



Mr Prasad Prasanna  
Kukku Vilasam  
Chingoly – Post, Alapuzha Distt.  
Kerala-690532.

**Subject : APPOINTMENT LETTER**

Dear Prasad,

With reference to your application and subsequent interview, we are pleased to appoint you in the Organization as a Sr Engineer in Maintenance Deptt with the following terms and conditions :-

1. Your appointment will take effect from the date of joining your duty, which shall not be later than 02.05.2022.
2. You will be paid total salary (including all allowances) Rs. 46,025/-- (Rupees Forty Six Thousand Twenty Five only) per month, details given below. No advance against salary/wages will be given.

**SALARY BREAK-UP :**

DETAILS	AMOUNT IN RS.	
	PER MONTH	ANNUALLY
BASIC	18,000	2,26,000
HRA 30% of Basic	9,000	1,08,000
SPECIAL ALLOWANCE	12,000	1,44,000
TELEPHONE ALLOWANCE	1,000	12,000
<b>TOTAL</b>	<b>40,000</b>	<b>4,80,000</b>
Co.'s Cont.to P.F @ 12% on Basic	2,160	25,920
BONUS PER MONTH	2,500	30,000
LTA	500	6,000
GRATUITY	865	10,380
<b>CTC</b>	<b>46,025</b>	<b>5,52,300</b>

3. It is clearly understood that your appointment as a probationer a contractual appointment and termination of your service during the initial probationary period or during the extended probationary period, even through you have worked for more than 240 days, shall not be deemed to be a retrenchment from service and the termination of your service shall be covered under sub section (bb) of section 2(00) of the industrial disputes Act 1947.

4. You will be on probation initially for a period of six months which can be extended at the discretion of the management twice by three months at a time. If no orders of confirmation or removal from services are passed on the expiry of the initial or extended period of probation, the probationary period shall be deemed to have been automatically extended, but in case after completion of the twelfth month no orders removing you from service or confirming you are passed within 13 months and you continue to be in service after the completion of thirteen month of probation, you shall be deemed to have been automatically confirmed in your appointment. During the period of probation, your services are liable to be terminated at any time without assigning any reason and without any notice or salary/wages in lieu of notice.
5. After confirmation, your services may be terminated at any time by giving 30 days notice in writing on either side. In case you leave the service without giving the requisite notice, we shall have the right to deduct as liquidated damages an amount equivalent to 30 days salary/wages from the money or monies that may be due to you. During the Probation period if your work is not satisfactory in favour of organization your services may be terminated with immediate effect on the date termination letter is issued to you.
6. During your employment with us, the following will be amongst the principal terms of employment :-

You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or one job to another or one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.

You will abide by the service rules/standing orders of the Company which are in force for the time being, or as may be amended from time to time.

You shall not carry on any business or engage in any vocation, full or part time, or enter, for any part of your time, in any capacity by the service of, or be employed, by any other company or firm, whether engaged in similar business or otherwise. You will devote your whole time attention and energy and duties to promote the business and interest of the Organization and will not utilize or divulge to any person or persons any of the trade secrets or affairs of the company.

You shall be responsible for the safe keeping and return in good condition and order of all Company property which as tools, equipments, instruments, books uniforms etc. which may be in your use, custody are or charge. We reserve our right to deduct the money value of all such things from your wages or dues and take such things from your wages or dues and take such other action may be deemed proper in the event of your failure to account for such property to our satisfaction.

While discharging your duties, you shall observe utmost civility towards the customers, your supervisors, fellow employees and persons who have dealing with the company.

You will be entitled to benefits of leave and other facilities as are being enjoyed by other employees of the company under the Factories Act 1948 or any other law, the provisions of which are applicable to this establishment.



You shall keep us informed of any change in your local or permanent address or in your civic status.

You shall retire from services of the company at the age of 58 years and for the purpose of calculating the age, the age declared by you in the official records of the company will be treated as the final record of your age.

7. Your services are also liable to be terminated on 30 days notice or salary in lieu of notice for any reason including the following :-

- Continued illness for a long time of frequent intermittent illness.
- Physical or mental disability or infirmity, defective eye sight or hearing etc.
- Reasonable apprehension jeopardizing the safety or interest of the establishment.
- Bad reputation or receipt of reports against you from Police or any Government Department.
- Continued low efficiency or unsatisfactory working.
- Absence on account of imprisonment or otherwise for any reason for more than one week.
- Workman becoming cantankerous person in the discharge of his duties.
- Unsuitability or incapacity to work for any reason.
- Commission of any criminal or undesirable act or act of prejudice to the company, establishment or any officer not amounting to misconduct.

Loss of confidence in the case of employee working in position of trust and confidence.

8. In case you remain absent from duty without any intimation or obtaining prior sanction of leave for 10 consecutive days, you shall loss lien on your appointment and shall be deemed to have left services of the company of your own accord.

9. This appointment will be subject to your not being a partner or relation of a Director of the company within the meaning of Section 314 of the Indian Company's Act.

If the appointment is acceptable to you on the above terms and conditions, please signify your acceptance by signing the duplicate of this letter and return the same to us. If no reply is received within two weeks from the date of this letter, this appointment shall be treated as cancelled and withdrawn.


Yours faithfully,  
For VEE TEE Auto Mfg. Co. Pvt Ltd. (Unit-II)

  
HIRA SINGH NEGI  
PLANT HEAD

### ACCEPTANCE

I hereby accept the employment on terms and conditions mentioned above and fully explained to me. I further declare that I have never been convicted in any Court of Law. I further agree that in the event of any declaration given by me is found to be false, than my services shall stand terminated forthwith. I agree to abide by the service rules/standing orders of the establishment and which are presently in force and which are likely come into force.

Date \_\_\_\_\_

  
(Signature of Applicant)