

Bharat Sevashram Sangha

BF – BSS Projects

(UN – ECOSOC Status, a Member of UNESCO)

Head Office: Swami Pranavanand Marg, Block G, Sri Niwaspuri, New Delhi, Delhi 110065
Contact No: +91 – 99991 64772, Email id: bfbssdelhi@gmail.com / bracefoundationindia@gmail.com

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To,
Mr. Amit Kumar
Village Gularia Uprala post. Baragaon
Tehsil Aonla, District. Bareilly, (243303)

March 10th , 2022

Subject: Appointment to the Position of "Site Engineer"

Dear Mr. Amit Kumar,

With reference to your application and subsequent interview you had with us for a carrier with **BF – BSS Projects**, we are pleased to offer you appointment you for the above position in our organization on the following terms and conditions.

Non-Disclosure Agreement: You have to maintain the confidentiality of the Breach in any of the provisions of the confidentiality, would render your services liable for termination with immediate effect not withstanding any other conditions in the appointment.

1. **Salary & Other Benefits:** Your Monthly CTC would be 12,000 per month (TDS will be deducted 10%). During the probation period you are entitle for 1 day leave/ Month apart from Sunday and Gazetted Holiday

2. **Important:** The Compensation information is company confidential. We request you to use discretion in handling your compensation related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as serious matter by the company.

3. **Place/Transfer:** During the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

a. **Resign & Termination:** During the probation period of Six months your services can be terminated with 1(One) Month of notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on **one months'** notice on either side.

b. Your services are liable to the terminated without any notice or basic salary lieu thereof for misconduct without being exhaustive and without prejudice to the general of the term misconduct in case of reasonable suspicion of misconduct, disloyalty, commission of

Any act of indiscipline or inefficiency as compared to other employees or lower performance as compared to other employees

c. **Absence for a continuous period** of ten days without prior approval of your superior (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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4. **Retirement:** You will automatically retire from the service of the company on attaining the superannuating age of 60 years.

5. **Working Hours:** The General Working hours of the Company is 10:00AM to 6:30PM from Monday to Saturday with a weekly off on Sunday. But for the shift timings / Project Site office timing will be based on process / program requirement as and when explained by your superiors.

6. **Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

a. **Gazetted & Restricted Holidays:** Holidays commemorating events of national, social and religious significance are offered to employees. Holidays list will be put up every year in January and accordingly applicable. A Total of 10 Days Gazetted and 2 Restricted Holidays, and can be avail within a year with at least 30 days gap in each holiday are applicable in total of a calendar year. Restricted Holiday can only be availed only after completion of 6 months of employment with the organization irrespective of nature of employment.

b. **Casual Leave:** You are entitled to Casual leave of up to 09 working days in a calendar year. This leave is for an employee to attend to his/her personal tasks, etc. The leave has to be applied and approved at least 2 days in advance. Not more than 2 consecutive days of leave will be approved in the case of CL. Not more than 2 CL can be availed in a month as well. Casual leave would accrue on a monthly basis on the 1st of every month at the rate of 0.75 day of leave. CL cannot be availed in combination with EL and SL. This leave has to be consumed in the same year, else is lapsed on 31st December every year.

c. **Sick Leave:** You are entitled to Annual Gross Sick Leave of up to 06 working days in a calendar year. The SL will be accrued only after the completion of each year. Sick leave would accrue on a monthly basis on the 1st of every month at the rate of 0.5 day of leave. Sick Leave is granted only when an employee is unable to attend the work due to any sickness or ailment. Misuse of this facility would lead to serious disciplinary action. Employee has to inform the supervisor at least 4 hours prior to the commencement of the shift whenever possible on the intent to avail sick leave. Any leave on medical ground beyond 2 Working days will have to be necessarily be supported by Medical Certificate / Doctor Prescription otherwise the leave will be treated as without pay. In case the employee requires prolonged leave on account of illness beyond the accrued sick leave balance etc, leave without pay may be sanctioned with the approval of the Immediate Reporting Manager / HR Head. Unavailed SL will be carry forward to the next Calendar Year. SL cannot be availed in combination with EL and CL

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7. Company Privacy Rule:

☐ During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

☐ You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

☐ you will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

☐ This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application at the time of your interview. If it transpires that you have made a false statement the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to BF BSS foundation Family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Yours truly,



For BF BSS foundation

Accepted By

Amit Kumar

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