



# SURESH INDU LASERS PVT. LTD.

## Letter of Appointment

Date: 1<sup>st</sup> March, 2019

To,

KADLAG RUSHIKESH SHARAD  
Nashik

### Sub: Appointment Letter

Dear, RUSHIKESH

Based on the discussions during personal interviews, we are pleased to offer you an appointment in our organization on terms and conditions for the remuneration appearing here below.

#### Appointment at Joining Date:

Joining date : 1<sup>st</sup> March, 2019  
Location : SIL, Ramtekadi  
Status : Trainee  
Position : Trainee Engineer  
Section : Fiber  
Reporting to : Ravindra More

#### Remuneration:

Sr. No.	Particulars	Salary (Per Month)	CTC (Annual)
1	Basic	6,500.00	78,000.00
2	HRA	2,200.00	26,400.00
3	Incentive	1,000.00	12,000.00
4	Other Allowance	500.00	6,000.00
5	Education Allowance	200.00	2,400.00
6	Medical Allowance	800.00	9,600.00
7	Conveyance	800.00	9,600.00
<b>Gross Salary</b>		<b>12,000.00</b>	<b>144,000.00</b>
1	PT	200.00	2,500.00
<b>Net Salary (excluding Income Tax)</b>		<b>11,800.00</b>	<b>141,500.00</b>

We congratulate you on your appointment and wish you a long and successful career with us.

i. **Roles and Responsibility:**

As defined by Management and Head of the Department.

The company has rights to change and add roles and responsibilities assigned



Corporate Office :

  
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to you. SIL has branch offices & Plants at various location for different activities, you may be required to travel to any of the location as when required work related to above responsibilities.

**ii. Duration of Appointment:**

Your training period is for 1 year.

After Completion of Training Period you will be considered for Probation of Six Months. Consideration for Probation will be fully dependent on your performance, understanding the process and handling the activities during the period of training, it will be assessed by the management and then only you will be considered for the probation period.

**iii. Termination of Employment:**

- a) In case of any misconduct or breach of terms and conditions or trust on your part, your services can be terminated with immediate effect without assigning any reason and without giving any notice or notice pay in lieu of notice or any other claim, or compensation or damages this will be sole discretion of the Company Management.

**iv. Long Term Benefit :**

**Provident Fund:**

Under the existing applicable rules, the company shall contribute an amount equivalent of 12% of employees Basic Salary towards the Provident Fund Account. Likewise the employee shall also contribute a minimum of 12% of the Basic salary. The Company will directly deduct the employee's contribution from the monthly remuneration payable to the employee and credit the same to the Provident Fund Account.

**Gratuity:**

As an award for long and meritorious service, the employee shall be entitled to gratuity which benefit will be available at the cessation of the employment. To be entitled to gratuity the employee has to put in a minimum of 5 years service where up on an entitlement of 15 days of last drawn basic salary for every completed year of service shall accrue to the employee.

**Bonus:**

Employee shall be eligible for yearly bonus as per the Bonus Act.

**ESIC:**

Under the existing applicable rules, the company shall contribute an amount equivalent of 4.75% of employees Basic Salary towards the ESIC Account. Likewise the employee shall also contribute a minimum of 1.75% of the Basic salary. The Company will directly deduct the employee's contribution from the monthly remuneration payable to the employee and credit the same to the ESIC Account.

**Professional Tax:**

Professional Tax applicable as per the government rule will be deducted from employee's salary and will be deposited to consent department.



  
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v. **Holidays and Leave:**

**Earned leave:**

18 Calendar days paid leave for each completed year of service. It only applies after one year of service in the Company. Earned leaves can be accumulated up to 60 days during the period of service and in a year only 10 days of the paid leave can be carried forward for accumulation.

**Leave encashment:**

Employee is eligible to en-cash the balance leave at the end of the year. The balance leaves of Earned Leaves will only be considered for leave encashment.

**Sick Leave:** Maximum 6 calendar days paid sick leave per annum. Sick Leave cannot be accumulated.

**Casual Leave:** Maximum 6 Calendar days paid leave per annum. Casual leave cannot be accumulated.

**Terms of Appointment:**

Bifurcation of your salary into various heads is at the sole discretion of the Management. The Management is further empowered to re-structure your salary at any time in future at its sole discretion.

vi. **Confidentiality and Assignments: (Indemnity bond would be signed for this clause)**

The employee shall disclose to the Company any innovation, invention, process or improvements made and / or discovered by the employee during the course of the employment with the Company and such discovery etc as aforesaid shall always remain the absolute property of the Company.

The Company may call up on the employee to apply for patent, licenses, or other intellectual property rights and protection thereof in respect of such discovery, invention, process or improvements at Company's expenses, or during the course of employment with the company. So that the benefit thereof shall always accrue and become the property of the Company. The Company further reserves the rights to take such actions, steps and deeds etc. for dealing with the patents, licenses and other intellectual property rights so registered at the expense of the Company as aforesaid and to assign the same in favor of third parties being the sole beneficiary owner thereof.

The employee shall not divulge or part with any of our trade secrets of Business operational matters to any third party both during and up to the three years from cessation of the employment with the Company. The employee shall ensure and take care to keep the above information as secret and confidential.

The Company does not compensate the employee for the assignments of intellectual property since this is already included in total remuneration and agreed upon.



  
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vii. **Competition clause: (Indemnity bond will be signed for this clause)**  
The employee is obligated during the continuation of the employment as well as after Two years after termination of this Appointment.

- Not to join any competitor of Suresh Indu Lasers Pvt. Ltd.
- Not to start its own business (directly or indirectly) in proprietary ship, partnership, or Pvt. Ltd, or limited company or in joint venture with any party in the same field as Suresh Indu Lasers Pvt. Ltd.
- Not to financially participate in any competitor's business in the same field as Suresh Indu Lasers Pvt. Ltd.

In case it is found that the employee has any relations with known or unknown competitors, or is involved in any activity which the Company is in, the Company at its sole discretion can take legal action against the said employee during the employment or post-employment.

Guidelines, Communications, notice, letters from the Company management forms an integral part of the Appointment.

viii. **Special terms and Conditions.**

**Health Conditions:** The appointment is subject to the medical fitness of the employee. A medical certificate medical certificate has to be furnished by the employee within 6 days from joining.

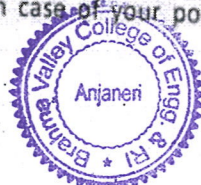
**Cancellation of Authority:** With the termination of the Employment the any power, authority to act on behalf of the Company, given to the employee is cancelled.


**Place of Posting:** The place of posting shall be at Suresh Indu Lasers Pvt. Ltd, Hadapsar, and depending on company's operations in India you may be required to relocate to another Location in India on short notice. The employee shall be liable to any Department, Office or Establishment of Suresh Indu Lasers Pvt. Ltd. or its Associates and the employee shall abide by the working hours of such Department, Office, and Establishment without any extra remuneration.

**Breach of Confidence:** The terms of this appointment are strictly confidential between the employee and the Company any breach of the confidence, trust will be viewed with utmost seriousness.

**General Rules and Regulations:**

- ix. Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.
- x. Your annual increments will be based upon your overall performance during the year i.e. your professional efficiency, profitability of the establishment, your integrity, cost-effectiveness, discipline, punctuality, personal grooming, staff handling etc. However, in case of your poor performance the annual



  
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increment can be withheld at the sole discretion of the Management. Increments are neither automatic nor a right.

- x. You should be for any training at any place whenever required. Such training would be imparted to you at the company expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
- xi. You will be responsible for efficient and effective discharge of all functions in the establishment / department, as the case maybe, as required to be performed by your position, and as told to you by your superior or by the Management from time to time.
- xii. The regular working hours of the company are from 9.30 A.M to 6.30 P.M including 30 minutes for lunch break and 15 minutes for tea break.
- xiii. The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks.
- xiv. That you will exercise overall responsibility of general management of the establishment / department, as the case may be, or any other outlet / assignment assigned to you, and will run it with utmost efficiency asa successful profit center.
- xv. That you will be accountable for maximizing the profitability and minimizing the costs, without compromising the standards / qualities / image of the establishment, and for always maintaining highest degree of standards in all areas of work / operation of the establishment / department, as the case may be.
- xvi. That you will devote whole time to the business of the Company and shall diligently and efficiently carry out the duties entrusted to you by the Company from time to time. You will not accept, directly or indirectly at any time and other job / assignment or transact business of any kind directly or indirectly, during your employment with the Company, whether full time or part time, and whether with or without any remuneration or consideration.
- xvii. If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
- xviii. That you will be required to take prior written permission from the Management for seeking admission / pursuing any educational course /



  
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higher education / professional studies, with any educational / professional institute. Such permission, when granted, shall always be subject to the condition that it does not in any way adversely affect the work of the establishment. In case the permission for study is granted, you may be sanctioned leave for actual days of examination only. However, in the exigencies of business the permission so granted or leave so sanctioned is liable to be withdrawn / cancelled.

- xx. That it is understood by you that this employment is being offered to you on the basis of the particulars / credentials furnished by you in / with your application for employment. If at any time, should it emerge that the particulars / credentials furnished by you are false / incorrect or if any material information has been suppressed, this appointment shall automatically be rendered void and shall be liable to termination forthwith without any notice or compensation.
- xxi. That you will keep the Management informed of your permanent / present communication / residential addresses and contact telephone / mobile numbers. You must communicate any change in them to the Management in writing within three days of such change. Any communication sent to you at your last known address shall be considered to have been served on you.
- xxii. That you will not refuse to accept any communication of the Management, it will amount to an act of misconduct on your part. That Management may send such refused communication at your residence under certificate of posting, and it will be deemed to have been personally served on you.
- xxiii. That you will be entitled to leave and holidays as per law/ rules of the Company.
- xxiv. That you will be governed by the rules, regulations, service conditions, employee hand-book, notices, circulars, instructions etc. as are in force at present and as may be amended / formulated / invoked / introduced by the Management from time to time. That any or all the terms and conditions of your employment are subject to revision at any time at the sole discretion of the Management. That you will retire on attaining the age of 58 years.
- xxv. In Case of your resignation or termination from the company, you are not authorized to join any of the laser company for a period of least three years unless that company request for a consent letter from SIL.
- xxvi.
  - a. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
  - b. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.



  
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- c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice.
- xxvii. That in case any dispute or difference arises in respect of the interpretation of your terms and conditions of service, or about any act or omission on your part; the decision of the Managing Director or of any person nominated by him in that matter shall be final and binding on you.

We welcome you & wish you good luck.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

Yours truly,  
For Suresh Indu Lasers Pvt. Ltd.




Sanjay Shah  
Director

I accept

**KADLAG RUSHIKESH SHARAD**



  
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February 04,2019

**VRUSHALI VITTHAL SANAP**

At flat no 4 Laxmitara Garden,Ratndeeep colony, Dange chowk, Thergaon Pune 411033

Dear VRUSHALI VITTHAL SANAP,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited (hereinafter referred to as "Company")** as **Senior Analyst - GBS Logistics** in **Grade 23**. You will be working in **Night** shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Pune, subject to change as deemed by the company. We look forward to having you on board on **February 11,2019** at 8.30am at our **Pune office**. The address is:

**Flextronics Technologies India Pvt. Ltd**  
**7th Floor, Block Rhine (1.5), Embassy Tech Zone,**  
**Plot No: PL 03, Rajiv Gandhi Infotech Park,**  
**Phase 2, Hinjewadi, Pune, Maharashtra – 411057**

Your Target Cash will be **INR 2,50,000/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC. Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter once you submit us the provisional certificate from the college. Your employment will be governed by the terms of the appointment letter issued to you. The provisional certificate copy needs to be submitted within 3 months from the date of joining or 15 days from the announcement of results or date announced by the university thereof, whichever is earlier. You agree to sign an Undertaking at the time of joining & will have to abide by the terms mentioned in the same.

You would be reporting to **Sandeep Sharma - Senior Manager GBS Logistics** on the date of joining; reporting is subject to change post joining, if required.

**Please bring along the original & 2 copies of the below documents with you on your date of joining:**

1. Aadhaar Card Copy
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.

We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,

**For Flextronics Technologies (I) Pvt. Ltd.**  
**Global Business Services**

**Sukirat Sethi**

**Human Resources**



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## ANNEXURE 1

Name: VRUSHALI VITTHAL SANAP  
 Designation: Senior Analyst - GBS Logistics  
 Grade: 23  
 Compensation Structure:

	Component	Annual (INR)	
A	Basic	69,630	Taxable Component
	House Rent Allowance	27,852	40% of Basic for Non Metro Cities 50% of Basic for Metro Cities
	Medical Reimbursement	15,000	Taxable Component
	Education Allowance	2,400	
	Conveyance	19,200	Taxable Component
	Special Allowance *	73,770	Taxable Component
	Other Allowance*	3,629	Taxable Component
	<b>Cash Pay</b>	<b>2,11,481</b>	
	<b>Retirals</b>		
B	P.F*	21,600	Employer Contribution
C	Gratuity		As per legislation
	<b>CTC</b>	<b>2,33,081</b>	
D	Target Bonus**	16,919	
	<b>Total Target Cash</b>	<b>2,50,000</b>	

ESIC and Gratuity would apply as per Government rules and laws. Employer contribution is over and above your TTC.

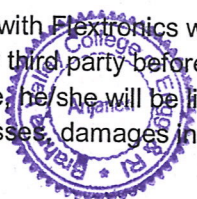
### Flexible Benefits Plan:

Component	Maximum eligibility per annum	Criteria for claims
Gifts Card	Rs. 4,500/-	Annually
Meal Card	Rs. 26,400/-	Monthly

(\*) – Please note that the above is not an additional component, it will be deducted from Special Allowance / Other Allowance. If cards are availed, then the cash portion of your salary will reduce to extent of cards chosen and PF contribution may change as per government regulations.

(\*\*) – You will be eligible for the quarterly variable bonus scheme and the payout target will be a percentage of your quarterly gross salary. Actual payout will be determined on the basis of Flex Worldwide/Site performance announced by corporate. Please note that to be eligible for the quarterly bonus you must be actively employed by the Company for at least fifty percent of the applicable fiscal quarter. The bonus award payment will be pro-rated to reflect the number of days actively at work during the quarter, provided, that you have worked at least fifty percent of the fiscal quarter.

The employee shall guarantee that his/her employment with Flextronics will not breach or infringe any contracts, agreement, arrangements he/she have entered with any third party before this employment, including but not limited any non-compete obligation he/she may have, otherwise, he/she will be liable for any liabilities incurred, indemnify and keep Flextronics harmless from any claims, liabilities, losses, damages incurred.



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**In addition, there is a**

- Hospitalization coverage for self and dependent's up to Rs.5,00,000/- per annum. (with 10% co-pay for dependent parents limiting upto Rs.2.5 lakhs)
  - Employees eligible for ESIC would not be covered under the above Medical Insurance provided by Flex through Third party.
  - Personal Insurance Cover of Rs.10,00,000/-
  - Transport facility provided for all shifts. Transport Deduction for day shift employees only who log in at 7.00 AM, 8.00 AM & 11.00 AM.
- a. Grade 21 – Rs. 665/month
  - b. Grade 22/23 – Rs.800/month.
  - c. Grade 24 – Rs.1600/month.
  - d. Grade 25/26 - Rs.1800/month.
  - e. Grades 27 & above – Rs. 3000/month.
- Employees, who work in the night shifts, on working days, i.e. finish work between 12:00 Midnight and 7:30 AM, are eligible for night shift allowance for every working night.
    - a. Grade 21 to Grade 25 – Rs. 300
    - b. Grade 26 to Grade 28 – Rs. 500
  - Employees, who logs in the early morning shifts, on working days, i.e. start work between 4:00 AM to 6:00 AM, are eligible for early Morning Shift Allowance.
    - a. Grade 21 to Grade 28 – Rs. 150

**Data Privacy & Protection**

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organisation. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organisation.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

It has been brought to our notice recently that some unscrupulous individuals have been approaching candidates posing as Flex HR employees and promising them jobs with Flex in exchange for monetary / other favours. Please be informed that Flex does not endorse any such activities and in case you are approached by someone with similar offers/ promises over phone or in person please report the same to [hrcompliance@flex.com](mailto:hrcompliance@flex.com).



  
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PCCOER/T&P/2018/10/98



## STANDARD CAPACITOR PVT .LTD.

Gat No. 127, Village Somatne, Taluka – Maval, District – Pune 410506  
Tel: (02114) 310949, Email: [admin@standardcapacitors.co.in](mailto:admin@standardcapacitors.co.in)  
Website : [www.standardcapacitors.co.in](http://www.standardcapacitors.co.in)

Date:20/10/2021

MR. SHINDE SWAPNIL BARKU


**SUB:** Appointment for the post of Graduate Trainee Engineer - GET

**Ref:** Campus interview on 26.10.2018 at Nutan College of Engineering.

With reference to the above, we are pleased to offer you, the position of Graduate Trainee Engineer on the following terms and conditions:

- 1. Commencement**  
Your training will commence from 12.11.18 for a period of one year.
- 2. Job title**  
Your Job title will be **Graduate Trainee Engineer - GET** and you will report to Head of Manufacturing Capacitor Division.
- 3. Compensation / Stipend**  
You will be paid a monthly compensation / stipend of Rs. 10,000 for first six months and thereafter Rs.11, 500 subject to satisfactory performance.
- 4. Place of Post**  
You will be posted at Gat No 127, Somatne Fata, Taluka Maval, Dist Pune However you may be required to work at any place of business which the company has or may later acquire.
- 5. Hours of Work**  
The normal working days is 6, Thursday is the weekly holiday. The normal working hours are from 9 am to 5:30 pm. However you will be required to work for such hours as necessary for the proper discharge of your duties to the company.
- 6. Holidays**  
The company shall notify the list of declared holidays in the beginning of each year.
- 7. Nature of duties**  
You will perform to the best of your ability, all the duties as are inherent in your post and such additional duties as the company may call upon you to perform from time to time.
- 8. Company property**  
You will always maintain in good condition company property, which may be entrusted to you for official use and having the course of your training and shall return all such property to the company prior to relinquishment of your charge, failing which cost of the same will be recovered from you by the company.
- 9. Termination**



  
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## STANDARD CAPACITOR PVT .LTD.

Gat No. 127, Village Somatne, Taluka – Maval, District – Pune 410506

Tel: (02114) 310949, Email: [admin@standardcapacitors.co.in](mailto:admin@standardcapacitors.co.in)

Website : [www.standardcapacitors.co.in](http://www.standardcapacitors.co.in)

Your appointment can be terminated by the company without any reason. However you may terminate your employment with the company with sufficient cause by giving minimum 3 months (90 days) prior notice or stipend / compensation for unsaved period.

### 10. Confidential information

During the training period with the company, you will devote your whole time attention and skill to the best of your ability for the business. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information relating to the company which may be known to you.

### 11. Acceptance of the letter

Please confirm acceptance of this offer by signing and returning the duplicate copy along with duly filled joining report.


We welcome you to the **Standard Capacitors** family.

Yours faithfully

FOR STANDARD CAPACITORS PVT LTD

Saniya Dere  
(Director).



  
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~~Patil Suraj Nimba~~  
2020-2021

## Fwd: Offer Letter- Engineer Technical

1 message

Patil Suraj Nimba <patilsurajnimba@gmail.com>

Tue, Feb 12, 2019 at 1:09 PM

----- Forwarded message -----

From: **Samiksha Bhore** <samiksha.bhore@masstrans.in>

Date: Wed, Dec 19, 2018, 10:18 AM

Subject: Offer Letter- Engineer Technical

To: <sudheerpachorkar@gmail.com>

Cc: <vinay.jain@masstrans.in>, Jayanti Jain <jayanti.jain@masstrans.in>, <milind.bavle@masstrans.in>, <prajakta.sawant@masstrans.in>

**19<sup>th</sup> December 2018**

To,

**Patil Suraj Nimba**

**306, Gurubani boys hostel,**

**Gurudwara chowk,**

**Swapna nagari society,**

**Chinchwad, pune 411033.**

**Subject: Offer Letter**

With reference to your final interview dated 18/12/18, we are pleased to offer you a position as **"Engineer-Technical"** for Chinchwad Location on or before **24<sup>th</sup> December 2018**.

You will report to **Mrs. Prajakta Sawant** for all matters relating to your roles and responsibilities. The Management shall review your performance of the first six months before confirming your tenure with the company.

Your Appointment Letter with detailed Salary breakup will be given to you on the day you join.

Meanwhile, please arrange to submit the following documents on the day of joining:

1. Your detailed profile along with educational certificates



  
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2. *Relieving Letter from the last employer*
3. *Salary Slip*
4. *Experience Certificates*
5. *Copy of Passport (Passport details)*
6. *Age Proof – PAN Card*
7. *Aadhar Card*
8. *Copy of Electricity/Telephone bill*
9. *Passport Size Photograph (3 copies)*
10. *Bank account details for remuneration*

*We take this opportunity to welcome you to the Masstrans Technologies Pvt.Ltd family.*

*With Best Wishes,*

***For Masstrans Technologies Pvt.Ltd.***

***Thanks & regards,***

Samiksha Bhore

Asst.Manager-HR & admin

**Masstrans Technologies Private Limited**

(Erstwhile Power Electronics-Partnership Firm)

Registered Office: Gat No. 400, Hissa No. 14, Dehu-Alandi Road, Talawade, Pune-411062.


Corporate Office: C-25/7, MIDC Commercial Building, Chinchwad, Pune-411019.

Ph: +91 7447471305 (F); +91 20 2748 3884; Mobile: +91 9822750065

www.masstrans.in

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