



SUMEET
Making It Possible

SUMEET FACILITIES PVT. LTD.

"Summit House"; 1st Floor, Plot No. 64/21, D-II Block, M.I.D.C., Chinchwad, Pune - 411 019. Tel.: 020-27450025.

POSTING / TRANSFER ORDER

Personel No. : _____

1. Shri. Govinda Gomase Rank / Designation Tech. Asst. will proceed on posting / transfer From Thane Loc'n to Thane Loc'n
2. He will report to above unit on 1st Sept 2017 for further duties.
3. On arrival at destination, he will report to Shri. Site Executive Engineer for interview and for further orders / instructions. MRRDA Camasay
4. No travelling Allowance & Daily Allowance is admissible on Posting / Transfer from one unit to other unit. He will report to new unit at his own expenses and arrangements.
5. Charter of duties has been fully briefed to the individual. In case he will not report on duty as notified in this order, it will be treated "ABSENT WITHOUT PROPER LEAVE" and will not be permitted to join duty without permission from this office.
6. He has been explained that as per the Unit Standing Orders, he will be transferred to other units by rotation as per policy.
7. He will not claim for any facilities as admissible to the permanent Staff/Worker of Establishment / Factory or Company where posted as any grounds / reasons.
8. He will strictly observe Unit Standing Orders & Discipline as applicable from time to time while performing duties with above unit. If found un-suitable in performance of allotted duties, he will be relinquished from the service.
9. His service is purely on contract basis, and liable to transfer to other unit either in similar post or alternative job on administrative reasons.
10. Unit Incharge will submit his suitability report within a week regarding performance general discipline, turnout, behaviour and character to this office.
11. He will sign this POSTING / TRANSFER ORDER as token of acceptance of above terms and conditions without any pressure an ibid by law.

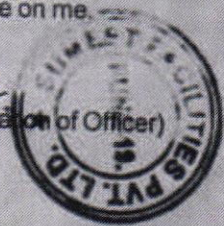
Certified that all the above terms & Conditions regarding my employment on contract basis service has been explained in my language, I accept the same and sign without any kind of pressure on me.

(Signature of the Individual)

Date : _____

(Signature & Designation of Officer)

Date : 28/8/17



For in formation : ☐ 1. Personnel Dept.

Format No. SFL / SSLGH / 01

Rev. No. 01

01.05.2005

PRINCIPAL

Dr. Vithairao Vikhe Patil
College of Engineering
Ahmednagar

