

Terms and conditions of employment

Appointment

- 1) In case you (Employee) are not joining the company on the said date, this appointment letter becomes invalid. However, the joining date can be relaxed on the discretion of the company/firm.
- 2) The retirement age is 60 years.
- 3) You will be liable to be transferred in such capacity as the Company/firm may from time to time determine to any other location, department, function, establishment, or branch of the Company/firm or subsidiary, associate or affiliate Company/firm. In such case you (Employee) will be governed by the terms and conditions of service applicable to the new assignment.

Compensation

- 1) Your salary will be reviewed periodically as per Company/firm policy.
- 2) You will be entitled to other compensation and benefits in accordance with the Company/firm policy as modified and intimated to you from time to time.
- 3) The payments given in above points, will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.
- 4) Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- 5) After year Completion, Company/firm will review your performance. as per your projects done (well executed) and behavior management will decide your increment /Identical/decrement /termination.

Leave Rules

- 1) Leave cannot be claimed by you as a matter of right. The right to grant or refuse leaves vests in the authority competent to sanction leave.
- 2) Leave would be sanctioned in the January month. Total 12 CL would be sanctioned to you, which will be lapses after month end; nobody will take CL in all, only one CL will be sanctioned in a month. EL and CL cannot be taken at once, and whosoever takes EL on Saturday, Sunday/Holiday will be counted as EL, only 3 EL will be taken at once.
- 3) Total 10 EL would be sanctioned to those employee would had completed (3mnth training(90 working days) +6 months provisional period+1 year service period) in the Company. it would be compensating on the leave basis. Only 2 EL will be carried forward to the next year.
- 4) Only 12 CL will be provided to you in your service period, Compensatory leave will be granted, if you work on holiday day/Sunday day. No extra hours are to be claimed; only compensatory leave will be granted.
- 5) No CL is granted for fresher in training period.

Sincerely,

JRM SOLUTION



ASHISH SRIVASTAVA