



## **Letter of Appointment**

Date: 06.10.2012

Ref no: CORRIVAL/HR/12-13/AL/453

**To,**

**Mr. Md. Aftab Alam,**  
At – Alampur,  
PO – Lalapur (Bhader),  
Via – Kahalgaon,  
Dist – Bhagalpur,  
Bihar

**Dear Mr. Md. Aftab Alam**

Welcome to CORRIVAL GROUP.

We are pleased to appoint you as **Jr. Safety Officer** and presently you would be based out of Varanasi. You will be deputed to work at TATA PROJECTS LIMITED.

**Date of Appointment:**

Your appointment is effective from 06<sup>th</sup> October'12. Initially your Employment will be Contractual for 1 year.

**Compensation:**

You will be paid a Gross Salary of **INR 2, 93, 760/-** per year, paid monthly on or before 10<sup>th</sup> of the following month.

**Probation:**

Your confirmed appointment shall be based on successful completion of the probationary period of Twelve months from the date of joining. You are deemed to be in probation until you receive the letter of confirmation. Your performance during the probation shall be evaluated as per the TATA & CORRIVAL Performance Management System. In the event of your not being able to perform to the expectations of the company, this period of probation may be extended by the management. Your services are liable to be terminated by the management at any time during your probationary period, including the extended period of probation, *(if any)*, without notice or without any payment or compensation in lieu of the notice and without assigning any reason thereof.

**Leave:**

You will be eligible for 2 leaves per month. You are entitled to a maximum of 6 consecutive "leave of Absence" days with the permission of RCM/Project In-charge

**Other work:**

Your position is a full time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work of remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company, without the permission in writing from the Management of the company.

**Transfer:**

You are liable to be transferred in such capacity as the company may from time to time determine, to any location, department, establishment or branch of the company or its affiliates, associates or subsidiary companies.

**Travel:**

You may be required to undertake travel for company work and you shall be paid the allowances for the same as per the company HR policies.

**Confidential Information:**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently towards the growth of the organization. You will not at any time, without the consent of the Management of the company, disclose or make public any information regarding the company affairs, administration or research carried out, whether the same may be confined to you or become known to you in course of your employment with the company.

**Protection of Interest:**

If You conceive any new or advanced methods of improving process / formulae / systems within the company in relation to the operations of the company, such developments within the company will be fully communicated to the company and will be and remain the sole right/property of the company.

**Past Records:**

At any point of time, if any declaration or information furnished to the company by you proves to be false or if you are found to have willfully suppressed any material information, it may result in termination of your services with the company.

**Certificates:**

You are required to furnish copies of proof of age, education, qualification, previous work experience, details of the last drawn salary and tax details for the financial year.

**Notice Period:**

Your confirmed employment can be terminated at any time by the company by giving you one month notice or one month salary in lieu thereof. If the termination is on the grounds of misdemeanor/ indiscipline/for contravening the rules of the company or breach of accepted contracts/ protocols, CORRIVAL is not obliged to pay the notice pay. In case you are seeking separation from the services of CORRIVAL; you are required to serve one month's notice.

**Trade Secrets:**

You will not keep in your possession nor bring to the company any information, materials / documents / media / charts and the like, containing any information, which is or would be considered confidential or proprietary material and not keep in your possession after you are relieved from your duties.

**Separation:**

On acceptance of the separation notice, you will immediately handover to the company, all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, literature, effects or record etc. belonging to the company or relating to its business and shall not make or retain any copies of these items, failing which the company can take legal action as it may deem fit.

The terms of this offer are intended to be kept strictly confidential.

You hereby acknowledge that:

- Your appointment as **Jr. Safety Officer** in the company is subject to the reference check to be conducted by the company. In the event, the reference check is negative, as determined by the company in its sole discretion; company shall be entitled to terminate your services from the company at any point of time with immediate effect.
- Any or all of the terms mentioned herein can be changed by the company with or without notice to you.

We welcome you and wish you every success in your career with CORRIVAL.

Kindly sign and return a copy of the letter. Please initial each page in acceptance of the terms and conditions set out herein.

All the other terms and conditions will be governed by the company's policies as stated from time to time.

Thanking you,

**For Corrial Corporate Consultants**

  
**Chaitanya B**  
**Authorized Signatory**



**Accepted**

Name:

Signature

Date



## Ref: EHS Staff Salary - April 2016



Rajani Kant Kodukula

11/5/16

To: md\_aftabalam\_786@yahoo.co.in

**Dear All,**

This is with reference to the payment of salary for the month of April-16 for the EHS employees transferred from the payroll of Corrival to HR Footprints is processed as below:

Please note that the salary's has been paid in two part payment based on the attendance received.

1. Salary from the 26<sup>th</sup> March to 31<sup>st</sup> March has been paid by Corrival .
2. Salary from the 01<sup>st</sup> April to 25<sup>th</sup> April ( 25 Days) has been paid by HR Footprints.

The above payments has been made as per the instruction received from TPL.

next month onwards the salary will be processed by HR Footprints for the complete month.

**Warm Regards**

**K.V.S.Rajani Kant**

Manager - HRD

HR Footprints Talent Solutions Pvt. Ltd.

Shop No: 29 & 30, Shobha Pavani Arcade

Opp : DD Hosnital Vidvanagar