



CPS/22/08

Dated 5<sup>th</sup> Feb 2022

To,  
Mr Saif

Sub.: Appointment as “IE Intern” in our company.

Ref.: Your interview held on dated 4<sup>th</sup> Feb 2022

Dear Mr Saif,

With reference to your application dated and subsequent discussions, we are pleased to appoint you as “IE Intern” with immediate effect i.e., 7<sup>th</sup> Feb 22, in our organization. You may be required to travel to job sites or other offices as per requirement of the Management. You will report to The Director of the company and any other Senior Management of the company designated by The Director.

The following conditions will be applicable while you are in service with the company;

1. The working hours of the company are 9.00 am to 6.00 pm from Monday to Saturday. Sunday will be the weekly holiday. However, at important stage of execution of work, your presence may be required beyond normal working hours and also on Sunday or Holiday and you will be required to attend office / job site. This extra working will not be compensated separately by cash, however compensatory leave will be granted with the approval of Senior Management. The company will consider extra work while re-fixing / revising your salary from time to time.
2. Punctuality will be strictly followed.
3. You will have 8 holidays in a financial year and the holiday list will be published for every year separately. In case you paid join in-between a financial year the number of leaves will be proportionately calculated based on your actual date of joining.
4. Apart from these holidays you will have 15 number of paid leaves in a financial year.
5. Management reserves the right to terminate your services with a notice of 1 month in writing. Similarly, if you wish to leave the company you will give a notice of 1 month to the company in writing.
6. At the time of joining, you are required to submit copies of following;
  - a. Final Year Mark Sheet
  - b. Address proof
  - c. PAN Card copy
  - d. Experience certificate of previous company, if any
  - e. 2 passport size photographs
7. You will maintain secrecy of the work and data of the work / projects that you will handle and not divulge any information to public.
8. Notwithstanding these policies, you shall also be governed by company’s rules and regulations as applicable & given to you from time to time.



**Comprehensive Productivity Solutions Pvt. Ltd.**

Reg. Address –

D-25, Jijai Nagari, near Eklavya college,

Kothrud, Pune - 411038

Your remuneration will be as follows;

You will be paid a fixed monthly stipend of Rs. **5,000/-**.

Post your internship, you will be paid a fixed monthly remuneration of Rs. **20,000/-**

You will be reimbursed expenses incurred during your travel to project sites / client offices. Normally travel arrangements will be made by company. However, if sometime it is not possible, you will make your own arrangements and company will reimburse the expenses.

As a token of acceptance please sign the duplicate in your handwriting and return it.

We wish you all the success in our company.

Thanking You,  
Yours faithfully,  
For CPS.

(Director)  
(Ms Pallavi / Ms Janhavi)

Cc: Personal File

Cc: Accounts

Accepted by  
(Mr Saif)

Date –