

AUTHORISATION LETTER

I, Shri , of the Company hereby authorize Shri of the Company to act on behalf of the Company, to file Complaints, Affidavits, Written Statements, to submit to the Arbitration, to settle the case inside or outside the court and to do in all manner necessary to approach Government Authorities, the Labour Courts, Civil Courts, or any other Courts that may be necessary.

He also authorised to appoint, discharge, dismiss, suspend, issue Charge Sheet, appoint Enquiry Officer to any of the workers / Employees of the Company. Further, he is empowered to appear and represent on behalf of the Company in respect of any of the labour problems under the Current Labour Legislation applicable to the Company.

He is further authorised to engage Pleaders, give instructions, sign Vakalatnamas on behalf of the Company. He is authorised to take all such actions as may be necessary in the above matters and all acts done by him on behalf of the Company shall be binding on the Company.

For

PLACE :

DATED :

**CERTIFIED COPY OF RESOLUTION PASSED BY THE BOARD OF
DIRECTORS OF AT THE MEETING HELD ON**

.....

“RESOLVED that Shri , be and is hereby authorised to do all the things and matters on behalf of the Bank as mentioned below :

1. To appear and act in all courts, civil revenue or criminal, whether original or appellate, in the registration offices and in any other office of Government or District Board, Municipal Board or Notified Area or any other local authority in connection with the Bank’s legal proceedings in various courts and / or such other law suits as the Bank may have instituted or may institute hereafter to protect and defend the Bank’s interest or for the realization of Bank’s money and / or other dues recoveries from other parties AND to sign and verify plaints, written statements, petitions of claims and objection, complaints, memorandum of appeal and petitions and applications of all kinds and to file them in any such Court or office in India.
2. To represent the Bank in all its excise, customs and octroi matters and before all the officer, inspectors, superintendents, assessors, collectors, commissioners or other authorities under Acts and to execute all instruments, deeds, matters and things for the purposes aforesaid.
3. To do and execute all acts, deeds or things in matters pertaining to Sales Tax, Income Tax and in connection with telephone, water supply, electricity and similar other utilities as required by the Bank.
4. To appear on behalf of the Bank in various legal matters, to sign the papers on behalf of the Bank, to engage Lawyers, to sign the papers on behalf of the Bank, to swear Affidavits on behalf of the Bank and to act and execute all things fro the purpose aforesaid.

CERTIFIED TRUE COPY

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RESOLVED THAT Shri_..... is authorised to do the following acts, deeds, things in relation to the Company's Works at

1. To appoint, confirm, terminate employee / workman.
2. To issue show cause notice(s), Suspension Order (s) pending enquiry to the employee/workman.
3. To appoint Enquiry Committee / Officer for conducting Enquiries related to labour matter.
4. To accept the resignation of employee / workman.
5. To issue Warning Memo(s) and take any other disciplinary action.

RESOLVED FURTHER THAT Shri is also authorised to act on behalf of the Company as "Manager" under the Provisions of the Industrial Employment (Standing Order) Act, 1946.

DRAFT