



Shri A.P.D. Jain Pathashala's

**Walchand College of Arts and Science
(Autonomous)**

Walchand Hirachand Marg,
Ashok Chowk
Solapur – 413006
Maharashtra

Placement letters



Biological E. Limited

Ref: BE/HR/E/2021/LoA/MPR NO. /EMP ID:53654

Date: December 15, 2021

LETTER OF APPOINTMENT

MS. KIRAN SHANKAR SHIVSINGWALE

D/o Shankar M Shivsingwale,
H.No: B 24, Bhagyoday PWD Housing Society,
Dt. Solapur - 413003,
Maharashtra, Ph. No: 8805941855.

Dear Kiran Shankar,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **Junior Executive in Manufacturing - Rubella** at **Shameerpet** for our **Vaccine** Division, effective from **15.12.2021**, on the following terms and conditions:

1. You will be paid an all-inclusive total **CTC** (Cost to Company) of **Rs. 2,10,000/- PA** (Rupees Two Lakhs Ten Thousand Only). Please go through the attached Annexure – I for a detailed break up of your CTC.
2. You will be reporting to **Mr. Praveen Kumar B, Assistant Manager, Manufacturing-Rubella** who will assign you specific functions from time to time.

Probation & Notice Period:

- You will be on Probation initially for **twelve (12) months** effective from the date of your joining.
- On satisfactory completion of Probation, you will be eligible for confirmation by a written order of the Company.
- The duration of the Probation can be extended for a further period of **three (3) months** at the sole discretion of the Company.
- Your performance will be evaluated at the end of the extension period as per the prevalent process in the Organization. Failure to meet the performance expectations within the time lines may result in release from Company's rolls after completion of due process.
- During the period of Probation or extended period of Probation, your services are terminable on either side by giving one-month notice or one-month basic pay in lieu of notice period.
- After Confirmation of your services, your appointment is terminable either by the Company or by yourself without assigning any reason on either side after giving 3 (three) months' notice or 3 (three) months basic pay in lieu thereof. However, Biological E. reserves the right to insist for completion of notice period or pay depending upon the work exigencies and / or under special circumstances.
- The company reserves the right to terminate your employment / services without any notice or any compensation in lieu thereof, if found guilty of any offence of moral turpitude.



Biological E. Limited

Terms of employment

3. You shall continue to be governed by the Service Agreement date **15.12.21**.
4. This appointment & its continuance is subject to your being found medically fit. You should undergo such medical examination, as the Company may require from time to time, at the Company's cost by any doctor or panel of doctors nominated by the Company for the purpose.
5. This appointment is subjected to verification of all details furnished by you at the time of joining. We will initiate background verification on your highest qualification with the respective university or institute. In case, the particulars furnished by you in the application/Joining forms are found to be false, your service could be liable for termination immediately without any notice.
6. You will be governed by all rules and regulations of the Company including employment hours of work, holidays, discipline, notice period and general work practices applicable to the establishment/location where you are posted for work and as amended and communicated from time to time.
7. You are liable to be transferred from one job to another, from one division or department or section to another and from one establishment to another establishment at any place in India, where the Company has its business or interests or operations. Upon such transfer, you shall be governed by such rules and conditions of service that are applicable to employees of corresponding grade at the place so transferred and you are not entitled to any additional compensation on such transfer.
8. You will be a full time employee of the Company. While in the services of the Company, you will not take up any part-time assignment/consultation with any other Person/Organization and you will devote your full time to discharge your duties to the Company.
9. You will not act in any manner prejudicial to the interests of the Company; you will not have any political affiliations and will not be part of any political activities while in the services of the Company.
10. Your date of birth as recorded by the Company based on documentary evidence produced by you at the time of your appointment is **17-Dec-1998**. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances. The minimum age for employment in BE is 18 years. You are required to validate the above date for its accuracy.
11. As per Company's rules, retirement from the services of the Company is fixed at the attainment of 58 years of age for an employee and the same would be applicable to you.
12. You shall communicate to the company any change in your address as well as personal status. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.
13. During your tenure with the company, you will come across various information of the Company, which belongs solely to the company. During your employment or after you cease to be in employment for any reason whatsoever, you shall not use any information of the company for your benefit or for any third party, disclose to any person, firm or Company except as authorized in writing by the Company or as ordered by a court of competent jurisdiction.
14. Further, any invention, discovery, process or improvement made by you during your employment with the company or compilation of any data relating to any research, development, technique,



Biological E. Limited

- method of manufacture, process, appliance, machinery, made or dealt in by the company shall be disclosed fully to the Company and the same shall be assigned to the Company absolutely.
15. This letter of Appointment overrides all prior discussions, negotiations and communications made with you with regard to your employment with the company and this letter shall form a final basis of your employment with the Company.
 16. Any disputes arising out of and/or related to your employment with the company shall be subject to the courts located in Hyderabad City jurisdiction.
 17. Your Appointment is strictly governed by all the conditions specified herein and you shall obey and abide by all other rules and regulations as are in force in the Company.

As you will be deployed in critical manufacturing operations, any sudden outflow of human resource will adversely impact the company’s operations and hence you shall strictly conform to your applicable terms of employment including the notice period.

Please sign your acceptance on two copies of this letter of appointment as a part of the joining formalities including the Employee Non-disclosure/ Confidentiality & Non-solicitation Undertaking and return the same to the BE HR representative retaining the original for your records.

We look forward to you having a very successful and fulfilling career at Biological E. Limited. We hope you will be able to contribute significantly and positively influence the work culture and the people within for a great future ahead for the organization!

**With Best Wishes,
For BIOLOGICAL E. LTD.**

**Kalyani Prabhala
General Manager – HR**

Acceptance of Terms & Conditions and Pledge of Appropriate Conduct:

I am pleased to accept the above letter as per the terms and conditions of service/employment mentioned herein and agree to abide by them with my complete consent.

I also agree that I will familiarize myself with and adhere to all rules and regulations including the policies that are being implemented from time to time I also agree to read the Company’s Code of Conduct and Ethics document and make sure that I understand and uphold the appropriate standards of conduct & behaviour. I also agree to abide by any additional policies or laws specific to my job/role and/or the location of my posting. I further agree to follow and espouse the Values of the Company in all that I do.

Signature of the candidate:

Emp. ID:

Date:



Biological E. Limited

ANNEXURE-1

Name	Kiran Shankar Shivsingwale	
Designation	Junior Executive	
Emp. ID	53654	
Unit	Shameerpet	
Department	Manufacturing	
Total CTC (per annum)	210000	
Salary Components	Per Month in Rupees	Per Annum in Rupees
Basic Salary	7000	84000
House Rent Allowance	2800	33600
Conveyance Allowance	800	9600
Education Allowance	200	2400
Sodexo / Lunch Allowance	1500	18000
Special Allowance	1145	13738
Gross Salary	13445	161338
Annual Benefits		
LTA	583	7000
ESI	437	5243
Bonus/Exgratia	1400	16800
Total	2420	29043
Retirement Benefits		
Provident Fund	1277	15329
Gratuity*	337	4040
Fixed CTC	17479	209750
Insurance Benefits		
GPA	21	250
Total CTC Including Benefits	17500	210000

1. All your earnings are subjected to tax deduction at source in accordance with applicable laws.
2. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.
3. You will be covered under the Employee State Insurance as per the prevailing norms of the ESIC.
4. Please note that the compensation details are strictly confidential in nature and as such you shall maintain absolute confidentiality in terms of your compensation details without disclosing to any other employee or outsider while in employment.
5. The company shall reimburse Relocation charges as per the policy and shortfall in Notice Pay to you if applicable, subject to production relevant of supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case if you leave services of the organization which is subject to 100% recovery if the employment is discontinued in the first year and 50% recovery if the employment is discontinued in the 2nd year.



Date: 01.10.2021

To
Miss. Ravina Madhukar Lade,
D/o. Mr. Madhukar,
A/P-Sarole, Taluka: Mohol,
Sarole, Pokharapur, Solapur-413248.

Dear Miss. Ravina Madhukar Lade,

Sub: **Letter of Appointment.**

Further to discussions we had with you, we are pleased to appoint you as **Trainee – R&D Department** in our company on the following terms & conditions:

I. REMUNERATION AND OTHER BENEFITS:

- a) You will be paid a monthly gross salary of **Rs.15,000/-**(Fifteen Thousand Only) with effect from the date of joining the company.
- b) You will be on probation for a period of one year. The period of your probation may be extended at the discretion of the company. On the completion of the probation, you may be confirmed in permanent employment, in writing, if your performance is found satisfactory.
- c) During the probation period, your services are terminable without notice, without assigning any reason and also without any notice pay.
- d) You will be entitled for leave and other benefits as per the rules framed by the company from time to time applicable to the category in which you are employed.
- e) Your annual increment is not automatic and depends upon your overall performance that is being assessed by the management.

II. DUTIES AND RESPONSIBILITIES:

- a) You will have the responsibility for an efficient, satisfactory and economical discharge of the duties entrusted to you from time to time.
- b) During the period of employment, you shall not secure any other employment, engage in any profession or trade or part time work directly or indirectly whether on remuneration or otherwise, without the management's consent in writing.
- c) Your present place of posting will be at **M/s. Unique Biotech Ltd., Shameerpet Unit.** The company reserves the right to transfer you to any of its sites / subsidiaries / Associates / offices / factories at any place existing at present or which may be

India's largest probiotic manufacturing company



WHO-GMP
CERTIFIED



UNIQUE BIOTECH Ltd.

Factory and Regd. Office : Plot No. 2, Phase-II, Alexandria Knowledge Park, Kolthur Village, Shameerpet Mandal, R.R. Dist, Hyderabad -500 078, India.

Email : info@uniquebiotech.com, accounts@uniquebiotech.com Ph.: +91-40-23480346 / 7 / 8 Fax : +91-40-23480349 Website : www.uniquebiotech.com

CIN No.: U24239TG1999PLC031113



UNIQUE BIOTECH

established in future. Upon such transfer, you will be governed by the rules and regulations as applicable to that place of work.

- d) You will be reporting to **Manager –R&D Department** or any other person assigned.

III. SECRECY:

- a) During your employment with the company and /or after you cease to be in the employment of the company for any reason , you shall not disclose to any person, firm or company any confidential information pertaining directly or indirectly to any commercial or manufacturing activity, research and development, business, contract, method, working process, affairs of the company or future plans those of the company's client trade secret, transaction of affairs of the company except as authorized in writing by the company or as ordered by a court of competent Jurisdiction. Under this covenant, the discloser shall include demonstrating, lecturing upon, publishing or divulging technical information, know how, recipe, formula, process, research, result, method, specification of any materials or of any machinery, design, layout or arrangement of plant or equipment, composition, ideas or any other knowledge, information or document whatsoever which you may have acquired during the course of or incidental to your employment with the company.
- b) In the event of your acting in any manner contrary to or in breach of this covenant during the course of your employment with company or thereafter, the company will be at the liberty to initiate appropriate legal action against you to safeguard the interest of the company.
- c) You must not at any time misappropriate files or documents of any kind belonging to the company or make copies, duplicates or excerpts of these for private or any other purpose unrelated to your employment.

IV. RESIGNATION / TERMINATION OF SERVICES:

- a) In the event of your failing to complete the contracted period of **Three Years** as agreed, you will be liable to pay the liquidated damages for the loss caused to the company subject to three months Gross Salary which you have received prior to leaving the company and such amount shall be paid within a period of seven days from the date of receipt of notice thereof from the company.
- b) Company shall be at liberty to terminate this contract forthwith without any notice or compensation if you found guilty of any act or any breach of duty, whether by way of omission or commission, which is prejudicial to the organization or in case of absence from duty for a continuous period of 10 days without intimation / permission.
- c) In the event of the Technical Employee leaving, abandoning or otherwise discontinuing his employment with the Company, or leaving or abandoning or otherwise discontinuing his employment in breach of the provisions contained in this agreement, the Company shall without prejudice to other rights, be entitled to

India's largest probiotic manufacturing company



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Factory and Regd. Office : Plot No. 2, Phase-II, Alexandria Knowledge Park, Kolthur Village, Shameerpet Mandal, R.R. Dist, Hyderabad -500 078, India.

Email : info@uniquebiotech.com, accounts@uniquebiotech.com Ph.:+91-40-23480346 / 7 / 8 Fax : +91-40-23480349 Website : www.uniquebiotech.com

CIN No.:U24239TG1999PLC031113



restrain and / or obtain an order against the employment of the TECHNICAL EMPLOYEE from serving and / or engaging himself/herself with any other company, firm or any other concern or organization either as a partner or employee or in any capacity whatsoever during the continuance of this Agreement and thereafter for a period of Three Years after the conclusion of **Three Years** period and TECHNICAL EMPLOYEE shall not work or engage with or in association with any other person or persons or firm or company who is a competitor of the Company and shall not act as a competitor and the decision of the Company in this regard shall be final and binding on the Technical Employee.

- d) Your services are liable for termination by giving one month notice or on payment of one month consolidated pay in lieu of notice. You may leave the services of the company by giving one month notice or on payment of the one month consolidated pay to the company after completion of contracted period as per Service Agreement.
- e) On termination of your employment, you are required to deliver safely to the company all documents, data, computer passwords, keys, stationery and items which are the company's property which may be in your possession or under your control, without claiming any lien whatsoever thereon.

V. VERIFICATION REPORT:

- a) This appointment is issued on the basis of information furnished by you to us in your application, bio-data form and otherwise, and will be null & void if a material error (in the Company's opinion) is discovered therein at any time and your employment is terminated without any prior notice.
- b) During your services you will be governed by the rules, regulations, Code of Conduct and policies framed by the company from time to time.

VI. RETIREMENT AGE:

You shall retire upon completion of 58 years.

VII. GENERAL:

- a) Your continuance in employment is subject to physically and mentally fit.
- b) Any dispute arising out of this appointment will be subject to the jurisdiction of Hyderabad only.
- c) You will not be eligible for joining or forming any Union or Association of any kind.

Please sign on the duplicate copy of this letter as token of your acceptance of the above terms and conditions of the service.



We wish you all the best for a successful and fruitful career in our organization.

Yours Sincerely,
For **Unique Biotech Ltd.**,



M. Jawahar Babu,
Director



I accept the terms and conditions of employment and shall report to work on 01.10.2021.

Place : Hyderabad.

Date : 01.10.2021

Signature.

UNIQUE BIOTECH LTD®

UNIQUE BIOTECH LTD®

LTD®



UNIQUE BIOTECH®



Lade Ravina

Emp. ID : 585

Blood Group : B+

A handwritten signature in black ink, located below the blood group information.

Issuing Authority



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

(भारत सरकार उपक्रम) पंजीकृत कार्यालय : 17, जमशेदजी टाटा रोड, मुंबई - 400 020.

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE) REGISTERED OFFICE : 17, JAMSHEDJI TATA ROAD, MUMBAI - 400 020.

एच पी ग्रीन अनुसंधान व विकास केंद्र, के.आई.एडि.वी. इंडस्ट्रियल एरिया, तरबनाहल्लि, देवनगुंडि, होसकोटे, बेंगलूरु - 560 067.
HP Green R & D Centre, KIADB Industrial Area, Tarabanahalli, Devanagundi, Hoskote, Bengaluru - 560 067.
दूरभाष Phone : 080 - 2807 8535 फेक्स Fax : 080 - 28078510 सी.आई.एन. / C.I.N. : L23201MH1952GOI008858

Ref: R&D/HR/FTPA

Bengaluru
31.05.2022

Mr/Ms. VENNELA AMBADAS NAMPALLI,
94/7, JODBHAVI PETH, SOLAPUR,,
SOLAPUR, MAHARASHTRA-413002,

Dear Mr/Ms.VENNELA AMBADAS NAMPALLI,

Sub: Fixed Term Project Associate.

With reference to your application for the Post of Fixed Term Project Associate and the subsequent interview with us, we are pleased to offer you the assignment as Fixed Term Project Associate, in our organization for a period of one year, further extendable by one year at a time, subject to project requirement and satisfactory performance for a maximum of 3 years beginning from the date of your engagement on the following terms and conditions:

1. You are required to join on **June 18, 2022** and report to Executive Director - HP Green R&D Center, Bengaluru.
2. Your engagement is purely on Fixed Term basis and shall automatically cease on completion of specified period without any notice unless otherwise extended in writing.
3. The Management reserves its right to transfer or depute you for work to any of its units and establishments existing or to be set up in future or from one unit/establishment to another at any time during your tenure of engagement.

4. You will be required to assist in specific research Project(s) which would be assigned to you, under the supervision of a Senior Research Scientist.
5. You will be paid a fixed, all inclusive, consolidated stipend of **Rs. 46000/- (Rupees Fourty Six Thousand Only)** per month. The stipend includes medical/accident insurance, transportation, food etc.
6. Your tenure as Fixed Term Project Associate may be extended by one year at a time subject to project requirement and satisfactory performance for a maximum period of 3 years. During this extended period, increase in stipend maybe considered basis your performance.
7. Termination of this engagement would require 30 days' notice from either side. Therefore, if you wish to resign, you may do so by giving 30 days' notice or one month's stipend in lieu thereof.
8. You would be required to assist in research projects at the R & D Centre, Bengaluru or any other place/location as advised to you from time to time. You would be required to work six days a week. In case of absence without permission, appropriate deductions would be made from your stipend. In case you remain absent for more than 8 days without prior permission, the Management shall reserve the right to terminate your engagement forthwith, apart from deducting proportionate compensation for the period of absence.
9. You may be required to work in shifts and/or in extended working hours as required by the Corporation from time to time.
10. Leave policy for Fixed Term Project Associate entails credit of 2.5 days per month on prorated basis. A maximum of 30days leave per financial year (April-March) will be credited. Un availed leave if any, shall lapse at the end of financial year. Further, leave cannot be claimed as matter of right.
11. You are required to keep all business and trade secrets, affairs and transactions of the Corporation including the secret processes, technical know-how, information, documents and manufacturing processes confidential and not use or divulge the same wholly or partly or utilize the same directly or indirectly by yourself or through any other associate concern or other-wise during the course of your engagement or even thereafter and thus maintain the same as secret and confidential at all times

so as not to prejudice or affect the Corporation's interests thereby in any manner whatsoever. In case you fail to comply with the above or in case your conduct, by way of omission or commission, is found to be detrimental to the overall interests of the Corporation, your engagement will be liable to be terminated with immediate effect, with payment of 30 days stipend in lieu of notice period. View above, to protect the interest of all parties, it requires you to sign Confidentiality Agreement and to abide by these and the company's other policies.

12. During the course of your engagement, details of any data, information, technology, process etc belonging to the corporation shall not be made use of for your benefit or for benefit of others commercially or otherwise. You shall also not use the data, information, technology, process etc for presentation in any public seminar or publish the same in any newspaper/journal etc. without the permission of the Company.
13. You will not be allowed to take up employment elsewhere during your tenure with Corporation, as project assistant.
14. If any information furnished by you at the time of your engagement, is found to be false, the Company reserves its right to terminate your engagement forthwith without notice or compensation in lieu thereof. Your engagement is subject to satisfactory completion of your reference and background check prior to your agreed upon starting date. Please forward the details of two references who are not related to you.
15. Since you will be a Project Associate for a fixed period and not an employee of the Corporation, you will not be eligible for any benefit/privileges etc.
16. In the event of your separation with our approval or on completion of your tenure, you are required to surrender all information/data, records, lab books, files, soft data etc used/generated/invented to your supervisor to ensure continuity of the research by any other nominee of the Corporation.
17. The tenure of your engagement will automatically stand terminated upon completion of the period stated above or communicated to you upon extension if any.
18. You will be governed by the rules and regulations of the establishment in all matters of conduct, discipline, safety and carryout all lawful orders of the employer and supervisors of the establishment.

19. Matters covered in this agreement and any other matter not specifically mentioned can be a subject matter for mutual discussion and the decision of the Corporation on such matters will be final and binding.

If you are agreeable to the above terms, please sign the duplicate copy of this letter signifying your acceptance of the above terms and conditions of the engagement offered to you.

We wish you all the best in your assignment.

With Regards,



S Bharathan
Executive Director -R&D

Attachment to Appointment Letter

As Fixed Term Project Associate
Of Mr/Ms. VENNELA AMBADAS NAMPALLI
Date: 31.05.2022

ACKNOWLEDGEMENT

I have fully read and understood the contents of the letter and agree to accept your offer for "Fixed Term Project Associate" on the terms and conditions mentioned in the engagement letter. I will join on _____

SIGNATURE

Date

WITNESSED BY :	REFERENCES :
Signature :	1. Name:
Name:	Designation:
Address:	Address:
	Contact No:
	E mail ID:
Contact No:	2. Name:
Date :	Designation:
	Address:
	Contact No:
	E mail ID:



PRODORB

PRODORB PRIVATE LIMITED
FL 201 II SN4 PL5 PASHAN SUS RD, A WING
ANUSHA RESI SUTARWADI PUNE

19/07/2021

Offer Letter

Dear **ABDULLA KALIM KHAN**,

Congratulations! We are pleased to confirm that you have been selected to work for **PRODORB PRIVATE LIMITED**. We are delighted to make you the following job offer:

The position we are offering you is that of **Associate Production Operator** with an annual cost to company of 144000. This position reports to Sayeed Khan.

We would like you to start work on 26/07/2021. Please report to Sayeed Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 19/07/2021 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of PRODORB PRIVATE LIMITED and look forward to working with you.

Sincerely,

Vedanshu Rao
PRODORB PRIVATE LIMITED

Accepted by,
ABDULLA KALIM KHAN

Annexure A

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

Annexure B

This is your expected monthly salary structure.

Salary Component	Amount
Basic Salary	6,000
HRA	3,000
Special Allowance	1,800
Leave & Travel Allowance	1,200
ESI Employer Contribution	0
PF Employer Contribution	0
Total	12,000

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.