Ref. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEMAND LETTER**

To

**M/s. Tanisha Overseas Placements (TOP),**

**414, Essel House, 10, Asaf Ali Road,**

**New Delhi - 110002**

**India**

**License Number: B-0047/DEL/PER/1000+/5/7255/2005**

**Subject : Recruitment of Manpower from India**

Dear Sir,

We request you to recruit on our behalf the below mentioned categories of personnel under the following terms and Conditions:-

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N** | **Category/Designation** | **No. of workers** | **Salary per Month (Your currency)** |
|  |  |  |  |
|  |  |  |  |

**Total number of workers:** \_\_\_\_\_\_\_\_\_

**Terms and Conditions are as follows:**

1. The contract is for 2 Years. The worker will be on probation for 3 months and will be confirmed on successful completion of probationary period.

2. The company will provide the following to the worker at the company’s cost:

* Air ticket for return to India at the end of the contract.
* Fully furnished bachelor accommodation.
* Transport from residence to place of work and back.
* Medical facilities and worksite insurance.
* Residence Permit for the period of this contract and for any renewed period, and any fine due to delay in obtaining such Permit.

**No deduction/recovery from the salary of the workers will be affected by the Company for the above.**

3. Working hours will be 8 (eight) hours per day for 6 (six) consecutive days per week, with one day off. Overtime allowance will be paid for any additional hours of work in accordance with the Labor Law of your country name.

4. The worker shall be entitled to a minimum of 30 days leave for every completed 2 year of Continuous Service.

5. In case of death of the worker, the company shall forward the mortal remains of the worker to his/her country at the company’s cost and settle all dues of the worker, in coordination with the Embassy of India in your country name.

6. In case of injury to the worker, the company will pay compensation to him in accordance with the Labor Law of your country name.

7. The contract can be terminated by either the company with 1 Month Notice Period or the worker with 3 Months notice period in writing in accordance with the Provisions of the Labor Law of your country name.

8. Any dispute between the company and the worker will be amicably settled in coordination with the Embassy of India in your country name. In case an amicable settlement cannot be reached, the dispute shall be subjected to courts in your country name.

9. The company shall facilitate the worker to register with the Embassy of India within one month of his/her arrival in your country name.

10. The Company shall issue a Letter of Appreciation to Tanisha Overseas Placements within 15 days after successful completion/mobilization of above demand of workers.

**Yours faithfully,**

**For** your company name

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation of Authorized Signatory**