

24.05.2024

Ms. MURUGAN R,

Sub: Letter of Appointment

Description	Gross Salary (Employee)	Cost to Employer	CTC
FBasic	1000.00		1000.00
FHRA	1500.00		1500.00
FConveyance	2500.00		2500.00
FSplAllowances	1450.00		1450.00
FMedical	250.00		250.00
Gross Salary per month	6700 .00		
Sub Total		0.00	
Cost to Company per Month			6700 .00
Particulars	Monthly (INR)	Annual (INR)	
Components	Earnings	Earnings	
FBasic	1000.00	12000.00	
Fixed HRA	1500.00	18000.00	
Fixed Conveyance Allowance	2500.00	30000.00	
FCommunicationAllowance	1450.00	17400.00	
Fixed Medical	250.00	3000.00	
Total Earnings	6700.00	80400.00	
Net Take Home Salary	5000.00	60000.00	

Management is pleased to appoint you as “**OPS**” with effect from **24.05.2024** as per the following terms and conditions:

1.Probation

You shall be on probation up to the last date of the month in which you complete Six month of service. Your period of probation is liable for such extension as deemed fit by the Management and unless an order in writing confirming your services is given, you will not be deemed to have been confirmed of your services. If you offer to resign from the services of the company during the probation period, you shall give One Month Clear notice to the company.

2.Place of Work

You shall be working at Chennai office or any other office of the company or its associates as required by the management from time to time.

3.Pay

Your annual compensation package on a Total Fixed Cost (TFC) basis is Rs.**50000/-** (Rupees **Fifty Thousand rupees only** only). This amount will include basic salary and all other Taxable and Non-Taxable allowances and benefits. The salary will be paid to you on the 5th of every month (If 5th is holiday, it will be paid on the following day).

4.Duties and Responsibilities

You shall discharge such duties entrusted by the Management from time to time in a Professional manner, with due diligence and shall be responsible for executing and Completing the duties so entrusted successfully.

5.Business Hours

Your hours of attendance shall be regulated to suit duties entrusted to you from time to time. The office functions six days a week from Monday to Saturday, the timings being 10.00 am to 6.30 pm with half an hour lunch break from 1.30pm to 2.00pm. All Saturday will be half working day with timings from 10.00am to 2.00pm. You may be required to work additional hours as required by the company based on work exigencies and/or as necessary for the effective performance of your role.

6.Corporate Attire

You shall strictly adhere to the Corporate Attire, prescribed by Management from time to time. Collar T- Shirts are allowed on Saturday and holidays (when you have work to complete).

7.Leave

You are eligible for 12 days Casual Leave and 6 days of Medical leave in a Calendar year on a Pro rata basis. .

8.Outside Occupation

You will devote full time and attention to the work of the company and will not undertake any direct/ indirect business or work, either honorary or remunerative.

9.Proprietary Rights

You shall during the entire period of your employment in the company, promptly and fully Disclose/ handover to the management any/ all techniques, designs, development, innovations and other materials that are with you in the course of employment and that these shall remain the exclusive property of the company.

10.Illegal gratification

You shall not derive / make attempts to derive any pecuniary benefits from any person with whom you may be having official dealings or the company may be

dealing.

11. Absence & Abandonment of Service

If you are not present during working hours, without obtaining prior permission/ Sanction of leave, you shall be deemed to be absent from duty. In case you remain absent from work for seven consecutive days without obtaining prior sanction, it shall be deemed that you have abandoned and absconding from your work spot. If you overstay on the sanctioned leave, it will be deemed that you have abandoned and absconding from your work spot. Under such circumstances you shall have no lien on the job and your name is liable to be struck off from the rolls of the company.

12. Separation

(a) Resignation Once your job is confirmed, if you offer to resign from the services of the company, you shall give three month's Clear notice (or equivalent pay) to the company. In the event of your resignation being accepted, you will be discharged from your liabilities and obligations towards the management Only upon you being relieved from the services of the company. You shall serve the company during the three months' notice period, before being relieved from the services.

(b) Termination: In case of termination from the services of the company for reasons of abandonment/ absconding. Misconduct, insubordination, criminal acts etc., you shall not be eligible for any notice pay or any other benefits under the company's rules.

13. Strict Vegetarianism shall be followed within the office premises. Even egg or it's by products, shall not be allowed.

14. Return of Company Property

You shall promptly upon request by the Company and in any event upon termination of your employment deliver to the Company all properties belonging to the Company, all list of clients, correspondences, papers, records, Laptops, Sim cards, ID cards, and any other items deemed to be the property of the Company.

15. Other Rules and Regulations

You will be governed by rules and regulations applicable from time to time to your Category of employees. Management reserves the right to amend, alter modify, Enhance and reduce any of the above said conditions. The above terms and conditions Shall supersede all other earlier terms and conditions agreed to by you. You are requested to sign the duplicate copy of the letter as token of your acceptance of the above terms and conditions of your employment.

Rajasekar A
(DGM – HR & Admin)

Accepted and agreed by ----- on ----- (date)

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