

(ON THE LETTER HEAD OF THE COMPANY)

Ref. No. :

Date:

M/S. TREHAN CONSULTANTS PVT. LTD.,
110, Shivam House,
Commercial Complex Karampura,
Opp. Milan Cinema,
NEW DELHI - 110 015 (INDIA).

SUBJECT: **LETTER OF DEMAND**

Dear Sirs,

Please arrange to deploy the following categories of selected candidates/Personnel to work with our Organization, against our block visa no. _____ Dated _____ at our Projects in _____ as early as possible, on the following terms and conditions:

S.NO.	CATEGORIES/POST	NO OF WORKERS REQUIRED	MONTHLY SALARY (PER MONTH)
1.			
2.			
ETC.			
TOTAL		-----	-----

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TERMS AND CONDITIONS:

1. PERIOD OF CONTRACT : 2 (TWO) YEARS SUBJECT TO RENEWAL.
2. PROBATION PERIOD : 3 (THREE) MONTHS.
3. PASSAGE : FREE PASSAGE ON SUCCESSFUL COMPLETION OF CONTRACT.
4. ACCOMMODATION : FREE BACHELOR SHARING ACCOMMODATION.
5. TRANSPORT : FREE TO AND PLACE OF WORK.
6. LEAVE : PAID LEAVE OF 15/30/60 (**To be specified as per rules of the Company**) DAYS EVERY YEAR PAYABLE AFTER COMPLETION OF 24 MONTHS OF SERVICE.
7. WORKING HOURS : 8 (EIGHT) HOURS A DAY/ 48 HOURS A WEEK.
8. FOOD ALLOWANCE : _____ PER MONTH WILL BE PAID. (EITHER FREE FOOD OR AMOUNT TO BE MENTIONED AS PER LOCAL LABOUR LAWS).
9. OVERTIME : AS PER LOCAL LABOUR LAWS.
10. MEDICAL : AS PER LOCAL LABOUR LAWS.
11. TERMINAL BENEFITS : AS PER LOCAL LABOUR LAWS.
12. DEAD BODIES (IF ANY) : DESPATCH OF DEAD BODIES OR EVACUATION DUE TO SERIOUS ILLNESS/INJURY TO BE ARRANGED TO INDIA AT EMPLOYER'S COST.

ALL OTHER TERMS AND CONDITIONS OF THE EMPLOYMENT WILL BE AS PER LOCAL LABOUR LAWS.

Yours faithfully,

For (Name of the Organization)

(Signature of the Authorized person)

With Seal of the Company

* This letter is to be issued from the country where the manpower is required.