



**M.P. PASCHIM KHETRA VIDYUT VITARAN CO. LTD.
GPH CAMPUS, POLOGROUND, INDORE (M.P)**

No. MD/WZ/01/HR/CS(C)/2018/ 480

Indore Dated: **24 AUG 2018**

ORDER

Smt. Aradhana Kulkarni W/o Shri Deepak Kulkarni is hereby engaged as Company Secretary on full time (contract) basis for a period of three years, with effect from the date of joining, as per details, terms and conditions mentioned below :-

Terms & Conditions :-

1. The contract engagement will be for a period of three years from the date of joining duties. However, the contract agreement shall be terminable at any time on one month's notice by either side or on payment of one month's remuneration in lieu thereof.
2. After the completion of contract period, the agreement will automatically get terminated. However, Company reserves the rights to engage on fresh contract, on the basis of performance of contract employee, again for further period, from the date as decided by the Company.
3. Contract engagement shall be governed by एम पी पश्चिम क्षेत्र विद्युत वितरण कंपनी, संविदा सेवा (अनुबंध तथा सेवा की शर्तें) संशोधित नियम, 2018 and further amendments thereof, if any.
4. Fixed monthly remuneration, for the contract period shall be as detailed below :-

S.No.	Post	Fixed monthly remuneration
1.	Company Secretary on contract basis	Rs. 50490/- + DA (as applicable on 01.01.2018)

5. No remuneration will be paid for the unauthorized absence period.
6. Duties and Responsibilities of Company Secretary during Contract Period:
 - i. Company Affairs.
 - ii. Dealing with ROC.
 - iii. Conducting Board meeting and other Committee meetings.
 - iv. Conducting AGM & EGMs.
 - v. Coordinating with Auditors and other external Agencies related to Company matters from time to time.
 - vi. ROC compliance in case of appointment / Change of Directors & related matters.
 - vii. Any other works as directed by Managing Director.
7. The contract engagement shall be purely on temporary basis. The candidate engaged on contract will have to join the duty within 30 days, from the date of issue of order, failing which; the same shall stand cancelled without any further communication.
8. A medical fitness certificate from the Medical Board/Civil Surgeon shall be required at the time of joining.

9. The candidate engaged on contract will not be entitled to any other allowance and fringe benefits, such as concessional electricity etc. during the contract period.
10. If it is required to perform outstation journey in the company's interest, TA/DA including taxi/auto charges and accommodation charge for such journey shall be paid as admissible to the Class II officers of the Company.
11. Mobile SIM with CUG facility as applicable to the Class II officers of the Company, will be provided. The instrument shall be arranged by the user.
12. In case the person engaged on contract is found habitual of remaining absent from duty without prior permission, the contract shall be liable for termination at the discretion of the Company.
13. In case of any change in the residential postal address during the contract period, it need to be intimated promptly in writing, failing which any communication sent on the address available with the Company shall be deemed delivered.
14. The candidate engaged on contract will be required to maintain desired efficiency, integrity and secrecy and adhere to proper conduct and office decorum, failing which, contract shall be liable for termination.
15. The person employed on contract appointment is barred to render his services elsewhere, during the contract period, and bound by the M.P. Civil Services (Conduct Rules), 1965.
16. Character and antecedent verification of contract employees will be got done from Distt. Police administration. However, the incumbent could be allowed to join the duty, on the strength of self attested declaration that nothing is pending against him/her in any Court nor any criminal case is registered against him/her in the Police Station. In case, of discrepancy / false claim, the contract engagement shall be terminated immediately, without assigning any reason thereof.
17. Contract employee shall be responsible for performing duties/works assigned to him/her. Any lapses in performing the duties, shall be treated as misconduct.
18. Company reserves the right to change/modify these conditions, at any time.
19. In case any information given by the candidate is found false or incorrect, the contract will be deemed void ab initio and liable for termination without any notice or remuneration in lieu of notice.
20. The Headquarter during the contract period will be at Indore. The Company Secretary (Contract) will report to CGM (HR&A), Corporate Office, Indore.
21. Contract employee will have to execute an agreement on non-judicial paper of Rs.500/- at the time of reporting to abide by terms and conditions stated above.

Please bring original mark sheets /certificates, for all groups of exam/years, certificate of proof of date of birth, domicile certificate, NOC of employer, medical fitness certificate, etc, as the case may be, and contract agreement bond on non-judicial paper of Rs.500, at the time of joining.

By Order,

Sd/-

**Chief General Manager (HR&A)
MPPKVCL : Indore.**

No. MD/WZ/01/HR/CS(C)/2018/17444

Indore, dtd:

24 AUG 2018

Copy to:

1. The Director (Commercial) Corporate Office, MPPKVVCL, Indore.
 2. The Executive Director (IR), MPPKVVCL, Indore.
 3. The Chief Engineer (UR), MPPKVVCL, Ujjain.
 4. The Chief Vigilance Officer, MPPKVVCL, Indore.
 5. The Chief Engineer (Corporate), Corporate Office, MPPKVVCL, Indore.
 6. The Chief Financial Officer, Corporate Office, MPPKVVCL, Indore.
 7. The Joint Secretary – I/II/III, Corporate Office, MPPKVVCL, Indore.
 8. The Superintending Engineer (IT), MPPKVVCL, Indore to display the above order on company's website.
 9. The Sr./ Regional Accounts Officer, MPPKVVCL,
 10. The PS to MD, Corporate Office, MPPKVVCL, Indore.
 11. Smt. Aradhana Kulkarni W/o Shri Deepak Kulkarni, C-409, Space Park, Phase-1, Pipliya Kumar, near nariman point, Indore (M.P)
- For information and necessary action.


Dy. Secretary
MPPKVVCL : Indore