



ENGINEERS &  
CONSTRUCTORS

# TECHNO ELECTRIC AND ENGINEERING CO. LTD.

**Corporate office:**

1B & 1C, Park Plaza-South Block, 71, Park Street, Kolkata-700 016

Tel.: (033) 40513100, E-mail: [techno.email@techno.co.in](mailto:techno.email@techno.co.in)

CIN: L40108UP2005PLC094368



HR/AK/01820

02<sup>nd</sup> June 2025

**Mr. Bidhan Das**

Purulia School Road,

Purba Burdwan, W.B- 713513

## Letter of Appointment

**Dear Bidhan,**

Welcome to **Techno Electric & Engineering Company Limited (TEECL)**. On behalf of TEECL, I would like to express our excitement in having you join us in the position of **ASSISTANT GENERAL MANAGER** for our **T&D Line Division**.

The instant is issued believing the representation made by you to be true and correct and the documents shown by you are genuine.

It is recorded herein that you have perused the terms and conditions of your employment with TEECL as mentioned herein. All these terms and conditions contained therein will always be treated as part of the instant. The terms and conditions of your appointment will be as under:

### Posting, Reporting & Transfer

Your initial posting will be on **Kolkata Office** and on your joining, you are advised to report to **Mr. Dhurjyoti Chaliha**. However, your services are liable to be transferred, at the sole discretion of the authorized signatory, appropriate authority, and/or the management of TEECL as may determine, to any department/section or location, at any place in India or abroad, whether existing presently or which may come up in future.

### Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in the Service Rules of TEECL or stated otherwise, by the Management. You will always be alive to responsibilities and duties attached to your office and conduct yourself, accordingly. You must effectively perform to ensure results.

### Probation

From the date of your joining TEECL, you will be under probation for six (6) months during which your performance will be monitored closely by TEECL. At the end of the probation period, TEECL will appraise your performance and your services will be considered as confirmed unless you receive a communication of extension of the probation period.

If your services are found to be below expectation, then your probation may be continued for a further period of three (3) months subject to TEECL issuing a letter of extension to you. Your employment may be confirmed by TEECL at its sole discretion by issuing separate communication in that regard and till the time no such communication is issued; you will be deemed to continue probation.

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The extension or completion of the probation period shall be decided at the sole discretion of TEECL. During the probation period, you may voluntarily resign by providing TEECL with a one (1) month written notice. TEECL reserves the right to waive or shorten the notice period at its discretion. In all other cases, TEECL retains the right to terminate your employment at any time during the probation period without notice or compensation, without assigning any reason.

## Full-time Employment

Your position is whole-time employment with TEECL, and you shall devote yourself exclusively to the business and interests of TEECL. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder/debenture holder), in any other trade or business during your employment with TEECL, without prior permission in writing.

## Salary

You will be compensated at a CTC of **INR 26,00,000/ - per year (Rupees Twenty -Six Lakhs Only)**, payable per TEECL's standard payroll policies. Your salary will begin as of the effective date of employment. The first payment by TEECL to you will be adjusted, if necessary, to reflect a commencement date other than the first working day of the pay period.

## Benefits

You will be eligible to participate in certain TEECL employee benefits programs (including statutory benefits required under law, as applicable), which will be described in separate documents. TEECL's benefit programs are subject to change from time to time, by TEECL or as required under the law.

## Taxation

The Income Tax Act as prevailing at the time of employment will govern taxation matters. TEECL reserves the right to deduct tax at source as per the extant provisions of the Income Tax Act. You will be responsible for the declaration of your total income to the appropriate tax authority as and when required by law.

## Leaves

You will be entitled to leave as specified under TEECL's leave policy and required under applicable law. TEECL reserves the right to modify the leave policy from time to time and such modifications will be notified to you by TEECL.

## Effective Date

Your starting date is 2<sup>nd</sup> June 2025.

## Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

## Retirement

The retirement age is **60 years**. You will retire from the employment of TEECL at the end of the month in which you attain 60 years of age.

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## Termination Rights

Except as provided in this Appointment Letter, TEECL may terminate your employment without showing any cause, at any time upon Ninety (90) days' written notice to you or by providing salary instead of notice.

You may also terminate your employment at any time upon Ninety (90) days before written notice to TEECL, which notice period may be reduced by TEECL at its discretion, upon receipt of such notice. Further TEECL may terminate your employment with immediate effect for your breach of the terms of this Appointment Letter, the APCI (hereinafter defined), or any TEECL's policies governing your employment by providing you a written communication.

Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations, projects, transition services, exit formalities, etc.

Upon termination of employment, you will immediately hand over to the designated official of TEECL all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects, or records belonging to TEECL or relating to its business and shall not retain or make copies of these items. You will also return all property belonging to TEECL, which may be in your possession, including but not limited to identity cards, etc.

Upon termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from TEECL on account of salary, bonus, or any other such payments. Any amount so remaining due from you after the above adjustment shall be repaid by you without any demur or protest.

It must be ensured that the resignation is accepted by the immediate supervisor and the head of the department. Any confirmed employee is expected to serve the requisite notice period as per the terms of the appointment. However, the Company reserves the right either to waive the notice period / provide buy back option or to adjust the same against the Privilege Leave available to the credit of the employee.

## Non-Solicitation, and Non-Competition

You agree that during and upon the termination of your employment, you shall not in any manner either directly or indirectly solicit or entice the other employees or customers of TEECL to join or enter transactions, with either you directly or indirectly or with other entities which are in direct or indirect competition with TEECL.

You agree that during the term of your employment and thereafter, you shall not be engaged either directly or indirectly in any employment, venture, or business which is directly or indirectly in competition with TEECL for a continuous period of 12 months since termination / desertion / detachment / dissociation between TEECL and you or your resignation or cessation of the employment.

## Personal Data

For this clause "personal data" and "sensitive personal data" shall have the meanings ascribed to them under Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011. For this consent, "personal data" shall mean and include information about you, including but not limited to your name, age, date of birth, address, designation, gender, monthly or annual compensation details, statutory contributions, and/or deductions from the monthly compensation, if any, bank account details.

- a. You hereby agree that TEECL may from time to time collect, store, process, use or disclose personal data (including sensitive personal data) relating to you insofar as may be necessary or desirable in connection with your employment by TEECL including sharing information with its holding/subsidiary/ associate companies or its customers and service providers.

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- b. You agree to regularly update your data made available to TEECL and confirm the accuracy and correctness of the personal data furnished by you.
- c. You agree to allow TEECL to collect, store and process by itself or through any third party engaged by it, to the extent applicable, to discharge its duties towards its employees including but not limited to payroll processing.

## Disclosure and Past Records

You will be responsible for the declaration of your total income to the appropriate tax authority as and when required by law. If any declaration given, or information furnished by you, to TEECL proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

Your employment is contingent upon verification of information included in your Application of Employment, proof of legal right to work in India, successful results from applicable background screening reasonably designed to protect reasonable TEECL interest related to your prospective job, and drug screening tests, if required, which may be conducted after issue of this letter as may be solely decided by TEECL.

In addition to the terms and conditions of the appointment letter and the other documents signed by you, you will also be bound by TEECL's human resource policies and procedures and other TEECL policies, as amended from time to time, during your employment.

During the term of your employment with TEECL, you are required to disclose all material and relevant information, which may either affect your employment with TEECL or in the future or may conflict with the terms of your employment with TEECL, either directly or indirectly.

It is recorded that you have expressly represented and warranted to TEECL that you are not a party to any contract or agreement that might prevent you from accepting the probation or employment, working for TEECL, or performing the duties and responsibilities associated with the position. You have further represented and warranted to TEECL that there is no civil, criminal, or regulatory investigation/action/proceeding pending against you before any court or forum or judicial or quasi-judicial authority or forum, which in any manner restricts the performance of the obligations during your employment. You agree to indemnify and hold harmless TEECL, its affiliates, agents, shareholders, directors, officers, and employees from any claims, damage, loss, or liability in the event of your breach or alleged breach by a third party of the foregoing representations.

## Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. about the business/ operations of TEECL, such developments will be fully communicated to TEECL and will be, and remain, the sole right/ property of TEECL.

## Confidentiality

You will not, at any time, during the employment or after, without the written consent of TEECL disclose or divulge or make public, except on legal obligations, any information regarding TEECL's trade or commerce or affairs or administration or research or development or clients or any data of clients of TEECL, whether the same is confided to you or becomes known to you in the course of your service or otherwise. You further promise and agree that this document is TEECL's confidential information and further agree never to disclose, nor permit your attorneys or agents ever to disclose, the terms of this Appointment Letter except as may be provided for herein and as may be specifically and expressly permitted by the parties in writing or as the parties may be compelled to

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do so by law or regulation or by the compulsory process of law and provided that in case of such requirement you shall immediately notify TEECL of such requirement in writing.

Nothing contained herein shall prevent or restrict you from disclosing the terms of this Appointment Letter to relevant tax authorities, immediate family, and/or professionals who advise you concerning financial or legal matters after you have obtained their written agreement to respect the confidentiality provisions herein.

### **Third-Party Contracts and Representations**

By signing below, you expressly represent and warrant to TEECL that you are not a party to any contract or agreement that would prevent you from accepting this position, working for our TEECL, or performing the duties and responsibilities associated with the position.

You further represent and warrant to the TEECL that there are no civil, criminal, or regulatory investigations/action pending against you before any court or judicial or quasi-judicial authority or forum, which in any manner restricts the performance of the obligations during your employment.

You agree to indemnify and hold harmless TEECL, its affiliates, agents, shareholders, directors, officers, and employees from any claims, damage, loss, or liability in the event of your breach or alleged breach by a third party of the foregoing representations.

### **Governing Law and Jurisdiction**

The terms of your employment and the contract/ agreement between TEECL and you shall be governed by the laws of India. The appointment letter is being issued at Kolkata and received by you at Kolkata and thereby the appropriate courts of Kolkata alone have jurisdiction in respect of any dispute between yourself and TEECL.

### **Arbitration**

All disputes, claims, or controversies arising out of or relating to your employment by TEECL, the termination of your employment by TEECL, and/or this Appointment Letter or the policies of TEECL, which cannot be resolved by use of TEECL's internal grievance procedures or by good-faith negotiation between the parties, shall be resolved exclusively by arbitration following the provisions of Arbitration and Conciliation Act, 1996 and/or any statutory modification/ re-enactment/ amendment thereof.

The venue and seat of the arbitration proceeding will be held in Kolkata and the language of the proceeding will be English. It is clarified that only individual claims, if any, of TEECL and you will be arbitrable. During any arbitration proceeding according to this Agreement, all necessary steps will be taken to protect valuable trade secrets and proprietary and confidential information of TEECL from public disclosure such trade secrets and proprietary and confidential information. You have agreed that this arbitration agreement will remain valid and binding even if the constitution of TEECL is changed or it is merged or demerged or gets amalgamated and with the assignee or successor of TEECL as well.

### **Entirety**

This Appointment Letter, together with all agreements and policies of TEECL referenced herein, constitute an entire agreement and understanding between you and TEECL concerning Your employment and supersedes all prior and contemporaneous discussions, negotiations, and understandings, whether written, oral, or implied. This employment shall be deemed cancelled, null and void unless this Appointment Letter is countersigned by you and a fully executed copy returned to TEECL no later than seven (7) business days from the date first written above.

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## Code of Conduct

As an employee of TEECL, you are expected to conduct yourself with professionalism, integrity, and respect at all times. This includes but is not limited to:

- Compliance with Laws and Regulations:** Adhering to all applicable laws, regulations, and company policies in the performance of your duties.
- Ethical Behavior:** Acting ethically and honestly in all business dealings, avoiding conflicts of interest, and maintaining confidentiality of sensitive information.
- Respectful Workplace:** Treating colleagues, clients, and other stakeholders with courtesy, respect, and fairness, and fostering a positive work environment free from discrimination, harassment, or bullying.
- Protection of Company Assets:** Safeguarding company resources, including physical assets, intellectual property, and proprietary information, and using them for legitimate business purposes only.
- Professionalism:** Upholding professional standards of conduct in communication, appearance, and interactions with others, both within and outside the organization.
- Reporting Concerns:** Reporting any violations of this code of conduct or any unethical behaviour to the appropriate authorities or management channels.

Violation of this code of conduct may result in disciplinary action, up to and including termination of employment. By accepting this appointment, you acknowledge your understanding of an agreement to abide by the principles outlined in this code of conduct.

## Notice

All notices and communications will be made in writing to the respective following email id of the parties:

TEECL	:	ajay.khajuria@techno.co.in
(employee)	:	bidhandas13@gmail.com

Sincerely,

Techno Electric & Engineering Company Limited

Ajay Khajuria  
Vice President - HR

I have read the Offer of Appointment. I say that I have perused all the terms contained above and the policies referred to above. I accept the above terms and conditions of appointment and confirm the same. I also undertake hereby that I shall be joining the services of TEECL on/by **2<sup>nd</sup> June 2025**.

Candidate's Name

Signature and Date

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## Annexure - 1

**Name** : **Mr. Bidhan Das**

**Designation** : **Assistant General Manager**

Description	Monthly	Annually
Basic	₹ 80,600	₹ 9,67,200
HRA	₹ 40,300	₹ 4,83,600
Special Allowance	₹ 64,211	₹ 7,70,536
PF (Employer)	₹ 9,672	₹ 1,16,064
LTA (Claim Yearly Once)	-	₹ 80,600
<b>TOTAL FIXED - A</b>	<b>₹ 1,94,783</b>	<b>₹ 24,18,000</b>
<b>VARIABLE PAY - B</b>		
PLI	-	₹ 1,82,000
<b>SUB TOTAL - B</b>	<b>-</b>	<b>₹ 1,82,000</b>
<b>Total CTC (A+B)</b>	<b>-</b>	<b>₹ 26,00,000</b>

- Statutory schemes are subject to change as per the Law from time to time.
- Any Benefits provided by TEECL are volunteer and may change or withdrawn at any time without any prior notice.

Employee Name : **Bidhan Das**

Employee Signature : .....

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