



LETTER OF ENGAGEMENT

Date: 10/08/2023

Name: Ganesh Dubile

Dear Ganesh,

With reference to your application for employment and the subsequent interview you had with us, we are pleased to appoint you, on the following terms and conditions:

1. Your designation will be Environmental Executive- EC & EIA Group. Your date of joining is 10th August 2023. You will be expected to carry out duty and responsibilities appropriate to this engagement. Your duties and responsibilities shall be further described to you in person on your joining. Your responsibilities will not be restricted to the above and you shall complete all tasks assigned to you by the Company.
2. You will be on Probation Period of 6 months from the date of joining. The Company may extend your probation period for another six months if considered necessary. During this period, you will have the option of resigning, if you so desire, with a prior notice of one month. Likewise, the company will be at liberty to terminate your services, with a prior notice of one month, without assigning any reason whatsoever during the probationary period. Upon satisfactory completion of your probationary period and if found suitable, you will be confirmed in your position. However, you will continue to be on probation till confirmed in writing by the Company.
3. In your Interview, you were made aware that if you want to resign from your job in a period lesser than 3 years from the day of your confirmation, you shall not get a experience certificate.
4. After confirmation, termination of employment by either party will be by giving one month notice in writing to the other, without assigning any reason whatsoever.
5. After confirmation, you will be entitled to Exigency Leave at 10 days per calendar year, non-cumulative. In case of partial year of service, Leaves will be on a pro-rata basis.
6. You will be liable to be transferred to any Company location or to any one of the Company's Subsidiaries or Associated Companies, presently existing or which may be set up in future.

7. You will be operating from Navi Mumbai.

8. **WORKING HOURS:**

During your engagement you will be based at the Corporate Office and will be evolved full time with this project assigned to you. Your working hours during the period of your engagement shall be from 9.30 a.m. to 6.30 p.m. from Monday to Friday including a half hour lunch break or such other hours as per applicable rules of the Company for the time being in force.

You will be bound by rules, regulations and orders promulgated by the Company from time to time. You will observe the hours of work as stipulated by the Company. However, you will be expected to devote sufficient time to your functions, duties and responsibilities to enable them to be carried out efficiently which may require you to attend the office, or to be available to fulfill your functions, duties and responsibilities outside these hours and days. No additional payment of any kind would be made to you for duties and responsibilities performed or discharged outside the above hours and days.

9. REMUNERATION

You will get a consolidated salary of Rs.18,000/- per month. TDS shall be deducted and after confirmation, PF will be deducted.

Accommodation, boarding, transportation and other personal expenses during the course of employment shall not be reimbursed by the Company and would be your responsibility.

10. All travel and stay expenses on your official visits will be provided for by the Company, and any out-of-pocket expenses incurred by you during official tours will be reimbursed to you.
11. You will undertake to devote the whole of your time, attention and energy to the work of the Company and shall not engage directly or indirectly in or serve in any other business whatsoever, other than that of this Company.
12. You shall not at any time hereafter, without the consent in writing of the Company, divulge, disclose or make any use whatsoever for your own purpose or for any purpose other than that of the Company and whether directly or indirectly, any matters relating to the Company's transactions or dealings, or any information or knowledge obtained or acquired by you by virtue of your engagement with the Company as to the business, affairs, activities, operations or functions of the Company or any of its clients or customers which are confidential in nature and shall also use your best endeavors to prevent others from doing so, which are of a confidential nature. You shall, upon being so required by the Company, sign a declaration of secrecy.
13. Upon your engagement being terminated by the Company as aforesaid you shall hand over charge of your duties, together with all of the Company's property, goods and articles in your possession, custody or control, to the person or persons

designated by the Company in writing. You shall not retain copies of any documents relating to the Company's business or otherwise.

14. You shall be true and faithful to the Company in all your accounts, dealings and transaction, relating to the business of the Company and the proper performance and discharge by you of your functions duties and responsibilities and shall at all times, when required, render a true and fair account thereof to the Company or such persons as shall be authorized to receive the same.
15. You shall not, during the continuance of your engagement, without the prior consent in writing of the Company, engage in, with or without remuneration or be employed or interested, directly or indirectly, in any other trade business, employment or occupation whatsoever.
16. You shall abide by all applicable rules, regulations and policies of the Company which are in force for the time being, or may be framed from time to time. The Company reserves the right to amend and alter the rules, regulations and policies at its discretion and without notice thereof and such altered rules, regulations and policies shall be deemed to be in the terms of your engagement.

17. **GENERAL CONDUCT**

Violation of any Clauses mentioned above shall be tantamount to a breach in the Contract. In the event of any dispute in regard to this Contract the decision of the Management will be final and binding.

You shall, during the period of your engagement, devote your full time and attention to the functions duties and responsibilities to be discharged by you. You shall abide by all such directions as may be from time to time given to you by the Company and those in authority over you and shall faithfully and diligently perform all functions duties and responsibilities assigned or entrusted to you from time to time by the Company.

Considering the nature of the assignment, you will ensure strict and complete confidentiality in relation to all business matters. You shall not use or disclose to any other company, firm, organization or person, any information concerning the business affairs of the company which may come to your knowledge in performance of your assignment. During your Contract with the company, you are required to devote yourself exclusively to the services of the Company and shall not engage in any other business or occupation with prior written consent of the Company.

This letter constitutes and represents the entire agreement between the Company and you with regard to the terms and conditions of your engagement with the Company and cancels and supersedes all prior arrangements, agreements or understandings, if any, whether oral or written. No modification of any of the terms of engagement contained in this letter shall be valid and binding unless signed by or on behalf of both the Company and you.

We are sure that you will find your engagement with us a great challenge and we look forward to a mutual beneficial association during the continuance of your engagement. We all join together in wishing you every success in this challenging new engagement.

Please return the second copy of this letter duly signed by you in token of your acceptance of the terms and conditions of your engagement, if they concur with your understanding thereof.


For Building Environment Pvt Ltd




Vivek Kulkarni

(CEO)

Accepted By:


Ganesh Dubile