

To

Narayan Dash

Raghunathpur,
Jagatsinghpur,
Odisha-751001

Dear Narayan,

Subject: Letter of Appointment

With reference to the interview you had with us, we are pleased to offer you the following position in Career Tree HR Solutions Pvt. Ltd., on the following terms and conditions:

Date of Appointment : 02-May-18
Designation : Trainee Sales Officer
Place of Posting : Hyderabad

Your appointment shall be governed by the following terms:

1. You will be on the rolls of the company commencing from the Date of Appointment mentioned above.
2. You will be on a Training period for one year from the date of joining. Your services will be conformed based on approval and recommendations of reporting managers (KRPL) post completion of one year.
3. Compensation: Your basic salary and other benefits shall be as per Annexure – I, which forms a part of this appointment letter.
4. Subject to company policy of your eligibility, as applicable, on the basis of your designation and level, you will be reimbursed towards conveyance expenses as is mentioned in your travel and expense policy.
5. You shall carry out the responsibilities entrusted to you from time to time and you shall devote your entire time and best efforts at work towards the responsibilities vested in you by the Company. You will refrain from engaging in any activity which is prejudicial to the interest of the Company or which activity may interfere with the discharge of your said responsibilities, whether within or outside Company working hours.
6. You will strictly adhere to the rules and regulations of employment as determined by the Company and your employment will be in accordance with these terms, governed by the 'Standing Orders' of the Company as amended from time to time.
7. During your employment with the Company, the Company may at its sole discretion and at any time transfer / depute you to other department, subsidiary or affiliate of the Company including transfer to any of its offices in India.
8. Separation from the Company will be subject to a written notice of one month from either side. The Company reserves the right to terminate your employment by giving the requisite notice or by paying one month's salary in lieu of the notice of one month, if the Company so chooses to accept the said money in lieu of the notice period. Further, if so deemed necessary in the interest of the Company and/or in the interest of protecting its confidential and/or proprietary information, the Company at its sole discretion reserves the right to relieve you from your duties at any time with immediate effect without incurring any liability whatsoever.
9. During your employment, should you be guilty of transgression and or be in breach of any of the terms of employment and or your work is not to the satisfaction of the Company, the Company shall without prejudice to any of its rights herein explained is entitled to terminate your employment forthwith, without notice or payment in lieu of notice.

10. You shall keep the Company informed, in writing, of any changes in your residential/permanent address, your family status and such other personal particulars. All correspondence will be deemed to have been received by you, when sent to the address as per the latest record of the Company.
11. Your compensation shall be reviewed on the basis of your performance and contributions in your service and the same will be at the sole discretion of the Company and Company's policies.
12. Your appointment shall also be subject to such statutory and legal regulations as applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.
13. The Company will deduct taxes and other statutory dues that may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you from time to time.
14. On submission of relevant details to the insurance company, you will be covered under a group life insurance scheme and accident insurance, and you will be entitled to a maximum of Rs.250000/- due to natural death, and an additional Rs.250000/- if the death is due to accident, subject to the terms and conditions of the insurance company. The policy will come into effect after 45 days of the employee joining the company, provided all the required details are submitted at the time of joining.
15. Dispute Jurisdiction: It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Chennai and that any dispute or suit or action or proceedings whatsoever arising out of under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Chennai.
16. Modification of terms & conditions of service: The Company shall have the right to amend or modify any of the above terms and conditions of service and the same shall automatically be binding on you from such date(s) as may be decided by the Company.
17. You will not indulge in any financial dealings with any of the business partners/clients and if found so, your services will be terminated with immediate effect.

If the above terms and conditions are acceptable to you, kindly sign on the ACKNOWLEDGEMENT & ACCEPTANCE OF EMPLOYMENT page of this letter along with annexure attached herewith as your acceptance thereof and send this back to us.

We welcome you and look forward to a long and fruitful association.

Regards,

For Career Tree HR Solutions Pvt. Ltd.

S. Rajalakshmi

S. Rajalakshmi
Executive Director

Encl: Salary Structure – Annexure



ANNEXURE – I

Name : Narayan Dash
 Deputation : Kaleesuwari Refinery Private Limited
 Work Location : Hyderabad
 Designation : Trainee Sales Officer
 Joining Date : 02-May-2018

Salary Structure

Particulars	Monthly (In Rupees)
Pay	7500
Conveyance	1103
Medical Allowance	1250
H R A	3750
Other Allowance	0
Bonus	0
Mobile	0
Gross Salary	13603
Employee Contribution	
Wages as per PF	9853
PF 12%	1182
ESI 1.75%	238
Professional Tax	183
Deductions	1603
Take Home	12000
Employer Contribution	
PF 13.16%	1297
ESI 4.75%	646
Total	1943
CTC (Gross + ER Contribution)	15546
CTC Per Annum	187008

