

Ref.No. SSH/HR/2024

31 MAY 2024

M/s Shine & Standard House (Regd.),  
RZ-426H, Gali No11,  
Kailash Puri Extn.  
New Delhi-110 045

Dear Sir,

**Sub: Renewal of Agreement**

With reference to your letter No.S&S/STH/2024 dated 17/05/2024, we are pleased to inform you that your Contract is being renewed for a further period of one year with effect from 1.7.2024 to 30.06.2025 on the same terms and conditions.

Kindly acknowledge your acceptance in writing.

You are required to submit a photocopy of your licence at the earliest.

Thanking you,

Yours faithfully,

**Dr. Sudhir C. Joseph**  
Director

CC: Internal Auditor  
Security Officer  
Accounts Office

*for Manish*  
31/5/24

*Reaney*  
*31/05/24*