

**ON THE LETTER HEAD OF SPONSOR COMPANY
DEMAND LETTER**

Ref.:

M/s. R.K. International
605 Hemkunt Tower
6, Rajendra Place,
New Delhi – 110008 (India)

TEL NO.:
FAX NO.:

DATE

Sub.: **Demand Order**

Dear Sirs,

We hereby authorize you to recruit the following number of India Nationalities for our project in..... (Place and Country) under the terms and conditions as set forth hereunder:

A) JOB TRADE AND NUMBER OF PERSON REQUIRED :

S/n	Job Trade	Number of workers	Monthly Salary
1.			
Total			

B) Terms and conditions

1. Contract period : One year and extendable
2. Probation : Three months
3. Normal Working hours/day : 8 hours in a day and six days in a week.
4. Overtime allowance : The employee shall be entitled to overtime allowance whenever overtime work is done over and above normal working hours pursuant to the local labor law.
5. Food and Accommodation : To be provided by the employer.
6. Medical and facilities : To be provided by the employer.
7. Remittance : Remittance shall be as per local labor Law
8. Airfare : Round way economy class air ticket shall be provided by the company while joining and after completion of initial contract. In case of contract renewal, return ticket for the sector home country host / country will also be provided by the company.
9. Transportation : Local Transportation shall be provided by the employer.
10. Others : The employer will be fully responsible for the manpower working with or under them. In unfortunate events of the death of the employee, employer shall transport human remains of the deceased, at the cost of the company/employer. All the other terms and conditions between the two parties will be according to the Host Country Labor Laws.

With this demand order for our center, you are cordially required to expedite to select and dispatch the required workers to site as soon as possible in line with our urgent need of them.

Yours sincerely,
Signature

Name of the person/Designation
Company Seal etc.