



APPOINTMENT LETTER

Vishal Kumar Sah

Delhi

30-06-2024

Dear **Mr Vishal**

With reference to your application and subsequent interview, we are pleased to appoint you as **Designer – Graphic** in our organization with effect from **01-07-2025** on the following terms and conditions

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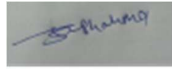
- 1 That the appointment shall be on probation for period of **Six** months from the date of offer with this appointment and the probation period shall continue, till you are issued a letter of confirmation.
- 2 We are pleased to offer you in our organization total remuneration package of **Rs 120000 P . A . .** The remuneration will be paid after statutory deductions s applicable viz contribution to Provident fund , ESI and Labour Welfare fund and tax .other benefits like Bonus ,Leaves and Gratuity etc. as per company rules .
That your salary will come will on 7th of every month it can be delayed in case of Bank holidays or Sundays
- 3 During your employment with the company , you shall be liable to transfer any of the company's offices / departments or units or any associate/group company or its affiliate, whether existing presently or to be set up in the same town / city or anywhere in India in future on the same terms and conditions of employment of the sole discretion of the management .
4. During your employment with the company you will be governed by Rules and Regulations , policies and standing orders in force or introduce/implemented/amended from time to time .
5. During the course of your employment with company you may gain access to information and matters related to any aspect of the company , which are confidential . You are expected not to divulge , communicate or pass or any such information to anyone not employed in the company . Doing so shall constitute breach of trust and you shall then render yourself liable for severest disciplinary action by the management .
6. You are required to deal with company's money , material and documents with utmost honesty , integrity and professional ethics. If you are found guilty , at any point of time , of any acts amounting to moral turpitude or of dishonesty in dealing with the company's money, material or documents or of theft or misappropriation, regardless of value involved , your services shall be terminated with immediate effect , notwithstanding other terms and conditions mentioned in your terms of appointment .
- 7 Your functional responsibilities will be mainly to achieve your assigned objectives in keeping with company's policy and procedure. We however , reserve the right to change your reporting relationship or designation in keeping with our future organizational requirements.
- 8 Absence of continuous period of 7 days (including absence when leave through applied for but not granted) and when over stayed for period of 7 consecutive days would make you loose your lien of service norms of rules and procedures of the company enforced from time to time in relation to employees conduct and discipline . You will be liable to pay one months salary in lieu of confirmation of your services and 7 days during your probation , which shall be deducted from your salary or other dues . However the notice period shall not be adjusted against any leave due to you .

- 9 While this agreement may be terminated by either side giving in writing one week 's notice to the other during the probation period without assigning any reason , or the month's notice in writing on either side or salary in lieu thereof will be required to be given for termination of this agreement hereafter.
10. By virtue of accepting the appointment , you undertake willingly to co-operate , participate and directly contribute wherever required in the constant efforts of the company to economize and optimize the operations and wherever required shall undertake to re-train and reorient yourself to meet the specific needs of the time and situation in the business operations of the company.
- 11Your functional responsibilities will be mainly to achieve your assigned objective in keeping with the company policy and procedure. We however reserve the right to change your reporting relationship or designation in keeping with our future organizational requirements
- 12 You will be required to travel or stationed locally or outstation based on the company's requirement and will be entitled for the travel expenses as per the HR policy.
- 13 Your position is whole time employment with the company and you shall devote yourself exclusively to the business of the company . You are not allowed to take up any other work for remuneration (part time or otherwise) or work on advisory capacity during your employment with the company , without permission in writing from an Authorized executive of the Company. You shall not , during continuance of your employment , undertake or carry on or be connected in any manner, any other business , trade or profession whatsoever without prior express permission in writing of the Company. You shall devote your whole time and attention to your duties with the Company
- 14 You will follow the policy of Code of conduct strictly and you shall deal on behalf of the company with professionalism , honesty and integrity as well as high moral and ethical standards .Such conduct shall be fair and transparent and be perceived to be as such by third parties.
- 15 If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to be removed from the service without any notice and compensation.
- 16 During the tenor of your appointment with us if you are dealing in any illegal activity are doing / assisting any act against the law (including but not limited to the use of company's asset or Name or not for such any activity) then you are solely responsible for the same . The company accepts no responsibility for the same and your services will be suspended immediately. If found guilty then your services stands terminated or if not then , your services will be retained based on the Management's Discretion . You hereby indemnify the company and its members (directors , shareholders , associates)
- 17 That you are likely to retire on the age of 65 years or before if found medically unfit .
- 18 In the event of any doubt or clarification with regard to provisions of the terms mentioned above , the interpretations of HRD in consultation with the management shall be final and binding on you .
- 19 **Special Clause** – *For initial 2 years starting from the date of joining the locking period will be 2 years .You will be required to serve a notice of 6 months in case of separation . Similarly if the Company decides to discontinue your employment you will be served a notice of 6 months .In the notice period salary will be released on monthly basis except for last month salary which will be released along with your F & F settlement . After the 2 years lock in period for separation will stand at 3 months from either side.*
- 20 In case of any integrity issue or misconduct company will issue show cause notice and if satisfactory reply is not received company can terminate services with immediate effect .
- 21 In case there will be any amendments in HR policy it will auto applicable to existing appointments..

We would like to take the opportunity of wishing you all happiness and prosperity throughout your association with us .

Please return the duplicate copy of this letter duly signed in token of your acceptance.

Yours Faithfully



Maneet Sharma
Head - Human Resources

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