



JAIPUR METRO

**JAIPUR METRO RAIL CORPORATION LIMITED**

(A Government of Rajasthan Undertaking)  
2nd Floor, RSIC Building, Udhog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005  
Phone: 0141-5192408, E-mail: edca@jaipurmetrorail.in

No. F.1/JMRC/DCA/HR/2015-16/ 1895

Date: 28 June, 2017

Sh. Anand Singh Chauhan,  
A-169, Gokhale Marg,  
Nehru Nagar,  
Jaipur-302016

**Letter of Acceptance**

**Sub:** Engagement as consultant for consultation, monitoring and liaisoning of HR, Establishment & Administration related works of Jaipur Metro Rail Corporation Ltd.

**Ref:** (1) Letter no. F.1/JMRC/DCA/HR/2015-16/1533 dated 14.06.2017  
(2) Your proposal No. nil dated 20.06.2017.

Dear Sir,

With reference to the above subject & letters, Jaipur Metro Rail Corporation Ltd. (JMRC) is pleased to award the assignment of consultation, monitoring and liaisoning of works related to HR, Establishment & Administration for Jaipur Metro Rail Corporation Ltd., subject to the following conditions:

1. That, the work shall be as per the Scope of Work, outline in the ToR.
2. That, you shall comply with all terms and conditions as set forth in ToR.
3. Approved rate is as under :

S. N.	Work	Approved Rate per Month
a)	To work in HR Cell of JMRC dealing with Establishment matters, Personal files/Service Book of Maintainers, Maintain Record of Annual Immovable Property Return (IPR), Medical claims, Insurance, Hospitals, NPS related matters, NOC/Permission for passports/exam/ further study related matters, Acknowledging intimation/permission of acquisition of immovable/movable property, Intimation about giving or taking loan, Maintaining roster/seniority of all Maintainers, Disciplinary proceedings, Annual verification of service & Leave record of Maintainers & Preparation of JMRC HR Policies etc.	Rs. 25,000
Total Rate per Month		Rs. 25,000
Service Tax shall be paid extra by JMRC as applicable		

1. That, the payable rates and amount as above shall be inclusive of all levies, duties and other charges leviable and payable, including tax deducted at Source but exclusive of Service Tax.
2. That, you shall sign and return the duplicate copy of this LoA in acknowledgement thereof, within 3 (Three) days of its receipt.
3. That, the award is contingent to formal execution of the contract on a date within 3 (Three) days from the issue of this LoA.
4. The contract shall come into force and effect from the date 01.07.2017 for six months i.e. upto 31.12.2017.

You are requested to execute the agreement within 3 days.

Thanking you

Yours Sincerely,

*(Signature)*  
28/6/17  
(Sunil Kumar Yadav)

**Dy. General Manager (HR)****For & on behalf of Executive Director (Corp. Affairs)**

Copy for information to : 1896-38

1. PS to Director (Corporate Affairs), JMRC
2. PS to Director (Finance), JMRC
3. DGM (HR), JMRC.