

LETTER OF APPOINTMENT

To,
Miss. Saritha Gaddi
Flat No: 101, Manasa Apartments,
Vani Nagar, Malkajgiri, Hyd
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Miss. Saritha Gaddi

We are pleased to offer you employment with M/s Summit Sales LLP Logistics., a division of Modi Properties Pvt. Ltd, based on the interview held on 18.10.19, on the following terms and conditions.

1. Designation & division	Sr. C.R. Executive	
2. Job description	Work as per given task list.	
3. Rration	Basic salary	Rs. 9,840
	DA	Rs. 1,968
	HRA	Rs. 7,872
	Gross Salary	Rs. 19,680
	Less: ESI Employee share	Rs. 149
	Less: PF employee share	Rs. 1,181
	Less PT	Rs. 150
	Net Salary:	Rs.18,200
	ESI employer share	Rs. 639
	PF employer share	Rs. 1,181
	Total Cost to Company	Rs. 21,500
4. Yearly increase in remuneration:	As a company policy salaries of each employee will be reviewed once a year i.e., in the month of April every year. No interim or intermediate request for revision of salary shall be entertained.	
5. Allowances:	You shall be paid allowances for mobile phone, vehicle maintenance, etc., as per company policy.	
6. Hours of work	You are required to work from 10:00 a.m. to 06:00 p.m. every day. Sundays and Public Holidays are holidays. You shall be required to answer all calls on your mobile phone during or after office hours.	
7. Place of work	You will report to Head Office. Address: Soham Mansion, M.G Road, Secunderabad We may at any point of time, at our sole discretion, after giving you reasonable notice, transfer or assign you to any other site or firm or company associated with M/s. Modi Properties Pvt. Ltd.	
8. Date of joining :	21.10.19. In case you failed to report on the date mentioned herein, for whatsoever reason, this letter of appointment shall stand cancelled and your services shall be deemed to have been terminated. In such a case no notice of termination shall be given.	
9. Conveyance :	You shall not be paid conveyance charges for commute to your place of work. However, conveyance shall be paid as per company policy for commute during office hours for office work.	
10. Probation period:	You shall be on probation for a period of 03 months from the date of joining. After completing the probation period satisfactorily your services shall deemed to be confirmed. During your probation, your service can be terminated at any time without any prior notice and without assigning any reason. After confirmation you will be required to give one month notice	

	period in case you wish to resign from your services.
11. Report to:	You shall on a daily basis report to C.R. Manager, who shall be authorized to assign and monitor your work.
12. Documents:	Documents mentioned in Annexure to be submitted to office within 7 days of joining.
13. Other terms:	a. During the course of employment, you will be required to devote your entire time, attention and effort to the furtherance of Company's/firms business. You shall not, during your employment with the Company/firm, directly or indirectly engage yourself or devote your time or attention to any other employment, business or position of monetary interest, other than with this company/firm. You will not take-up any other work for remuneration (part time or otherwise) or in any other trade or business during the employment with company, without permission in advance in writing. b. You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment. c. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Hyderabad/Secunderabad. d. You shall not divulge any confidential information or documents to other persons while in service or thereafter. e. You shall undertake any type of work entrusted to you by the company from time to time. f. The policies of the company and standard operating procedures are clearly given in circulars & internal memos which are published and updated on the staff login page of our website www.modi-properties.com. It shall be your responsibility to keep yourself up to date with the policy and procedures of the company. Such policies/ procedures shall be revised from time to time and uploaded on the website. g. Policy for CUG: Each employee must have 2 mobile connections, one for office use and the other for personal use. The office use connection shall be from the service provider chosen by the company and you shall subscribe to standard monthly package suggested. Cost of the package shall be reimbursed to you. However, any additional charges beyond the package shall be paid by you. h. Policy for smart phone: You shall be required to use an Android based smart phone with dual sim with certain minimum specifications. You can avail a loan of Rs. 5,000/- for purchasing smart phone. Loan shall be deducted Rs. 500/- from your salary. i. Policy for petty cash: Petty cash shall be issued only after obtaining accounts for petty cash earlier issued. Balance cash should also be produced along with petty cash accounts. Petty cash account should be given at least once a week. j. Policy for leaves: Leave application form must be filled in advance and approval of respective division managers or project managers must be taken. In case of project managers and heads of division's approval must be taken from MD. Staffs who have applied for leave must confirm the approval of leave before taking the leave. Staffs who are going out of town or on planned leaves must apply for leave 1 week in advance. Casual leave/sick leave will be sanctioned in case of emergencies. Application for such casual / sick leave must be made on day of joining duty. k. Policy for laptops: Staff on field shall be encouraged to buy their own

	laptops. Eligible staff shall be given a loan equal to the value of the laptop being purchased (with a cap of Rs. 25,000/-). Such a loan shall be deducted at the rate of Rs. 1,000/- per month from salary account. l. ID card, visiting cards & email account: All employees are required to wear company issued ID cards at all times. They shall also carry sufficient visiting cards at all times. Employees must use company issued email ID for all official correspondence. m. Policy for graft: All employees shall be absolutely prohibited from borrowing any amount from any contractor/supplier or their staff. Any violation shall lead to immediate termination from service. n. In case of emergencies like accidents, police complaints, etc., if a loan is taken from the supplier/contractor, the same shall be reported to admin manager in writing within one working day. o. Employees are discouraged from lending money to their colleagues. It has been observed that in most cases employees seeking loans are doing so for financing their ill habits. By giving the loans one is further encouraging the ill habits of their colleagues. For any loan of more than Rs. 1,000/- given to a colleague a written declaration shall be made within one working day to the admin manager. p. In general the office is helping staff raise loans for emergencies like medical, education, etc., to discourage the practice of borrowing from colleagues or loan sharks. q. Policy for conflict of interest: All employees must report any activities, assets, liabilities and interests that might give rise to a real, apparent or potential conflict of interest in relation to their official duties. Such activities must be reported to admin manager in writing within 7 days of your appointment. r. Policy for insubordination: Your conduct should protect the brand and reputation of the company. Further, you shall respect the authority of your superiors. If your behavior and actions are inappropriate, disciplinary action shall be instituted against you. s. The Company strictly prohibits any employee from accepting payments, gifts or any other consideration from any customer, supplier, contractor, consultant, advisor, agent, partner, employee, etc., of the Company. t. Employees are not entitled to collect rents, sale consideration, corpus fund, security deposit, incidental expenses, maintenance charges, registration charges, processing fees, VAT, service tax, GST etc., from any customer or associate of the company in cash. All such payments can only be collected by authorized employees by cheque, pay order or demand draft. Any violation may result in immediate termination of services. u. The term Company shall mean and include M/S/. Summit Sales LLP Logistics , M/s. Modi Properties Pvt. Ltd and/or any other associated firm or company relevant for this purpose.
14. Confidentiality :	a. You will not, at any time, during the employment or after, without the consent of the management disclose or divulge or make public, except on legal obligation, any information regarding the company's affairs or administration, whether the same is confided to you or becomes known to in the course or otherwise.
15. Retirement:	a. The retirement age is 58 years. You shall be retired from the company at the end of the month in which you attain 58 years of age unless your employment extended by the company at its own discretion. You shall be retired from the service of company if found unfit mentally or

	physically or both.
16. Termination:	a. This appointment is terminable by one month's prior notice or equivalent salary in lieu of notice from either side. During the period of your employment you shall give at least one month's prior notice in case you wish to resign from your services. In case this condition is not fulfilled the company reserves the right to withhold any incentives, bonus or other benefits which have been promised/accrued to you. b. Employees must be upto date with the policies of the Company. Company may terminate your services for any violation of the terms and conditions herein or of any standard policy of the Company. c. Upon termination employees shall be immediately required to surrender ID cards, receipt books, booking forms, stationary of the Company, documents of the company, etc. They shall also immediately stop usage of official mobile no. and email ID assigned to them. They shall also exit from groups created on social media like Viber, WhatsApp, Facebook, LinkedIn, etc., that you are a part of as an employee of the company. You shall not divulge or reveal any confidential information of the company to any third party.

Please confirm your acceptance of our offer by signing and returning the duplicate copy of this letter.

Thank You.

Yours sincerely,

For M/s. Summit Sales LLP Logistics

Authorized Signatory

Confirmed and accepted:

Signature:

Name: Saritha Gaddi

Date: 21.10.19

ANNEXURE

(List of documents to be submitted to employer)

- 1) SSC Mark sheet
- 2) HSC/Inter /Diploma Mark sheet
- 3) Graduation Mark sheet//certificate
- 4) P.G. Mark sheet/certificate
- 5) Experience Certificate form
 - a.
 - b.
 - c.
- 6) Proof of salary of previous companies (Salary Slip/certificate/ Form 16A)
 - a.
 - b.
 - c.
- 7) Bank Statement of 3 months showing credit of last drawn salary
 - a)
 - b)
 - c)
- 8) Relieving Letter of :
 - a.
 - b.
 - c.
- 9) 4 Passport Size Photographs
- 10) 2 Postcard Size Family Photographs
- 11) Residence Proof
- 12) Photo ID Proof
- 13) PAN Card
- 14) 2 Reference Letters
- 15) Blood group certificate

Confirmed and accepted:

Signature:

Name: Saritha Gaddi

Date: 21.10.19

Note:

1. Do not submit originals. Only submit photocopies. However, originals must be shown at the time of submission of photocopies.
 2. Documents must be submitted in 7 days of joining.
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