

HINPA Incorporation

1st July 2020

To,

Dear Mr. John Paul,

With reference to our Offer Letter, we are happy that you have joined us on **1st July 2020**.

We are pleased to take on record, below Terms and Conditions of your Appointment

1. You will be paid a Salary of Rs. 20,000/- (Twenty Thousand only) Per Month as CTC.
2. The details of the same are as follows on monthly basis;

Base Salary	8000 INR
HRA	4000 INR
Supplementary Allowance	5214 INR
Net Take Home (A)	17,214 INR
DEDUCTION:	
Bonus	666 INR. (Payable at Diwali Festival Timing)
PF	1920 INR
Professional Tax.	200 INR
Total Deduction (B)	2786 INR
Grand Total (A + B)	20000 INR

- All the relevant Taxes and deductions; as applicable, shall be deducted from your salary from time to time.
- To take care of your tax liabilities, you are supposed to submit the details on your savings and investments. TDS will be deducted as per the statute.
- The Food, Fuel & Mobile Allowance As Per Company Policy.

LEAVE POLICY: You would be entitled for the earned leave after first two months of working, leave would be accrued at the rate of One and a Half Day Leave for every month worked. No advance leave can be availed, as it will be pro-rata basis every month. The Deputee would be paid for “un-availed entitled” leave in the month of January for the last calendar year.

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3. You will presently work at our client's office Sisecam or the suggested site by the client (if required to be changed). Your services are at the discretion of the Management liable to be transferred, part time or whole time to any other office/Site at any time.
4. Till such time you are in employment with us. The services conditions, remuneration, allowances and benefits structure in force from time to time will be applicable to you. You shall not be governed by the rules and regulations of the client organisation.
5. Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time and you will be required to work accordingly. If required, you will also have to work in shift duties. You shall not absent yourself from your work without the permission of the authorised personnel you are associated with.
6. You agree to follow the system and procedure of marking the attendance, as prescribed by the Management from time to time.
7. You will devote your whole time and attention exclusively to the duties entrusted to you and will not engage yourself to work for any other person in any capacity whatsoever nor do any private business or render paid professional service without obtaining previous permission of the Management in writing.
8. You shall diligently and faithfully carry out instructions given to you by the authorised personnel of the client in connection with their business operations and perform to the best of your skills and ability to improve and further the business and the interest of the client company
9. You shall be on probation for initial period of six months.
10. You shall at all the times during the period of this arrangement conduct yourself soberly and carry out all orders and directions of all persons in authority above you and conform to all rules and regulations.
11. You shall not at any time divulge, disclose or make public except under legal obligations and of the processes, scientific investigations or results thereof, formulae accounts transactions or dealings or practices or business information of the Client, whether the same may be confided or become known to you in the course of your service or otherwise nor shall you remove from the premises any drawings, sketches, records or any documents without the written permission of the Client Organisation. Integrity policy will be treated with zero compromise.
12. You shall not take any presents, commissions or any sort of gratification in cash or kind from any person, party or company/agency having dealings with the client Company and if you are offered any, you shall immediately report and hand over the same to the management immediately.
13. Your continuance in the services shall be subject to your being physically and mentally fit.
14. In case of separation either of the party can give one month's notice.

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15. In case of any dispute or any matter arising out of or relating to this arrangement or otherwise; Baroda will be considered as the place, where the cause of action has arisen and the appropriate court at Baroda alone will have jurisdiction.

The letter of appointment is issued in duplicate. Please sign and return the duplicate copy in token of you having accepted the appointment and the terms and conditions governing the same.

Thanking You

Yours Sincerely

For & on behalf of

HINPA Incorporation

Managing Partner

I have read, understood, accept and will follow the aforesaid terms and conditions

Name of the Recruit: John Paul

Signature:

Date: 1st July 2020