

Date: 01/12/2020

Anupam Pradeep
S/O Kamesh Pradeep
Sarkha Road, Gali No. 5,
HN-B-XIV/1885,
Ward No-10,
Distt.-Barnala, Punjab, 148301

Sub.: Letter of Appointment

Dear Mr. Anupam,

This is with reference to your application and subsequent interview / personal discussion you had with us. We are pleased to appoint you as **Engineer** in **Electrical** department in our organization on the following terms and conditions:

1. That, your appointment shall take effect from **01/12/2020**.
2. That, your appointment is subject to an initial probationary period of six months from the date of your joining. If, on the expiry of the initial probationary period of six months, your services are not confirmed in writing, your probationary period will stand extended till further notice. In any event, you shall not be deemed to have been confirmed unless done so by the company in writing.
3. That, you will be paid gross salary as detailed in annexure - A. However, the company reserves the right to change / split the salary / ctc structure, as may be applicable / effective from time to time. Salary shall be payable after deduction of applicable taxes, statutory deductions and any dues to the company etc.
4. That, your initial posting will be at **Shekhpattanur, UP**. During your employment in this Company, you may be posted / transferred in any office, factory, branch, division and installation of the company and/or its associates in any part of India without any notice or compensation or assigning any reason.
5. That, your appointment is on whole time basis and you shall dedicate and devote all your time and energy exclusively for the work of company, and will not engage yourself directly or indirectly, in any trade, business, profession, any other employment, association etc. neither on remuneration nor honorary basis during your employment with the company.
6. That the particulars, documents given by you in your application and during your employment is deemed to be complete and correct in all respect and should at any time any material information or fact be found to have been false, suppressed, misrepresented, concealed, the same will render you liable to immediate termination without any notice or pay in lieu thereof and without giving right to any claim.
7. After confirmation, your employment with us is terminable by either party one month notice period. During notice period you cannot go on leave/absent without the permission of the management in writing and you have to work one month unless agreed in writing by the management to release with the payment for notice period.



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8. You shall retire from the services of the company on attaining the age of 58 years (fifty eight) years or even earlier as per the provisions of law in force or as directed by the Medical Officer of the company. You shall report to the effect that you are not fit for the work. Your date of birth as per record submitted by you is 02/02/1936

9. General

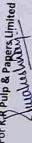
- a) That, on assuming the office, you will discharge duties / responsibilities / role as detailed in job description / position profile and such other responsibilities as may be entrusted to you from time to time with utmost dedication, sincerity, efficiency and loyalty.
- b) That, you will be responsible for safe keeping and lawful use of all properties, documents of the company which may be in your possession, use, custody, care or charge while discharging your duties / responsibilities. You shall immediately return on cessation of employment, all such properties, documents and shall be liable to pay compensation for any loss or damage or for any other loss or damage which shall be without prejudice to its other rights and remedies for such failure.
- c) That, you shall ensure not to undertake any political activity, which can link the organization to any political party/organization or can be detrimental to the interest of company. You will also not accept membership of any local or public bodies without obtaining written permission / no objection from the management.
- d) That, you shall keep confidential - all information, data, documents and material of the company as may come into your knowledge, possession while rendering your services to company and of its clients or customers of the company. You shall neither divulge nor part with, even by word of mouth or otherwise any such information to any person, which may be your privilege to know by virtue of being the employee of company during and even after the cessation of employment with company.
- e) That the appointment and continuance in service will be subject to your being declared medically fit by the medical officer authorized by the company.
- f) That, if you remain absent from duty for more than 3 consecutive days or overstay for a period of 3 days of leave granted / extended, shall be treated as voluntary abandonment of service without any notice and accordingly you may be terminated from your services with retrospective effect, and you shall be liable to pay notice pay in lieu of the unserved notice period.
- g) Notwithstanding anything to the contrary, contained in this letter of appointment, the company reserves the right to terminate your employment without giving any notice or any payment in lieu thereof in case of any act of fraud, dishonesty, negligence, breach of trust, misconduct, negligence, found guilty / under proceedings of offence by competent authority / court.
- h) That, on violation / breach of any of the terms and conditions of this employment by you and or any conduct on your part which is inconsistent with the employee-employer relationship, which will be decided by the company and acceptable to you without any objection, the company shall be at liberty to terminate your services without any notice or compensation and without prejudice to its other rights and remedies for such breach or conduct on your part.
- i) That on cessation of employment it will be your responsibility to settle your full and final account after getting NO DUES from all concerned before leaving the services. Any outstanding amount shall be recovered from your full and final settlement and/or dues payable to you.
- j) You shall be governed by the rules and regulations of the company as may be in force from time to time.

A

10. All the matters will be subject to Shahjahanpur (UP) Jurisdiction.
If the above terms and conditions are acceptable to you, kindly sign on the duplicate copy in token of having accepted the terms and conditions mentioned herein and return the same to us for our records.
We welcome you to our organization and look forward to a long and fruitful association with you.

Thanking You,

Yours truly,
For K.P. Pulp & Papers Limited



Authorized Signatory

Encl.: 2/s

I accept the above terms and conditions of the letter of appointment.

Signature: 

Name: Anupam Pandey

Date:

Ref. No. KRPL/HR/COA/2020/1942