



Details of Appointment: (For office use only – Do not write on this page)

Name	M. JAYAPRAKASH
Salary	17,500/- p.m
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April-12
Employee company	MODI PROPERTIES AND INVESTMENTS (PVT LTD)
Designation	MANAGER (ACCOUNTS & FINANCE)
Site	H/O
Date of joining	09.01.2012
Report to	M.D
Commitment	Committed to work for atleast <u>2</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input checked="" type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. - <u>Retired</u> <input type="checkbox"/> Surety from <u>MR. SAI BABA Defence</u> <input type="checkbox"/> Surety from <u>MR. PARAS RAY LIC</u> <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>SRI SAI Technologies</u> <input type="checkbox"/> Reference letter from <u>PONDERY D.K.N. SMT, WATER BATH</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He has come through Add

Approved by Shankar Reddy	Approved By MD
Date: 09/01/012	Date:
Sign: <i>[Signature]</i>	Sign:

APPROVED BY
- 8 FEB 2012
MANAGER DIRECTOR

Description of other courses or training	HDSE IN APTECH.
	ADJU IN CSE

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good Average Poor
MS Word	<input checked="" type="checkbox"/> Good Average Poor
MS Excel	<input checked="" type="checkbox"/> Good Average Poor
Auto CAD	Good Average Poor <input checked="" type="checkbox"/>
Other	ENCLOSED

Two Wheeler / Car

Make	DIO / MARUTHI 800	Year	2005 / 2000
------	----------------------	------	-------------

Family Details	Name	Age	Occupation	Company
Father	VENKATIA	62	RETIRED	Comet Pac
Mother	YADAMMA	58	HOUSEWIFE	
Wife / Husband	ARUNA	31	HOUSEWIFE	
Brother / Sister	SRINIVASULU	34	ST. PROGRAMER	SATHYAM
Brother / Sister				
Brother / Sister				
Son / daughter	PAANAVITA	5	STUDYING	
Son / daughter	DIRAJ	3		
Son / daughter				

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	18,000/-		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	20,000/- P.m +		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Surety 1:	Name	RAMSAMI	Company	HINDRAN BDR
	Designation	SRINIVASULU	Your Relation	UNCLE
Surety 2:	Name	PRABHAKER	Company	RAILWAY
	Designation		Your Relation	BROTHER IN LAW

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Experience & Employment Details

Years of experience in relevant field	11 Years.		
Name of Company	SREE SAI TECHNOLOGIES		
Duration of employment	2.2 yrs	From date: NOV '09	To date: <i>let</i>
Location	HYDERABAD		
Designation	MANAGER FSCA		
Last drawn salary	18,000/-		
Number of employees in the company / branch?	13	Number of employees in your dept. or division?	3
Brief description of work handled by you.	This is the Books Keeping Service Industry, I am handling 13 companies / societies in Hyderabad		
Reason for leaving	Looking for permanent position		

Remarks: (For office use only – Do not write in this box)

1) Communication	- Average
2) Subject	- OK
3) Banking	- No Experience
4) IT	Overall average

Name of Company	FONDERIE DE KINSHASA.		
Duration of employment	1 yrs	From date: OCT '08	To date: OCT '09
Location	KINSHASA, CONGO (AFRICA)		
Designation	MANAGER - FSCA		
Last drawn salary	1200 US\$		
Number of employees in the company / branch?	117	Number of employees in your dept. or division?	8
Brief description of work handled by you.	Preparation & Maintaining of Books of A/C Resp for all Compliance & Statutory Requirements.		
Reason for leaving	FATHER IN LAW EXPIRED		

Remarks: (For office use only – Do not write in this box)

Name of Company	THE WATER BASE LTD.				
Duration of employment	4.7 yrs	From date:	FEB'04	To date:	SEP'08
Location	CHENNAI / NELLORE				
Designation	SV. EXEC. F.O.P.				
Last drawn salary	10,500/-				
Number of employees in the company / branch?	180+	Number of employees in your dept. or division?	18		
Brief description of work handled by you.	I.C opening or closing.				
	B.R.S.				
	Team member of financial committee Handling finalisation of A/C.				
Reason for leaving					

Remarks: (For office use only -- Do not write in this box)

Name of Company					
Duration of employment		From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only -- Do not write in this box)

Ask for additional sheets if required.

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by Divisional Manager.: (For office use only – Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered	17500/-	Date of joining	09.1.12
Remarks:			

CURRICULUM VITAE

M. JAYAPRAKASH

Plot No.1, Ramgopal Enclave
Mahatma Nagar
Old Bowenpally
Secunderabad – 500 011
Mobile :+918885660203
jparuna1975@gmail.com

Objective:

To be accustomed to new challenging work environment, while giving me an ample opportunity to learn and enrich my competencies where I can use my software skills in the field of accounting or finance so as to make meaningful and substantial contribution.

Experience Summary:

Finance and Accounts Executive with 7+ years of Experience fully dedicated to Bank Reconciliation Statement and Coordinating with Banks

Strengths:

- ⇒ Ability to work well under tremendous pressure of dead lines with ease and efficiency.
- ⇒ Provided leadership and inspiration for all the departments to achieve their goals and objectives.
- ⇒ Experience in projects Guidance, Co-ordination in business logic with Depository Participants, Billing
- ⇒ Strong analytical skills, problem solving abilities and highly focused on deliverables.
- ⇒ Sincere, Co-operative and willing to work in late hours

Computer Proficiency:

OS : Windows XP & Windows NT
Language : C, C++, HTML
DBMS : FoxPro V.2.6
RDBMS : Oracle 7.3x with D2K
Tools : Crystal Reports
Packages : Office XP, Tally
Other knowledge : System Analysis & Design and Object Oriented Analysis & Design

Skill Set in SAP R/3

FI GL, AP, AR

- ⇒ FI Asset Accounting, FI Cash Journal, FI General Ledger

Education Profile:

- ⇒ M.Com., in Annamalai University (2004-05)
- ⇒ Doing MBA Finance in TNOU

Technical Profile:

- ⇒ Higher Diploma in Software Engineering (HDSE) in APTECH.

Professional Experience:

- Organization** : **M/S. SREE SAI TECHNOLOGIES**
(Book Keeping Service)
- Designation** : **Manager – Finance & Accounts**
- Period** : **Nov'09 to Till Date**
- Responsibilities** : **Handling 13 Companies in Hyderabad for Computerized Accounting Services**
-
- Organization** : **M/S. FONDERIE DE KINSHASA, Congo (AFRICA)**
(Steel Manufacturing)
- Designation** : **Manager – Finance & Accounts**
- Period** : **Oct'08 to Oct'09**
- Responsibilities** : **Preparation and Maintaining of Books of Accounts**
Overseeing Audits (both internal and external)
Maintaining All Cash Transactions
Maintaining All Stock and Sales Records
Maintaining and Overseeing all Importation of Materials
Responsible for Submission & Compliance of all Statutory Requirements
Maintain and Oversee Company Payroll
Preparation of Monthly MIS Reports
-
- Organization** : **M/S. THE WATERBASE LTD. (Thapar Group), (INDIA)**
(Feed Manufacturing, Prawns Processing & Exporting)
- Designation** : **F& A Sr. Executive**
- Period** : **Feb'04 to Sep'08**
- Responsibilities** : **Handling Factory Accounts**
Handling Company Insurance Documents
Team Member of Financial Committee
Interaction with Internal Auditors
Submission of Financial Statements with Banks
Handling Treasury Operations
Handling Finalisation Accounts
Reconciliation with the bank statements, reconciliation with the Sister Concern and dealing with other day-to-day transactions.
Knowledge of Banking industry and loans and investments and deposit
-
- Organization** : **M/S. ACCURATE PRODUCTS CORPORATION LTD., (INDIA)**
(Hydraulic Lubrication fittings Manufacturing)
- Designation** : **Assistant - MR, Finance & Accounts**
- Period** : **Oct'1999 to Jan'2004**
- Responsibilities** : **Handling Factory Accounts**
Handling QS 9000 Documents
Team Member of QS 9000
Maintain QS-9000 Manuals & Related Documents
Interaction with Internal Auditors & Conduct QS-9000 Audits
Submission of Financial Statements with Banks
Handling Treasury Operations

Personal Profile:

Father's Name : M.Venkataiah
Date of Birth : 27.06.1975
Nationality : Indian
Marital Status : Married
Languages : English, Telugu, Tamil & Hindi
Mother Tongue : Telugu
Extra Curricular Activities : Good in Badminton, Chess & Carom

Passport Details:

Passport No : H9111013
Place of Issue : Chennai
Date of Issue : 06.04.2010
Date of Expiry : 05.04.2020

dt 08/01/2012

FROM

M. PARSARAM

Hno 12-11-704

WARASI GUDA

SEC BAD (AP)

TO

The managing Director

MODI PROPERTIES AND

INVESTMENTS PVT LTD

Hydabad

SUBJECT :- SURITY OF M. JAI PRAKASH.

SIR

I am working LIC OF INDIA as a ASSISTANT
Divisional office in Saifabad. Hydabad. for
past 21 yrs working.

I very well know MR. M. JAI PRAKASH as a
Relation of Brother in law. for past 7 years
he is very honest and good person.

I request you to join in your organization
in my Brother in law

Thanking you

yours faith fully
M. Parsaram
(M. PARSARAM)

ENCL:- ID CARD Xerox



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

S.R. No. : 517981
Name : M. PARSARAM
DOB : 07-11-1965
Desig : Asst.



M. Parsaram
Issuing Authority

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office : "Jeevan Prakash", 5-9-21, Saifabad, Hyderabad-500 063.
Phone : 23420701 to 07

Blood Group : O+ve

**Office Address: LIC of India, Divisional Office,
Secretariat Road, Saifabad, Hyderabad-500 063**

Res.Address : H.No.12-11-1511, Boudhanagar, Sec-bad

Emergency Contact No. : 9441245529

**This Card is Issued for Identification purpose only and does not
authorise the holder to represent or commit the corporation in any
manner whatsoever**

Issued on 01-01-2008

DATE- 8/01/2012

FROM,

B.R.SAI BABA.

H.NO 152/B DOVETON

BAZAR BOLARUM.

TO,

The management director,

MODI PROPERTIES AND

INVESTMENTS PVT. LTD.

HYD.

SUBJECT:- Issue of M. JAI PRAKASH

Sir,

I am working in defences past 20 years

As per the requirement for working in organisation

I am insuring Mr. M. JAI PRAKASH past 5 years. His a

good and honest person.

Kindly I request you to join in your organisation.

Thanking yours,

Faith fully.

B.R.Sai

(B.R.SAI BABA)

ENCL:- IND CARD XEROX

निजी नं.
Personal No.
प्रा नाम
Name in Hindi

BR SAIBABA

ऊँद 170 CMs
Height
आयु 22 MAY 53
Age
रोजगार की कक्षा
Type of employment
EXAMINER SKILLED

साँस दिखाने वाले पहचान के निशान
Visible identification marks
MOLE ON THE LEFT CHEEK
BELOW THE EAR

हस्ताक्षर
Signature
बाएँ अंगूठे का निशान
Left thumb impression



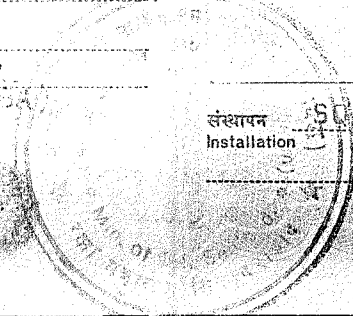
पास नं.
PASS No. C 693473

भारत INDIA



आफ़िसर/अधिकारी का हस्ताक्षर/Signature of Issuing officer's name
1-1-96

संस्थान
Installation
SOAE (ARMAMENT)
SECUNDERABAD



परिशिष्ट-1
APPENDIX-I
मा. सं. प.स. अ.स. 3642-अ
(A.F.Z.-3549-A)

स्थायी पास
PERMANENT PASS

रक्षा मंत्रालय
MINISTRY OF DEFENCE

सिविलियन अराजकित कर्मचारी-वर्ग
Civilian Non-Gazetted Staff

जाँची करने की शर्तें
CONDITIONS OF ISSUE

- 1. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 2. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 3. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 4. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 5. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 6. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 7. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 8. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 9. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।
- 10. इस पास को जारी करने के लिए आवेदन करने वाले व्यक्ति को निम्नलिखित शर्तों का पालन करना होगा।

- 1. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 2. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 3. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 4. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 5. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 6. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 7. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 8. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 9. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.
- 10. This permanent pass is issued subject to the following conditions. It is to be used only for the purpose for which it is issued.

(To be filled up by the issuing authority.)

Sr. No. 004103

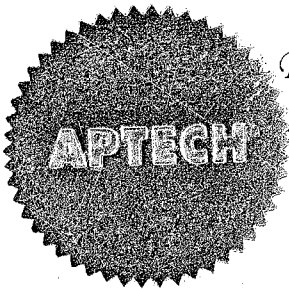
APTECH
COMPUTER EDUCATION

HIGHER DIPLOMA
IN
SOFTWARE ENGINEERING
SEMESTERS I, II, III & IV


This diploma is awarded to M JAYAPRAKASH
on the nineteenth day of the month January
in the year one thousand nine hundred and ninety nine
for successfully completing the course from our Velachery
centre in the grade (*) of Credit

Main Programming Language : FOXPRO & "C++"

DBMS /RDBMS: ORACLE WITH DEVELOPER 2000



Date of Issue : 19-01-'99


Authorized Signatory
on behalf of
Board of Examiners

Issued by APTECH LIMITED having its registered office at Elite Auto House, 54 A, Sir M Vasanthi Road, Andheri (E), Mumbai 400 093

100D0403P05501

ANNAMALAI

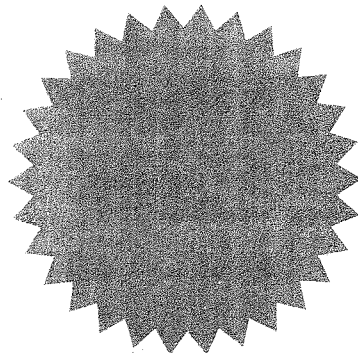


UNIVERSITY

FACULTY OF ARTS

The Senate of the ANNAMALAI UNIVERSITY hereby makes known
that **JAYAPRAKASH M** has been
admitted to the Degree of **MASTER OF COMMERCE IN CO-
OPERATIVE MANAGEMENT** he/she having been certified by duly
appointed Examiners to be qualified to receive the same at the Examination
held in **DECEMBER - 2004** and that he/she was placed in
SECOND Class

Given under the seal of the University



Annamalainagar

Dated **25/10/2005**

Registrar

Vice-Chancellor



ANNAMALAI UNIVERSITY

Directorate of Distance Education

Annamalainagar - 608 002

TRANSFER CERTIFICATE

No. **11283**

Enrolment No. : **100005143**

1. Name of the Student : **JAYAPRAKASH M**
2. Date of Birth as entered in the Admission register : **27-06-1975**
[TWENTY SEVENTH JUNE NINETEEN SEVENTY FIVE]
3. Nationality and Community : **INDIAN**
4. Course of Study : **B.COM CO-OPERATIVE MANAGEMENT**
5. Academic year in which the student was admitted to the course : **2000-2001**
6. Duration of the course : **TWO YEARS**
7. Whether qualified for promotion to higher class : **REFER TO MARKLIST**
8. Month and year when the student left the course : **JUNE-2002**
9. Whether the course completed : **YES**

Note: Issue of Transfer Certificate is not a bar for appearing for future examinations, if he/she is otherwise eligible.

Date : **26-07-2001**


FOR DIRECTOR

Date: November 5, 2009

OFFER LETTER

Name: MANGILIPELLI JAYAPRAKASH,
Designation: Manager – Finance & Accounts

Dear Mr. M. Jayaprakash,

It is sincerely a pleasure to welcome you to **Sree Sai Technologies**. We are confident that you will make a valuable contribution to the growth of our company.

In recognition of your performance in Interview you had with us, we are pleased to offer you a career as a **Manager – Finance & Accounts** with **Sree Sai Technologies**. will effect from **November 5, 2009**. Once the assignment starts you will be paid a gross salary of 1.8Lacs- (Rupees One Lacs Eighty thousand only).

You are required to report on or before **November 05, 2009**.

Kindly let us have the duplicate of this letter signed by you as a token of your understanding and acceptance.

Thank you
Sree Sai Technologies.



Santosh Reddy A.
Managing Director

Ref: FDK/APT/023/2008

Date: 3rd October 2008

M. JAYA PRAKASH
Plot No.1, Ramgopal Enclave
Mahatma Nagar
Old Bownpally
Secunderabad – 500 011
Andhra Pradesh, INDIA

LETTER OF APPOINTMENT

Dear Mr. Prakash

Following our various discussions, I am pleased to confirm your appointment as Accounts Manager, with effect from 1st November 2008.

We look forward to your joining our organization and hope that you will find our environment both challenging and rewarding and that you will contribute to our culture of trust, responsibility and efficiency that ultimately results in success for both the individual and the company.

Your offer of employment is subject to your being granted a work permit by the Congolese Authorities.

Your remunerations have been agreed at a gross USD salary of 1,200 per month and is inclusive of all benefits. In addition to your salary you will be provided with leave pay of 28 calendar days per year and annual passage to India. Housing and Transport will also be provided as will medical coverage.

As part of your duties you will be responsible for managing the company's financial and accounting affairs including (but not limited to):

- Preparation and Maintaining of Books of Accounts
- Overseeing Audits (both internal and external)
- Maintaining All Cash Transactions
- Maintaining All Stock and Sales Records
- Maintaining and Overseeing all Importation of Materials
- Responsible for Submission and Compliance of all Statutory Requirements
- Maintain and Oversee Company Payroll
- Preparation of Monthly MIS Reports

The contract duration is set for 2 years and is renewable upon mutual consent. With regards to termination, either party may give 30 days written notice or 1 month's salary in lieu of notice (in the case of the employer) in order to terminate this agreement.

If you are found to be undisciplined at any point of time in discharging your responsibilities or your attitude towards the management then your contract will be automatically terminated and also with in a year if any situation demands your return, you will have to pay all the expenses incurred by the company towards your air ticket and visa etc.

And you can not join in any other rolling mill until the next 3 years from the date of discontinuing your services here for any reason what so ever.

During your employment with the company, you will be expected to maintain a high level of integrity and keep all company matters strictly confidential.

This letter is being sent to you in duplicate. Kindly acknowledge receipt thereof and your acceptance of the above terms and conditions, by signing and returning a copy to me by 15th October 2008.

May I take this opportunity to congratulate you on your new appointment, and look forward to welcoming you to the company.

Yours sincerely,



DIRECTOR GENERAL

I acknowledge receipt of this contract of employment dated 3rd October 2008 and hereby confirm acceptance of the terms and conditions contained therein.

Employee

Date: _____

Witness

Date: _____

(Please initial each page)



THE WATERBASE LTD.

P.B. No. 4902, # 22,(Old # 8), Sadasivam Street, Gopalapuram, Chennai - 600 086. India.
Tel : 91(44) 28113682, 28110684, 28112762 Fax : 28113681 Grams : 'WATERBASE'
E-mail : waterbase@vsnl.com

18th February 2005

Mr. M. Jayaprakash
32, Yamuna Street
Venkateswara Nagar Extension
Velachery
Chennai - 600 042

Dear Sir,

Ref: Your application for an employment

With reference to your application for an employment and subsequent interview, we are pleased to offer a position in our Accounts Department as "Executive". You will be placed at Nellore. You will be also coordinating the Computer related jobs (both Software & Hardware) including Chennai location on need basis.

Your detailed salary structure will be intimated shortly.

Kindly acknowledge receipt of this letter.

Thanking you,

Yours truly,

For THE WATERBASE LTD

AUTHORISED SIGNATORY



---- 2 ----

8. During the period of probation, you are not eligible for any type of leave.

9. Please note that you have to work for a period of 240 days or more during calender year, then only you are eligible for annual leave with wages during the subsequent calender year.

10. You shall intimate changes in your residential address, if any, within three days of such change.

11. You will be governed by all rules and regulations as may from time to time be applicable to the establishment.

Please signify your acceptance of the terms setforth above, by returning a duplicate copy of this order duly signed by you.

for ACCURATE PRODUCTS CORPN. PVT. LTD.,


(JOHN PUNNOOSE)
GENERAL MANAGER

To

Mr.M.Jayaprakash,
No.11, Yamuna Street,
Venkateswara Nagar,
Velachery,
CHENNAI - 600 042.

Having gone through the above terms, I set my signature in token of my having understood and accepted the same.

Signature:

Date :

Time :



**ACCURATE PRODUCTS
CORPORATION PRIVATE LIMITED**



TNGST. No. 050 - 0980265 CST. No. 584173 / 3-3-61
P.B. No. 8252
36, MAIN ROAD, VELACHERY, CHENNAI-600 042. INDIA
TEL : 044 - 2432125, 044 - 2430933. FAX : 044 - 2431548
E-Mail : accurate @ md2. vsnl. net. in CABLE : LUBFIT

No.P&A/48/5/2000

31st October 2000

Mr.M.JAYAPRAKASH

Sub: Confirmation - Appointment

On successful completion of your probationary period, we are pleased to confirm your service as Office Assistant with effect from 1st November 2000. As a confirmed employee, the other terms and conditions as stipulated in the original letter of appointment order No.P&A/3/1/99 dated 28th October '99 shall bind both the parties.

Consequent upon your present appointment, your pay and allowances have been restructured as under:

(a) Basic Pay	-	Rs.500/-
(b) FDA	-	Rs.460/-
(c) VDA	-	As applicable
(d) HRA	-	Rs.270/-
(e) Attendance Bonus	-	Rs. 50/-
(f) Washing Allowance	-	Rs. 40/-

If either party desires to terminate the appointment they may do so by giving the other party one month notice in advance. However, if management desires to terminate the service of the employee, the employee may be paid one month salary in lieu of notice period and terminate the service.

(JOHN PUNNOOSE)
GENERAL MANAGER

176
H. B. B.



MODI
PROPERTIES &
INVESTMENTS PVT. LTD.

Off : 5-4-187/3&4, IInd Floor,
M.G. Road, Secunderabad - 500 003.
Phone : 040-66335551
Fax : 040-27544058
email : info@modiproperties.com
Visit us at : www.modiproperties.com

LETTER OF APPOINTMENT

Date: 09.01.2012

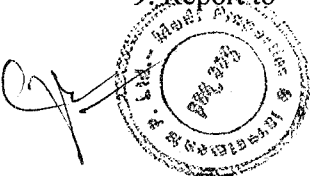
To,
M. Jayaprakash
H.No. 3-4-63/13/C1,
Aravind Nagar, Ramanthapur
Opp. Little Buds School
Hyderabad - 13

Dear Mr. Jayaprakash,

Ref.: Your interview with M.D. held on 08.01.12.

We are glad to inform you that you have been selected for employment with our Company/ firm and your terms of employment shall be as follows:

1. Remuneration : You shall be paid a consolidated monthly salary of Rs. 17,500/- Including Basic, DA, HRA, TA, CCA & EA. In addition to the salary you are eligible for incentives basing on booking you made and the rate of incentives as per the company norms.
2. Yearly increase in remuneration: As a company policy salaries of all employees are reviewed once a year i.e., in April. No interim or intermediate request for revision of salary shall be entertained.
3. Allowances: You shall be paid allowances for mobile phone, vehicle maintenance, etc., as per company policy. You shall be required to answer all calls on your mobile phone during or after office hours.
4. Date of joining : 09.01.2012. In case you failed to report on the date mentioned herein, for whatsoever reason, this letter of appointment shall stand cancelled and your services shall be deemed to have been terminated.
5. Conveyance : You shall not be paid any conveyance charges for commute to your place of work. However, conveyance shall be paid as per company policy for commute during office hours for office work.
6. Probation period: You shall be on probation for a period of 3 months from the date of joining. After completing the probation period satisfactorily your services shall be confirmed. However, during the probation period we reserve the right to terminate your services without assigning any reasons.
7. Work place: You shall report daily from 10.00 am to 6.00 pm at Head Office.
8. Designation: You designation shall be Manager – Accounts & Finance in Accounts Division of the company.
9. Report to : You shall on a daily basis report to Managing Director who shall be authorized to assign and monitor your work.





MODI

PROPERTIES &
INVESTMENTS PVT. LTD.


Off : 5-4-187/3&4, IInd Floor,
M.G. Road, Secunderabad - 500 003.
Phone : 040-66335551
Fax : 040-27544058
email : info@modiproperties.com
Visit us at : www.modiproperties.com

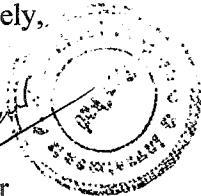
10. Other terms:
- Only after completion of probation period, you will be entitled to all benefits as per company rules and norms as applicable.
 - You are expected to carry out your responsibilities to the best of your abilities and always try to improve your performance.
 - During the course of employment, you shall not engage in any business or employment outside our organization and you shall devote whole time to the company to faithfully and diligently perform your duties.
 - You shall not divulge any confidential information or documents to person while in service or thereafter. You shall also will be required to work in any location that the company undertakes its activities.
 - You shall undertake any type of work entrusted to you by the company from time to time depending upon the exigencies of work.
11. Termination : This appointment is terminable by one month's prior notice or equivalent salary in lieu of notice from either side. During the period of your employment you shall give atleast one months prior notice in case you wish to resign from your services. In case this condition is not fulfilled the company reserves the right to withhold any incentives, bonus or other benefits which have been promised/accrued to you.

Please confirm your acceptance of the above terms and conditions of employed by signing a copy of this letter.

Thank You.

Yours sincerely,


G. Jai Kumar
Asst. Manager
HR & Admin.



Confirmed and accepted:

Signature: 

Name: M. JAYAPRAKASH

