



Kalinga Commercial
Corporation Limited
CIN-U45201OR2009PLC010552

Ref: KCC/HO/HR/23-24/991

Date: 05.09.2023

To
Mr. Chethan C
At – Yanadahalli, Huthur
Kolar, Karnataka, Pin - 563101
Contact No. – 9108044669
Email Id – chethanc8491@gmail.com

Sub: Appointment for the position of Graduate Engineer Trainee (Mining)

Dear Mr. Chethan C,

Please refer to your application for employment with us and our subsequent interview, we are pleased to appoint you as Graduate Engineer Trainee (Mining) in our organization. Initially you will be posted at Hilltop Iron Ore Mines, Keonjhar, & will report to Mr. Shree Kumar G (Project In-charge) but may be required to be transferred to other location, if required.

Your appointment is subjected to following terms and conditions.

- Your annual CTC shall be INR 3, 21,600/- (Rupees Three Lakh Twenty One Thousand Six Hundred Only). Other facilities and perks shall be as per the company rules and regulation and shall be enforceable from time to time.
- Your initial place of posting is mentioned above, however, your service is liable to be transferred in such capacity as the company may from time to time determine to another location anywhere in India or abroad, department, or branch or its , associate or subsidiary companies subject to the provision that your remuneration will not be affected. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
- You will be on probation for a period of six months from the date of commencement of your duties, the period of which may be further extended at the discretion of the management. After completion of the probation period, your appointment will be confirmed. Whatever may be the case, you shall be communicated in writing.
- During the probations period, either party can terminate the employment by giving 30 days notice or salary in lieu of notice. After confirmation of service, either party can terminate the employment by giving one month notice, or salary in lieu of notice.

Both will comprise a non-negotiable mandatory working notice period or salary in lieu thereof, counted to number of days which fall short of the applicable notice period.

Salary shall mean basic pay.

Priyadarshi



Kalinga Commercial Corporation Limited

CIN-U45201OR2009PLC010552

- Your services are on full time employment basis and you are committed to devote your entire time to the assigned responsibilities so as to accomplish the given tasks and achieving the objectives within the agreed time frame with expected quality and efficiency standards. Your service will be governed by the service rule and code of conduct of the company as may be in force from time to time.
- You shall strictly adhere to health and safety norms of the organization and service guidelines which are given by the organization from time to time.
- You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the company without written permission of the Management.
- Besides salary, you shall be entitled to other benefits which are applicable and enforceable in the organization from time to time like medical, social welfare etc.
- Future increase in compensation and designation shall be purely on your performance and shall be under the discretion of the organization. Such increase in no case shall be automatic and / or a matter of right.
- You will be required to undertake travel on company work as and when required. The Company shall reimburse such reasonable out of pocket expenses that you may incur on account of company work and /or on travelling /conveyance. Such payment shall be reimbursed against supporting documents.
- You shall maintain strict confidentiality in the following aspects
 - ~~Remuneration: It is a condition of your service to ensure that the organizational policy of maintaining strict confidentiality for remuneration you receive is observed by you at all times.~~
 - **Information:** You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all time, failing to which, the company can initiate disciplinary actions against you. Whether during or after termination of your employment, act with utmost fidelity and not disclose or divulge such information to any other party which can create threat to the organization.
 - You will not reproduce store in retrieval system or transmit in any form or by any means, any copyrighted material which is company property.
- Your retirement from the service of KCCL shall be 60 (Sixty) years. At its discretion, the company may extend your service beyond the above age; however, it is purely on need basis.

Priyadarshini



Kalinga Commercial
Corporation Limited

CIN-U45201OR2009PLC010552

- The company shall be at the liberty to terminate your employment without any notice or compensation anytime during the period of employment, if you are found guilty of any act of misconduct, indiscipline, insubordination, incivility, insobriety, dishonesty or any other serious misconduct or neglect or incompetency in discharging of your duty or breach of any stipulated condition of this appointment letter or if you become incapacitated or are adjudged insolvent beyond compound with your creditors.
- Upon termination of employment, what so ever be the reason, you will be obliged to handover charge of your responsibilities in the manner required to such person as nominated by the Company. You will immediately return all documents, IT equipments, any other property of company under your possession and take no due certificate from HR department. You will have to vacate the residential accommodation, if provided by the company in the campus or outside, and to handover the vehicle, furniture and all other properties of the company before you are relieved.
- Other terms shall include
 - Your appointment is subjected to
 - i. Your furnishing at time of joining, document in proof of your testimonials, relieve letter by your previous employer
 - ii. On receiving satisfactory reference on your back ground
 - iii. You being medically fit by medical officer / Practitioner
 - If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such case, you will be liable to be removed from service without any notice
 - If you conceive any new or advanced methods of improving processes/ formulae/systems in relation to the operation of the company during the course of employment with us, such developments will be fully communicated to the company and will be and remain the sole right/property of the company
 - You shall keep the company informed of any changes in your personal information such as residential address, phone numbers, marital status etc.
 - You will not receive any presents, gifts, commissions, loans, advances or any sort of gratification or benefit in cash or kind from any person, party or firm having dealings or having any connection with the company.

Priyadarshini

A / 47, Nilakantha Nagar, Nayapalli, Bhubaneswar - 751012, ODISHA
Tel : + 91 674 3580269, + 91 674 3580299, Mail : help@kccl.co.in
Web: www.kalingacommercial.com



Kalinga Commercial Corporation Limited

CIN-U45201OR2009PLC010552

➤ Subsequent to your separation for a period of 12 month, you will not take any job or assignment either full time or otherwise, either directly or indirectly for /on behalf of any other organization working with the client of the company, whose assignment you have worked on in 12 month immediately preceding your separation from the company.

- All disputes and litigation are subject to the jurisdiction of appropriate legal / judicial authorities at Bhubaneswar, Odisha.

Please signify your acceptance of these terms and conditions of employment without any reservation, by signing the duplicate copy of this letter and returning the same to us for company records.

We welcome you onboard in KCCL family and wish you a long and successful career with us.

Yours Truly,
For Kalinga Commercial Corporation Limited.

Priyadarshini

Authorized Signatory



I have read and understood the above terms and conditions of employment and hereby signify my acceptance of the same.

chetan.C

(Signature)

Date: 6-10-2023



Kalinga Commercial
Corporation Limited

CIN-U45201OR2009PLC010552

Kalinga Commercial corporation ltd A/47,Nilakantha Nagar,Nayapalli, Bhubaneswar		
CTC BREAK-UP (Annexure-A)		
	MONTHLY	YEARLY
BASIC	15000	180000
PROJECT ALLOWANCE	9700	116400
MOBILE PHONE ALLOWANCE	300	3600
GROSS	25000	300000
P. TAX	125	1500
P.F.	1800	21600
ESI	0	0
NET PAY	23075	276900
EMPLOYEEER PF	1800	21600
EMPLOYEEER ESIC	0	0
LTA- PAID YEARLY	0	0
LEAVE WITH PAY	0	0
CONVEYANCE	0	0
CALCULATED CTC	26800	321600

Priyadarshini



A / 47, Nilakantha Nagar, Nayapalli, Bhubaneswar - 751012, ODISHA.
Tel : + 91 674 3580269, + 91 674 3580299, Mail : help@kccl.co.in
Web: www.kalingacommercial.com



Kalinga Commercial Corporation Limited

Gandhamardan Hill Top Iron Ore Mines
Suakati, Keonjhar

JOINING REPORT (LEAVE / TRANSFER / APPOINTMENT)

Name of Employee : Chetan C.
Employee Identification No. : New 11707
Designation : Mining Engineer
Date : 05/09/23
Leave Sanctioned : From _____ To _____ Days _____
Overstay : From _____ To _____ Days _____
Reason for overstay : _____
Signature : _____

X Chetan C.

Employee Time Office Administration HOD Project Head

(If new appointment employee identification number will be issued by DP)

Employee Identification No. : _____ Director, Project

STATE Odisha E-mail Id _____
TELEPHONE / MOBILE No. 9108044669

VIII. QUALIFICATION

DESCRIPTION	YEAR PASSED	% OF MARK OBTAINED	NAME OF THE INSTITUTION WITH LOCATION	CERTIFICATE COPY SUBMITTED Yes / No
10th	2017	87%	Janatha High School, Kembodi	Yes
+2	2019	71%	Sahyadri P U Collage, Kolar	Yes
TECHNICAL				
B- Tech (Mining)	2023	75%	Acharya Institute of Technology, Bangalore	Yes

EXPERIENCE

Sl. No	PERIOD OF WORKING & YEARS	DESIGNATION WITH DUTIES & RESPONSIBILITIES	NAME OF THE COMPANY WITH LOCATION	CERTIFICATE COPY SUBMITTED Yes / No
1				
2				
3				
4				

IX.

+ Chetan C.

FULL SIGNATURE & THUMB IMPRESSION OF THE EMPLOYEE / WORKMAN

(Four passport size photo to be collected, scanned copy of photo to be saved with name JIN)

KALINGA COMMERCIAL CORPORATION LTD.
EMPLOYEES INFORMATION SHEET

UIN

11439

I.	NAME OF THE EMPLOYEE	:	Chethan
	SURNAME	:	C
II.	DESIGNATION	:	Mining Engineer
	CATEGORY (HS/S/SS/US)	:	Skilled
III.	FATHER'S NAME	:	Channappa M
IV.	DATE OF BIRTH / AGE	:	07.03.2001 23Years

(To be verified either with Aadhar / Voter Id / or any other statutory documents)

V.	MARK OF IDENTIFICATION	:	Scar on left hand
----	------------------------	---	-------------------

VI. FULL POSTAL ADDRESS (PERMANENT)

AT	Yanadahalli	PO	Huthur
PS	Kolar- Rural	DIST	Kolar
STATE	Karnataka	E-mail Id	chethanc8491@gmail.com
TELEPHONE / MOBILE No.	9108044669		

(To be verified either with Aadhar / Voter Id / or any other statutory documents)

VII. FULL POSTAL ADDRESS (PRESENT)

AT	Ichinda Camp	PO	Suakati
PS	Suakati	DIST	Keonjhar
STATE	Odisha	E-mail Id	
TELEPHONE / MOBILE No.	9108044669		

VIII. QUALIFICATION

DESCRIPTION	YEAR PASSED	% OF MARK OBTAINED	NAME OF THE INSTITUTION WITH LOCATION	CERTIFICATE COPY SUBMITTED Yes / No
10th	2017	87%	Janatha High School, Kembodi	Yes
+2	2019	71%	Sahyadri P U Collage, Kolar	Yes
TECHNICAL				
B- Tech (Mining)	2023	75%	Acharya Institute of Technology, Bangalore	Yes

EXPERIENCE

IX.

Sl. No	PERIOD OF WORKING & YEARS	DESIGNATION WITH DUTIES & RESPONSIBILITIES	NAME OF THE COMPANY WITH LOCATION	CERTIFICATE COPY SUBMITTED Yes / No
1				
2				
3				
4				

Chethan. C

FULL SIGNATURE & THUMB IMPRESSION OF THE EMPLOYEE/ WORKMAN

(Four passport size photo to be collected, scanned copy of photo to be saved with name UIN)

EMPLOYEES INFORMATION SHEET



X. DOCUMENTS DETAILS

1 DRIVING LICENCE

a. No. / Date	:	KA0720190005170
b. Issuing Authority	:	Kolar
c. Valid Upto	:	16-07-2039
d. Valid for	:	
2 Aadhar Card No. / DOB	:	548814988491 07-03-2001
3 Voter Id.	:	XVR3494523
4 VT certificate No. & Details	:	
5 PME / IME certificate & Details	:	
6 Bank A/c No. With IFSC Code	:	Kotak Kolar KKBK0008268 2114931157
7 PAN CARD No.	:	CCHPC3558E
8 PF UAN if any	:	

(Copy of all the above documents has to be verified with Original)

XI. CONTACT DETAILS OF ADULT PERSON IN CASE OF EMERGENCY

a. Name	:	Chalapathi R
b. Relation	:	Grandfather
c. Contact No.	:	9437450756

XII. NOMINEE

a. Name	:	Shyamamma V
b. Relation	:	Mother
c. Date of Birth & Age	:	03.04.47 49

XIII.

DETAILS OF ANY CRIMINAL CASE PENDING IF ANY	:	N/A
---	---	-----

XIV.

DATE OF JOINING COMPANY	:	05.09.2023
DATE OF JOINING SITE	:	05.09.2023

XV.

RELIGION / CATEGORY	:	Hindu OBC
---------------------	---	-------------

x chellian. c

FULL SIGNATURE & THUMB IMPRESSION OF THE EMPLOYEE/ WORKMAN

FOR OFFICE USE ONLY.
REMARKS

FULL SIGNATURE OF COMPANY AUTHORITY

(After completing all the formalities to be enrolled in Form A)



Kalinga Commercial Corporation Ltd
C-112,HIG,Housing Board Colony
Baramunda,Bhubaneswar,751003

CODE OF CONDUCT FOR ALL EMPLOYEES

1. Discipline, unity and brotherhood are the principles of KCC.
2. Strict compliance of general safety practice and safety manual of KCC.
3. Strict compliance of the Service rule of KCC.
4. Whole time of employees shall be at the disposal of the company and shall serve the company in its activities in such capacity and at such places as may, from time to time be directed.
5. Every employee shall take all possible steps to ensure integrity and devotion to duty under their control and authority.
6. Every employee shall discharge his duties in a courteous manner and shall not use dilatory tactics in his duties. Perform his duties or in the exercise of powers conferred on him, act other wise than in his own best judgement to be true and correct except when he is acting under the direction of his official superior.
7. No employee without written permission from management will engage directly or indirectly in any trade or business or negotiate for or undertake any employment.
8. Omission to comply with a lawful directive or instruction will be considered as willful insubordination or disobedience.
9. The employees who are provided with company accommodation in the camp will not leave the premises without the written approval of competent authority. In case of violation company shall not be responsible for any kind of eventuality or mishap.
10. Every employee shall avoid accepting hospitality from individuals having official dealings with them or from industrial or commercial firms or other organizations.
11. Any act intended to cause or likely to cause obstruction to the smooth working of the company.
12. Rumor mongering.
13. Every employee should strictly abide by any law relating to intoxicating drinks or drugs in force. No employee shall be allowed to remain in the company premises, work place or in public place in intoxicated state.
14. Disorderly, indecent or riotous behavior or any act subversive of discipline in the company's premises or public places, which will be dealt as per the law of land.

KCC
Kalinga Commercial Corporation Ltd
C-112,HIG,Housing Board Colony
Baramunda,Bhubaneswar,751003

- e) All employees / workmen are to follow the safety guidelines issued from time to time by the management without fail.

30 Reporting time and others:

- a) All employees are required to be present at duty before their prescribed time in advance at the main way and to follow the instruction given by the supervisor / in charges without any deviation.
b) Every employee is required to report for work and to get his attendance marked in Biometric face recognition / ID sweeping / attendance register whatever is implemented in project.

I have read Code of Conduct of KCCL, and I am required to comply with the guidelines described and failure to do any of the above will subject to action as per my employment terms and relevant company policies.

I hereby accept the Code of Conduct of KCCL.

Signature: * chethan. C

Date : 5/9/2023

Name: chethan. C

Designation: Graduate engineer trainee - mining

Address: Yanadehalli (U) huthus (P) Kolar T & D - 563101

Witnessed by Authorized representative of the company.

Boo 3
05/9/23

Date: 03/07/2023

Mr. Shivabasayya Hirematha
Emp ID: 10408
Malkapur, Kustagi TQ,
Koppal District,
Karnataka – 583277.

Letter of Appointment

Dear Shivabasayya,

With reference to our letter dated 15/02/2023, we are pleased to appoint you as **Graduate Engineer Trainee – Mines** with our Company on the following terms and conditions:

1. This appointment is effective from the date of your reporting for duty, which shall not be later than **03/07/2023**, subject to your being found medically fit.
2. Your total annual fixed compensation (inclusive of annual benefits such as the company's contribution to Provident Fund and Gratuity), would be Rs. **4,00,008/- (Rupees Four Lakh Eight Only)**. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure - A to this letter.
3. While you are on duty outside your base location, you shall be governed by our Travel policy, as applicable to your designation / impact band.
4. You will be on training cum probation for a period of **one year**. During that period, you will be designated as **Graduate Engineer Trainee**.
5. Your performance and efficiency will be reviewed once in **Six (6) months** which will be the criteria for your confirmation.
6. The probation period may be extended at the discretion of the company, and you are considered to be on probation, till your services are confirmed in writing by the company.
7. Management expects that you will continue with us for long time and contribute to the overall value creation as a valued member of our Company. However, your services, can be terminated from either side by giving **3 (three) months' notice** in writing or by paying 3 (three) month's Basic salary in lieu of notice including Training cum Probation period.

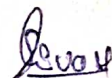
In the event of your giving three months' notice, Management may demand you to work for the entire three month's period. In such circumstances you have to work for the three months Period and payment of three months' basic salary in lieu of notice will not be entertained. Any absence on your part during the notice period will result in proportionate extension of notice period.





8. In case leaves the Company voluntarily within one year of joining, all the expenses incurred will be recovered.
9. You will be paid Leave Travel Concession after completion of one year as per CTC agreed.
10. You will work under the supervision of such officers as may be decided upon by the management from time-to-time. You shall diligently and satisfactorily carry out instructions given to you by your superiors, in connection with the work assigned to you, to the best of your skill and ability.
11. You will work efficiently to the best of your ability, will devote your whole time to the work of the company and will not engage yourself directly or indirectly either in honorary capacity or on remuneration in any services, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear in any examination or attend classes without prior written approval from the management.
12. On cessation of your employment with us, you will be under an obligation not to join, for period of six months, any competitor unless permitted by the management.
13. You will be initially based at the Orient Cement Limited office, **Chittapur**. However, your services are transferable at the discretion of the company to any department or any of the units of the Company / its Joint Ventures existing as well as those units which may come up in India or abroad.
14. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while you are in service and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the company.
15. You will not divulge any confidential information of the Company which comes to your knowledge possession during the course of employment with us.
16. Absence for a continuous period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you lose your lien on the services and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.
17. Your increment / promotion will be at the sole discretion of the management depending upon your efficiency, intelligence and regular attendance, sense of discipline, loyalty and good behavior and also subject to the business requirements/performance of the company.
18. Your services are liable for termination without any notice or compensation in the event of any of the particulars furnished by you either in your application or during the interview is found to be false or incorrect. Further, you are required to inform the HR Department any change of particulars submitted in your application or during the interview, till the date of reporting for duty and from time to time including change of address.





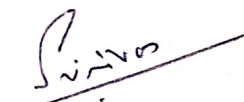
19. In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period, you will be entitled to 50% of your salary towards suspension allowance subject to your making of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking or an affidavit every month in writing that you were neither employed nor self-employed during the month.
20. Your services are liable to be discharged on account of continued ill health including loss of efficiency, permanent total/permanent partial disablement or on account of illness for more than three months. In such circumstances, you will be paid one month salary in lieu of notice pay and you will not be entitled to any compensation in lieu thereof. Your services are also liable to be terminated without notice or payment of salary in lieu thereof if:
- I. You commit any breach of your duties and responsibilities.
 - II. You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment and
 - III. You commit breach of any of the terms of Non-disclosure clause.
 - IV. If you remain absent from work without authorization of reasonable explanation, for more than seven consecutive days, in which case it will be presumed that you are no longer interested in working for the Company and have abandoned its services. In this case, you will not be entitled to any statutory compensation.
21. You can be retired from the service of the Company compulsorily before attaining the age of superannuation, if you:
1. are declared medically unfit
 2. become incapacitated to work
 3. have adverse service record on account of continuous inefficiency or dishonesty
22. You will be superannuated on completion of 58 (Fifty-Eight) years of age.
23. You will be governed by the terms and conditions of your Appointment, Code of Conduct and other rules applicable to your designation level at all times.

Please sign and return the duplicate copy of this appointment letter as a token of your acceptance of the above terms & conditions.

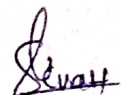
Thanking you,

Yours faithfully,

For ORIENT CEMENT LIMITED



N S Srinivas
Senior Vice President - Human Resources

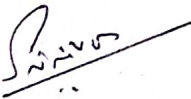


Annexure - A

Name:	Shivabasayya Hirematha	
Staff No:	10408	
Designation:	Graduate Engineer Trainee - Mines	
Department:	Mines	
Location:	Chittapur	
Date of Joining:	03/07/2023	
Pay Structure		
Gross Emolument (A)	Rs. / Month	Rs. / Annum
Basic	21100	253200
House Rent Allowance (HRA)	0	0
Children Education Allowance (CEA)	0	0
Uniform Maintenance Allowance	2000	24000
Hostel Allowance	600	7200
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Special Allowance	3238	38856
Sub Total (A)	29788	357456
Statutory Benefits (B)		
P.F (Employer Contribution)	2532	30384
Gratuity	1014	12168
Sub Total (B)	3546	42552
Reimbursement ('C)		
L.T.A	0	0
Sub Total (C')	0	0
Total Fixed CTC (D) = (A+B+C)	33334	400008

Note:

1. Based on the performance during Training cum Probation period your compensation will be restructured.
2. Unfurnished Company Accommodation will be provided to you.



N S Srinivas
Senior Vice President - Human Resources



Date: 03/07/2023

Mr. Shivabasayya Hirematha
Emp ID: 10408
Malkapur, Kustagi TQ,
Koppal District,
Karnataka – 583277.

Letter of Appointment

Dear Shivabasayya,

With reference to our letter dated 15/02/2023, we are pleased to appoint you as **Graduate Engineer Trainee – Mines** with our Company on the following terms and conditions:

1. This appointment is effective from the date of your reporting for duty, which shall not be later than **03/07/2023**, subject to your being found medically fit.
2. Your total annual fixed compensation (inclusive of annual benefits such as the company's contribution to Provident Fund and Gratuity), would be Rs. **4,00,008/- (Rupees Four Lakh Eight Only)**. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure - A to this letter.
3. While you are on duty outside your base location, you shall be governed by our Travel policy, as applicable to your designation / impact band.
4. You will be on training cum probation for a period of **one year**. During that period, you will be designated as **Graduate Engineer Trainee**.
5. Your performance and efficiency will be reviewed once in **Six (6) months** which will be the criteria for your confirmation.
6. The probation period may be extended at the discretion of the company, and you are considered to be on probation, till your services are confirmed in writing by the company.
7. Management expects that you will continue with us for long time and contribute to the overall value creation as a valued member of our Company. However, your services, can be terminated from either side by giving **3 (three) months' notice** in writing or by paying 3 (three) month's Basic salary in lieu of notice including Training cum Probation period.

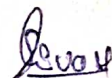
In the event of your giving three months' notice, Management may demand you to work for the entire three month's period. In such circumstances you have to work for the three months Period and payment of three months' basic salary in lieu of notice will not be entertained. Any absence on your part during the notice period will result in proportionate extension of notice period.





8. In case leaves the Company voluntarily within one year of joining, all the expenses incurred will be recovered.
9. You will be paid Leave Travel Concession after completion of one year as per CTC agreed.
10. You will work under the supervision of such officers as may be decided upon by the management from time-to-time. You shall diligently and satisfactorily carry out instructions given to you by your superiors, in connection with the work assigned to you, to the best of your skill and ability.
11. You will work efficiently to the best of your ability, will devote your whole time to the work of the company and will not engage yourself directly or indirectly either in honorary capacity or on remuneration in any services, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear in any examination or attend classes without prior written approval from the management.
12. On cessation of your employment with us, you will be under an obligation not to join, for period of six months, any competitor unless permitted by the management.
13. You will be initially based at the Orient Cement Limited office, **Chittapur**. However, your services are transferable at the discretion of the company to any department or any of the units of the Company / its Joint Ventures existing as well as those units which may come up in India or abroad.
14. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while you are in service and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the company.
15. You will not divulge any confidential information of the Company which comes to your knowledge possession during the course of employment with us.
16. Absence for a continuous period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you lose your lien on the services and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.
17. Your increment / promotion will be at the sole discretion of the management depending upon your efficiency, intelligence and regular attendance, sense of discipline, loyalty and good behavior and also subject to the business requirements/performance of the company.
18. Your services are liable for termination without any notice or compensation in the event of any of the particulars furnished by you either in your application or during the interview is found to be false or incorrect. Further, you are required to inform the HR Department any change of particulars submitted in your application or during the interview, till the date of reporting for duty and from time to time including change of address.





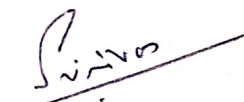
19. In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period, you will be entitled to 50% of your salary towards suspension allowance subject to your making of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking or an affidavit every month in writing that you were neither employed nor self-employed during the month.
20. Your services are liable to be discharged on account of continued ill health including loss of efficiency, permanent total/permanent partial disablement or on account of illness for more than three months. In such circumstances, you will be paid one month salary in lieu of notice pay and you will not be entitled to any compensation in lieu thereof. Your services are also liable to be terminated without notice or payment of salary in lieu thereof if:
- I. You commit any breach of your duties and responsibilities.
 - II. You are guilty of any gross default or misconduct which contravenes the express or implied conditions of your employment and
 - III. You commit breach of any of the terms of Non-disclosure clause.
 - IV. If you remain absent from work without authorization of reasonable explanation, for more than seven consecutive days, in which case it will be presumed that you are no longer interested in working for the Company and have abandoned its services. In this case, you will not be entitled to any statutory compensation.
21. You can be retired from the service of the Company compulsorily before attaining the age of superannuation, if you:
1. are declared medically unfit
 2. become incapacitated to work
 3. have adverse service record on account of continuous inefficiency or dishonesty
22. You will be superannuated on completion of 58 (Fifty-Eight) years of age.
23. You will be governed by the terms and conditions of your Appointment, Code of Conduct and other rules applicable to your designation level at all times.

Please sign and return the duplicate copy of this appointment letter as a token of your acceptance of the above terms & conditions.

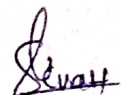
Thanking you,

Yours faithfully,

For ORIENT CEMENT LIMITED



N S Srinivas
Senior Vice President - Human Resources

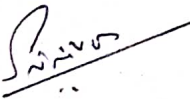


Annexure - A

Name:	Shivabasayya Hirematha	
Staff No:	10408	
Designation:	Graduate Engineer Trainee - Mines	
Department:	Mines	
Location:	Chittapur	
Date of Joining:	03/07/2023	
Pay Structure		
Gross Emolument (A)	Rs. / Month	Rs. / Annum
Basic	21100	253200
House Rent Allowance (HRA)	0	0
Children Education Allowance (CEA)	0	0
Uniform Maintenance Allowance	2000	24000
Hostel Allowance	600	7200
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Special Allowance	3238	38856
Sub Total (A)	29788	357456
Statutory Benefits (B)		
P.F (Employer Contribution)	2532	30384
Gratuity	1014	12168
Sub Total (B)	3546	42552
Reimbursement ('C)		
L.T.A	0	0
Sub Total (C')	0	0
Total Fixed CTC (D) = (A+B+C)	33334	400008

Note:

1. Based on the performance during Training cum Probation period your compensation will be restructured.
2. Unfurnished Company Accommodation will be provided to you.



N S Srinivas
Senior Vice President - Human Resources





BANGALORE REFINERY

The Gold Standard in Precious Metals

BANGALORE REFINERY (P) LTD.

Regd. Office : No. 6/1, Plot No. 20A, KIADB Main Road,
1st Cross, 1st Phase, Peenya Industrial Area, Bengaluru - 560 058
Ph: +9180-28372447 / 41141999 / 41142999, M: +91 92411 31313 Fax : +9180 28372443
e-mai : accounts@bangalorerefinery.com Website : www.brpl.asia CIN : U23209KA2000PTC027059

Date : 24.05.2023

To,
Shivam Bawoor
#6, Acharya College Road,
Soladevanahalli, Achith Nagar Post,
Bangalore

Dear, Shivam Bawoor

Sub : Appointment Production Engineer.

Ref : Offer Letter dated May 24th 2023

With reference to the above subject, your subsequent confirmation, we like to thank you for coming to see us. Based on our interaction, we offer you the post of "Production Engineer". Your package will be with an annual cost to company of Rs. 2,85,000/- (includes basic, allowances, Employer's PF contribution, statutory Bonus) .

As agreed you will be on probation for a period of 6 months.

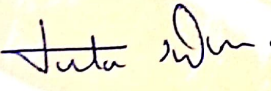
We would like you to start work on June 1st 2023 at 8.30 am. Please report to Mr. Ketan .S. Dhruv for documentation and orientation. If this date is not acceptable, please contact me immediately.

We are confident you will be able to make a significant contribution to the success of our team and look forward to working with you.

Please call me if you have any queries.

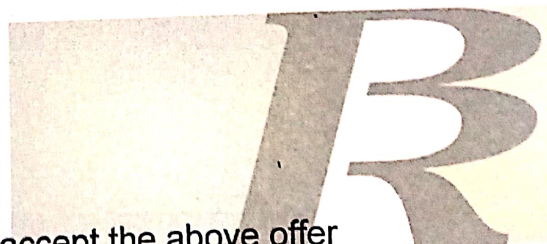
Thanks & Regards,

For Bangalore Refinery (P) Ltd.,


(Ketan S.Dhruv)
Director

- 1) I accept the above offer
- 2) I will abide by rules of company

(Shivam Bawoor)



BANGALORE REFINERY

The Gold Standard in Precious Metals