

## **LETTER OF APPOINTMENT**

Date: **17-10-2024**

To:

**8-19-59, Mangal das nagar 1/2 line, Gunturu**

Dear **Mr. Palle Raju**

**Sub: Letter of Appointment-Reg.**

We are pleased to appoint you as a **HK FIELD OFFICER** in our organization

### **Roles and responsibilities :**

- 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

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

*P. Palle Raju*

- Store audit scheduling and report sharing
- Shift roaster maintenance
- Buffer employee's maintenance and duties assigning
- 100% attendance should maintain
- Stores pre-launch arrangements must be done as per the client requirement

**Imp Note:** A penalty clause will be enforced if the clients impose any penalties regarding any of the aforementioned points or any in other format.

Start Date: **2024-10-14**

Location: **Vijayavada**

Salary Take Home: **24000 /-**

**Terms & Conditions:**

1. If you want to resign your job you must give a notice period of 1 month by written communication.
2. Monthly salary will be calculated from 26th to 25th of Next month.
3. Notice period salary will be settled along with No due at the time of Full and Final Settlement.
4. If you are absent to your duties without intimation continuously for 7 days (including weekly off) then we consider this as your resigned to your duties and we will replace fill this vacancy with some other suitable profile without any notice.
5. If we found that you're involved in any theft/misappropriations in duties then you will be terminated from your duties with immediate effect without any notice.
6. If any escalations received from our customers on your poor performance then you will be terminated from your duties with a minimal days of duration as a notice period of 10 days.

P. Raju.

7. At any period of a financial year company have reserved the right to change your working location, if fails to follow that instruction then we will consider this as you are resigned to your duties.
8. You must produce your attendance sheet monthly wise from your respective working location and according to that sheet salary will be credited.
9. If found any deviations in roles assigned given in Job description, 40% of net salary will be kept in hold for every month at the time of salary credit and the same amount will be credited after confirmation from your respective Coordinator/Manager.
10. Full and Final Settlement will be made at Head Office only after successful completion of notice period for 1 month.

Employment as per this offer is subject to your being medically fit.

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

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.

For JYOTHI FACILITY MANAGEMENT PVT. LTD.

*S. Govindasamy*  
Authorised Signatory.

*P. Balakrishnan*

Acceptance of Terms & Conditions by the Candidate.