

To,  
Anil Nalawade,  
Pantale Appartment,  
Room no-3,  
Near Pimplachi talim,  
Mhalunge, Pune-412115

Date: 04-March-19

Dear Anil,

Welcome to General Industrial Controls Private Limited.

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **"Sr.Team Member - Software", grade F2**. This appointment is effective from 04-March-19 and is subject to the following terms and conditions:

**1. COMPENSATION/SALARY**

Your cost to company (CTC) is **Rs.450468/-** per annum. Please refer Annexure 1 for details. Your compensation will be governed by the rules of the Company, as applicable and amended hereafter.

All matters pertaining to your appointment and compensation are strictly confidential and disclosure of the same will be treated as breach of trust and will be viewed seriously by the management.

**2. PROBATION/TRAINING**

Your "Performance-Observation-Period" or Probation period will be six months. On satisfactory completion of your probation period, a separate letter will be issued to you, confirming your services in the Organization. Management reserves the rights to extend your Probation if your performance is not found satisfactory.

**3. TRANSFER**

Your services are subject to transfer by the company in such capacity as the company may from time to time determine, anywhere in India or Overseas, to any one of the company's departments, functions, branches, subsidiaries or associates according to the needs that may arise in the future. Consequent to the transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

**4. PERFORMANCE REVIEW/APPRAISAL CYCLE**

Your performance review will be conducted from time to time as per company policy. We follow the January to December appraisal cycle, where appraisals are done effective from January.



**Eligibility for Appraisal:**

- I. An Employee is eligible for appraisal only if he/she has joined before 30<sup>th</sup> June of the year. Employees joining after 30<sup>th</sup> June will be considered in the next appraisal cycle.
- II. The employee needs to be a confirmed employee of company

**5. WORKING HOURS**

As per the work schedule, you may be required to work in different shifts & weekly off will be decided by management.

**6. ANNUAL LEAVE AND HOLIDAYS**

You will be entitled to leave benefits as per the Company's Leave Policy.

**7. GROUP MEDICLAIM INSURANCE & GROUP PERSONAL ACCIDENT INSURANCE**

The Company, as per policy, will provide Group Medclaim Insurance and Group Personal Accident Insurance cover as per your eligibility for self, spouse & two dependent children up to the age of 18 or 21, as applicable.

**Please Note:** employees covered under the ESIC act are not applicable for the above benefit.

**8. RULES, REGULATIONS & CONFIDENTIALITY**

You shall at all times, devote your full attention and skills for the affairs of the Company and will endeavour to promote and advance the interest of the Company to your utmost ability.

Accordingly, you undertake:

- a. To work with a high standard of efficiency and economy.
- b. You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties.
- c. You will not at any time during the continuance or after termination, make use or disclose to any party either for your own benefit or for the benefit of any party, the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your services with the Company;

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- d. You will obey and comply with all reasonable orders and instructions given to you by the company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.
- e. You shall not join any direct Competitor for a period of 3 years after leaving this Company. Direct Competitor is defined as any organization working in the Domain of Industrial Automation and Control.
- f. Whenever you change your Present/Permanent residential address or your contact details for any reason you shall intimate the change in writing to HR immediately.

#### 9. INVENTIONS, PROCESSES & DESIGNS

You will be required to maintain utmost secrecy in respect of Project documents, outlines or technical specifications commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's Patents & Trade Mark and Company's Human Asset profile.

#### 10. PROTECTION OF INTEREST

If you conceive any new or advanced methods of improving processes/formula/systems in relation to the operations of the Company, such developments will be fully communicated to the Company, irrespective of their suitability for protection. You will not, without the written consent of the Company, disclose them or any of them to any third party nor permit any third party to inspect or have access to any document, drawing or model relating thereto.

#### 11. OTHERS TERMS AND CONDITIONS

Your employment is subject to:

- a. Successful completion of the reference checks.
- b. You providing accurate medical details along with a fitness certificate as per our checklist and its assessment done by the HR for the nature of work associated.
- c. Your acceptance of 'Non-Disclosure & Restrictive Covenants'.
- d. This appointment letter is being issued to you on the basis of information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material or medical fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

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## 12. RESIGNATION AND TERMINATION

After confirmation of your employment and successful completion of the service bond the notice period will be of three (3) months' or salary in lieu of notice. For this purpose, salary includes your gross salary at the time of leaving. The company may accept or deny the receipt of payment of salary from you in lieu of notice period or its remainder as deemed fit by the Department head and the Management depending on the criticality of the assignment / work and the conduct of the employee during such a period.

Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events.

- a. If you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- b. If you have been found to have committed a serious breach of any of your duties or obligations;
- c. If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- d. If you are convicted of a criminal offence.
- e. If your actions within the company or outside have been the cause of bringing the reputation of the company, its stakeholder's and its customers to disrepute.

## 13. RETIREMENT

You will automatically retire on attaining the age of 58.

## 14. DUTY TO RETURN COMPANY PROPERTY

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

## 15. JURISDICTION

Any legal dispute arising out of your appointment shall be raised and settled by the courts of appropriate jurisdiction at Pune. You will always be under the direct employment of our Head Office in Pune, irrespective of your posting in different branches and you shall be guided by the rules and regulations of the Company for the time being in force or as may be amended from time to time.

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General Industrial Controls Private Limited

CIN NO. - U31200MH1974PTC017615



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The above terms and conditions are based on the company's policy, procedures and other rules currently applicable and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as travelling, retirement, etc. you will be governed by the rules of the company shall be in force from time to time.

We are delighted to have you in the company. Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate copy of this letter.

Thanking you,

Yours faithfully

For GENERAL INDUSTRIAL CONTROLS PRIVATE LIMITED.

A handwritten signature in blue ink, appearing to read 'Smita Purohit', is written over a horizontal line.

**SMITA PUROHIT**

**ASSt.MANAGER-HUMAN RESOURCES**



## Annexure 1

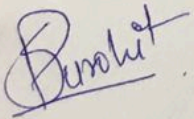
Emp Name: Anil Nalawade

Designation: Sr. Team Member - Software

Grade: F2

Components	Amount
Basic	6980
D.A	0
Academic Allowance	0
Management Allowance	0
H.R.A	2792
Conveyance	1600
Education Allowance	200
Special Allowance	19583
Telephone Allowance	2000
Performance Allowance	0
LTA	1745
<b>Total Gross</b>	<b>34900</b>
PF	907
ESIC	0
Gratuity	336
Bonus	1396
<b>TOTAL CTC PM</b>	<b>37539</b>
<b>TOTAL CTC PA</b>	<b>450468</b>

For GENERAL INDUSTRIAL CONTROLS PVT LTD



SMITA PUROHIT

ASST.MANAGER-HUMAN RESOURCES