

Ref. No: CHR/ 10005820

Date : 24.07.2023

Mr. Sachitananda Mohanty
Flat No: 702, Ganesh Plaza CHS, Plot No: 51, Sector - 11,
Kamothe, Navi Mumbai,
Kamothe-410209

SUBJECT : APPOINTMENT LETTER

Dear Mr. Sachitananda,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as "ASSISTANT MANAGER - POWER" with this Company on the following terms and conditions.

1. **DESIGNATION :** "ASSISTANT MANAGER - POWER".

2. **GRADE :** "M8".

3. **COMMENCEMENT OF SERVICE. :** 24.07.2023

4. **POSTING/ TRANSFERABILITY/ TRAVELLING.**

Presently, you will be based at **Navi Mumbai**. You may in future be employed at any of the Offices/Sites/Branches of this Company or its Sister concerns in India and your services will be always subject to Inter Office/Site/Branch transfer temporarily or permanently without any additional compensation. You will be bound to undertake such traveling, as you may be required to do in the Company's interest from time to time.

5. **REMUNERATION.**

You will be paid Salary and Allowances as per the attached **Compensation Annexure**. Additionally, you will also be eligible for all benefits mentioned in Corporate HR Policy manual as part of your employment with the Organization.

6. **PROBATION.**

You will initially be on probation for a period of **6 Months**. This period of probation may be extended by us if your conduct and performance are not found satisfactory and you will be deemed to be on probation till you are duly confirmed after expiry of the probation period or extension thereof. On successful completion of the probation period you will be taken on our regular employment, provided your conduct and performance are found satisfactory in every way.

7. **NOTICE PERIOD.**

As a confirmed employee, on resignation the Notice Period to be served for your grade is **60 DAYS**. Any shortfall in the notice period cannot be set off with available leave balance and / or in lieu of payment. However, during probation the notice period to be served is **30 days**.

8. **NOTICE OF TERMINATION.**

During the period of probation or extension thereof, your services may be terminated at any time without assigning any reason and without notice. On confirmation, the termination of your service, for reasons other than disciplinary action, will be subject to a written notice of **60 DAYS** on either side or Salary in lieu thereof.

9. RETIREMENT.

You will retire from the services of the Company on the day you complete **58 Years** of age, until and unless the Management decides to extend your services and the same is communicated to you in writing.

10. MEDICAL.

You will be liable to undergo such medical examinations by such authorities as may be decided by the Company from time to time and decision of such authorities as to your Physical fitness or otherwise for continuing in service shall be final and conclusive.

11. HOURS OF WORK AND WEEKLY HOLIDAYS.

Your hours of work will be the same as those of the Office / Site / Branch where you are posted from time to time. Similarly, your weekly holidays will be the same as those applicable at the Office / Site / Branch of your posting.

12. LEAVE FACILITY.

In accordance with the Company's regulations / policy

13. INCREMENTS / PROMOTIONS.

Purely on your overall performance and progress shown, you will be considered for suitable salary Increment / Promotion.

14. BONUS AND OTHER BENEFITS.

As per the rules of the Company.

15. SECRECY.

You will not disclose any information relating to the Company or its associates to any unauthorized person, Firm, Company or any other Agency whatsoever either during the tenure of your employment with the Company or after termination. Similarly you will also keep information relating to your payroll strictly confidential.

16. ENVIRONMENT HEALTH AND SAFETY POLICY.

As an employee of the organization you have responsibilities in relation to health and safety and you shall comply with all the stipulated safety rules and regulations keeping in view our EHS Policy. Failure to adhere to the same will be treated as the breach of the condition of employment, which may be dealt with disciplinary action as deemed appropriate.

17. IT / SOFTWARE POLICY.

The Company has a policy of using only licensed software, which all employees are expected to strictly adhere to. All required software shall be duly installed only by the Information Technology Department. You shall refrain from loading and using any Software, Freeware, Shareware, Trial or Demo software unless approved by the Information Technology Department. You shall be responsible for all software installed on your computer. The Company shall not be responsible in any manner whatsoever for any loss monetary or otherwise arising out of such illegally installed software and the same shall be directly recovered from you. Strict disciplinary action will be taken against you if you are found violating the above Guidelines / Policy and you shall also be liable for any Criminal / Civil actions as per the provisions of law. The Information Technology Department shall have the authority to conduct surprise checks of the Computer Systems to ensure compliance with the above guidelines.

18. OTHER TERMS AND CONDITIONS.

During your employment with the Company, you will devote your full time and attention to the Company's business and you shall not supplement the remuneration to which you are entitled by virtue of your service with this Company by professional practice, part-time employment, specialized service, etc., without the permission of the Management in writing. You shall not receive any presents, commission or any kind of gratification or benefit in cash or kind from any Person, Party, Firm or Company having dealings with the Company directly or indirectly.

You will be responsible for the safekeeping and return in good condition and order of all the Company property, which may be in your use and charge. You will keep us informed of any change in your residential address and civil status. Your terms and Conditions of Service would be governed by the rules, regulations and prevalent practices of the Company, applicable to your category of employees, issued from time to time.

In the event of any dispute or difference regarding construction or interpretation of any of the terms thereof, the Management's decision shall be final and binding on you.

Management reserves the right to change / modify the General Service Conditions / Policies as deemed fit for the organization, at any time and such variations shall be binding on you effective when declared.

Thanking you,

Yours Truly,

For **K.RAHEJA CORPORATE SERVICES PVT LTD,**

Sign here

Vinay Patil

ASSOCIATE VICE PRESIDENT - HUMAN RESOURCES

Acknowledgment Clause :	I accept the above terms and conditions set out and discussed. Mr. Sachitananda Mohanty
Name :	
Signature :	Date :

Please take a photocopy of this letter, sign and send to the Corporate Human Resources Department for filing in your personal file.

CHR / EMP CODE : 10005820

COMPENSATION ANNEXURE				
Name	:	Mr. Sachitananda Mohanty		
Designation	:	ASSISTANT MANAGER - POWER		
Grade	:	M8		
Date of Joining	:	24.07.2023		
No	Salary Head	Per Month	Per Annum	
A - Monthly Remuneration				
1	Basic Salary	40,000	480,000	Payable through payroll on monthly basis, direct credit to Axis Bank
2	HRA	20,000	240,000	
3	Flexi Balance	6,535	78,420	
4	Conveyance	3,000	36,000	
	Total A	69,535	834,420	
B - Reimbursements				
1	LTA	1,500	18,000	Payable on calendar year basis considering the block of 4 years as per LTA Rules
2	Telephone Expenses	0	0	Payable twice a year (Sep & Mar) against submission of bills
3	Bonus / Ex - Gratia	3,332	39,984	Statutory Bonus # Payable once a year during Diwali for the previous financial year
	TOTAL -B	4,832	57,984	
C - Statutory Benefits				
1	Provident Fund	4,800	57,600	Company's Contribution
	TOTAL - C	4,800	57,600	
	TOTAL CTC (A + B + C)	79,167	950,004	

* Gratuity as per law.

* Family Mediclaim Insurance as per policy. Coverage starts from 11th of subsequent month from the date of joining.

* Eligible for Group Term Life Insurance coverage equivalent to one annual CTC.

If applicable and eligible

* You can claim reimbursement of mobile expenses at actuals subject to cap defined as per HR policy. Payment will be done twice in a year (Sep & Mar) against submission of bills.

* You would be eligible to participate in the Company's Reward & Recognition programs. Management reserves the right to withdraw such programs at any time at its own discretion.

 For **K.RAHEJA CORPORATE SERVICES PVT LTD,**

Sign here

Vinay Patil
ASSOCIATE VICE PRESIDENT - HUMAN RESOURCES