



Ref:MECPL/HR&A/APPL/2025/ 4912

Date:2/12/2024

Mr. Sanni Kumar Kharwar,

Subject - Letter of Appointment

With reference to your application for employment and subsequent interview you had with us, we are pleased to appoint you as **Supervisor I - E.H.S** on the following terms and conditions. Your date of joining has been recorded as **2/12/2024**.

1. You shall be entitled to a gross salary of **38000** /- per month (including NATS / NAPS Benefits, as per applicability) and shall be subject to deduction as per statutory laws.
2. You shall be on probation for a period of [**Six**] Months from the date of joining and the said period may, at the discretion of the management, be extended by the management or as per the provision of Service Rules or till completion of one year of continuous service. During the period of probation, your performance will be evaluated on a regular basis and if the same is not as per the expected standard, your appointment is liable to be terminated without any notice or payment in lieu thereof and without assigning any reasons whatsoever for such termination. On completion of the probation period to our satisfaction, you will be confirmed in your appointment on the terms and conditions as per the policy of the company.
- In the event that you, being a newly hired employee, do not serve for a minimum period of 15 days of services, from the date of your joining, you shall not be entitled to receive salary as this expense is incurred by our company for your training purpose.
3. The company expects you to work in the Department, in which you are placed with a high standard of efficiency and economy.
4. Your appointment in our company and its continuance will be subject to your being found and remaining physically and mentally fit and alert to perform your duties. Your services shall be liable to be terminated on being found physically and mentally unfit at any time.
5. During your association with us, you are expected to perform such duties which may be assigned to you by the management from time to time. The company may transfer you for work from one place of duty or section/ department/ division to another place of duty or section/ department/ division in the establishment. You will also be liable to be transferred to our other establishment, plants, associated companies, branch offices, head offices which may be acquired in the future at the sole discretion of the management. On transfer from one place to another, your salary will not be adversely affected but all other terms and conditions shall remain the same.

6. This letter of appointment is being issued to you based on the understanding that you have provided true and fair information to that company and have not, inadvertently or otherwise, concealed any information that can be detrimental to your appointment. If it is found that, your past

record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, in such case, the appointment itself shall be deemed to be irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

7. During the period, you are associated with us, you shall be in the exclusive employment of our organization and shall not engage yourself either alone or in the company, in any part-time work, consultancy, educational pursuits, profession, or employment either honorary and otherwise.

8. Your services shall be governed and shall abide by the Rules & Regulations of the company, implied or notified, and also any instruction that may be notified from time to time.

9. Any information relating to the processes, technical knowhow, administration and/or organizational methods, agreements, correspondence and any such information pertaining to our company that you may acquire as a result of your employment with us should be treated as strictly confidential and shall not be disclosed in any manner whatsoever, written or otherwise, to any outsider in order to safeguard the interest of the company. You are debarred from going into business in competition with our company, at least for a period of three years from the date of cessation of employment with us.

10. You shall be entitled to **6 days** of paid Sick Leaves only during the probation period. Maximum 3 leaves can be avail together or single during a month. Unconsumed Sick leaves will lapse at the end of the probation period and will not be encashed. There will be no accumulation of leave on completion of the probation period. After your confirmation you shall be entitled to **30 days** earned paid leaves (2.5 leave days / month) on proportionate basis, in addition to the company declared holidays as per the Company Leave Policy. You are not entitled to any paid leaves during your notice period.

11. Your absence for a period of 10 days (including absence, which leaves though applied for, is not granted and when you overstay for more than 10 days) would entail the automatic termination of your job without any notice and information by the management. Also employee serving a notice period are not allowed to enjoy paid leaves.

12. Additional leave from your upcoming leave can only be granted on approval basis by your department head in the event of an emergency. If you resign from your position, the additional leave will be recovered.

13. A confirmed employee's employment may be terminated by either of the parties at any time by giving to the other, one / two months notice or one month gross salary in lieu of notice (In accordance with HR Policy & Grade). The notice period for **Employees on probation** shall be **15 days**.

Notwithstanding anything mentioned in the letter, management reserves the right to terminate you without any notice period or payment in lieu thereof in following cases:

- (a) If you remain absent from your duties for 10 days continuously, without prior written approval or permission of your superior.
- (b) When any information declared by you or documents submitted by you, at the time of your interview/ selection is found to be incorrect/false/forged/fabricated.
- (c) If you fail, refuse, or neglect to carry out and perform your duties assigned to you.
- (d) For loss of confidence in you by the company for any of the acts committed by you.
- (e) If you are found to be guilty of fraud, insubordination, or misconduct whether in the course of performance of duties entrusted to you or otherwise.
- (f) If you become physically incapacitated for the performance of your duties.
- (g) If you commit a breach of any of the terms of this letter of appointment.

Arriving on duty under the influence of alcohol, embarrassing clients, sub-contractors etc. for gratis etc., moral turpitude, theft, insubordination, hitting/fighting with other employees, absence without leave and not being punctual can result in management taking severe disciplinary actions including termination of your service.

In case of breach of the employment terms and actions which result in disruption of work, damage to the property/equipment/asset/reputation or business of our company or any such acts, the management reserves the right to take suitable disciplinary actions like suspension, imposing fines or termination.

14. Separation of employment shall be in accordance with the Exit policy, and eligible dues shall be settled only upon the submission of proper and requisite clearances. Statutory Bonus (if applicable as per the bonus act), shall be disbursed only to employees with confirmed status, upon cessation of their employment.

15. As per the company's policy, newly hired employees at the site and if undergoing transfers shall not be eligible for reimbursement for conveyance.

16. No authority is vested upon you both to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior written permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

17. You will retire from the services of the company at the age of 58 years, which is the age of superannuation as far as your services are concerned.

18. All terms and conditions of employment must be acknowledged and accepted by the employee within a period of 7 days from the date of receipt of this letter. Failure to do so shall be deemed as the employee's acceptance of said terms and conditions, as contemplated herein.

Yours Faithfully,

For **Millennium Engineers & Contractors Pvt. Ltd.**,



Director

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