR. OFFICER(COMMERCIAL)-TRANSMISSION**" in "JM-I" grade at our "AD - 90 (Narendra-Pune) Project" in **TRANSMISSION DEPARTMENT** at an emolument of **58,900.00 per month (Rupees Fifty Eight Thousand Nine Hundred only per month)** detailed bifurcation of which is attached with this letter as Annexure-1.

→ The terms and conditions of employment will be as follows:

### 1. Probation:

- 1.1. You will be on probation period for 6 months from the **22/03/2025** of your joining, where after the probation period may be either extended at the discretion of management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation.
- 1.2. During this period in case you or the company is desirous to terminate your employment, one month notice period or payment of one month gross emolument in lieu of notice period will be applicable to both the parties.
- 1.3. During this period you will be entitled for Casual Leave (CL) and Sick Leave (SL) on pro-rata basis. Whereas waiving off such extended probation days will be at the discretion of management.

### 2. Confirmation, Termination and General Terms of Employment:

- 2.1. Your place of posting will, at present, will be at **AD - 90 (Narendra-Pune) Project**. You are liable to be transferred to another branch, shift, posted to a place or to sister or associate or any other concern whether in existence to may come into existence hereafter. In case of such transfer your terms and conditions of services and your emoluments will not be adversely effected. You will be thoroughly assisted by the Company for your resettlement in the best possible manner.

  
Corporate & Regd. Office :  
905/3, GIDC Makarpura, Vadodara-390010, Gujarat- India.

Phone : +91 265 2648009  
+91 265 2644789  
Mobile: +91 98795 29822

E-mail :  
info@apspvt.com





- 2.2. After confirmation in case you or the company is desirous to terminate your employment, two month notice period or payment of two month gross salary in lieu of notice period will be applicable to both the parties. Waving off the notice period, partially or fully for any employee is at the discretion of management.
- 2.3. In case you are incapacitated by reason of illness, accident, or any other cause and cannot perform your duties, the Company may at its discretion grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also if you are found suffering from any infectious / contagious disease that may harm the wellbeing of other employees the company may at its discretion terminates your services.
- 2.4. You shall bear your own taxes that shall be deducted from your salary and / or other dues.
- 2.5. You shall make good the losses that company may bear due to your negligent, irresponsible or unethical act in either cash or kind as decided of management. For payment in cash the Company will hold the right to deduct the amount from your salary either partially or fully.
- 2.6. During the course of employment, you will not apply or seek employment elsewhere or engage yourself in any work or business whether honorary or otherwise, or seek membership of any local or public body without written permission from the Management. In case it is so detected it will be considered as a breach of trust from your end and will call for corrective action to be taken against you that is found suitable for the Act.
- 2.7. In case of change in your name, permanent or temporary address, contact details and other personal details that may have an effect on the organization and its working shall be informed to the management within a week of any such change taking place so that necessary changes in your personal records with the company can be made.
- 2.8. Your working hours shall be as notified to you from time to time and as applicable to the place of work to which you are posted. You shall be governed by revision / change in your working hours and shifts from time to time in the manner whatsoever or in conformity with statutory requirements, if any.
- 2.9. In case you are charged with any act of misconduct you shall be suspended from the service till pending enquiry. You will not be entitled for any wages till the pending enquiry. In case you are found guilty the entire wage of the suspension period will be forfeited and required corrective action will be taken looking into the gravity of the matter and if you are found innocent the entire amount of wages for the suspension period will be paid to you and you will be treated as you were prior to the change.
- 2.10. You shall be bound by all the rules and regulations enforced by the management from time to time and changes in them thereafter.
- 2.11. You will not refuse to carry out any job that may be assigned to you during the aforesaid period for any reason whatsoever.
- 2.12. Any notice memo or other communication required or permitted hereunder by either party shall be effective and shall be deemed to be received:
  - a. Upon delivery, if sent by an express courier with a reliable system for tracking delivery to the address mentioned hereinabove or an updated address in the personal records as on the date of sending the communication.

Page 2/9





- b. Sent by certified or registered mail, postage prepaid, return receipt requested, to the address mentioned hereinabove or an updated address in the personal records as on the date of sending the communication.
- c. Upon delivery if sent to the email address mentioned on the employment application form of the candidate or an updated email in the personal records as on the date of sending the communication.
- d. Upon verbal communication or SMS sent on the contact numbers provided by the parties.
- e. When transmitted, if sent by the confirmed facsimile.

2.13. During your employment with the company, management may use your personal email id for any official communication which will be deemed lawful communication to you.

2.14. The company reserve the right to modify your terms and conditions of employment in the exigencies of the company's business and, modified terms and conditions shall apply to you and forma part of your terms and conditions of employment.

### 3. Secrecy

You shall owe total allegiance to the Company always and shall not discuss or disclose or part with any information of our manufacturing process, technical knowhow, financial positioning, marketing strategies, future plans, bidding or any other information that may become known to you while you are being associated with our company, to any third party or outsider.

You shall not at any time, whether during the tenure of your service with us or thereafter, disclose, divulge or make public expect under legal compulsion, any of the information or things concerning or in any way relating to the process of work or business of the Company or those of the company collaborators, whether in India or abroad or those related with the Research and Development carried out by us or by our collaborator, whether the same be confided to you or become known to you in the normal course of employment or otherwise.

Any breach of this clause shall make to liable for legal action including immediate termination of your service by the company.

### 4. Retirement:

You shall retire from the company's services upon attaining 58 years of age as per Company's records. The Company, however, at its sole discretion, may consider granting an extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company.

### 5. Gratuity

You will be entitled for gratuity as per the existing rules of the Company. Annexure-2.

### 6. Bonus:

You will be entitled to bonus as per the existing rule of the Company. Annexure-3.

Page 3\9





**7. Leave:**

You will be entitled for leave as per rules of the Company, Annexure-4.

**8. Adherence of Code of Conduct:**

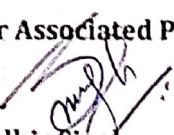
You shall be required to follow the code of conduct adopted by the Company, Annexure-5.

**9. Governing Regulations:**

You shall be governed by the Standing Orders, Rules and Regulations / Practices of the Company and other standing service rules / directions embodying terms and conditions of the employment as applicable as in force from time to time.

In case the terms and conditions are acceptable to you, please sign the duplicate copy of this letter in token of you having understood and having accepted the same and return the copy to the HR Department.

For Associated Power Structures Ltd.

  
Sudhir Singh  
General Manager - HR

**In acceptance of the above terms and conditions**

Place: \_\_\_\_\_ Date: \_\_\_\_\_



EN 1090-1



Annexure - 1

<b>SALARY PROPOSAL</b>	
<b>Components</b>	<b>Per Month (In INR)</b>
<b>Salary &amp; Allowance</b>	
Net Basic	23,560.00
HRA	20,615.00
Medical	2,945.00
Food Allowance	1,473.00
Conveyance	1,473.00
Education Allowance	1,473.00
Variable Allowance	2,465.00
<b>Total - A(Gross Salary)</b>	<b>54,004.00</b>
<b>Retritals/Terminal Benefits</b>	
Employer's PF	1800.00
Bonus (As Per Bonus Act)	1,963.00
Employer's ESIC	0.00
Gratuity	1,133.00
<b>Total - B</b>	<b>4,896.00</b>
<b>Cost To Company (A+B)</b>	<b>58,900.00</b>
<b>Cost To Company per Annum</b>	<b>7,06,800.00</b>
<b>Statutory Deduction</b>	
Employee's PF	1800.00
Professional Tax	200.00
Employee's ESIC	0.00
<b>Total - C</b>	<b>2000.00</b>
<b>Take Home As Salary (A-C)</b>	<b>52,004.00</b>



## Annexure - 2

### Gratuity

All permanent employees of the companies, who put in continuous services of five years and above, are covered under the Company's Gratuity Scheme.

The entitlement benefit under this scheme can be availed at the time of retirement or separation from the Company, after five years of continuous service.

The basic salary at the time of separation or retirement is considered as the base for calculation of Gratuity payment. An employee is entitled for 15/26 of his/her monthly basic salary for each completed years of his/her service. A period of minimum six months is considered as full year and below six months is considered NIL for this purpose. The number of years is considered on complete calendar year basis.

The Company is maintaining a separate account with the Life Insurance Corporation and a "Trustee" nominated by the Company is operating the account. The Gratuity payment is payable by the LIC to the Trustee and the Trustee in turn issue the Cheque within one month of receiving an application in the appropriate Form "I" as statutorily required, from an employee who separates from the Company.

## Annexure - 3

### Bonus

Bonus will be paid at the time of Diwali and as per Bonus Act.

## Annexure - 4

### Leave and Travelling

#### Leave:

The Company shall observe 09 days as Declared Holidays, the list of which is furnished hereunder:

1. Makarsankranti
2. Republic Day
3. Dhuleti
4. Independence Day
5. Rakshabandhan
6. Dusshera
7. Diwali
8. New Year [Gujarati]
9. Bhai Beej

During The Training Period You Are Not Entitled For Any Leave With Wage. After Complete the Training One Shall Entitled for 8 Casual Leave, 8 Sick Leave, and 21 Privilege Leave during the one calendar year.

Page 6\9





#### Privilige Leave:

Confirmed employees can avail as annual leave with **Salary /wages ( 21 ) Days**. It may be mentioned here that this is the only statutory required to be made available. PL can be accumulated maximum up to 105 days by an employee. PL in excess of above shall lapse automatically. Employee shall normally be permitted to avail PL only 3 times in a calendar Year. During the period of employment, employee will be permitted to encash PL retaining a minimum balance of **63 Days**. The encashment shall be based on Basic Salary Divided by month days encashment will be made along with salary for the month, provided application is received before 15<sup>th</sup> of the month. Leave encashment is subject to P.E. Deduction. In the year of joining, number of Privilige leave shall be worked out proportionately.

#### Casual Leave:

All on roll employees can avail maximum (8) Days as casual leave with Salary / wages. CL cannot be availed for more than 3 days at a time. However, unutilized balance of CL during the calendar year as on 31<sup>st</sup> December of that year shall be paid along with the salary for the month of January of the next year. The encashment shall be based on Basic Salary Divided by month days encashment is subject to P.E. Deduction & Income Tax Rules. In the year of joining, number of Casual leave shall be worked out proportionately.

#### Sick Leave:

All on roll employees can avail maximum (8) Days as Sick leave with Salary / wages. SL can be accumulated up to maximum of 32 days by an employee. Sick Leave in excess of this shall lapse automatically. Sick leave is permitted for period of 3 days at a time. In the event of resignation / termination from the services, the employee shall not be entitled to avail SL. Encashment of SL shall not be allowed. In the year of joining, number of Sick leave shall be worked out proportionately.

#### Annexure - 5

#### Code of Conduct

Without prejudice to the general meaning of the terms of misconduct, the following acts and/or omissions, which are illustrative and not exhaustive, shall be treated as serious misconducts:

1. Willful slowing down in performance of work or abetment or instigation thereof
2. Going on or participating in an illegal strike or abetting for the same.
3. Theft, fraud, breach of trust, or dishonesty by misappropriation of funds in connection with or damage to the Employer's business or property of another employee/officer within the work premises.
4. Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or firefighting equipment or disobedience of a safety instruction by the superior.
5. Carrying Employer's goods, files or office documents to the house/home or any other place outside the work premises without prior permission in writing of the Employer.
6. Unauthorized use of any of Employer's facility/equipment or any other thing for personal use.
7. Leaking any information relating to official matters to outsiders, as they are confidential.
8. Giving false information regarding one's name, father's name/husband named, date of birth, qualifications, details of previous service/salary particulars, address, etc., at the time of securing employment or thereafter.
9. Habitual late attendance and/or without leave and/or late attendance on more than three occasions within a month or similar omissions of leaving the premises before time.
10. Assaulting, abusing or intimidating any employee of the Employer either within the premises or at any other place.
11. Demanding taking or giving bribes/gifts or any illegal gratification or indulging in any corrupt practice and/or lending or borrowing money to and from subordinate employees.

Page 7\9



EN 1090-1





12. Carrying on directly or indirectly or benefit transactions in the office premises: Money lending business and/or other private business without the written permission of the Management or having private financial dealings with persons or firms, etc., having business relations with the Employer for the sale and purchase of any materials, equipments or supply of labour, if any, or for any other purpose.
13. Holding meetings within the work premises or any other premises owned by the Employer without the previous written permission of the Management.
14. Habitual neglect of work or negligence in work.
15. Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee/officer without adversely affecting his/her service conditions.
16. Obtaining or attempting to obtain leave of absence on false pretext.
17. Attempting to obtain any benefit under false pretext or by bringing or possessing or using alcoholic drinks, charas, bhang, ganja, within the Employer's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
18. Refusal to accept a charge sheet, an order or any other communication from the Management either in person by post courier.
19. Publication of any article relating to the work the Employer without obtaining prior written permission of the Employer.
20. Handling or attempting to handle any machine equipment, apparatus or vehicle not entrusted to the charge of the employee.
21. Interfering in the work of other employees and/or the Management.
22. Habitual breach or gross and/or deliberate violation of the HR Rules and Internal regulations.
23. Doing private or personal work within the work premises without the previous permission of the Management.
24. Refusal to work on holidays or on off days when required doing so, refusal to work overtime, in the exigencies of Employer's business/work notwithstanding any statutory provisions.
25. Refusing to undergo training as and when required by the Management.
26. Photo or otherwise copying and taking the extracts of official documents with a view to keeping/storing them at home or to maintain files at home will be considered breach of trust.
27. It is considered breach of trust if one employee comes to know about the breach of trust done by another staff member, and if this matter is not disclosed immediately to the Management.
28. Breach of confidentiality or a loss of confidence by any act against the interests of Management or Organization.
29. No actions linking Management with activities of other NGO, international organization or local authorities can be decided without the prior agreement.
30. Striking work or adopting go-slow methods, either singly or along with others in contravention of these HR Rules or any statute, law, agreement, memorandum of settlement agreed from time to time and for the time being in force.
31. Inciting, whilst on the premises of the Employer, any employee or employees to strike work or adopt go-slow methods.
32. Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person.
33. Any act subversive of discipline and efficiency, and any act involving moral turpitude committed within the premises of the Employer, and outside if the same has bearing on the services of the employee.
34. Indiscipline or breach of any rules or instructions for the running for the maintenance and or instructions for the maintenance and or instructions for the running of any department of maintaining its cleanliness.
35. Distributing or exhibiting inside the premises of the Employer any newspaper, and bill(s), pamphlet(s) without the previous written sanctions of the Management.
36. Threatening or intimidating any employee within the premises of the Employer or outside concerning matters relating to the Employer.
37. Gambling or playing cards, etc., within the premises of the Employer.
38. Knitting, gossiping within the premises of the Employer.
39. Sleeping or dozing whilst on duty.
40. Resorting to picketing, hunger strike against any officer whether within the premises of the Employer or outside it relating to the matters concerning the Employer.
41. Absence from place of work without the permission of the departmental Head.
42. Theft of property belonging to other employees inside the premises of the Employer.
43. Interference, tampering with records, attendance registers, etc., either pertaining to himself/herself or to any other employee.

Willful non-cooperation with fellow employee for proper discharge of duty at any time.

• 100% polyester fabric with enhanced comfort and breathability  
• Quick-drying fabric to keep you cool, comfortable and dry  
• Soft, stretchy ribbed cuffs and waistband  
• Soft, stretchy ribbed cuffs and waistband  
• Soft, stretchy ribbed cuffs and waistband



Scanned with OKEN Scanner



Associated Power Structures Limited  
HOUSE NO 2, MIRAJ ROAD AT PO SANGOLA, UNIQUE

Pay Slip for the month of Jul/2025

Emp. Code 251018  
Department TRANSMISSION  
Pay Days 31  
ESI No.

Employee Name: PRAMOD KUMAR SINGH  
Designation SR. OFFICER-COMMERCIAL  
P.F. UAN No. 100234022000

Earnings	Amount	Deductions	Amount
BASIC	23,560.00	PF	1,800.00
HRA	20,615.00	PT	200.00
Medical	2,945.00		
CONV	1,473.00		
EDU. ALL	1,473.00		
Food Allow	1,473.00		
Variable A	2,465.00		
<b>Total</b>	<b>54,004.00</b>	<b>Total</b>	<b>2,000.00</b>
<b>Net Pay</b>	<b>52,004.00</b>		
<b>In Words</b> Rupees Fifty Two Thousand Four Only			
<b>Note:~</b> This is system Generated Document, so signature is not required.			

Loan	Taken	Op. Bal	EMI/Rct.	Cl. Bal	Reim Name	Op. Bal	Allotted	Claimed	Cl. Bal

"The donation reflects a deduction made under the 'SNEH' Death Benefits Policy."

**Associated Power Structures Limited**  
908/3, CIDCO Estate, Makarpura, Vadodara-40

Pay Slip for the month of Aug/2026

Emp. Code: 251018  
Department: TRANSMISSION  
Pay Days: 31  
Est. No.:

Employee Name: PRAMOD KUMAR SINGH  
Designation: SR. OFFICER-COMMERCIAL  
P.P. UAN No.: 100234022000

Earnings	Amount	Deductions	Amount
BASIC	23,560.00	PF	1,800.00
HRA	20,615.00	PT	200.00
Medical	2,945.00		
CONV	1,473.00		
EDU. ALL	1,473.00		
Food Allow	1,473.00		
Variable A	2,465.00		
<b>Total</b>	<b>64,004.00</b>	<b>Total</b>	<b>2,000.00</b>
<b>Net Pay</b>	<b>52,004.00</b>		

In Words: Rupees Fifty Two Thousand Four Only

Note:~ This is system Generated Document, so signature is not required.

Loan	Taken	Op. Bal	EMI/Rct.	Cl. Bal	Reim Name	Op. Bal	Allotted	Claimed	Cl. Bal

"The donation reflects a deduction made under the 'SNEH' Death Benefits Policy."



Scanned with OKEN Scanner