

Ref. No.:

To,

Date:

20.3.2020

Mr. RAVINDRA R. KALE

**SUBJECT - APPOINTMENT LETTER**

With reference to your application and subsequent interview that you had with us, we are pleased to appoint you as, "**Production Supervisor**" at Shree Plastics on the following terms and conditions with effective from 10.04.2020.

1. **COMPENSATION & BENEFITS** : After your joining Detailed salary breakup and as per company norms Other benefits will be given to you.
2. **STATUTORY DEDUCTIONS** : Statutory deductions will be deducted as per laws enforced by local and/or state and/or central govt. from time to time.
3. **PLACE OF POSTING** : Your place of posting will be at present is Shree Plastics Unit II. You are liable to be transferred to another department, post or place in existing or which may come in existence hereinafter or at any place where Management may establish its Unit or Branch or Office later on. Upon such transfer the rules and regulations to such post or at the place of transfer will become applicable to you.
4. **RULES, REGULATIONS & POLICIES** : During your service with the company, you will be governed by rules, regulations & policies framed by the company from time to time.



*V. P. Patil*  
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Dr. Vihared Vilha Patil  
College of Engineering  
Ahmednagar

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5. **SUPERVISION** : You will work under the supervision of such persons as may be declared by the management from time to time. You shall diligently and satisfactorily carry out the work or task assigned to you by your superiors. Also you shall abide by the instructions and directions issued to you by your superior or management from time to time.

6. **FITNESS** : Your employment in our company will be subject to your being found physically and mentally fit to perform your duties. Your service will liable to be terminated on being found physically or mentally unfit at any time.

7. **RETIREMENT** : You will automatically retire, without any notice on your reaching age of 58 years.

8. **TERMINATION / NOTICE PERIOD** :

A. First three late marks will be exempted in a month, then next all days which you come late considered as a half day.

B. You have liberty to resign from the services of the company after giving forty five days notice in written to the company or salary in lieu.

C. If you are found misbehaving or/and doing any criminal act or/and in a drunken state or/and creating any mischief or nuisance or/and theft or/and fraud or/and misappropriation of funds or/and conspiracy with others to commit such acts, breach of fiduciary duty, abuse of trust or other act of dishonesty relating to his employment or/and commission of or participation in a felony or other act involving moral turpitude or/and failure or refusal to comply with the lawful directives or/and rules or policies of the Company, or/and gross negligence, recklessness or intentional misconduct or malfeasance in the performance of (or omission to perform) your duties of employment then the Company shall be entitled to terminate you immediately without notice and salary in lieu.

9. **CORRESPONDENCE** : Your address noted above shall be treated as your address for correspondence. You shall keep management informed with any

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change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the management.

**10. INFORMATION :** If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information wilfully suppressed, your appointment would be liable for termination without any notice or compensation.

**11. UNIFORM :** Company will provide you uniform (Two No's of shirts) without any deduction subject to continuous service upto six months. If you resign or terminate by company before completing six months service from issuing uniform then same amount will be recovered by you from your last months salary.

Kindly sign the duplicate copy of the appointment letter and return to us as your acceptance of the above terms and conditions.

Wishing you all the best and welcoming you to Shree Plastics Family.

Thanking You,



For SHREE PLASTICS

#### ACCEPTANCE

I have read over, understood the above mentioned terms & conditions and the same are accepted to me.

( Signature of the Employee )

Date--

Place



*(Signature)*  
PRINCIPAL  
Dr. Vithalrao Vikhe Patil  
College of Engineering  
Ahmednagar