L&T Metro Rail
Hyderabad

13th June 2019

Dear Mr. C Praneeth Sudarshan,

We are glad to inform you that based on your request; we hereby accord our consent to carry out a **03-month training at L&T Metro Rail (Hyderabad) Ltd in Civil Maintenance** department under following terms and conditions.

1. During the internship period, you will be mentored under the guidance **of Mr. Kosuru Ramesh, Sr. Dy. General Manager - Stations.**
2. The internship period will be from **10th June 2019 to 10th September 2019.**
3. Company shall not provide any accommodation and transportation facility.
4. You shall adhere to safety and security as per the stipulated guidelines of company all the time.
5. In case of any accident to you within our premises resulting into injury & / or death, we will not be responsible for any type of compensation or expenditure on medical treatment.
6. This training does not render any type of claim for temporary/ permanent services with us.
7. If your performance /attendance/conduct etc. is not found satisfactory during the training period, the training period shall be terminated at any time without giving any reason.
8. Any information provided to you as part of training shall not be used for any other purpose. Any disclosure of confidential data or information by any means would result in revoking of the training offer and a suitable action will be initiated.
9. You shall adhere to the disciplinary/administrative norms of the company as well as rules regarding safety & security. Adherence to Organization's policy of **Code of Conduct** which will be briefed to you on the date of commencement of the training
10. You and your personal belongings are subject to frisking/checking either manually or electronically unconditionally at time of your entering & exiting besides any other given point of time during the working hours within the office premises/job sites.
11. **Working Days**: Monday to Saturday
12. **Working Hours**: 9.00 am - 5.45 pm (Lunch time of 30 minutes is observed)
13. **Dress Code**: Formal Dressing on all weekdays including Saturday.
14. **Holidays**: As per Organization Holiday Calendar
15. **You would need to report to the HR Department** on the first day for all necessary formalities, including submitting a signed copy of this letter as a token of acceptance of terms and conditions as stipulated in this letter for the training which you are likely to undergo.
16. You will be entitled for a **monthly stipend of INR 5,000/ p.m.**
17. On completion of training, you will be required to submit project report to us.

Thanking you,
For L & T Metro Rail (Hyderabad) Ltd

Sanjay Kumar
Head – Human Resources