



Letter Of Appointment

Date: 09/04/2025

Dear Mr. Saurabh,

We are pleased to invite you to work at Premium Finlease Private Limited as a “**HR Manager**”.

Remuneration: Your annual cost to company would be **INR 7,71,205/-**

Place of Work: Your current location of work would be at Hisar with the address **473-474 Auto Market Hisar, Har- yana-125001.**

Leave: You would be eligible for the leave rules applicable in the Company subject to prior approval of at-least 2 working days.

Working Days: 6 working days from Monday-Saturday.

Probation: Probation clause of 6 months will be applicable.

Probation Period: The Employee will be on a probationary period of **06 Months**, commencing from the Employee’s start date/Date of Joining.

Notice Period: In case of resignation, you would be required to give at least 3 months prior notice and the same would be offered by the company in the case of termination after probation period.

Hours of Work

The normal working days are Monday through Saturday. 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 09:00 AM to 06:00 PM and you are expected to work not less than 60 hours each week, and if necessary for additional hours depending on your responsibilities.

Leave/Holidays

You are entitled to casual as per company process and policy.

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.

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.

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.

Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the Company, without any cause, by giving no less than 3 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

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.

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, blue-prints, 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.

Confidential Information

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.

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.

At no time, will you remove any Confidential Information from the office without permission.

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.

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.

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.

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.

Governing Law/Jurisdiction

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

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.

Regards,

Austin Jacob
Human Resources Manager

I agree to the appointment and accept the above terms and conditions of service.

Signature:

Name:

Date:

Annexure-1

SALARY BIFURCATION		
Name	Mr. Saurabh Singh	
Designation	HR Manager	
Earnings Head	Amount per Month in INR	Amount per Annum in INR
CASH COMPONENTS		
Basic	30500	366000
House Rent Allowance (HRA)	15250	183000
Other Allowance	15250	183000
Statutory Bonus 8.33%	0	0
Total Gross Salary	61000	732000
EMPLOYEE CONTRIBUTION		
Employee State Insurance (ESI) 0.75%	0	0
Provident Fund (PF) 12%	1800	21600
Group Medical Insurance	460	5520
Employee Contribution	2260	27120
Net In Hand Salary**	58740	704880
Total deductions		
EMPLOYER CONTRIBUTION		
Provident Fund (PF) 12%	1800	21600
ESIC - 3.25%	0	0
Gratuity	1467	17605
Employer Contribution	3267	39205
Total Cost to Company	64267	771205
Note:		
Taxes will be deducted if applicable Professional		
will be as applicable TDS		

PREMIUM FINLEASE PVT LTD

H.O. & Regd. Office: - 473-74, Automobile Market, Near Jindal Park, Hisar 125001 (Haryana)

E-mail: - info@pflfinance.com

Website: - www.info@pflfinance.com