



APPOINTMENT LETTER

Ref. No.- HR/2024/AL/153
Date- 08th July, 2024

To,
Supriya Pandurang Kadam
Police Headquarters,
Block No. 31, Room No. 6,
Police Line, Cassava Bawada,
Karvir Kasba Bhavada,
Kolhapur, Maharashtra - 416006

Subject: Appointment for post of "Legal Assistant"

Dear Mrs. Kadam,

We are pleased to offer you, the position of "Legal Assistant" with Prism City. Following are the terms and conditions:

1. Commencement of employment

Your employment will be effective, as on **08th July, 2024 (Wednesday)**.

Job title

Your job title will be "Legal Assistant", and you will report to **Mrs. Kiran Vispute (Sr. Legal Assistant), Mr. Hardik Patel & Mr. Bharat Patel (Directors)**.

2. Salary

Your gross annual salary will be **Rs.2,40,000/- (Two Lakhs & Fourty Thousand Only)** and other benefits will be as set out in Schedule 1, here to.

3. Place of posting

You will be posted at **Pune, Maharashtra**. You may however be required to work at any place of business which the Company has, or may later acquire.

4. Probation Period:

Probation period of **six months**, extendable at the company's discretion. Permanent employment subject to satisfactory performance.

5. Hours of Work

The normal working days are **6 Days**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **09:30 am to 6:00 pm** and you are expected to work not less than **Nine hours** in a day, and if necessary for additional hours depending on your responsibilities.

6. Company Benefits:

In addition to your annual salary, you will be entitled to the following company benefits:

7.1. Health & Accident Insurance: Comprehensive health & accident insurance coverage for you.



- 7.2. **Gratuity:** Entitlement to gratuity as per company policy.
- 7.3. **Bonus:** Bonus eligibility commences upon successful completion of the probationary period, as outlined in accordance with company policy.
- 7.4. **Leave Policy:** Paid leave and other applicable leaves as per company policy.
- 7.5. **Training and Development:** Access to training programs and skill development initiatives.
- 7.6. **Company Events:** Inclusion in company-sponsored events and celebrations.

7. Leave/Holidays

- 7.1. You are entitled to **18 days Earned Leave** only after completion of six months of probation period. During one calendar year i.e. from January to December. The break-up of 18 days earned leave is four days each in first three quarters and six days in the last quarter.
- 7.2. You are entitled to take 2 Short Leave in a month. It means 2 hours coming late to the office, taking a 2-hour gap in between or leaving 2 hours early from office timings.
- 7.3. The Company shall notify a list of declared holidays in the beginning of each year.
- 7.4. During probationary period employee will be entitled for 2 sick leaves which is unpaid.

8. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are already mentioned on your offer letter.

9. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Code of Conduct: You will be expected to adhere to the company's Code of Conduct and policies.

11. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

12. Termination & Notice Period

- 12.1. Your appointment can be terminated by the Company, without any reason, by giving you not less than One Month prior notice in writing.
- 12.2. You may terminate your employment with the Company, without any cause, by giving no less than One Months' prior notice in writing.
- 12.3. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- 12.4. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

13. Confidential Information

- 13.1. During your employment with the Company, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage



or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

- 13.2.** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- 13.3.** At no time, will you remove any Confidential Information from the office without permission.
- 13.4.** Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- 13.5.** Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Pune High Court, Maharashtra only.

17. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Your Truly,

A handwritten signature in blue ink, appearing to read 'Gayatri Patil', is written over a faint circular stamp.

Authorized Signatory



✓ Kindly Share the Acknowledgement & Acceptance of the appointment letter.

ACKNOWLEDGEMENT & ACCEPTANCE

I have read, understood, and received the copy of the above terms and conditions and Schedule-1 hereto and agree to accept job engagement with Prism City.

SIGNATURE : 
NAME : Adv. Supriya Pandurang Kadam
DATE : 08/07/2024

Schedule 1 - Compensation Details

Component	Monthly	Annual
Basic	10000	120000
HRA	4000	48000
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Other Allowances	3150	37800
Gross Salary	20000	240000
Employee Contribution		
EPF @12%	0	0
ESIC @0.75%	0	0
PT	200	2400
Take Home Salary	29800	357600

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.