

LETTER OF APPOINTMENT

Date: **08-11-2024**

To:

H NO 1-3-172 AZAM GUNJ BODHAN BODHAN RAITHUNAGRA BODHAN NIZAMABAD 503185

Dear **Mr. K NARENDHAR**

Sub: Letter of Appointment-Reg.

We are pleased to appoint you as a **OPERATION MANAGER** in our organization. The detailed roles, responsibilities and penalty clause given for your reference.

Roles and Responsibilities :

- Annexures preparation, and certification followup
- Annexure supporting documents maintenance and sharing with client
- Publishing the training schedules and conducting Training programs to all the field staff.
- FM Corner box record maintenance
- Field team Attendance maintenance through Digital & Manual platforms (Better Place- SCRUM IDs creation/Biometric enrolment)
- Housekeeper/Supervisor gaps filling
- Follow-up for Dress Code Maintenance (Including Shoe, ID Card) of Housekeeper/Supervisor
- Follow-up for Medical Fitness certificates arrangement
- Deep cleaning activity planning, execution and checklist preparation
- TCC requirements details sharing and disbursal planning to stores
- Documents certification
- Client coordination
- Store audit scheduling and report sharing
- Shift roster maintenance
- Buffer employees maintenance and duties assigning
- MIS Reports arrangement
- Stores pre-launch arrangements arrangement coordination
- 100% attendance maintenance

Imp Note: Penalty clause will be applied if any penalties imposed by the clients on any of the above said points.

Please sign and return duplicate copy of this letter in token of your acceptance.**



Terms & Conditions:

1. You are required to work with us for a period of one year from the date of Joining.
2. You are required to submit your original academic qualification certificates on a returnable basis upon your relieving.
3. If you want to relive before 1 year service, you must pay 1 month's salary as compensation to the company.
4. Notice period salary may get delayed and will be settled along with No due at the time of Full and Final Settlement.
5. If you are absent from your duties without intimation continuously for 7 days (including weekly off) then we consider this as your resignation to your duties and we will replace your position with some other suitable profile without any notice.
6. Prefix and suffix leaves are considered as absents.
7. Company reserves a right to change your working location at any period of a financial year, if fails to follow that instruction then we will consider this as you are resigned to your duties.
8. Full and Final Settlement will be made at Office only after successful completion of 1 month notice period.
9. Company reserves the right to change your roles and responsibilities at any period of a financial year.
10. No transactions to be done with the clients related to money from your account to client side employees accounts.
11. If you wish to resign from your job, you are required to provide a one-month notice period through written communication..
12. If we find that you're involved in any theft/misappropriations in duties then you will be terminated from your duties with immediate effect without any notice.

Site : Will be confirmed by organization
Location : Hyderabad
Salary Take-home : Rs. 55,000/-
W.E.F : 08.11.2024

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

 8/11/2024.
Acceptance of Terms & Conditions by the Candidate.