

8th February, 2021
INN/IT/1873
Pooja Shelke.

Appointment Letter

Dear Pooja,

We are pleased to offer you an appointment in our organization designated as “**Jr. Web Developer**” with effect from **8th February, 2021**. Your functional role would be in the “**IT**” department.

The terms of employment are as follows

1. Compensation.

- a. Your Annual Total Employment Cost to the company would be **Rs. 1, 20,000/- (One Lakh Twenty Thousand Rupees Only)** per annum, the details of which is been given in the **Annexure-A** attached.

2. Employment.

- a. Your initial appointment will be at Mumbai but your services are liable to be transferred to any establishments which the company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/ associated companies and subsidiary companies. Upon transfer you will be governed by the terms and conditions of services applicable to the said establishment.
- b. The shift timings will be based on process / program requirement as and when explained by your superiors. The total working hours is specifically of 9 hrs. And 1 hour will be the break period. No overtime shall be payable by the company.

2.1. You shall during the period of your employment:-

- a. Diligently, faithfully and to the best of your skill and ability serve the company and perform all the duties entrusted to you from time to time.
- b. Obey and comply with all the orders and directions given to you by the Company or any Officer duty authorized in that behalf and faithfully observe all the rules, regulation and arrangements of the Company for the time being in force for the management of the Company's property or for the control and good conduct of the Company's employees.



Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior consent in writing of the business occupation, employment, service, or calling nor shall be during the time of this employment directly or indirectly take up any employment or service or carry on any business either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.

- c. Not at any time either during in continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose directly or indirectly to any persons, firm or body, corporate any know-how, knowledge or information or any trade secret of financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have been concerned of interested whether directly or indirectly

3. Compliance.

- a. This appointment is offered on the basis of your having furnished the company, correct information regarding your past service and other records. If at any time, it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the company will be free to terminate your services at any time without notice.
- b. Your appointment and its continuation is subject to, your being medically fit and the management reserves its right to ask you to undergo medical examination, as and when deemed necessary, by a medical officer appointed by the management.
- c. This letter of appointment is issued on the understanding that you will produce documents showing proof of age, proof of educational qualification, proof of previous salary drawn and a relieving letter from your previous employer, on or before you rejoining the services of the company.

4. Leave Policy.

- a. You will be entitled to leave as per the Company rules in force and as laid down in the HR Policy of the company as per Annexure B. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.
- b. 3 late marks in a month, i.e. after 10.15 AM will be counted as a one day leave. In such case, the salary of one day will be deducted from the total salary.
- c. If you don't inform then 3 days salary will be deducted.
- d. Post 30 minutes of shift starting, if you don't come then it will be calculated as a half day.
- e. For the Second Absenteeism in a single month, the salary worth of 2 days will be deducted.
- f. For the Third Absenteeism in a single month, the salary worth of 3 days will be deducted.

Probation.

- a. You will be on probation for a period of 6 months from the date of this Appointment letter.

5. Separation.

- a. Shall you choose to discontinue with your employment with **Innovins Technologies Pvt. Ltd.**, you may do so by giving, 1 month notice in writing or payment of 1 month's full salary in lieu thereof if management agrees.

5.1. Termination

Definition: Under the following clauses the company reserves the right to terminate this agreement with immediate effect without warning or notice. During such occasions all settlements will be based on attendance. The settlements shall be addressed by or within 45 days of origination.

- a. You will be responsible to produce, minimum revenue measured in terms of performance/work hours/deliveries, as delegated and directed by your Reporting Manager from the date of your Appointment.
- b. Misconducts:
 - Unauthorized absence from work
 - Absconding from work
 - Insubordination
 - Demonstrative/ hostile behavior within office premises
 - Late reporting to work
 - Deliberate misinterpretation of rules
 - Non adherence to work schedule
 - Sexual Harassment
 - Drug abuse/ Alcohol
 - Viewing and downloading prohibited websites
 - Theft
 - Manipulation of data / systems/ data integrity
 - Violence at work place
 - Unfair means used during tests
 - Breach of confidentiality
 - Misuse of company resources
- c. In case of your separation with the company within the first 30 days, you will be entitled to the basic salary based on your attendance, and all other allowances/incentives/benefits shall be withheld.

- d. You will be governed by the conduct, discipline, rules and regulations as laid down by the Company.
- e. By signing a copy of this letter, you confirm that you do not possess any proprietary documents or materials from your previous employers and that you are not prohibited under any service agreement with any of your previous employer(s) from accepting appointment with the Company.

Please sign and return a copy of this letter as a token of your acceptance to the above terms.

Thanking you and looking forward for a mutually beneficial association.

Very truly yours,
For Innovins Technologies Pvt. Ltd.

A.S. Ware
Amit Ware
(Manager- HR).



I agree to accept the employment on the terms mentioned in the above letter of appointment and Annexure and I shall report for duty on **8th February, 2021**.

Signature: _____
Pooja Shelke.

ANNEXURE- A

Heads	Sub Heads	Monthly (Rs.)	Annual CTC (Rs.)
Basic		4000	48000
HRA		2000	24000
Allowances			
	Medical	1250	15000
	Special Allowance	1150	13800
	Conveyance	1600	19200
Gross Salary		10000	120000
Deductions	Professional Tax	0	0
Net Pay		10000	120000

I accept the foregoing,

Pooja Shelke.

Innovins Technologies Pvt. Ltd.



S. Ware
Amit Ware
(Manager- HR).

1. Unauthorized Absenteeism will be considered as leave without pay.
 - a. All leaves without an advance approval shall be treated as an "unauthorized absenteeism"
 - b. Emergency leaves should be communicated through phone call, text messages or email
 - c. Unauthorized Leave taken on Fridays or Mondays will result as 3 Consecutive leave without pay.
2. Leave calendar for a year starts from the 91st day of the employment, till the completion of 365 days.
 - a. Formal written application is mandatory for approval of leaves.
 - b. Leaves cannot be en-cashed/carry forwarded/adjusted against the notice period for separation.
 - c. All leaves are subject to advance application / approval on availability & feasibility of the same from the departmental heads.

Annexure-B

Total Leaves for a Year	21 Days
First 90 days	No leaves
Maximum Monthly Leaves	1.75 Leaves

I agree to accept the employment on the terms mentioned in the above Annexure.

Signature: _____
Pooja Shelke.



Innovins Technologies Pvt. Ltd.

Amit Ware
(Manager- HR).