

TRF LIMITED

A TATA Enterprise

REGD. OFFICE : 11, STATION ROAD, BURMAMINES, JAMSHEDPUR - 831 007, INDIA
TEL : 91-657-2271286-293 & 91-657-2271295-306, FAX : 91-657-2271075, E-mail : co@jsr.trfltd.com

Ref : HRD : 056

Dated : 05.06.09

Contact : Fax No. 0657- 2271057
Tel No. 0657- 3046398
E-mail m.patel@trf.co.in

Mr. Santosh Kumar Singh
P&YE Division,
TRF Ltd.
Kolkatta.

Dear Sir,

Further to our letter No. HRD 519 dated 20th January, 2009, we have pleasure in appointing you as Senior Manager (Supply Chain) with effect from 2nd May, 2009 on the following terms and conditions of service:

- A. Posting
You will be posted at P&YE Division, Kolkatta and you will report to Mr. Shibaji Dasgupta, Chief of P&YE Division, TRF Ltd. or any person assigned by him. Your duties will be, as may be assigned by the Management. The Company reserves the right to transfer you to any other place as required for Company's business.
- B. Salary
You will be paid a consolidated salary of Rs. 22000/- per month.
- C. Allowances
- (i) Transport Allowance
You will be entitled to a Transport Allowance of Rs. 3500/- per month.
- (ii) Special Allowance
You will be entitled to Special Allowance of Rs. 9500/- per month.
- (iii) Leave Travel Concession / Leave Travel Assistance (LTC/LTA)
You will be entitled to LTC/LTA of Rs. 35,000/- per financial year as per company rules.
- D. Accommodation
You will be entitled to House Rent Allowance as per Company rules. While posted at Kolkatta, the HRA is @ 30% of Consolidated Salary. Should you be provided with Company owned / leased accommodation, you will not be entitled to payment of any HRA. Instead you will be charged house rent @ 10% of your consolidated salary or applicable standard rent for the accommodation provided, whichever is lower.

M. Patil
05/06/2009

