



7th June, 2022

Dear Mr. Nitesh Damodar Mestri,
At – Agargaon, Post - Kot, Tal – Lanja,
Dist – Ratnagiri, Pin – 416712.

Dear Mr. Nitesh Mestri

Sub: Appointment as Accounts Executive

We are pleased to offer you an appointment with Me Casa Furnishings Pvt. Ltd for the above position with effect from 7th June, 2022 on the following terms and conditions:

I. EMOLUMENTS

You will be paid monthly emoluments as per the enclosed **Annexure**. You will be governed by the rules and regulations of Me Casa Furnishings Pvt. Ltd as applicable, enforced, varied, amended or altered from time to time during your employment.

The Company shall have the right and the privilege to amend and change the emoluments payable to you. You shall have no right to seek parity of emoluments with others in the Company or seek any change in the emoluments payable to you by the Company.

II. PROBATION AND CONFIRMATION

You will be on probation for a period of 3months from the date of your joining. On expiry of the probationary period, it is open for the management either to confirm your services or extend your probationary period.

During the probationary period, or the extended probationary period, your services may be terminated by the Company without assigning any reason, without any notice or salary in lieu thereof. Should you decide to leave the services of the company during the Probationary period, you are required to serve a notice period of 1 month or payment in lieu of notice. You shall not be deemed to have become permanent unless your services are confirmed in writing by the Company, by the authorised officer of the Company.

You shall superannuate/retire from the services, subject to compliance of the terms of your employment, on attaining the age of 60 years. The management shall have the prerogative and the right to change the age of superannuation, without seeking your consent for the same.

The date of birth, as stated in official documents and as accepted by the Company, shall be taken conclusively of the same. On attaining the age of 60, your employment with the Company shall cease automatically and you shall not be entitled to any benefits from the Company.

III. NOTICE PERIOD

Following the successful completion of the Probationary period and receipt of confirmation in writing, your employment will be confirmed, by the Company.

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Post confirmation, either party may terminate by giving three (3) months' notice in writing.

During this notice period, you are not permitted to contra off any type of leave in lieu of such notice period. You are required to serve full notice period and fulfil your professional duties / obligations for the entire duration of the notice period.

The Company reserves the right, if circumstances so necessitate, to relieve you on a date prior to the date of expiry of the stipulated notice period without paying you salary, allowances or any entitlements whatsoever in lieu of the unexpired portion of the notice period.

IV. TERMINATION

The Company shall have the right to terminate your services, at its discretion, without any notice or payment in lieu thereof on the following amongst other circumstances / event taking place:

- You neglect, refuse, fail or for any reason become unable to perform any of your duties under this contract or fail to comply with the Me Casa Furnishings Pvt. Ltd, policies and code of conduct; or
- You are found guilty of any misdemeanour whether or not in the performance of your duties (including but not limited to being an un discharged insolvent, being convicted by any criminal court, being involved in fraudulent and illegal acts, accused of heinous crime, etc.) or commit any act which in the opinion of is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
- You commit any breach of any of your duties or obligations under this contract or as outlined in the policies of Me Casa Furnishings Pvt. Ltd. or
- You are found at any time misusing the Company's information/ documents/policies/properties, in any manner not warranted as an employee of the Company, with any person, not required to be made known; or
- There is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you or as obtained by the Company; and
- In case you absent yourself from duty for 7 days without prior approval of management, you shall be deemed to have abandoned your services. Such abandonment of employment shall be deemed as cessation of our relationship,

Whereby the company shall be under no liability here under or otherwise to pay any salary, allowances or any entitlements.

Notwithstanding the above, if there arises any unprecedented event or circumstances, which in the opinion of the Company warrants the Company to take any action including sending you on compulsory leave without salary and any benefits or terminating your services forthwith without any salary and any benefits, or retrenching your Services or suspending your Services with the Company without any Salary or benefits, the Company shall be entitled to take such actions and/or decisions.

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V. DOCUMENTATION

Your continuation in service will also be subject to satisfactory verification of your credentials/testimonials etc.

You have reviewed the Policies of Me Casa Furnishings Pvt. Ltd and made yourself agreeable to the Code of Conduct of Me Casa Furnishings Pvt. Ltd.

The Company has the right and entitlement to amend and alter the Policy and Code of Conduct, as applicable and the amended/altered Policy and Code of Conduct shall be binding upon you.

VI. CONFIDENTIALITY

You understand that retaining the confidential nature of information is of utmost importance to the business. The confidential information made available to you during your employment may include valuable trade secrets and business practices belonging to Me Casa Furnishings Pvt. Ltd., its affiliates and group Company(s).

You must hold all confidential information in strictest confidence, and not share or disclose it to any third parties or use it except in routine course of performance of your duties at Me Casa Furnishings Pvt. Ltd. Any authorised copying or replication of the same, would amount to fundamental breach of the terms of the employment.

You must return all confidential information, including any copies, summaries or compilations of any confidential information, to the Company upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

VII. CONFLICT OF INTEREST

You are expected to carry out your duties and responsibilities diligently and shall at all times safeguard the interest of the company, Me Casa Furnishings Pvt. Ltd. The company regards conflict of interest as a severe act of indiscipline, which may lead to dismissal of your service.

During employment with Me Casa Furnishings Pvt. Ltd., you are required to devote yourself exclusively to the services of Me Casa Furnishings Pvt. Ltd, and shall not engage in any other business or occupation without prior written consent of your direct report.

VIII. LEAVE

You will be entitled to Annual Leave and Public Holidays. The Company has the sole right to determine the number of Annual Leave and which of the Public holidays to be declared as holiday. Should business exigency require you to work during these days, you would be mandated to work.

The rules and regulations governing the terms of these leaves provisions will be based on the company policy which aligns to applicable statutory provisions, which may be amended from time to time by the management on behalf of the statutory body and the company.

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You will be eligible to exercise your annual leave only after successful completion of your probation period. In case you avail leave without information, it will be deemed repudiation of the employment contract by you. The management, at its sole discretion, reserves the right to terminate your employment in that event.

Your Direct reporting Manager must approve all leaves in advance prior to your proceeding with the vacation leaves.

IX. COMPANY POLICIES

During your employment, you will be bound by the Company's policies and procedures, rules and regulations, Code of Conduct, which may be framed and enforced from time to time, or as laid by the management. Further, during your employment with the Company, you shall at the command of the Company, compulsorily join the retrial and other policies that the Company may adopt for its various employees.

Me Casa Furnishings Pvt. Ltd, reserves the right to amend or delete or augment these at its sole discretion without any notice thereof. You are expected to observe and to comply with all existing rules and regulations which are deemed to be the terms and conditions governing your employment and with all the future rules and regulations, policies and procedures which may be laid down by the management from time to time.

The Company shall have the sole and absolute prerogative and the right to change the timing of your employment with the Company and the place from where you shall be rendering your services to the Company.

X. MEDICAL FITNESS

Your appointment and its continuation is subject to your being medically fit. The Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company and in the event, the Company determines your unfitness for the role, the Company at its sole discretion, may terminate your services.

XI. JOB RESPONSIBILITY

A copy of your Job Description will be given to you on your joining duty and you will perform your assigned duties as per the position guideline detailed by the Management. Any violation or breach by you may warrant the Company to take strict actions against you, including terminating your services with the Company.

You agrees that at the sole discretion of the Company, you may be posted or transferred to work in any of the establishment, departments, offices or works of the corporate body, trust society, association or organization whatsoever with which the Company may have any official connection in India or outside India.

Further,

- (a) The Company may require from you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and then you will be bound to carry out such functions.

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- (b) Your individual remuneration is purely a matter between you and the Company and has been arrived at based on your job, skills, specific background and professional merit. Accordingly, the salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- (c) You shall while serving the Company shall work diligently and maintain professional decorum with other employees of the Company.
- (d) You shall not (except in the normal course of the company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the company's products or to any matter with which the company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
- (e) You shall maintain and keep in safe custody such as Computer and related accessories, measuring instruments, safety equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- (f) You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change, failing which will be considered as a violation of code of conduct
- (g) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered personally or sent by post at the address, as recorded in the Company.
- (h) You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.
- (i) You shall upon separation/termination from the services of the Company, return to the Company all Company's property and proprietary information in your possession, affect a proper hand over of the charge of your work area, section or department as the case may be and settle all outstanding financial obligations with the Company including, but not limited to, settlement of any salary, expenses, advances, loans etc. The Company reserves the right to adjust any payment (excepting those barred under law / statute) due to the Company from the final separation pay cheque.
- (j) You shall be subject to, Company's policies contained in the policy manual and other similar documents, as amended from time to time and you shall comply with these policies.

Should there arise any situations/circumstances or be brought to the attention of management, of your default or breach of any term of your employment, the Company reserves the right to claim compensation/damages from you for such an act committed by you, including entitling the Company to withhold any benefits or salary payable to you.



XII. REPORTING

You will report to Head of Department or any other official assigned by the reporting authority.

XIII. TAXATION

You will be responsible for meeting all requirements under Indian tax laws, including tax compliance and filing of tax returns.

Company may withhold from any compensation or benefits payable all central, state, city or other taxes as may be required pursuant to any law or governmental regulation or ruling.

XIV. OFFICE ACCESS

You will be provided an Identity Card for your work area. This card must be kept safely. A loss of card will invite a charge of Rs. 250 for re issue. A lost card must be reported immediately. In the event you fail to report of the loss of card and if it is found that the card was misused by someone else, to the detriment of the Company, the Company reserves the right to take such actions, against you as warranted, including terminating your services.

XV NON-DISCLOSURE AND NON-SOLICITATION

It is specifically agreed by you that you shall not join or accept employment with another company which has a business similar to that of Me Casa Furnishings Pvt. Ltd for a period of 2 years from date of cessation of employment with the Company, unless approved by Me Casa Furnishings Pvt. Ltd., in writing.

You will have access to certain confidential or proprietary information pertaining to the Company and its businesses, policies and trade secrets. You hereby covenant, agrees and undertakes not to use any Confidential Information for any purpose except as may be required to render the Services at Me Casa Furnishings Pvt. Ltd. You agree not to disclose any Confidential Information to any third parties either intentionally or unintentionally. Should any of these situations be brought to the attention of Management, the Company reserves the right to claim compensation/damages from the employee concerned for such an act committed by the employee.

ACCEPTANCE

The terms of this offer supersede any other agreements or promises, written or oral, made to you by anyone on behalf of the Company and you acknowledge that you have not relied upon any other written or verbal discussions concerning employment with Me Casa Furnishings Pvt. Ltd.

The Company reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Company. Changes are effective as of the date of their occurrence.

If you choose to accept our offer pursuant to the terms above, please sign this offer letter and Annexure and return both original, signed documents. Please keep copies of all signed documents for your own files.

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We look forward to welcoming you as part of the Me Casa Furnishings Pvt. Ltd. team. The opportunities for professional and personal growth at Me Casa Furnishings Pvt. Ltd. are great and we believe your contributions will greatly increase the likelihood of our organization's continued success.

For Me Casa Furnishings Pvt. Ltd.

A handwritten signature in black ink, appearing to be "S K Suri", written over a horizontal line.

Capt S K Suri
Managing Director

I have read and fully understood the terms and conditions of my employment. I hereby agree to accept the offer as Accounts Executive at Me Casa Furnishings Pvt. Ltd and shall abide the terms and conditions as stipulated above.

Accepted:

(Nitesh Mestri)

Name	Nitesh Mestri
Designation	Accounts Executive
Date of Joining	7 th June, 2022

Annexure 1

	Monthly	Annual
Basic	13500	162000
HRA	1500	18000
Grand Total	15000	180000

Accepted:

(Nitesh Mestri)