



中国电建集团山东电建一公司印度公司
SEPCO1 ENGINEERING (INDIA) PVT. LTD.

Regd. Off. No.293, Kehar Singh Estate, Westend Marg, Saidula Jab, Opposite D Block, Saket, New Delhi-110030.

Salary Slip For July 2024

EMP ID	: SE1/116	DATE OF JOINING	: 01-08-2022
NAME	: Ajay Pratap Singh	FATH/HUS. NAME	: KAMLESHWAR SINGH
DESIGNATION	: Senior Engineer (Bidding)	UAN	: 100570880746
DEPARTMENT	: Business Development	PAN	: EIWPS9145A
LOCATION	: GURUGRAM	PAID DAYS	: 31
BANK A/C	: 0080000100182419	LEAVE AVAILED	PL: 0.0 CL: 0.0 SL: 0.0
FIXED CTC	: 71300		CO: 0.0 LW 0.0 LATE: 00
MONTH DAYS	: 31	LEAVE BALANCE	PL: 35.5 CL: 4.0 SL: 14.0
Allowances	Fixed Amt.	Earning Amt.	
BASIC	48000	48000	
House Rent Allowance	19200	19200	
Uniform Allowance	1000	1000	
Conveyance Allowance	0	0	
Medical Allowance	0	0	
Children Education Allowance	0	0	
Mobile Allowance	600	600	
Laptop Allowance	700	700	
KPI Allowance	0	0	
Employer Provident Fund	1800	1800	
Total Allowances	71300	71300	
Deductions			
Employer Provident Fund	1800	1800	
Employees Provident Fund	1800	1800	
Income Tax	0	0	
Other Deduction	0	0	
Total Deduction	3600	3600	
Net Payable	67700	67700	
Net Payable	: 67700.00		
Rupees Sixty Seve Thousand Seven Hundred Only			

"This is Computer generated Pay slip. Signature not required"



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Salary Slip For June 2024

EMP ID	: SE1/116	DATE OF JOINING	: 01-08-2022
NAME	: Ajay Pratap Singh	FATH/HUS. NAME	: KAMLESHWAR SINGH
DESIGNATION	: Senior Engineer (Bidding)	UAN	: 100570880746
DEPARTMENT	: Business Development	PAN	: EIWPS9145A
LOCATION	: GURUGRAM	PAID DAYS	: 31
BANK A/C	: 0080000100182419	LEAVE AVAILED	PL: 0.0 CL: 0.0 SL: 0.0
FIXED CTC	: 71300		CO: 0.0 LW: 0.0 LATE: 00
MONTH DAYS	: 30	LEAVE BALANCE	PL: 34.5 CL: 3.5 SL: 13.5
Allowances	Fixed Amt.	Earning Amt.	
BASIC	48000	48000	
House Rent Allowance	19200	19200	
Uniform Allowance	1000	1000	
Conveyance Allowance	0	0	
Medical Allowance	0	0	
Children Education Allowance	0	0	
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Net Payable	67700	67700	
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Salary Slip For May 2024

EMP ID	: SE1/116	DATE OF JOINING	: 01-08-2022
NAME	: Ajay Pratap Singh	FATH/HUS. NAME	: KAMLESHWAR SINGH
DESIGNATION	: Senior Engineer (Bidding)	UAN	: 100570880746
DEPARTMENT	: Business Development	PAN	: EIWPS9145A
LOCATION	: GURUGRAM	PAID DAYS	: 31
BANK A/C	: 0080000100182419	LEAVE AVAILED	PL: 0.0 CL: 0.0 SL: 0.0
FIXED CTC	: 71300		CO: 0.0 LW 0.0 LATE: 00
MONTH DAYS	: 31	LEAVE BALANCE	PL: 33.5 CL: 3.0 SL: 13.0
Allowances	Fixed Amt.	Earning Amt.	
BASIC	48000	48000	
House Rent Allowance	19200	19200	
Uniform Allowance	1000	1000	
Conveyance Allowance	0	0	
Medical Allowance	0	0	
Children Education Allowance	0	0	
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Employer Provident Fund	1800	1800	
Total Allowances	71300	71300	
Deductions			
Employer Provident Fund	1800	1800	
Employees Provident Fund	1800	1800	
Income Tax	0	0	
Other Deduction	0	0	
Total Deduction	3600	3600	
Net Payable	67700	67700	
Net Payable	: 67700.00		
Rupees Sixty Seven Thousand Seven Hundred Only			

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New Delhi 110009

SEPCO1EIP/HR/CGN/116/2022-2023/App.

3rd Aug.2022

Mr. Ajay Pratap Singh
Vill- Banchahari, PO-Parsa
Dist- West Champaran, Bihar
Pin - 845101

Subject : Appointment Letter for the post of Senior Engineer (Bidding)

Reference: Your Curriculum Vitae dated 16th June' 2022 & subsequent to discussion with us.

Dear Mr.Ajay Pratap Singh,

We have pleasure to appoint you as "**Senior Engineer (Bidding)**" with effect from **1st Aug. 2022** on the following terms and conditions:-

1. Position And Location:

- 1.1 You shall be employed in the position of "**Senior Engineer (Bidding)**" at **Corporate Office, Gurugram (Haryana)**.
- 1.2 However, depending upon requirement of the Company you can also be transferred to projects anywhere in the country or abroad and/or to any of the offices of the management's affiliates, associates, and /or entities in which the management may be having interest whether existing or may be set up in future, solely at their discretion.
 - 1.2.1 You are required to carry out the works and duties as assigned to you by the management's affiliates/ associates. The Salary and emoluments mentioned herein cover your services for the management as well as its affiliates and associates.
 - 1.2.2 The nature of your job requires you to be flexible in your approach to work in order to serve for the best interest of company. Accordingly, Management may vary your position, scope of duties and responsibilities at any time, or may require you to undertake different duties or change your reporting line on account of the changing needs of the management and your role within it. In such circumstances, the management will discuss proposed changes with you and may offer a new position or altered duties as it considers to be appropriate to your skills and experience.

2. Emoluments:

Your fixed CTC shall be **Rs. 8,00,004/- (Eight Lac Four rupees only)** per annum, which shall be subject to deductions on account of statutory taxes and contributions payable under applicable laws, rules and regulations in India and/or under the terms of your employment. Your salary will be reviewed based on your performance on an annual basis, subject to completion of probation period and your appointment as confirmed by the management.

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Normally, on the 7th day of each month your salary will be credited into your bank account as conveyed to the management. Your salary covers all aspects of your employment.

3. Fringe Benefit:

- 3.1 Employers matching EPF Contribution.
- 3.2 GPF/ ESIC facilities as per applicable Laws of Govt. of India or Company Policy
- 3.3 Your date of Joining in "SEPCO1 Engineering (India) Pvt. Ltd." will be considered for the purpose of Gratuity computation.
- 3.4 You shall be entitled to annual PL (Earned Leave), casual and sick leaves as per the policy of the Company.

4. Travel and Expenses:

- 4.1 No TA/DA will be admissible for joining duties. However, you will be entitled for TA/DA for tours undertaken for official duties of Company as approved by your Incharge / HOD as per company's rules.
 - 4.1.1 During business tours and travel, you shall be paid or reimbursed for all reasonable out-of-pocket expenses actually to be incurred by you during your employment in the Performance of your services in accordance with the travel policy.
 - 4.1.2 You shall submit proof of such expenses (including, in the case of reimbursements, proof of payment), (along with properly completed forms as may be prescribed from time to time by your Office), not later than thirty (30) days after such expenses have been so incurred (and, in the case of any reimbursements have been paid) or as soon as practicable, depending upon the circumstances. You are required to adhere to travel policies of the company
- 4.2 Local Conveyance Reimbursement as per company Policy

5. Commencement of Employment and Probation Period:

- 5.1 Your period of employment with the Company will begin on 1st Aug, 2022 and will be confirmed pursuant to the expiry of the probation period only.
- 5.2 You will initially be on probation for a period of Six Months which shall commence from the date of your joining of service with the Company. The same may however, be further extended if so deemed necessary by the management.
- 5.3 On expiry of probation period, either initial or extended, as the case may be, and upon finding your services satisfactory, the management may in its sole discretion confirm your employment, by issuing a letter to the said effect.
- 5.4 You will be deemed to be on probation till you receive the letter of confirmation from the management.

6. Application of Rules and General Employment Obligations:

- 6.1 You are required to carry out your duties loyally, diligently and in accordance with the code of conduct, policies and procedures of the management in force and also issued from time to time. You are also require to give the management the full benefit of your knowledge, expertise and skills, to promote and protect its interests and shall do anything not knowingly or deliberately that is detrimental to company

- 6.2 You shall always be governed by the Employee Policy/Rules and Regulations of the Company as amended from time to time, which you are required to strictly follow during your employment with the management. If the terms and conditions contained in this appointment Letter conflict with those with Employee Policy of the Company, this appointment Letter shall have precedence as long as the terms and conditions in this appointment Letter are more favorable to you than those in the Employee Policy. You shall also abide by and carry out operational instructions /procedures as contained in the management guidelines and other administrative instructions or as may be issued by the management from time to time.
This appointment will be governed by, and construed in accordance with, the laws applicable in India.
- 6.3 You shall attend the office with punctuality and regularity and shall devote your entire working time, attention and abilities exclusively to the performance of your duties and shall remain faithful to serve the management and use your best endeavor to promote the interest and business of the Company.
- 6.4 You shall not (without the prior written consent of the management) be engaged, concerned or interested, either directly or indirectly, in any other trade, business or occupation or employment whatsoever (either for remuneration or on a honorary basis) during the course of your employment with the management, provided that this restriction shall not preclude you from purchasing and holding for investment purpose any stocks, debentures or other securities of any public or private company.
- 6.5 You are required to maintain and preserve the management's Office holding and processing, both electronically and manually, the data which it collects relating to you in connection with your employment for the purpose of its business, administering and managing its employees and complying with applicable laws, regulations and procedures.
- 6.6 During the employment, you will be directly responsible for the successfully and timely completion of job / work assigned to you. You would adhere to the norms of office discipline. You would also be responsible to ensure proper and effective adherence to the norms of office discipline including working hours, systems and procedures for the staff / employees that may be associated with you.
- 6.7 You will be required to perform your duties / services in shifts as per the requirements of the management, if arise

7. Termination :

7.1 **Termination for Cause.**

- a. Your employment shall stand terminated forthwith on commission / omission of an act that would amount misconduct as per the policy/ Standing orders of the company.
- b. It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the management at the time of recruitment process and confirmed to be correct. In case any information furnished by you is found incorrect, wrong or suppressed or character antecedents not found suitable on verification, you would be liable to dismissal from services without any further notice to you apart from any other civil/ criminal action initiated by the Company.

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- c. Your appointment and its continuation are subject to your being medically fit and the Management reserves its right to ask you to undergo medical examination at any time and if satisfied on medical evidence that you are unfit and are likely to continue to be unfit by reason of ill-health or physical or mental disability for the proper discharge of your duties, the services shall be terminated by the Company without notice. Provided always that the decision of the Company that you are unfit or likely to continue to be unfit shall be conclusive and binding on you.
- d. Any unauthorized absence on your part originally or in extension of a sanctioned leave would amount to desertion of post from the date of absence and your services would be considered terminated from the date of such absence and outstanding dues would be forfeited to the extent of pay in lieu of notice period in addition to such other action as management may deem fit to take against you.

7.2 **Termination without Cause.**

After your confirmation in employment, The services can be terminated by either party giving one month's notice or one month's salary in lieu of the said period or to the extent of actual period where such period falls short of one month. Provided further that the company shall have the right to refuse your request for termination of services if the circumstances so warrant or if disciplinary proceedings are pending against you or a decision has been taken by the Management to issue charge sheet or a show cause notice etc. as per the guidelines and code of conduct rules of company.

8. **Retirement:**

You shall retire as per the superannuation policy of the company. Your employment shall stand terminated on your attaining the age of superannuation i.e. 58 years.

9. **Miscellaneous:**

- 9.1 You shall be required to furnish all credentials along with your medical fitness certificate at the time of joining of your duties.

If the above terms and conditions of this Appointment Letter are acceptable to you, please sign it in two copies and return one original thereof to us while keeping one original for your records.

Yours faithfully,

For SEPCO1 Engineering (India) Pvt. Ltd.


Authorized Signatory



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SEPCO1 ENGINEERING (INDIA) PVT. LTD.

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New Delhi-110030

Acceptance

I agree the above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time.

I agree that only the courts situated at Delhi/New Delhi will have the jurisdiction in case of any disputes during my currency of engagement with the company.

AGREED AND ACCEPTED:

Signature

Ajay Pratap Singh

Full Name:

ASAY PRATAP SINGH

Date:

10-08-2022