



THE NEEMAYA

Letter of Appointment

Date : 01-February-2025

Name : Mr. Abhishek Kumar

Address : Ward.no 01,Chandauli,Samastipur SAMASTIPUR BIHAR 848115

Mobile : 9113148694

Email : abhishekroy8694@gmail.com

Dear Abhishek Kumar,

On Behalf of **The Neemaya Gandhidham**, managed by “Nile Hospitality LLP” we are pleased to offer you an appointment on the following terms & conditions.

1. Designation : Technician-Electrical
2. Date of Joining : 01-February-2025
3. Level : A
4. Basic Salary : 7447
5. Department : Engineering
6. You will be entitled to all other allowance and perks as per your grade in accordance with the company rules set out from time to time.
7. You will be entitled to Ex-Gratia as may be declared by the company as per its rules and regulations.
8. You will be entitled to join the Contributory Provident Fund in accordance with the scheme as and when the same becomes applicable.
9. You will also be entitled to leave facilities as per company rules.
10. Your appointment will also be subject to satisfactory verification of your credentials / testimonials etc. You are requested to send copies of the following certificates and documents.
 - Evidence in proof of your date of birth
 - Evidence in proof of your educational and other technical qualifications.
 - Evidence in proof of your previous experience.
11. The Management reserves the right to ask for the originals of the above certificates and documents.
12. The management reserves the right to transfer you temporarily or permanently to work on any assignment in any of the department in this hotel or any other sister concern hotels of **Nile Hospitality LLP Managed Hotels** without however affecting the total amount of your remuneration. Upon transfer you shall be under the administrative control of the Hotel which you are transferred to including grant of leave, disciplinary action and the management of the hotel shall be entitled to discharge, dismiss or retrench you in accordance with applicable laws, and you will be governed by such terms and conditions of employment as are in force in the said hotel from the time.
13. You will be on probation for a period of 6 (six) months and confirmation will be at the sole discretion of the management. Your confirmation will be dependent upon your job-related knowledge, skills, attitude, performance of duties, medical evaluation and favourable reference and police vetting report. You will be deemed to be on probation, even after expiry of six months, unless confirmed in writing by the management. Your services shall be liable to termination by either side with 15 days' notice in writing or payment (15 days' gross salary) in lieu thereof during the probation period. Post confirmation either side can terminate this contract by giving a notice of one month in writing or one-month gross salary in lieu thereof. After the resignation, it is at the sole discretion of the management to relieve you at any time without payment for notice period and in such case, you will get paid till your last working day with the company. That you will be governed by the rules, regulations, service conditions, employee's handbook, notices, circulars, instructions, etc. as are in force at present and as may be amended/ formulated/ invoked/ introduced by the management from time to time.
14. It will be at the sole discretion of the management to mention reasons or references in your service certificate, if you submit your resignation letter after absconding from duties or after overstaying on leave or fail to physically present yourself for clearance process.
15. In case the Full and Final Settlement calculation on your separation shows that you need to return money to the company, then the management will issue your service certificate only after receiving the amount from you.
16. You have to carry out duties as assigned to you during duty hours by your Supervisor from time to time which in the event of your refusal will amount to gross misconduct.

Abhishek Kumar

THE NEEMAYA - A UNIT OF NATRAJ HOTEL

Opp. ST Bus Station, Plot No. 50, Sector - 9, Gandhidham, Kachchh.

17. You will automatically retire from the services of the company on attaining the superannuation age of 58 years.
18. The company attaches considerable importance to high level of physical fitness and personal grooming. You will be required to ensure that you achieve and maintain the required level of physical fitness prescribed by the company.
19. Safety: The Company will not be responsible for any compensation on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.
20. Coordination: In your current position you will be reporting directly to the **Engineering Manager**. You will be governed by Nile Standard Operating procedures and policies as and when it will be applicable from time to time.
21. Meals on Duty: You will be entitled to meals in the Staff Cafeteria while you are on the premises of the establishment during work hours.
22. Address for Communication: As per our records, following is the present residential address furnished by you :

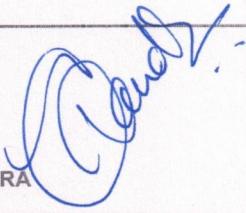
Address : Ward.no 01,Chandauli,Samastipur SAMASTIPUR BIHAR 848115

 - In the event of a change in the address given by you, you shall intimate the change in writing, immediately to the Management. Any communication or notice forwarded to you by the Company by Post to the last residential address given by you as per the Establishment record shall be deemed to be complete compliance by the Company having communicated to you the said communication or notice, notwithstanding the postal authorities returning the communication for any reason whatsoever.

23. You will devote your entire time to the work of company and will not undertake any other direct / indirect business or work, honorary or remunerator except with the prior written permission of the management in each case.
24. You shall not seek membership of any local or public bodies, political Party without first obtaining specific permission from management. In case the employee is already associated with the political party or any such other organization, prior intimation has to be given to the HR department before joining.
25. For all other matters not herein specified the company's conditions of service and service rules and amendments from time to time shall be applicable.
26. You will be required to adhere to "**NILE Code of Conduct**" and execute an undertaking in this regard.
27. Your appointment is subject to your being medically sound and remaining medically fit.
28. You shall not give out to any one by word of mouth or otherwise, particular or details of our technical know-how, security arrangements, administrative / or organizational matters of a confidential and secret nature which it may by your personal privilege to know by virtue of your being our employee.
29. If in the opinion of the management you are negligent or inefficient in the performance of your duties or found unreliable or of unsocial habits or immoral in conduct or should you willfully disobey orders or be guilty of any misconduct, as mentioned in the service conditions and the instructions contained in the House rules, then the management after giving an opportunity to explain and clear yourself may terminate your employment without any notice or payment or compensations in lieu of notice.
30. In case of disputes of any kind arising out of your employment or breach of contract: the courts in city,state alone have the jurisdiction in the matter.
31. If the foregoing terms and conditions are acceptable to you, please confirm this in writing indicating your understanding and acceptance of the terms on the duplicate copy of this letter, which should be signed by you and returned to us.

We are delighted to welcome you to our organization and look forward to a long and happy association.

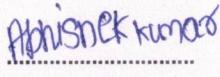
Yours faithfully,

 CHANDRAKANT DASHRATH SATHWARA	 Say
General Manager	Assistant HR Manager

ACKNOWLEDGEMENT

I have gone through this letter and fully understand the terms and conditions of my services. I hereby accept the same without any reservations.

Abhishek Kumar

Signature : 

Encl:

- Annexure - I: Salary Break up.
- Annexure - II: Leaves and entitlements.
- Annexure - III: hotelname Code of conduct

Annexure - I: Salary Break up.

The Neemaya Gandhidham	
Strictly Confidential	
NAME	Abhishek Kumar
DESIGNATION	Technician-Electrical
DEPARTMENT	Engineering
DOJ	01-February-2025
REPORTING TO	Engineering Manager

Components	Per Month	Per Annum
Basic	7447.00	89364.00
HRA	7447.00	89364.00
Conveyance Allowance	0.00	0.00
City Compensatory Allowance (CCA)	0.00	0.00
Other Allowance	0.00	0.00
Gross (A)	14894.00	178728.00
PT	200.00	2400.00
Employee PF @12% (Basic)	893.00	10716.00
ESIC @ 0.75%	0.00	0.00
Meals	0.00	0.00
Accommodation	0.00	0.00
Total Employee Deduction (B)	1093.00	13116.00
Employer PF	968.00	11616.00
Company Contribution to ESIC @ 3.25%	0.00	0.00
Total Company Contribution (C)	968.00	11616.00
CTC (A+C)	15862.00	190344.00

- **Provident Fund:** As Per Provident Fund Regulations
- **Gratuity:** As Per Gratuity Regulations
- **Insurance:** As per hotel policy
- **Laundry:** Available for uniform/work wear
- **Hotel Car:** For official purpose
- **Accommodation:** As per hotel policy
- **Relocation:** As per hotel policy

Abhishek Kumar

Annexure – II: Leaves and entitlements.

1. Leave :

• Privilege leave for each completed year of service at the rate of 21 days and can be availed after completing six months. The same can be accumulated up to maximum of 63 days after which the leave will lapse automatically. Leave will be sanctioned as per exigencies of work and cannot be claimed as matter of right. PL can't be adjusted against notice period. Only PL can be encashed at the time of separation and the PL encashment will be calculated on last drawn basic salary.

• You will be entitled for Casual Leave of 7 days which can be availed on pro rata basis. Casual leave cannot be availed more than 3 days at a time.

• You will be entitled for sick leave of 7 days which can be availed on pro rata basis.

2. Contributory Provident Fund : As per the employee provident fund and miscellaneous Provisions Act, 1952

3. Medical Assistance : All employees will be covered by Mediclaim policy as per the company rules.

4. Gratuity : As per the payment of Gratuity act 1972

5. Bonus : As and when declared by the company in accordance with the Payment of Bonus act 1965

6. **Increments** : You will be entitled for yearly/standard period cycle increment subject to satisfactory performance assessment as per the parameters set out by the management. The review of the increment will be at the sole discretion of the management.

7. **Taxation** : All personal Tax Laws shall be applicable to you and the compliance of the same shall be your responsibility.

8. **Uniform** : You will be provided the adequate uniform and this will be your responsibility to keep this up to date, if you leave the company within 12 months of joining then you will have to bear the complete cost of the uniform and said amount will be recovered from the you.

Annexure: III - Code of Conduct

It is important in the workplace to determine a set of rules to regulate the relationship between the employees and the employer in the form of a disciplinary procedure. The disciplinary procedure is regarded as a guideline and its interpretation is adequately flexible in order to adjust to various circumstances.

Unit follows its "**Code of Conduct**" and no one is allowed to abuse the system while they are on duty. If any employee is found violating the system then he/she shall be liable for disciplinary action.

1. Management expects the employees to maintain punctuality. If in case they are not able to maintain the punctuality they must inform to their reporting authority. Absence without information will be considered as a serious offence as it affects the activities of the organization.
2. Every employee must follow the organization's movement register where the employee should mark login time and logout time while they move out of the office premises during working hours.
3. Management will take strict actions against those employees who are engaged in playing computer games, playing music, chatting etc. or any other unproductive activities during office hours.
4. Management will not tolerate any misusage of the facilities provided or wasting time on it which is otherwise purely meant for official work. Employees are not allowed to waste productive time on personal phone calls for longer duration.
5. Employees should keep their cell/ mobile phones on Vibration mode while they are on duty and can collect the call/ use the mobiles only in back areas. In any case, usage of mobiles is not allowed in guest areas.
6. Management will not tolerate if any employee found consuming Pan Masala, Gutka and Smoking Cigarettes or Spitting in premises or indulging in any such activities.
7. Further, an employee coming late to work or found absent from his work station/ place of work during working hours, without any sufficient reason or without getting any prior authorization from his/her supervisor, then the competent authority may, at its discretion, also take suitable disciplinary action against the employee concerned.
8. No one is allowed to maintain secrecy in user password, if they are using different password other than the password provided by the IT department, then the concerned employee is required to share it with the IT section.
9. Every employee is required to make the entry if they are taking any official belongings to their respective homes (i.e., books/magazine/laptop/pen drive etc.) and in case of any damage/ loss, then that particular employee is liable towards it.
10. Every employee is provided with an employee ID card. It is mandatory for the employees to maintain the ID card while they are on duty at premises.
11. Organizational conflicts should be raised and resolved within the organizational procedures. The issues of conflict should not be discussed with other Organization/News/Media without prior approval of General Manager.

Bribery and Corruption: The Company has a strict anti-bribery and corruption policy. A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so. If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

Abhishek Kumar

UNDERTAKING

Further to my letter of appointment, I have received, read and understood the "CODE OF CONDUCT". I agree to comply with the same.

Signature	Abhishek Kumar
Name of the Employee	Abhishek Kumar
Designation	Technician-Electrical
Department	Engineering
Date	01/02/2025