

Date:23-Sep-24

**CONTRACT OF "FIXED TERM EMPLOYMENT"**

To,

**Employee Code - 85251**  
**Employee Name - Ravinder**  
**Designation- In Store Merchandiser**  
**Location - Rohtak**

**Dear Ravinder,**

1. This has reference to your application and the subsequent interview which you had with us. We are pleased to appoint you an **In Store Merchandiser** on contractual basis starting from **24-Jul-24** to **31-Dec-24** on a CTC salary of **Rs. 180456/- (Rupees One Lakh Eighty Thousand Four Hundred FiftySix Only )** per annum. Breakup of the same is attached. You will be posted at **Rohtak**.

**2. Joining Details:**

You are expected to join duty on or before **24-Jul-24** and this appointment shall effect from the date you join duty. This offer will not be valid after the above date.

**3. Governing rules:**

During your employment with the company, you would be governed by the Staff Policies, rules, and guidelines as applicable and changed from time to time. By signing this letter, you confirm that you have understood the contents of such policies and agree to be bound by them.

**4. Contract period:**

Be it clearly understood and agreed that your appointment is being made on contractual basis for a fixed period as stated above. Your appointment will automatically come to an end on the expiry of the specified period unless renewed in writing by the company and no notice or notice pay or retrenchment compensation will be payable to you by the management.

**5. Transfer**

The management will be within its rights to transfer you for work or loan your services to any other unit/division/department in any part of the country, where the company has an office of branch or unit or site for work either at present or may have at any time in future.

**6. Notice period and Termination:**

a) In case you wish to discontinue your services in CPM, you will be required to give a written notice of **7 days** or salary in lieu of the same. In case CPM wishes to terminate your services, **7 days** notice of termination can be given without assigning any reason thereof. However, in case of misconduct, misrepresentation, mental turpitude, unapproved absence from duty etc. your services will be terminated on 1 day notice by the company.

b) After notice of termination, you shall cooperate with the company, as reasonably requested by the company, to effect a transition of your responsibilities and ensure that the company is aware of all matters being handled by you.

c) Upon termination of your employment with the company for any reason, you shall promptly return to the company any keys, credit cards, passes, confidential documents or material, or other property belonging to the company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information Or relating to the business or proposed business of the company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the company.

CPM India B-227, Upper Ground Floor, Okhla Industrial Area, Phase – 1, New Delhi - 110020



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CIN: U72900DL2002PTC115507

**7. General:**

- a) The company expects you to maintain secrecy and not to divulge or communicate in any manner, any information regarding remuneration to other employees except your direct supervisor. You are expected not to communicate, or pass any information in any form related to the company to anyone not employed by the company. While dealing with the company's money, material and documents the company expects to have your complete sincerity, honesty and professional ethics. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of the company you will maintain a high standard of loyalty, efficiency, integrity, and secrecy and will liaison with employees working under your supervision, if any, or your colleagues and will be responsible for execution of the decisions taken by the management from time to time.
- b) You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work either paid or in honorary capacity.
- c) Your appointment is being made on the basis of your particulars such as qualifications etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.
- d) Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you. In case of any change in address the same will have to be intimated in writing within 3 days.
- e) You will be bound by all Rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your terms of employment.
- f) The provisions of this Agreement shall be construed and governed in accordance with the laws of India.

If the above terms and conditions are acceptable to you please sign the duplicate copy in token of its acceptance and return the same for our records.

We welcome you in CPM family and wish you a rewarding and successful tenure with us!

Best Regards,

**For CPM India Sales & Marketing Pvt. Ltd**

**Sheetal Mahajan**  
**Deputy General Manager-HR**

I, \_\_\_\_\_ have joined on \_\_\_\_\_.

Accepted \_\_\_\_\_ on \_\_\_\_\_



**Compensation Break-up Annexure – A**

To,  
Ravinder  
23-Sep-24

The detail of your salary with effect from 24-Jul-24 is given below:

<b>Heads</b>	<b>Rs. Per Month</b>
Basic	12044
HRA	0
Special Allowance	0
CCA	0
Bonus	1003
<b>Total - Gross Salary (A)</b>	<b>13047</b>
<b>Employee Deduction</b>	
Employee Cont to PF	1445
ESI - Employee Contribution @ 0.75%	98
P.Tax	0
<b>Take Home (Gross- Emp. deduction)</b>	<b>11504</b>
<b>Employer Contribution</b>	
Employer Contribution to PF	1566
ESI - Employer Contribution @ 3.25%	425
<b>Cost To Company (Gross+ Employer Contribution) PM</b>	<b>15038</b>
<b>Performance Linked Incentive (Monthly)</b>	<b>1800</b>
<b>DA per month</b>	<b>0</b>
<b>Mobile per month (On Actuals)</b>	<b>0</b>
<b>Conveyance on actuals</b>	<b>0</b>
<b>Performance Linked Incentive (Annual)</b>	<b>0</b>

“Performance linked Incentive payout shall be dependent on the performance of the company and individual performance in achieving agreed KRA’s  
Performance Linked Variable shall only be payable if the employee is on the rolls of the company at the time of payout.”

With Best Regards,

For CPM India Sales & Marketing Pvt. Ltd

Sheetal Mahajan  
Deputy General Manager-HR

Accepted

Signature:

Date:

