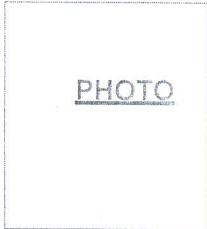


LETTER OF APPOINTMENT FOR ESM / CIVIL PRIVATE SECURITY GUARD
BY EMP No _____ SECURITY AGENCY (VENDOR CODE : _____)
PROPRIETOR _____

1. _____ Security agency appoints
(Name) _____ as a Private Security Guard /Supervisors
wef (Date _____)



2. **Personel Details :-**
- (a) Service No. Rank :
 - (b) Date of Birth :
 - (c) Date of Retirement :
 - (d) PPO No. :
 - (e) ESM I Card No. & Issuing Authority :
 - (f) ESI No. :
 - (g) EPF No./UA No. :
 - (h) Mobile No :

<u>Present Address</u>	<u>Permanent Address</u>
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3. **Terms & Conditions:-**
- (a) The appointment will be for a duration of 11(eleven) months from the date of appointment or the date of termination of Security Agencies contract with PSU whichever is earlier.
 - (b) First one month of the employment will be treated as probationary period and the services can be terminated without a notice, subsequently for termination of services, the proprietor of the Security Agency will give sufficient opportunity to the ESM Security Guard (Employee) in the form of a written show cause notice with 15 days time for a written reply.
 - (c) Minimum two months advance notice will be given by both the ESM Security Guard(Employee) and the proprietor for resignation / termination of service.
 - (d) Payment of wages will be done in accordance with relevant DGR wage notification as amended from time to time.
 - (e) The Security Agency will adhere to all the provisions of Min of Defence, DESW OM No. 28(75)/2020-D(Res-I) dated 13 May 2021.

Signature & Stamp of the Proprietor