

January 02, 2022

Name: Akshay Betkar

Permanent Residential Address:

4/7, Ekveera Nagar Chawl, Diva Agasan Road,

Divia East, Thane - 400612

Personal Mobile +91 8928413297

Personal Email Id: akshaybetkar544@gmail.com

Dear Akshay,

This has reference to your Appointment Letter as Trainee; we are pleased to inform you that the management proposed to absorb you in the regular payroll of the company after completion of your Traineeship period as "**Junior Officer**" in the Materials & Supply Chain Department, based out Head Office, Nariman Point with effect from **January 02, 2022**. You will report to the Deputy Manager – Materials & Supply Chain department & will be responsible for:

- Tracking vessel arrivals, supervision of material unloading activities.
- Co-ordinate with various service providers, agencies, surveyors and internal departments.
- Control inventory of Base Oil from present level to reduce outside tank hiring for base oil storage
- Coordination for material dispatches to all plants /storage tanks at various locations.
- Monitor and minimize total transit shortages/detention days.
- To establish vessel unloading schedule, arrange barges and give inputs for material planning.
- Arranging samples from vessel, barges and tanks for monitoring product quality & arresting contamination.
- Timely submission of MIS/savings report.
- Escorting surveyors, security personnel, barge operators etc and supervising vessel unloading.
- Undertake management assignments as and when required.
- Closely monitor on Terminal logistic operation while receiving and deliveries the cargo.
- Technically clearance verified/ reviews to process any logistics operations.

- To collect information on Base Oil Imports – Marketing Intelligence for all import cargo coming into Mumbai Port for various receivers.
- Implementing robust system to control theft/shortages of tankers & Barges.

The terms of your appointment will be as follows:

- A. The other terms and conditions of your appointment will be as per the enclosed “General Conditions of Service” Annexure - A.
- B. Your salary, allowances and other benefits shall be as per the compensation sheet Annexure - B attached to this appointment letter.
- C. Your notice period will be of two months.

Thanking you,

Yours faithfully,

For SAVITA OIL TECHNOLOGIES LIMITED



Ajay Reche

Vice President – Human Resources

I have read & understood the appointment letter and the terms and conditions and accept the same.

Name: *Akshay Anil Betkar*

Signature: *A. Betkar*

Date: *17-01-2022*