

# IMPRESSIVE STAR SOFTWARES (P) LTD.

F-3, Mayur Apartments, Raj Bhawan Road, Civil-Lines, Jaipur Ph: 0141-4041515 email: hr@impressivestars.com

10/11/2014

Mr. Govind Singh Dahiya  
S/o Mr. Gopal Singh Dahiya  
A-54-A Dadhichi Nagar, Road no 5.  
Jaipur

## Letter of Appointment

Congratulations Mr. Govind Singh Dahiya !

We are glad to inform you that you have been appointed as **Support Associate Junior**. Being member of team IMPRESSIVE is really a matter of significance and we are willing to see your contribution towards scaling the new heights. Your employment with **Impressive Star Softwares (P) LTD.** (herein after "The Company") will be in agreement to the following compulsions, terms and conditions-

### Probation

You will be on probation for a period of 3 calendar months from the date of joining. Probation period can be reduced or extended by the company at its discretion without giving any notice and / or reason in advance. You need to apply in advance for a competency evaluation to become permanent. You will be under probation until this evaluation is passed and confirmation letter is issued.

Due to continuous training, no paid leave are provided to the probationary; if highly urgent then a leave without pay application can be submitted for the approval. You will have to give 10 days advance notice in case you want to leave the services during your probation; however the company can terminate your services without any notice. On termination no due salary will be payable to you by the company.

### Confirmation

You will become a permanent employee once you receive the confirmation letter issued after a satisfactory review of your performance. By performing in accordance with the expectations of the company, you will be eligible for various benefits / offers / packages time to time as and when offered.

Following are the key policies (attached as separate documents) which apply time to time during your employment-

#### **1. General Code of Conduct**

At **Impressive Star**, we strive hard to maintain the quality of our deliveries and operations at the highest possible scale. Your discipline, dedication, efforts, willingness are the key component which keep the company committed externally as well as internally. The day to day process requires an understanding of best practices documented as "Impressive Code of Conduct". During your entire tenure, you will be strictly adhering to it along with all other policies.

#### **2. Leave Policy**

Paid leave are available per month for permanent employees with advance approval. Numbers of leave and the leave procedure are governed by a Leave Policy or current prevailing policy at that time. For the purpose of grant of leave you shall abide by the relevant rules & regulation of that time.

#### **3. Group Personal / Accidental Insurance**

You will be covered under the Group Personal / Accident Policy for an amount about Rupees One Lakh or higher. Besides this, company does not have any other procedure or provision to provide compensation to you / your family in case of your disability / death while in service. The premium for this insurance will be paid by the company and the related documents will be also retained by the company. However in case of claim it will be on the full discretion of the insurance provider company only. In case of ESI / PF or other statutory implication this policy may vary accordingly.

#### **4. Traveling**

You may require to undertake any travel or journey and stay overnight in the course of performance of your job, such travel / overnight stay shall be governed by the rules as framed by the company and applicable to you at relevant point of time. The reimbursement of expenses is done in accordance with the prevailing Travel Policy of that time.

#### **5. Transfer & Relocation**

You may be transferred to any of the Division / Department / Unit / Branch of our company or to the other Group / Affiliate / Company / Organizations / Projects existing or to be set up in any other location in India or Abroad. You may be deputed to work with any of its clients and / or thru them to any place of their Business to handle work of any of such clients without any additional Compensation or Remuneration.

#### **6. Reviews & Reporting**

Company has a sequence of periodic / sudden review or checking mechanism to monitor, control, observe and validate your working. You need to produce the desired data / reports as and when these are asked. Company can anytime ask you to produce or do inspection of any of your activity, material, device or dealings. In case of any discrepancy, all the suitable procedures will be applied including disciplinary actions.

#### **7. Incentives / Rewards / Benefits**

Company (at its sole discretion) has various benefits to honour your incremental talent, performance, efforts and experience. Subject to your being eligible and applied for the same, the said incentive/ benefit will be paid as per the prevalent incentive scheme decided by the company which can be modified time to time depending on business requirements, performance, periodic targets etc.

#### **8. Business Principles & Practices**

To deal / interact with customers, clients, dealers, channel partners, principle companies and their representatives there are and there will be certain rules / ethics / confidentiality led down time to time. These can be in form of written / verbal / standing instructions. You will have to accept and honour each and everything in its totality.

#### **9. Protection of Business Interest, Intellectual Property & Secrecy**

As the prominent concern of every business & also because company deals with very sensitive data of its clients, this policy has provision / clauses to protect the sensitive information belonging to the eco system including its own intellectual property. The span of this policy covers your tenures and few more years after it also. To maintain the privacy & sanctity of the eco-system's data you need to be careful all the time.

**During the tenure of your employment, with us you will-**

1. Perform your work diligently, honestly and maintain a high standard of loyalty, efficiency, discipline and secrecy.
2. Devote your entire time & attention to the work or tasks of the company and will not undertake directly or indirectly any other full time or part time assignment, job, business or work either for honorarium or for any remuneration or engage yourself in any trade, business or occupation, without prior written permission of the company.
3. Maintain secrecy about the official and related data, information and affairs of the company (including the methodology of work, work tools, systems) as well as its clients and shall not disclose or share the same to anyone in any means.
4. Obey the orders / instructions of your seniors and maintain decency & decorum in the office as well as in the market or field.
5. Do not seek membership of any local / public / political bodies or unions during the services of our Company. You shall strive hard to promote the interest of company and shall not do anything which will be detrimental and prejudicial to the interest of company nor shall you do anything/act which spoils humiliate the reputation of the company & its clients.
6. After you are confirmed in the services of the company, your services may be terminated either side by giving one month's notice or salary (i.e. Basic + HRA) in lieu thereof resignation tendered by you, unless accepted by the company in writing, shall not be effective.
7. In case you are prompted or probed by other team members or clients for any kind of misconduct or any act against the company policies, or you find or are informed that any person in our eco system is involved in such practices, you will bring this matter to the management / seniors of the company.
8. Execute all your assignments with full enthusiasm and achieve targets (if any). In case you fail to fulfil, achieve and/or adhere to such targets, your services would be liable to be terminated, at any time, without giving further notice to you.
9. Promptly deposit / handover all the cash / cheques / documents collected on behalf of the company from customer / partner / members etc.
10. Make sure that any pilferage on this part will be termed as infringement and working against the Company. This will lead to termination of your services immediately and or initiating a legal action against you.
11. Be liable to pay damages to company for loss caused by you directly or indirectly to company's property / assets.
12. Ensure that all your personal information (as per the admission form) stay current and relevant all the time. In case there is any change in any address or other information provided at the time of joining, you will intimate the same in writing within seven days from the occurrence of such change.

**Termination**

It is understood and agreed that on confirmation as **Support Associate Junior** this engagement may be terminated by either Company or by you by giving to the other at anytime a notice in writing of one month. The termination shall take effect at the end of such notice period. Termination with immediate effect may be made by either party by paying to the other an amount equivalent to one month's Basic Salary Plus HRA in lieu of notice. On the event if termination by notice is at the instance of the employee, the Company at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part without paying any amount toward the balance notice period.

**Your services will be liable to be terminated without any notice or without paying any salary in lieu thereof-**

- If you refuse (in any mean) to do / perform any work / task / duties assigned to you.
- If you do not inform the authorities about the person violating any of the above rules, terms and conditions even after knowing it.
- If you are not performing your tasks according to the business requirement and in accordance with the standard / general practices.
- **If you are not obedient to your seniors & non – cooperative with other eco system members.**
- If you cause any kind of damage to office assets (Tangible / Intangible) or it's eco system.
- If you are unable to meet the business expectations of the clients / principles for whom you are responsible.
- If try to or do confuse / misguide / cheat /misbehave with anybody in the eco system or manipulates in accounts, reports, logs, statistics or presentations.
- If try to or do ignore / override / ditch your seniors / hierarchy or If you fail to complete / submit the reporting desired from you.
- If you share or fail to protect the privacy of any of your personal credentials / contact information with clients / partners / vendors etc.
- If you remain absent from your duties, for 7 days continuously without any information or prior permission
- If you are found/reported to have indulged or associated in any anti-social, anti-national or immoral activity or any activity against the organization.
- If intentionally or unintentionally you are found to be involved any activities which are against the company policies / decorum or reputation.
- If you are found to be indulging in such an activity due to which company is put under loss of faces impact on its reputation.
- If you intentionally / non-intentionally expose official matters / data / information / to the external person or ex-employees or any other person or medium who is not intended or authorized to have it.

**The decision of the Company with regards to the termination / acceptance of resignation or otherwise shall be final and binding on you. Full & Final settlement will be done as per the prevailing code of conduct and the F&F policy prevailing at that time.**

**Other Terms-**

- Your address as indicated above shall be deemed to be correct unless the change therein has been communicated by you and every communicated addressed to you at the aforesaid address shall be deemed to have served upon you.
- The Company has sole discretion to suspend you from your duties, pending enquiry or investigation, for any misconduct alleged to have been committed by you during your employment, as permissible under the applicable contract or law.
- The Company may give you lay-off, whenever required, as per provisions of law prevailing at relevant point of time.
- Your Appointment and further tenure shall always be subject to your producing physical & mental fitness.
- The company may in its sole discretion subject you to Medical examination as and when required during your employment and decision of the doctor nominated by the Company in respect of your health status shall be final and binding on you.
- If your salary is taxable, under Income Tax Act, you are required to produce the attested copy of your PAN Card. issued by Income Tax Authorities, failing which your salary will not be processed.
- Please note that the company disburses the salary only to the employee's bank account. You need to produce your bank account and documentary proof on the date of your joining the services of the company, failing which your salary will not be released.
- Your appointment is being made on the basis of your particulars & documentary evidences submitted by you regarding (without being exhaustive) your educational qualification, professional experience etc.
- In your application for employment, in case any information as given by you is found to be false or incorrect and/or found that you have suppressed and/or withheld any information relevant for your being considered for employment in the company, your appointment will be liable for termination forthwith.
- Hand over the charge and the property, materials and assets of the company in your possession, to your Head of Dept. / Authority at the time of cessation of your employment with the company.
- You have mentioned **23/10/1989** as date of your birth which date shall be binding on you for all Practical purposes of your employment with our company and you will not seek any modification therein anytime. You will retire on attaining the age of 58 years.

As per the current job profile offered, applicable earning points and their prevailing rates your gross CTC will be **1,07,520/-** INR per annum. This will keep changing in the future according to you progress & company policies. The Break-up of your current salary package is attached as Annexure I (page 3)

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**Annexure I**

Employee Name : Govind Singh Dahiya

Scope : Sales

Level : Junior

Rank : Associate

Date of Joining : 10<sup>th</sup> Nov.2014

Location : Jaipur

Type : Business

Status : Resident

**Break up of Total Cost to Company (CTC)**

S.no	Heads	Annual	Monthly	Nature	Remark
		CTC	Salary		
1	Basic Pay	69600	5800	Fixed	On attendance Basis
2	HRA @ 20% of Basic Salary	13920	1160	Fixed	On attendance Basis
7	Conveyance Reimbursement	18000	1500	Variable	Rs 2.5/Km on Reading
8	Mobile Reimbursement	6000	500	Fixed	SIM will be provided by company
	<b>Total</b>	<b>1,07,520</b>	<b>8,960</b>		

**All the Best,****HR Manager / Business Head (Name & Sign.)****Acknowledgement & Acceptance**

**I, Govind Singh Dahiya S/o Mr. Gopal Singh Dahiya** have clearly read & understood all the terms and conditions of my appointment as contained above in this letter ( pages 1 & 2). I have also studied carefully all the related policies, documents and formats. These are acceptable to me in total. I promise that I will practice complete Honesty, Integrity towards the company all the time. I will follow / obey all the rules and instruction provided to me time to time. I will maintain appropriate privacy and secrecy about the data & information of the company, its clients/ principals / associates/ partners & employees.

**Name:****Signature:****Date:****Place:**