



# भारतीय गुणवत्ता परिषद्

द्वितीय तल, इंस्टीट्यूशन ऑफ इंजीनियर्स भवन,  
२, बहादुर शाह जफर मार्ग, नई दिल्ली - ११०००२

## Quality Council of India

2nd Floor, Institution of Engineers Building,  
2, Bahadur Shah Zafar Marg, New Delhi - 110 002

Dated: 20/07/2023

Lakshay Khara,

Sub: Hiring of your service as Professional (Coordinator) on short-term project & need basis.

Dear Lakshay,

As per the approval of competent authority, it has been decided to hire your services in QCI as a Professional (Coordinator) for a period of **Six Months** or the date of completion of the project whichever is earlier (unless renewed), w.e.f. date of your joining on the following terms and conditions:

1. As this professional engagement being project & need based only, hence, it does not entitle you any right of regular employment in QCI. Further, this engagement does not entitle you for the benefits availed and provided to regular employees of QCI.
2. The nature of your engagement is short-term project & need based, it can be discontinued by QCI at any point of time by giving 15 days' notice period. However, no such notice would be required, in case the period of engagement is not extended after the completion of period of engagement as mentioned above or on completion of the project.
3. In case of discontinuation of your services before the existing tenure by you a 15 days' prior intimation will be required.
4. Your professional fee shall be Rs 28,000/- Per Month (Consolidated). TDS shall be applicable as per Income Tax Rules.
5. You will work as per the work allocated to you by **Incharge/Director, PPID / Concerned Project Manager**.
6. The engagement entitles you to work for minimum 6 days in a week and in case of exigency your services may be sought on Sunday/Holidays. You are required to be in office latest by 9.30 AM every day.
7. During the period of engagement, you shall be entitled for 1 leave per month. The leave un-availed during a calendar year shall not be carried forward to the next calendar year.
8. You may be deputed out of station depending upon the requirement of office / project for which you would be entitled for reimbursement of actual expenses incurred on travel and stay as per applicable norms and subject to submission of bills. No out of pocket allowance will be admissible.
9. You will maintain utmost confidentiality and before you either leave or your term expires, you will be required to transfer all data seamlessly to the concerned Project Manager or to any person deputed by him/her.
10. You shall not share any information about the projects you work for, on any social media, unless specifically approved by the Secretary General (no other person is authorized to take such decisions).
11. Notwithstanding anything contained herein above, the services of a Professional may be discontinued at any time by the competent authority, if;
  - i. The person is found to be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance.
  - ii. It is proved beyond doubt that QCI has incurred loss/ damage due to the willful act of the person by way of theft, pilferage, damage etc. of any of the movable or immovable property of QCI.
  - iii. If the concerned is found incapable of discharging the assigned duties in accordance with the demand of the job/project for which engaged.
12. If any dispute arises, the decision of Secretary General, QCI shall be final.
13. You would be required to follow the model code of conduct as specified by QCI from time to time.

You are advised to join your services within one month of issue of this offer failing which this letter shall be treated as withdrawn.

Kindly acknowledge the receipt of this letter and accord your acceptance in writing.

With regards,

(Dr. Hari Prakash)  
Director, PPID