

पी डी आई एल  
**PDIL**

# प्रोजेक्ट्स एण्ड डेवलपमेंट इण्डिया लिमिटेड

(भारत सरकार का उपक्रम) मिनी एलन - 1 कंपनी

**PROJECTS & DEVELOPMENT INDIA LIMITED**

(A GOVT. OF INDIA UNDERTAKING) A Mini Ratna - 1 Company

CIN : U74140UP1978GOI028829

ISO 9001 : 2015 & ISO 45001 : 2018 Certified

& ISO/IEC 17020 : 2012 Accredited



नाम : धनंजय कुमार  
Name : DHANANJAY KUMAR  
पद : अभियंता ग्रेड-I (यांत्रिकी-निर्माण)  
Designation : Engineer GR-I (Mech.-Const.)  
Emp. No. : 12485  
D.O.B : 20.08.1993  
Blood Group : B+  
Mob. No. : 9263572009  
Emergency No. : 7549494197  
Valid upto : 04.03.2027  
Residence Add. : Vill- Koriganwa PO- Mahwa,  
PS- Baruraj, Dist.- Muzaffarpur,  
Bihar-843111

*Dhananjay Kumar*

Employee Sign.

*[Signature]*

Issuing Authority

**Projects & Development of India Limited**  
**Personnel & Administration Deptt., Noida**

Ref No. PDN/P&A/287/2024

Dated: 06.03.2024

Joining Memorandum

Following personnel(s) have been appointed on contract basis as per details mentioned below:

| S. No. | Name (Mr./Ms.)          | Designation   | Deptt.        | Contract Engagement Period |  | Place of Posting   | Emp. No. |
|--------|-------------------------|---|---------------|----------------------------|--|--------------------|----------|
|        |                         |   |               | From                       | To   |                    |          |
| 1      | Md. Badre Alam          | Engineer Gr. II (5)<br>Mechanical<br>(Construction) | Mech. (Const) | 05.03.2024                 | Your engagement is purely on contract basis. At present the period of contract will be for one year (05.03.2024 to 31.03.2025). On satisfactory performance as decided by the Competent Authority, your contract may be renewed for one year at a time and upto a maximum for a period of three years. subsequent extension(s) may be granted maximum to the end of the then current financial year; under any circumstances such contractual appointment shall not exceed a total period of thirty six (36) months. | TFL, Talcher Site, | 12477    |
| 2      | Ataur Rehman            | Engineer Gr. II (5)<br>Mechanical<br>(Construction) | Mech. (Const) | 05.03.2024                 |  | TFL, Talcher Site, | 12478    |
| 3      | Indrajit Kumar          | Engineer Gr. I (8)<br>Mechanical<br>(Construction)  | Mech. (Const) | 05.03.2024                 |  | TFL, Talcher Site, | 12479    |
| 4      | Ritesh Pattnayak        | Engineer Gr. I (8)<br>Civil<br>(Construction)       | Civil         | 05.03.2024                 |  | TFL, Talcher Site, | 12480    |
| 5      | Chiranjeeb Jena         | Engineer Gr. II (5)<br>Mechanical<br>(Construction) | Mech. (Const) | 05.03.2024                 |  | TFL, Talcher Site, | 12481    |
| 6      | Ms. Anju Kumari         | Engineer Gr. III (2)<br>Civil<br>(Construction)     | Civil         | 05.03.2024                 |  | TFL, Talcher Site, | 12482    |
| 7      | Santosh Prajapati       | Engineer Gr. II (5)<br>Electrical<br>(Construction) | Electrical    | 05.03.2024                 |  | TFL, Talcher Site, | 12483    |
| 8      | Ashutosh Kumar Dewangan | Engineer Gr. II (5)<br>Mechanical<br>(Construction) | Mech. (Const) | 05.03.2024                 |  | TFL, Talcher Site, | 12484    |
| 9      | Dhananjay Kumar         | Engineer Gr. I (8)<br>Mechanical<br>(Construction)  | Mech. (Const) | 05.03.2024                 |  | TFL, Talcher Site, | 12485    |
| 10     | Amresh Subhadarshi Rout | Engineer Gr. III (2)<br>Civil<br>(Construction)     | Civil         | 05.03.2024                 |  | TFL, Talcher Site, | 12486    |

*Def*

Contd... 2/-



प्रोजेक्ट्स एण्ड डेवलपमेंट इण्डिया लिमिटेड  
(भारत सरकार का उपक्रम) : मिनी रतना-1 कंपनी

**Projects & Development India Limited**  
(A Govt. of India Undertaking) : A Mini Ratna-1 Company

PDIL Bhawan, A-14, Sector-1, NOIDA-201 301

Distt. Gautam Budh Nagar, (U.P.), India

CIN : U74140UP1978GOI028629

ISO 9001:2015 & OHSAS 18001:2007 Certified  
and

ISO/IEC 17020:2012 Accredited

Ref. No. - PDN/C-P&A/2401(Contract\_TFL)

Date : 16.02.2024

To,  
MR. DHANANJAY KUMAR  
68, VILL. KORIGANWA,  
NEAR PS BARURAJ,  
MUZAFFARPUR,  
BIHAR - PIN: 843111.  
Mob.: 9263572009  
E-mail ID: DHANANJAY10ME18@GMAIL.COM

**Sub: Offer of engagement as Engineer Gr-I (8) - Mechanical (Construction) in Mechanical (Construction) discipline on Contract basis.**

Dear Sir,

With reference to your interview held at PDIL, Noida, we are pleased to offer you the post of **Engineer Gr-I (8) - Mechanical (Construction)** on contract basis in the **Mechanical (Construction) discipline.**

The offer of engagement is subject to acceptance of the following terms & conditions:

1. Your engagement is purely on contract basis. At present, the period of contract will be upto 31<sup>st</sup> March, 2025. On satisfactory performance as decided by the Competent Authority, your contract may be renewed for one year at a time and upto a maximum for a period of three years. Subsequent extension(s) may be granted maximum to the end of the then current financial year; under any circumstances, such contractual appointment shall not exceed a total period of thirty-six(36) months.
2. **Emoluments:** During first year of your contract engagement, you will be paid total consolidated monthly remuneration of **Rs.59700/-** (inclusive of all allowances viz. Daily Living Expenses, Site/Project allowance, House Rent, Medical, Mobile/Phone charges, Conveyance, etc.).  
  
An annual increment of 3% rounded to next Rs. 10/-, on the consolidated remuneration, on each completed year of service in PDIL shall be given.
3. **Posting/ Transfer:** You are exclusively selected for and posted at PDIL project site of Talcher Fertilizer Limited (TFL), Talcher, Odisha only and advised to complete the joining formalities there itself. However, Management reserves the right to transfer / post you at any Project sites all over India and any of PDIL offices, during the tenure of the contract as per job exigencies.
4. **Termination/Extension of the Contract:** The company reserves the right to terminate this contract at any time by giving 01(One) month notice / consolidated remuneration in lieu of notice period without assigning any reason for such termination and also extend the contract at the sole discretion of management.

(2)

Regd. Office :- PDIL Bhawan, A-14, Sector-1, Noida-201301  
Phone : +91 - 120 - 2529842/43/47/51 Fax : +91 - 120 - 2529801, 2541493  
E-mail : noida@pdilin.com  
Other Offices : Sindi, Vadodara, Mumbai, Kolkata, Chennai, Hyderabad  
Visit us at : www.pdil.in.com

*Dhananjay*  
04/03/2024

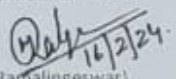
5. **Notice Period:** If you wish to resign before completion of the tenure, you will be required to serve 01(One) month notice in writing or shall deposit One month amount of consolidated remuneration /proportionate amount for shortage of Notice Period. However, the matter regarding release before completion of notice period will be at the sole discretion of the management.
6. **Documents for joining:** You are further advised to bring following documents to facilitate us your joining:
  - a) A duly signed photocopy of ID (Voter ID/PAN/ Driving License/ Ration Card).
  - b) Medical certificate (Performa enclosed/displayed in website) duly signed & stamped by Government Hospital Official (Medical Officer /Civil Surgeon /Staff Surgeon/ Authorized Medical Officer) along with Seal.
  - c) Character Certificate (Performa enclosed/displayed in website) attested by a Gazetted Officer.
  - d) Duly signed Bank Details (Performa enclosed/displayed in website)
  - e) Duly signed copy of Aadhaar Card
  - f) Self attested relieving/experience/service certificate in respect of your last employment.
  - g) Reliving order of the previous organization irrespective of your working in Govt./any Govt. Undertaking/ Private Organisation to qualify your experience clause.
7. **TA/DA and Daily LTE only in case of official outstation Visit :** In addition to the consolidated amount mentioned at Para 2 above, you will be paid TA/DA and Daily LTE, only in case of official outstation visits in India, as per the approved rates, as applicable to the respective grade of regular employees of PDIL.
8. **Weekly Off & Holidays :** During the contractual period, you will be allowed weekly offs and holidays as per PDIL rules to be determined from time to time.
9. **Leaves :**
  - a) You are eligible Two days full pay leaves in every month. In case of absence from work over & above the stated weekly off, leave and holidays, proportionate amount will be deducted from the consolidated monthly remuneration.
  - b) Leave can be availed on half-day basis.
  - c) Leave accrued during one tenure cannot be carried over to next tenure.
  - d) Leave is not encashable at the time of leaving the organization (resignation/term completion/termination).
10. **Attendance:** Your attendance need to be recorded through Biometric/Punching System, wherever applicable. Attendance shall also be recorded in the register maintained by concerned reporting officer. Remuneration shall be paid based on the manual attendance.
11. **Timings :** As applicable in the concerned Unit/ Project sites.
12. During the services with PDIL, you shall devote exclusively to the tasks assigned to you from time to time and you shall personally attend thereto at all times during the normal working hours and whenever necessary as the exigencies of work require and the law in force permits.
13. You will keep all the technical information that you will come across during your tenure with PDIL "CONFIDENTIAL" and shall not disclose the same to any third person / party.

*Dhanraj*  
04/03/2024

14. You will not take home or remove any documents from PDIL Offices / site *unauthorizedly* and you will also not reproduce any documents from PDIL office during your tenure.
15. During the period of your tenure, you will be guided / abide by the rules and regulations prevailing in PDIL.
16. Further, it may please be noted that you will not be entitled for any other payment/allowances/facility other than the consolidated monthly remuneration as mentioned at Para 2 above.
17. After joining the post in terms of this offer, your appointment will liable to be terminated without any notice in case if any of your certificates/caste certificate/testimonials are found to be false/fake/incorrect.
18. In case of SC/ST/OBC(NCL)/EWS candidates, the appointment is provisional and is subject to verification of the caste certificate. If the verification reveals that the claim of the candidates to belong to SC/ST/OBC(NCL)/EWS is false, the services of such candidates will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
19. During the services with PDIL, you shall devote exclusively to the duty assigned to you from time to time and you shall personally attend thereto at all times during the normal working hours and whenever necessary as the exigencies of work require and the law in force permits.
20. In case the above terms & conditions are acceptable to you unconditionally, you are requested to send signed duplicate copy of the Offer of Engagement as a token of acceptance by return fax/courier to the undersigned immediately. Further, in your own interest you are advised to report for joining on or before 07.03.2024, at Talcher Fertilizer Limited (TFL), P.O.- Vikrampur, Talcher, Distt.-Angul, Odhisa-759106 and report to Shri Bibhuti Bhushan Nayak, Chief Manager (P&A) for joining formalities. This offer will stand automatically cancelled without any further reference, if you fail to report for duty within the time specified above.
21. Please note that no travelling allowance of any kind would be paid to you for reporting for joining at place of posting.

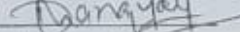
Looking forward to a happy association with you.

Yours faithfully  
For & on behalf of  
Projects & Development India Limited

  
(M. Ramalingeswar)  
DGM & HOD (Corp. HR)

Encl: as above.

I accept the above terms & conditions and will be joining on 05<sup>th</sup> March-2024

Signature: 

Name: Dhnanjay Kumar

Date: 04/03/2024