



"vinayak" Apartment., Plot No. 53, ground Floor, Near Raja Shivaji Margadarshan Kendra, tidke Colony, Nashik - 422005. Contact : 0253 - 4039614
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Web : www.elloragrp.cpm

Date: 05th Dec. 2021

LETTER OF APPOINTMENT

Dear **Mr. SHUBHAM B.JAPE**

In reference to the subsequent interview, you had with us, we are pleased to offer you the position of **"Site Engineer"** with **M/s Ellora Constructions**.

Your total annual compensation (CTC) would be **Rs.1, 44,000/-**

Date of Joining: **12th Jan. 2022**

Please treat your salary related matters **STRICTLY CONFIDENTIAL**.

A. Fixed Deduction:

Fixed deduction component from employee salary is mentioned below ~

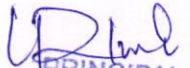
1. Professional tax (2500/- P.A.)
2. Statutory deductions if applicable like EPF, ESIC, will be part of your CTC.
3. The Company will deduct taxes as appropriate & consistent with Indian Tax regulations. You will be responsible for your tax liabilities under applicable tax laws and regulation.

B. Payroll Cycle:

1. The payroll cycle will start from 1st date up to the last date of every month. Salary will be paid after 7th every month through online transfer/cheque payment.
2. Company shall also have right to modify any item of salary package without adversely affecting the total compensation.
3. Variable Components are performance based and will be paid with the salary of subsequent month.
4. If employee joining date is after 17th day of any calendar month, his/her arrears for that month will be paid in salary of the subsequent month.

C. Terms and Condition of employment:




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The specified terms and conditions are subject to periodic reviews.

1. You shall carry out such duties as are assigned to you diligently and during such hours as may be stipulated by the company from time to time.
2. You shall be governed by the Service Rules, Regulations and Policies of the Company existing now and as may be amended from time to time.
3. You will devote your entire time to the company and not undertake any direct / indirect business and/or work, whether for remuneration and/or on honorary basis, except with the written permission/consent of the Management in each case.
4. You will be responsible for safekeeping and return in good condition, all the properties which may be in your use, custody, care or charge. For the loss of any company property in your use / possession, the company will have the right, to assess and recover the damages from you as it deems fit.

D. Code of Conduct:

1. You will be governed by the general rules of conduct, discipline, leave, holidays, work hours, etc. that are prevailing in the Company or may be brought into force from time to time.
2. You are required to abide by the Code of Conduct Policy of corporate governance as laid down by the company from time to time and any infringement of the same shall lead to immediate termination.

E. Leaves:

1. You will be entitled for 12 Earned Leave and 12 Causal Leave on pro rata basis and National Holidays as per the company policy.
2. You are not eligible for any leave during the probation period.
3. The number of days of leave taken during probation by employee will extend his probation period accordingly.


F. Process for leave application:

1. Employee should drop written application /an email in advance to his/ her reporting Manager.
2. Incase of emergency, Employee or his / her guardian / friend shall inform about the leave on phone / email to the concerned Manager within 24 hrs. in case the Employee is not in condition to do so
3. Reporting Manager shall ensure that HR Department is informed by written application/ an email at earliest with his/her recommendation.

G. Leave without pay: (LWP)



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1. Any leave more than the sanctioned leave or available leave balance or unapproved absence from work will lead to LWP.
2. LWP will be granted only on recommendation of Reporting Manager & at the sole discretion of the Management.

H. Holiday:

Public holiday list will be declared by the Management / HR department latest by end of each year.

I. Probation:

1. Probation period will of three months from the date of joining.
2. During probation period, the appointment may be terminated at any point of time on sole discretion of Company and either party is not bound to give any reason thereof to the other party.
3. Probation Period of the Employee might be extended based on recommendations of his/her Reporting Manager.

J. Change in Address:

Any changes in mailing / correspondence address (both present and permanent) must be communicated to HR Department. All communication sent to you in the normal course will be sent to the address given by you and it shall be deemed to have been received by you.

K. Transfer:

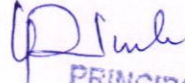
Employee service is liable to be deputed and/or transferred to any other location / department with in India or abroad or any new establishment / site as per need of the Organization at the sole discretion of the Management.

L. Termination:

The management reserves right to terminate your service forthwith without assigning any reason thereof or any notice or any compensation, in following case:

1. If you found guilty, of any act of indiscipline or moral turpitude during employment or otherwise which in the opinion of the Company, is detrimental to its interests.
2. If you remain absent for more than 8 working days without prior permission.
3. Your service may be terminated immediately on fudging of document related employment and educational documents.




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M. Ownership & Copyrights:

You shall not have any right to use, in any manner whatsoever, any intellectual property Rights (IPR), in part or in full (i.e., copyright/trade name/labelmark/trademark etc.) belonging to the Company, whether registered or not. At the time of termination of employment, you shall return all material as well as information in respect of intellectual property rights of the company and shall not use it further for the company or for any personal use/ purpose.

N. Notice Period:

1. In case you wish to discontinue the service, you must serve notice period of minimum one month upon furnishing the written resignation letter in person or effect payment in lieu thereof
2. Any leave in notice period will not be allowed.
3. At the time of separation, you shall return all materials as well as information in respect of intellectual property rights of the company and shall not use it further for other company or for any personal use/purpose. Employee has to follow exit procedure with taking clearance from all the Concerned Departments on or before his/her last working day.

On behalf of Company, we extend you a warm welcome and wish you a success in your associate with Ellora Constructions. Please indicate your understanding and acceptance of above terms and conditions by signing and returning the duplicate copy of this letter to us.

For M/s Ellora Constructions

Authorised Signatory

DECLARATION

I have read and understood the above terms and conditions along with the Annexure and agree to abide by the same.

Signature:

Date:



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