

## **WORK ASSIGNMENT LETTER**

**Dear Mrs. VANDANA,**  
(Employee ID: \_\_\_\_\_)

**Date: 26-Feb-2021**

We are pleased to appoint you as Sweeper with our Client PVR Inox Limited. Located at our client project site at **PVR Inox Limited, GWALIOR DB MALL**, on a fixed Term Basis dated as Agreement. You have to complete Joining Formalities within 10 days from your joining. In addition to this: Please complete the joining formalities within 10 days from the date of this letter. Below are the terms of your employment:

1. **Assignment Duration:**

Your employment with us will commence on 26-Feb-2021 under the terms specified in the Letter of Engagement. This assignment is contingent upon the needs of our client and may be extended or terminated based on their requirements. This contract does not guarantee permanent employment.

2. **Early Termination:**

If the assignment is terminated earlier than expected or completed ahead of schedule, your services will be concluded as specified in the Letter of Engagement. Should you resign before completing 14 days of service, an amount of Rs. 800/- will be deducted from your final settlement.

3. **Salary and Payments:**

Your salary will be as per the Government Minimum Wage Act. Bonus payments and leave days will be included in your salary; therefore, no separate annual bonus or leave payment will be made. Salaries will be disbursed through electronic modes such as EFT/NEFT/RTGS/ECS. Please provide your banking details at the time of joining. Salaries will be paid on or before the 12th of each month. Any discrepancies must be reported within 7 days of receipt; otherwise, the salary will be considered accurate. TDS will be deducted at a higher rate if PAN details are not provided within 7 days of joining. Unclaimed salary will be transferred to the Labor Welfare Fund as per applicable regulations.

4. **ESIC and Provident Fund:**

Your coverage under the ESIC scheme is subject to adherence to its rules. You must submit your Aadhar Card (UID) and family details within one month of receiving the ESIC number. Failure to do so will result in ineligibility for ESIC benefits. For Provident Fund coverage, you must provide your Aadhar Card (UID), PAN Card, and Bank Account details within one month of joining. Non-compliance will affect your ability to access PF benefits.

5. **Gratuity:**

As the contract with the client is for a fixed term, no gratuity will be paid. Your association with us will automatically expire upon the completion of the contract.

6. Work Locations:

As a manpower supplier, you may be required to work at various client sites, both within and outside the city, and potentially outside the state, as needed.

7. Conduct and Regulations:

You must comply with organizational policies and management directives. During your employment, you may not engage in other employment or business activities without written permission from management. Any conduct deemed harmful to company interests may result in immediate termination without notice or compensation.

8. Termination Notice:

Either party may terminate this contract by providing one month's notice if you have completed six months of service, or fourteen days if less than six months. You shall not claim any employment rights or compensation against our clients. Your continued employment is contingent upon your physical and mental fitness, and you may be required to undergo a medical examination as directed by management.

9. Acceptance:

This letter is issued in duplicate. Please sign and return both copies as a token of your acceptance of the terms and conditions outlined herein.

**Acceptance:**

**Mrs. VANDANA**

**OM PRAKASH**

**Employee ID: \_\_\_\_\_**

**UAN:**

**PF No: SRSRT15679500000011973**

I have received the Work Assignment Letter and agree to the terms and conditions contained thereto

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**For,**

*SG Patel*

**RCS True Facilities Pvt Ltd**