

PRIVATE & CONFIDENTIAL

November 24, 2021

Mr .Rajeev Kumar Pal
Corporate Office-LOIPL

Dear Rajeev Kumar Pal

We have pleasure to appoint you in our Company, as per below:

Role : Staff Engineer

Designation : Manager

Grade : M1-A

1. Date of Appointment

Your appointment is effective from **22 Nov 2021**. This is to inform you that this letter will be null and void in case you do not report on the above date.

2. Place of Posting & Nature of work

Your posting shall be at **Corporate Office-LOIPL**. However, during the employment with the Company, you may be posted / transferred to any of the offices / projects / divisions of the Company or group companies existing or to be set up at any other location in India. Your assignment or work can be changed or altered whenever necessary at the discretion of the Management to suit any new developments or requirements of the company on the same terms and conditions, without any additional benefits.

3. Compensation & Benefits Program

You shall be paid an annual Gross Potential Earning of **INR. 3000000/- (Thirty Lakh)**. Other perquisites benefits applicable to your grade shall be payable as per company policy in force. Compensation & Benefit Program applicable to you is provided in **Annexure I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

4. Insurance

You shall be covered under Mediclaim Insurance Policy for Hospitalization as per eligibility and Company rules as applicable from time to time.

You shall be covered under the Personal Accident Insurance Policy as per the rules of the Company as applicable from time to time.

5. Provident Fund

You shall be covered under Provident Fund, which shall be governed by the Employees Provident Funds and Miscellaneous Provisions Act, 1952.

6. Gratuity

You shall be covered under Gratuity Fund, which shall be governed by the Payment of Gratuity Act, 1972.

7. Leave

You shall be entitled to leave in accordance with the Company's leave policy in effect from time to time.

8. Retirement

The retirement age will be 58 years.

9. Medical Fitness

Your appointment and continuation in employment in the organization shall be further subject to your remaining medical fit. The Management will have the right subject to medical examination by a Registered Medical Practitioner/Surgeon/Physician appointed by the company whose decision with regard to your fitness shall be final and binding on you.

10. Company Policies

You shall abide by the rules, regulations, instructions, personnel policies, ethics policy and the policies of the Company and any change thereof, which may be adopted by the Company from time to time and the same shall be deemed to form part of this appointment. A list of misconduct, which are not by themselves exhaustive, are enumerated in Code of Conduct, which shall form part of this Appointment letter.

11. Protection of Interest

(i) Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company only. You will not take up any other employment or assignment whether for remuneration or not (part time or otherwise) or work in advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director / Executive Director of the Company.

(ii) You shall keep confidential all the information and material provided to you by the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

(iii) You shall be responsible for safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or in your charge.

(iv) If you conceive any new or advanced method of improving processes, formulae system in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company.

12. Travel

You shall be required to undertake travel on Company's work and you will be paid travel expenses and other allowances as per the Company rules applicable from time to time.

13. Address for Correspondence

You shall communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last that communicated to us shall be deemed to be duly served on you.

14. Past Record

Your appointment is being made on the basis of your declaration, pending verification from relevant authorities. In the event of any of the declarations made by you are found to be incorrect or false or any material information has been suppressed or omitted and or if documents has discrepancy or manipulated, fabricated, forged, etc your appointment in the Company would be liable for termination forthwith without assigning any reason and without any notice.

15. Notice Period and Termination

(i) Your employment can be terminated by the Company at any time by giving **60 Days** notice or payment of salary in lieu thereof.

(ii) At any time during your employment you can resign from the services of the Company by giving **60 Days** Days notice. The Company reserves the right, to waive, either fully or partially, the notice period of **60 Days** either on receipt of Salary in lieu thereof or otherwise.

For the purposes of sub clause (i) and (ii) above salary means Basic salary and DA (wherever applicable) only.

(iii) Notwithstanding the above, your employment with the Company can be terminated by the Company without prior notice or payment of salary in lieu thereof, if at any time in the opinion of the Company (which shall be final and binding on you), you have violated any of your obligations under General Terms and Conditions of Employment & Code of Conduct as set out in the Annexure II hereto.

16. Return of Property upon Termination

On termination of this contract of employment, you shall immediately handover to the Reporting Manager/person nominated by the management all correspondence, specifications, formulae, books, assets, documents, cost data, market data, literature, drawings, effects or records etc, belonged to the Company or with relation to its business and shall not make or retain any copies of the above upon which you will be relieved from the Service.

The above terms and conditions are subject to Company policy.

We welcome you aboard & wish you the very best in your career with us.

Please confirm that the above terms are acceptable to you by signing a copy of this letter.

Yours truly,

For Landmark Online India Pvt Ltd



Sheshav Gupta

Head - Human Resources

I agree and accept the terms and conditions mentioned above.

.Rajeev Kumar Pal

ANNEXURE I

COMPENSATION & BENEFITS SHEET		
Name	Rajeev Kumar Pal	
Grade	M1-A	
Date of Joining	22 Nov 2021	
Designation	Manager	
Department	Application Development-IND	
Component	CTC (p.m)	CTC (p.a)
Special Pay	71680	860165
Basic Pay	87000	1044000
House Rent Allowance	43500	522000
Gross Pay	202180	2426165
PF Employer Contribution	10440	125280
Gratuity-Employer Contrib	4185	50216
Mediclaime Premium	695	8339
Fixed Pay	217500	2610000
Performance Linked Pay	32500	390000
Gross Potential Earning	250000	3000000

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self per policy.

Official calls reimbursed on mobile phone as per policy.

Note:

1. #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed as and accounted against such Statutory Bonus.
2. #Performance Linked Pay shall be payable as per policy.

ANNEXURE - II

LIST OF MISCONDUCT

Misconduct includes, but is not limited to:

- Willful insubordination or disobedience, whether alone or with others to any lawful and reasonable order of a superior, which includes refusal to accept transfer also.
- Theft, fraud or dishonesty in connection with the Company's business or property.
- Willful damage to or causing loss of goods or property.
- Taking or giving bribe or commission for purchase/ contracts made for on behalf of the company.
- Remaining absent without information beyond 3 consecutive days.
- Habitual late attendance or leaving the work spot before the scheduled or absence from place of work without proper permission.
- Entering or remaining within the Company's premises, except on duty or for any lawful purpose.
- Riotous during working hours or any act subversive of discipline.
- Negligence or neglect of work.
- Refusal to work regular office hours whilst on premises or stopping co-workers from working or entering office premises.
- Engaging in private work or trade within the Company premises or engaging in any other employment calling for profit while still under service of the Company without the written permission of the Company.
- Displaying, distributing in the company premises any bills, pamphlets, placards, Posters, banners.
- Disclosing to any person any confidential information in regard to work or any process used in the company, which comes into your possession during the course of your employment.
- Coming to work after consuming liquor.
- Convicted by a Court of Law for any criminal offense involving moral turpitude.
- Quarrelling, fighting and using abusive language within the Company's premises.
- Falsification of record and / or defalcation.
- Misbehaving in any manner with any customer / contractor of the Company.
- Using for commercializing any invention, discovery or patent invented, discovered or patented as the case may be, in the course of your employment under the company to the benefit of yourself or any other person.
- Indulging in sexual harassment of an employee of the Company either during the working hours or outside. For this purpose sexual harassment shall mean and include:
 - Physical contact and advances
 - Demand of request for sexual favours
 - Sexually coloured oral remarks
 - Any other unwelcome physical, verbal or non verbal conduct of nature of sexual causing annoyance to coworker/ vendor/ customer.
- Abetment of any other acts or omission mentioned above shall amount acts subversive of discipline and misconduct.