

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA

KAKINADA - 533 003, ANDHRA PRADESH, INDIA

College : QIS COLLEGE OF ENGG. & TECH.

Hall Ticket No. 12491A0243

Sl. No. L 00116123

PC. No. 2017JUN0474



PROVISIONAL CERTIFICATE

This is to certify that PATTAN ISMAIL
son/daughter of Shri. PATTAN KAJAMOHIDEEN
passed B.TECH(ELECTRICAL & ELECTRONICS ENGINEERING) degree
examination of this university held in May 2017 and that
he/she was placed in ****'D'(SATISFACTORY) GRADE****
He/She has satisfied all the requirements for the award of the B.Tech
degree of the Jawaharlal Nehru Technological University Kakinada.

Date 20-06-2017

N. Mohan
Controller of Examinations

B. Babu
Director of Evaluation

V. S. S. S.
Registrar



Dated: 31st July 2020

To,
Mr. Ismail Pattan,
Technical Consultant

Sub: Relieving Letter

Dear Mr. Ismail Pattan,

This has reference to your letter of resignation dated **July 10th,2020**, wherein you have requested to be relieved from the services of the company on **July 31st,2020**.

We would like to inform you that your resignation upon request, is hereby accepted and you are being relieved from the services of the company after serving notice period, with effect from closing office hours of **July 31st,2020**.

We also certify that your full and final settlement of account has been cleared with the organization.

Your contributions to the organization and its success will always be appreciated.

We at company wish you all the best in your future endeavors.

Sincerely yours,

Reehana Syed

Reehana Syed,

Executive Admin/HR,

Accendia Technologies.



Office

Appiah Garden, Jogupalaya, Ulsoor,
Bangalore - 560 008 (KA), INDIA.



Date: June 15, 2017

OFFER / APPOINTMENT LETTER

To

Mr. Ismail Pattan,
1st Lane, RavindraNagar,
Nellore – 524004.

Dear Ismail,

This is reference to your application and subsequent interview you had with us; we are pleased to offer a position of in our company **Accendia Technologies**, subjected to following employment terms and conditions.

Designation : Associate Technical Consultant

Date of joining : June 26, 2017.

You are requested to report at our office situated at 9.00 AM.

You are requested to return the duplicate copy of this offer and confirm your acceptance.

Also please carry with you a photo identity card that you have (Passport, Voter ID, and Driving License) to be produce at the time of joining.

We are happy to welcome you to **Accendia Technologies**.

Sincerely yours,

Reehana

Reehana Syed,

Executive Admin/HR,

Accendia Technologies.



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EMPLOYMENT TERMS AND CONDITIONS

1. COMPENSATION

Your annual CTC will be Rs. **2,16,000/- per annum**, inclusive of Basic and other allowances per year, subject to deduction of any statutory or other deductions and detailed breakup of CTC is given below:

Components	Per Annum
Basic	76560
HRA	38280
Medical Allowance	15000
CCA	34452
Special Allowance	42108
Conveyance	9600
Total CTC	216000

The Management is further empowered to re-structure your salary at any time in future at its sole discretion.

2. COMPENSATION PROGRESSION:

Future increase in your compensation and future prospects in the company shall entirely depend on your efficiency, hard-work regularity in attendance, sincerity, good conduct, company's performance and such other relevant factors as adjudged by the management. Generally, employee's performance is reviewed once a year. Any action arising out of this review is solely at the discretion of the management.

3. MEDICAL & VERIFICATION:

Your offer is subject to:

You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and you're continuing to remain medically fit. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

in case particulars mentioned in your application are found false, not authentic or without documentary proof, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

4. POSTING:

During employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments of the Company existing or to be set at any other location in India or abroad, without any additional remuneration.

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5. PROBATION / CONFIRMATION:

You will initially be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the management. During the period of probation, the offer is terminable either by the company or by you with prior notice of reason. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be probation.

6. TERMINATION OF PERMANENT SERVICE:

You will automatically retire from the service of the company on attaining the superannuation age of 58 years.

if you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:

- i. Return to work within 5 days from the commencement of such absence and
- ii. Give an explanation to the satisfaction of the Management regarding such absence.

In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as it may deem fit.

After confirmation, either party may terminate the employment by giving to the other one months' notice or payment of salary (Basic) in lieu thereof.

7. GENERAL:

You may be selected and sponsored by the Company for familiarization/training assignments with the Company's Technical Collaborators or any other Institutions/Organizations in India or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you.

The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules or orders of the company that may come in force from time to time.

Your date of birth mentioned in the Matriculation / Higher Secondary Certification will be deemed to be the conclusive proof of your date of birth.

You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

You will hand over the Charge of Letter of Authority and/or Power of Attorney issued to you and also any property / material of the company in your possession at the time of cessation of your employment with the company.

Your compensation structure can be restructured at any time protecting the gross salary. You are required to submit the following documents, if you have not submitted the same earlier;

- 1) Certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials in order together with copies thereof.

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- 2) Five copies of your recent passport size photographs colored-with a blue background (not lighter than sky blue and not darker than sea blue).
 - 3) Relieving letter from your last employer in case you were employer.
 - 4) Copy of the last pay slip issued by the previous employer.
- Copy of the letter of resignation duly acknowledge by your previous employer.

8. DUTIES AND RESPONSIBILITIES:

The company will expect you to work with a high standard of integrity, initiative, efficiency and economy.

You will devote your entire time and attention to the work of the company and will not undertake any direct / indirect business or work, honorary or remunerator except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.

You shall neither divulge nor disclose to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the company's employee.

You shall keep confidential all the information and material provided to you by the company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in the Company's service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the company's expense, take out or apply for the Company's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and do all instruments, acts, deeds and things, which may be required by the Company for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in the Company's favor or in favor of such other person or persons, firms or companies, as the Company may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You shall abide by code of ethics / conduct of the company as existing from time to time. You shall be fully responsible for timely compliance of all applicable statutes, laws, rules and

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regulations, procedures of central / state government, semi-government, autonomous / appropriate authorities/bodies and institutions that may be required by you position at any given point of time. This inter-alia shall include:

- I) Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
- II) Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc.
- III) Timely filing of all returns/documents/information/particulars to concerned authorities.
- IV) Maintaining all records/proof as required under the applicable statutes, laws, rules, regulations and procedures etc.
- V) Taking any other actions that may be required for compliance of applicable statutes, laws, rules, regulations and procedures etc.
- VI) Keeping the management apprised of the compliances made with proof in support thereof.

You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to access on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

Please note that your compensation package is strictly personal and confidential to you and you are therefore advised not to divulge the same.

ACKNOWLEDGEMENT OF ACCEPTANCE:

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

Signature : *P. Pattan Ismail*

Name : PATTAN ISMAIL

Date : 17/06/2017

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