

Mr. DEEPANSHU SINGHANIYA

H.NO-1173  
NEAR CANARA BANK, KANJHAWALA ROAD, BAWANA  
DELHI DELHI - 110039

### SUB: APPOINTMENT LETTER

Dear Sir ,

This is reference to your application and personal interview, wherein you have indicated your desire to join us. We are pleased to appoint you in our organization on the following terms and conditions:

DESIGNATION	<b>GRADUATE ENGINEER TRAINEE</b>
DATE OF JOINING	<b>18.07.2023</b>
LOCATION	<b>HEAD OFFICE</b>
DEPARTMENT	<b>INFORMATION TECHNOLOGY</b>

#### **FINANCIAL TERMS AND CONDITIONS - SALARY BREAK UP :**

BASIC SALARY	Rs.	25397.00	P.M.
HOUSE RENT ALLOWANCE	Rs.	10159.00	P.M.
PA & GTL BENEFITS	Rs.	490.00	P.M.
SPECIAL ALLOWANCE	Rs.	8919.00	P.M.
EMP.WELFARE ALLOWANCE	Rs.	5079.00	P.M.
MEDICAL ALLOWANCE	Rs.	2116.00	P.M.
LEAVE TRAVEL ALLOWANCE	Rs.	2116.00	P.M.
TOTAL	Rs.	<hr/> 54276.00	P.M.

**In addition to the above, you will be entitled to the following additional benefits:**

**P.F. Contribution :** P.F. Contribution shall be deducted as per the provision of the Act.

**Gratuity & Bonus :** Gratuity is payable as per the provisions of Gratuity Act, 1972 and Bonus will be paid as per the prevailing policy and applicable from time & time.

**Personal Accident and Group Term Life :** We will provide you personal accident insurance policy of Rs.1000000 and group term life insurance policy of Rs.1500000

**Employee Ownership Plan (EOP):** We are pleased to include you in a wealth creation plan linked to Havells India Ltd, Business Performance. If the planned business performance on Revenue and PBT is achieved 5.00% of your fixed CTC will be given to you six months after the close of the financial year in which the business performance was achieved.

**LEAVE STRUCTURE:**

**Casual Leave/Sick Leave :** You will be entitled for casual leave/ sick leave as per Company's policy. Leave will be allowed subject to prior approval of your reporting authority.

**Earned Leave :** You will be entitled for 15 days earned leave in a year only after completion of 240 working days.

**Maternity Leave:** As per the provision under the Act.

**Paternity Leave/Child Adoption Leave:** You will be entitled for 5 days leave as per Company's policy.

**OTHER GENERAL TERMS AND CONDITIONS:**

**Place of Work :** You shall initially be posted at the location and department as mentioned herein above. However, your services are transferable to any other location. For this, you will not be entitled to any extra remuneration / wages.

**Probation :** You will be on probation for a period of six months from the date of joining. The same can be relaxed or extended, based on your performance. During the probation period, either side can terminate the employment by giving one month notice, or salary in lieu thereof, without assigning any reasons.

**Confirmation :** After successful completion of the probationary period, your services will be treated as confirmed unless a letter in writing for extension of your probation period is issued to you. After confirmation, the service is terminable by giving two months notice or salary in lieu thereof, by either side without assigning any reason.

**Retirement :** You shall retire from the company once you attain 60 years of age.

**Policies :** Company is committed to continuously reviewing and updating its policies and procedures from time to time. You agree to abide with updated policies, procedures and accept the same.

In case of any one-time reimbursement paid as per pre-joining commitment upon approval, is subject to recovery in case of separation within one year from date of joining. All variable payouts other than fixed CTC are applicable to the employees, who are active at the time of disbursement of the payout.

**Confidentiality Obligations:**

a. Confidential Information: In performance of your job duties with Havells, you will be privy and/or be exposed to Havells' Confidential Information. "Confidential Information" means information or material that is commercially valuable to Havells and shall include but will not be limited to the proprietary information of Havells which is not known or readily ascertainable in the industry. This includes, but is not limited to:

- i. technical information concerning including product know-how, formulas, designs, devices, diagrams, digital representations, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
- ii. any information imparted to you in any kind of training sponsored by Havells cost for which has been borne by Havells;
- iii. information concerning Havells' business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- iv. information concerning Havells' employees, including salaries, strengths, weaknesses and skills;
- v. information submitted by Havells' customers, suppliers, employees, consultants or co-venture partners with Havells, for study, evaluation or use; and
- vi. any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Havells' business.

**b.Nondisclosure of Confidential Information:**

You shall keep Havells' Confidential Information, whether or not prepared or developed by you, in the strictest confidence and shall use such information for the permitted purpose only. You shall not disclose such information to anyone without your HOD's prior written consent. Nor will you make use of any Confidential Information for your own purposes or the benefit of anyone other than Havells.

**c. Confidentiality Obligation Survives Employment:**

Your obligation to maintain the confidentiality and security of Confidential Information shall remain in full force even after your employment with Havells come to an end and continues for so long as such Confidential Information becomes part of public knowledge.

**Return of Material:** As and when your employment with Havells comes to an end, for whatever reason, you shall promptly deliver back to Havells all originals and copies of all documents, including but not necessarily limited to drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Confidential Information, or Havells' business, or in any way obtained by you during the course of employment. You shall also return to Havells all equipment, files, software programs, laptop and other personal property belonging to Havells.

**Ownership of Intellectual Property:** You hereby assign all rights, title and interest in the intellectual property including inventions, know-how, designs, created and/or developed by you during the course of your employment to Havells and acknowledge that ownership of aforesaid intellectual property shall vest in Havells and shall remain with Havells for all times to come and you shall not claim any rights, title or interest on such intellectual property.

**Obligation to disclose this agreement to the next employer:** You, on joining any employment, after termination of your employment with Havells for whatever reason, you shall inform your new employer of the existence and terms & conditions of this Agreement and implications thereof.

**Assets and Properties:** You shall be responsible to keep safe all assets and property of the Company which you may possess while performing your services.

**Indemnity:** In case you disclose Confidential Information or misuse the same for your gain, enter into transactions on behalf of Havells exceeding your authority or breach any other obligation under this Appointment Letter, you will be liable to indemnify Havells, its Directors and employees for all the liabilities incurred by them.

**Dual Employment and Misconduct :** During the period of service with us, you will not directly or indirectly engage yourself privately elsewhere. If you conceal, suppress or manipulate any information or facts about your qualifications, age or experience, it will amount to gross misconduct and your services will be liable to immediate termination. Your appointment is subject to your being medically sound and remaining fit. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily left the employment, and your last date of attendance or last date of sanctioned leave which ever is latest will be taken as date of resignation and relieving and your full & final account will be processed after deduction of notice period pay, without any further reference unless you :

**(a) Return to work within eight days of the commencement of such absence.**

**(b) Have given an explanation to the satisfaction of the management for such absence.**

**Termination of Services:** Your services are liable to be terminated with instant effect, in case of continued or intermittent ill-health, misconduct, loss of faith, inefficiency, commission of an act involving moral turpitude etc. and/or you are found to be violating the Code of Ethics of the Company which has been supplied to you herewith.

The employment and terms shall become effective immediately on your joining the organization.

**Jurisdiction:** The courts of Delhi will have jurisdiction on any matter related to this appointment letter.

Please return the duplicate copy of this letter of appointment, duly signed, as receipt and a token of your acceptance of the above.

\*Code of Ethics of the Company has been duly explained and is also attached herewith and you are required to read the same and imbibe the requirements stated therein.

For **Havells India Ltd.**

**Agreed and Accepted by**

**Authorised Signatory**

**Signature of Employee**