



LMCS/HRD/MT/085/2019-20

DATE: 10/06/2019

APPOINTMENT LETTER

HR Outward No. 505
Date 10/6/19 Time

To,
✓ Ms. Madhuri Prakash Limbukar
At Post - Devrukh (Lower Lane),
Tal - Sangmeshwar, Dist - Ratnagiri - 415804.

Madam,

Further to the interview you had with us, we are pleased to appoint you as **Management Trainee - Accounts Assistant** in our Society. The terms and conditions governing your training are given below

1. Training Period

You will be on training for a period of 12 months with effect from **10th June 2019.**

2. Monthly Stipend

You will be paid a monthly stipend of **Rs.12,090/- (Rupees Twelve Thousand and Ninety only/-)** based on your attendance. You will not be entitled for any other financial benefits, apart from above.

3. Posting

Initially, you will be based at **Kuwarbav Branch, Ratnagiri Region.** However, during this period of training, you can be transferred to any other department or branch of the Society at the discretion of the Management.

4. Notice period

This appointment as Management Trainee can be terminated by the society or by you, by giving fifteen days notice or by paying amount equivalent to fifteen days of stipend in lieu of notice period. Further, the Society reserves the right to terminate your training during the training period if you are found having committed any acts of misconduct or breach of the terms and conditions of the appointment and / or violation of any rules and regulations of the Society, with immediate effect.

5. Working Hours

Your working hours will be governed by the rules and practices followed by the Society.

6. Leave

You will be eligible for one day casual leave for each completed month of training during the training period.

7. Dress Code

You shall follow the Employee Dress Code Policy as circulated from time to time scrupulously.

8. This appointment is subject to your being examined and found medically fit.

Handwritten signature