calibehr
PEOPLE · PROCESS · TECHNOLOGY

Ref: HR/Appt/95625/21
Date: 1st September 2021

Mr. Amit Kumar Singh
QTR.M/32 jay prakash colony
SECL
Korba Chhattisgarh- 495677

Emp. Code - 192719

Sub: **Your appointment in our organization as Branch Relationship Executive--E in our office at Bilaspur with effect from 2nd September 2021**

Dear Mr. Amit Kumar Singh,

With reference to your application for employment in our organization, the subsequent interviews our executives had with you and also on the basis of information submitted by you, we are pleased to appoint you in the position, location and from the date as mentioned above.

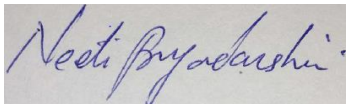
As your appointment is subject to performance & productivity and your consolidated (all-inclusive) salary is as mentioned in the accompanying statement. (Refer Annexure-I).

The terms and conditions of your employment with us are appended to this letter, which you are required to go through and understand. (Refer Annexure-II)

As a token of your accepting this appointment on the terms and conditions mentioned in the appendix and on the salary mentioned in the accompanying statement (both signed by the undersigned), please return the duplicate copy of this letter to our office after you sign it.

Yours faithfully,

For Calibehr Business Support Services Pvt. Ltd

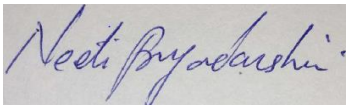


Neeti Priyadarshini
Manager – Service Delivery & Analytics

Ref: HR/Appt/95625/21 dated 1st September 2021

Salary Offer - Mr. Amit Kumar Singh		
	Per Annum	Per Month
Gross	**134808**	**11234**
Basic	124440	10370
Monthly Bonus	10368	864
Company's Contribution		
PF Employer	16176	1348
ESIC Employer	4056	338
GPA	600	50
CTC	**155640**	**12970**
Employee's Contribution		
PF Employee	14928	1244
ESIC Employee	936	78
Net Take Home Salary	**118944**	**9912**
GMC	2100	175
Net Take Home Salary	**116844**	**9737**

Bonus and Gratuity will be paid as per the law.



Appendix to Appointment Letter: - HR / Appt / 95625/ 21

Date: 1st September 2021

Calibehr Business Support Services Pvt. Ltd.

Terms and Conditions of Employment

1. Your employment in our organisation shall be for a probationary period of 6 months from the date of your joining our organisation, during which period your services are liable to be dispensed with, without any notice and without assigning any reason. The management may, at its discretion, extend the period of probation by intimating you of the same in writing.

2. Your appointment will be deemed to be confirmed on expiry of the probation period of 6 months or on expiry of the extended probation period, whichever is later.

3. If you wish to discontinue your service during the probation period, you are required to submit your resignation in writing 15 days in advance or on payment of 15 days salary in lieu of notice. Your dues will be settled only after returning all the documents and properties of the company that are held by you, and after obtaining clearance in writing from the head of your department.

4. After the expiry of the probation period, either side may terminate the service by giving the other, 30 days notice in writing or an amount of 30 days salary (last drawn, all inclusive, as mentioned in clause 1 above)be paid in lieu thereof. Settlement of your dues will be subject to your returning all the documents and properties of the company that are held by you as on the last date of your service with us, and after obtaining clearance in writing from the head of your department.

5. On your joining to Calibehr, your back ground verification process will be initiated. The charges incurred on background verification process will be deducted from your first salary and once you complete 45 days in organization, it will be refunded back to you in upcoming month's salary. If you fail to work for more than 45 days and leave the organization prior to completion of 45 days from your date of joining, said charges will be forfeited.

6. You shall faithfully, diligently and to the best of your ability perform all the legitimate duties that may be entrusted to you by the Management or your superiors from time to time and you shall observe discipline, decorum and discretion while doing anything pertaining to the duties. Your job with us shall be full and as such you shall not engage yourself in any trade, business or employment during your working hours as assigned by the company at its discretion, as permitted by law.

7. Please note that increments in salary and promotions are not automatic. The quantum and timing of increments and / or promotions shall be based, among other things, on merit and evaluation of your overall performance by the management of the company. The company reserves the right to deny, withhold or defer increments in case of unsatisfactory performance, as assessed by the management.

8. In the event of you being late on duty due to whatever reason, you are liable to be turned away from the place of your work and treat you as absent from duty.

9. In case you are not found in the place of your duty after reporting for work or otherwise fail to perform your part of the terms of employment as given herein, the management, without prejudice to its other rights, will be entitled to deduct your salary for the duration of your absence from the place of your work and / or for the duration of non-performance the terms of employment, for the whole day or part of the day, as the case may be.

10. While in the service of the company, it is explicitly and unambiguously understood that you will be transferred and posted to any of the existing or future branch offices or any other place of business interests of this company in any part of India or abroad, shifted from one job or department to another, or from one work shift to another, provided it does not involve any reduction in your total emoluments or remuneration

11. You shall be entitled to leave and other benefits according to the rules applicable to the employees of our establishment.

12. You are liable to be superannuated or retired on reaching the age of 58 years as per the existing rules.

13. You will be given weekly off on any day, not necessarily on Sunday, depending on the company's requirements.

14. When eligible, you shall be entitled to the statutory benefits under the provisions of The Employees Provident Fund and Family Pension Fund Act - 1952 as amended from time to time and the schemes there under, The Employees State Insurance Act - 1948 as amended from time to time and the rules and regulations there under, The Payment of Bonus Act - 1955 and The Payment of Gratuity Act - 1972.

15. You will, from time to time, be allotted duty hours at the discretion and convenience of the management, including shifts and split shift system, in accordance with the provisions of law.

16. Absence for a continuous period of three days without prior approval of your superior, (including overstay of leave / training), would be treated as abandonment of service. As a process the company may serve you notice on the 8th day from absence in the form of registered letter at your last known address calling upon you to report for duty within 4 days from the date of issue of the letter. Unless you report for work within the stipulated time as mentioned above or you fail to give a satisfactory explanation for your failure to report on duty, you shall be deemed to have voluntarily left our service and your services shall stand terminated from the date of commencement of absence as mentioned above. Please note that for this purpose, sending you a registered letter as mentioned above will be construed as serving the notice as above, irrespective of your not receiving it due to any reason whatsoever, and the date of your failure to report on duty will be taken as the date of return of the undelivered registered letter to the company. Hence, it is essential that you keep the company adequately informed of the changes in your correct and traceable residential address. The final letter of abandonment of services would be issued on the 12th day from the absence.

17. Your continuance in service with the company is subject to your remaining, physically and mentally fit. You will submit yourself to medical examination as per the direction of management, if required to do so.

18. The management shall be at liberty to require you to subject yourself to medical examination at any time, at its cost, by any registered medical practitioner of its choice.

19. In case you refuse to accept any communication, the content of the same shall be read over and explained to you verbally in the presence of two witnesses and contents of the said communication will be binding upon you.

20. If you are suspended pending enquiry into any act of misconduct reported to have been committed by you, you will not be entitled to any salary or any compensation in lieu thereof, during such suspension.

21. The company shall be entitled to terminate your service without notice on any of the following grounds:

    a. That you are declared insolvent

    b. That you are convicted of a criminal offence by a competent court

c. That you are found guilty of committing breach of any of the conditions of employment or rules and regulations of the company, issued / amended from time to time

d. That you participated in any strike which is illegal or deemed to be illegal

e. That you committed any act, which is incompatible with the due performance of express or implied terms of your employment

f. That you have suppressed any information or given false information while applying for employment in the prescribed form

g. That you committed an act of violence, fraud, financial irregularity, caused loss to the company or to its property or misappropriated company's funds or indulged in disorderly behavior whenever and wherever committed

h. That you remained absent on medical grounds for a period of 90 days or more in a span of one year either continuously or intermittently

22 If you are found guilty of misconduct you may be:

a. Warned

b. Fined

c. Suspended without wages by order in writing signed by Director or Manager, for a period not exceeding ten days

d. Reverted to the lower grade

e. Denied normal annual increment

f. Discharged with one month's notice or payment in lieu thereof.

g. Dismissed without notice

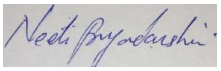
23. Any absence from duty without approved leave in writing may be treated as break in service.

24. You shall communicate to the management any change in your residential address, local and permanent. The communication sent to you at your last known residential address shall be deemed to have been duly served upon you.

25. When you leave the company due to your resignation or on your services with the company having been terminated, you will take a formal relieving letter from the company. If you do not take a relieving letter and leave, it will be presumed that even though your employment with the company remains terminated, you have not settled your dues to the company and the company may proceed against you as such.

26. Any disputes arising out of this contract of employment will be subject to jurisdiction of Mumbai courts only.

27. In case we fail to generate your Unique Account Number (UAN) on PF portal due to mismatch of your Aadhaar details, your salary will be on hold till you submit your correct Aadhar Card and after successful generation of UAN your salary will be released.



(Authorized Signatory)

Signature of The applicant :
Date: