



Office Address :
Opposite Punjab National Bank
Bichiyan Kalan, Chandauli,
Uttar Pradesh - 232104
Email : sales.hindsolar@gmail.com

23rd December, 2023
Mr. Jyoti Ranjan Panda

Sub: Appointment Letter for the position of Safety Supervisor

Dear Mr. Jyoti,

With reference to your application and subsequent interview with us, we are pleased to appoint you as a **Safety Supervisor** in our organization. Your date of appointment shall be effective from **01/01/2024**. You shall be paid a total compensation of **Rs. 20,665 CTC per month i.e. Rs. 2,47,980 CTC per annum**.

Terms of Employment:

Your employment will be governed by the Policies/terms and conditions mentioned in this appointment letter and the HR Policy Manual. In particular and without prejudice to the foregoing statement, some of the significant terms and conditions that govern your employment are detailed below:

1. Probation Period

You shall be on probation for a period of Six months from the date of your appointment. Your confirmation will be automatic unless there is an intervention from Senior Management.

2. Transfer

At the sole discretion of the management, during your employment with the company, you can be transferred to any of the branch of the company/ associate group company OR from one business/ department/ Site/ establishment to another in India or abroad, without any change in the terms and conditions of the employment. You shall be governed by the rules prevalent at that branch/office.

3. Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4. Leave

- A. You will be entitled to leave as per the leave policy defined in HR Policy.
- B. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

5. Salary and Benefits

- A. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- B. The breakup of your salary at the time of joining is given in Annexure 1, forming integral part of your appointment letter.
- C. You shall bear your own taxes that shall be deducted from your salary.
- D. You shall be eligible for company accommodation & food allowance @3000/month on pro-rata basis.



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6. Confidentiality

You will not any time disclose or divulge or make public, except on legal obligation, any information regarding the company's affairs, business plans, project cost & estimation, administration or research carried out, whether the same may be confided to you or become known to you during the course of your service or otherwise.

7. Notice Period & Termination

A. During Probation Period

- I. Company can terminate your services with immediate effect and without assigning any reason.
- II. In the event of termination of employment from your side, you shall be required to give the company 30 days prior written notice. If the employee is absconding from duty or fails to serve the notice period or fails to pay / compensate 30 days salary, suitable legal action will be taken against the employee by the company.

B. After Confirmation

- I. Both the parties should give two months notice. In absence of notice period from any party, one months' salary will be adjusted / paid in lieu of notice period, depending upon the case. If the employee is absconding from duty or fails to serve the notice period or fails to pay / compensate one month notice salary, suitable legal action will be taken against the employee by the company.

C. General

- I. The Company reserves the right, at its sole discretion to substitute the notice period by paying you salary in lieu of the notice period.
- II. The Company shall have the right to terminate your employment immediately without notice and without any compensation in lieu of notice period, if you violate or neglect any of your duties under this agreement or do not comply with the company policies and code of conduct, commit any breach of any kind under this employment agreement.
- III. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the company, and that your termination/ resignation letter will be accepted by the Company only on your satisfying the mandatory notice period. Further, till such time as the company accepts your resignation letter, you will be deemed to be an employee of the company and the terms and conditions of your employment will still continue to bind you.

8. Non Solicit

You also covenant and agree that for two years after the exit thereof, regardless of the reason for the employment exit, you will not, directly or indirectly, solicit or attempt any employment from any of the company's competitors /clients.

9. Indemnity

You indemnify that your joining the company will not violate any agreement to which you are or have been a party to. In the event of any such legal/court issue, company will not be held responsible. You also warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to working with us.

10. Consequences of breach of terms

Notwithstanding anything contained in above clauses, should you contravene or breach any of the terms and conditions of

service, the company will be entitled to terminate your services forthwith, without compensation/notice period or salary in lieu thereof and without prejudice to other legal rights/remedies available to the company.

11. Dispute Resolution and Jurisdiction

All disputes and differences of any kind whatsoever arising out of or in relation to the construction, meaning and



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operation or effect of this Agreement or breach thereof shall be settled amicably. If, however, the parties are not able to resolve them amicably, the same shall be settled by arbitration. The dispute(s) will be referred to a sole arbitrator to be Appointed by the Company and it is agreed that the said appointment of a sole Arbitrator is acceptable to the Employee. The language of arbitration shall be English. Any appeal / application will be subject to the exclusive jurisdiction of City Civil court, at Chandauli. The dispute related to this shall not be entertained by any police station.

12. General

- A. If any declaration given or furnished by you to the company is found to be false or if you are found to have willfully suppressed any material information, in such case you will be liable for removal from service without any notice.
- B. Your whole time and attention should be devoted to the interests of the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as share/ debenture holder) in any other trade or business during the employment with the company, without written permission of the management of the company.
- C. Bring Your Own Device (BYOD) policy: With a view to enhance employee satisfaction through "work-your-way" mobility experience, the company expects you to carry your own laptop that is commensurate with your job responsibilities. Necessary software and programs that are required to successfully complete your assignments should be pre-installed in your device.

If you agree to the above terms and conditions, please sign the duplicate copy of this appointment letter and return it to us in acceptance of the same.

Yours truly,
For M/s Hind Solar



Name of Employee: Mr. Jyoti Ranjan Panda

Date:

Signature:

ANNEXURE – 1

Salary Structure	
<u>Particulars</u>	<u>Amount(Rs.)</u>
-	-
Basic	7920
HRA	3168
Medical	1250
LTA	750
Conv	500
Attire	500
Special	5006
EPF Contribution	950
ESI Contribution	621
TOTAL CTC (Monthly)	20665
TOTAL CTC (Annual)	247980
<u>for Employee</u>	-
Gross Salary	19094
EPF Deduction	950
ESI Deduction	143
Take Home	18000

Yours truly,
For M/s Hind Solar

