



Letter No.:ICSA/CO/HR/S/2022/6559/Rev.1

ANNUX-B

Date:24/05/2022

To,

Mr/Ms.

Dear SAURABH DIPAK DIGE,

Sub : Your compensation for the year 2022-2023.

We are pleased to inform you that you have been appointed as ' Jr. Engineer - Motor Claim 'and effective 23/05/2022 the following changes will be effected in your Professional Fees and allowances payable to you based on your performance and as per ICSA Guidelines and terms and conditions.

Category : Professional Services Contract Agreement	
Designation:Jr. Engineer - Motor Claim	Grade:III
Validity:3 Month	

Description	Monthly	Annual	Remarks
Professional Fees	17778	213336	
Other Benefits :			
Insurance (Approx.)	300	3600	
Total	18078	216936	
Notes	Note number 1-3 is applicable only if mentioned in remarks column		
	4. Professional Fees is on manmonth basis, where manmonth equal to calendar month i.e;(28/30/31) days		

5. Your Professional Fees or contract fee is subject to TDS deduction as per prevailing rates.
6. Travelling beyond 50 kms for Inspection / Audit / Marketing / Office purpose will be reimbursed at actual.
- 6.1. Local Travel Expenses per Month (Residence to Office) is Included in CTC.
7. Your services are liable to be transferred in such capacity that management may determine to any other department / branch under the same management or same principles.
8. In such cases, you will be governed by the terms & conditions of service applicable.
9. You will be liable to be deputed to such branches / projects for periods as may be decided by the management from time to time.
10. If applicable, all expenses shall be uploaded online and original copies to be submitted to Finance for approval and reimbursement along monthly time sheet.
11. PF Compliance: If applicable or Compulsion in future by client then both side share of PF will be transfer to your PF a/c from current CTC.
12. No compensatory off is applicable in case of working on Sunday.
13. Neither contractor can claim nor ICS Assure shall pay any type of fee during Natural Force Majeure period.
14. Any medical cost if occurs for treatment of COVID-19 or reimbursements of any medical bills or any related liabilities, if infected or have any of the COVID-19 signs after Joining/Reporting Field / Site / office premises will be bared by individual employee only.
15. Notice Period for Separation : If an individual decides to serve resignation from their employment with the company, the employee / sub-contractor may do so by giving one-month notice in writing, he/she shall serve the Company for the entire one month's notice period and if he / she quits the employment or remains absent from duty during the said one month's period of notice or any part thereof, the employee /sub-contractor will not only forfeit/deduct his/her salary for the period of absence, but shall also be liable to pay the Company a sum equivalent to one month's salary or part thereof.

We thank you for your contribution towards the growth and development of the organisation and trust you will continue the same with more zeal and enthusiasm.

We wish you all the best and a bright future.

Thanks and regards,

Sumeet Kataria.
Managing Director