



AUXO INDUSTRIES PVT. LTD.

Manufacturers of Injection Moulded Plastic Products

Date:- 15.09.2024

To,

Mr. Vinod Singh Negi
Krishna Housing Society,
Near Lalkuan, Ghaziabad
Uttar Pradesh-

LETTER OF APPOINTMENT/ JOINING

Dear Mr. Vinod,

With reference to your application for employment in our organization and the subsequent interview you had with us, we are pleased to appoint you on the following terms & conditions.

The terms and conditions contained herein ("Terms of Employment") must be read in conjunction with Company policies. Any policy infraction will amount to breach of your terms of employment and may lead to termination of your services. These Terms of Employment and policies shall be subject to modification, from time to time upon notice to you.

1. **Designation-** You would be designated as "H.R. Head" in Human Resources Department. Management reserves the right to change your designation at any time. You will report directly to managing director.

2. **Date of joining-** Your date of joining is 11/09/2024.

3. Place of Posting

Your present place of posting will be at our office/works at **Gram Lakeshwari Bhagwanpur Haridwar (Uttarakhand)**. However, the company in its sole discretion and without assigning any reason, whatsoever, shall have the right to transfer you from one department to another department, other units of Company, whether in India or abroad as per the business needs and you will not refuse to take such transfer/deputation. In the event of any assignment, transfer or deputation of your services, your salary and other benefits may be adjusted in accordance with Company's policies with respect to such an assignment transfer or deputation.

4. Remuneration

You will be paid Gross Salary of **Rs -55,000/-** PM+ **Rs -30,000/-** Car reimbursement along with other allowances, as per Annexure-I. The company reserve the right to bifurcate or re-cast the salary in such manner as deemed fit and proper, commensurate with company's practices and policies in force and as framed from time to time. Your above mentioned remuneration is subject to your performance and achievement of your job assignments being progressing as per requirement of management. The company reserves the right to bifurcate your salary at any time after your appointment.



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5. Attendance

Your hours of work and shift shall be regulated to suit the duties entrusted to you from time to time. You will have to be present as per your duty schedule & mark attendance in the manner as may be prescribed from time to time.

6. Notice period

In case you leave the organization after completion of time frame period, you will have to give prior notice of 01 (one month's) or an amount equivalent to your 01 (One) months gross salary in lieu of notice. Similarly, your appointment can be terminated by the management by giving 01 (One) month's prior notice or payment in lieu thereof. But, in case your appointment is terminated on the grounds of sloppy/poor work performance, for any act of misconduct/indiscipline entailing dismissal, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, insubordination, absence from duty without permission, or of any other misconduct considered by the company as detrimental to its interests or in violation of one or more terms of this appointment letter, your service will be liable for termination without any notice and payment in lieu thereof from Employer's side.

The Company shall not accept your resignation sent by post/courier/speed post/fax/email and/or telegram. You will be required to submit your resignation in person and shall handover all the work/asset/documents related with your job/backup copy etc. and attend/follow the exit process with personnel head. You will be relieved from services only after getting "No Dues Certificate" and handing over the charge properly to such person assigned by the Management.

7. Employee Screening

You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to provide any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or if you fail agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Mode of communication

Other than general notice, which may be intimated by mail, general notice, announcement on the notice board, e-mail, and other similar postings, notices will be provided to you in person, by email or by post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter. Further you will not refuse to accept any official communication delivered to you by hand or mail or through any other medium. Such refusal shall be considered as misconduct. That, you shall keep the management informed of any change in your residential address. In case of your inability to do so, any communication sent to you by registered post/UPC/Speed Post/Courier at the address available or the records of the management shall be deemed to have been served on you



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8. Secrecy:

You will not disclose or divulge or make public any confidential information regarding the affairs of the company, its associates or its dealers / customers such as manufacturing process, technical, know how, administration, organizational set up, operations, plans, security arrangement and the intellectual property of the company etc., that you may come to know. have in possession by virtue of your being associated with the company and you shall take all reasonable precautions to keep such information's secret either during your association with company or even thereafter. You will not utilize any process used by the company in its business even after the expiry of the nature of your services.

9. Retirement, Termination & its consequences

You will automatically be retired from the service of the company on attaining the age of 58 years or even earlier if found medically, physically or mentally unfit. The date of birth mentioned in the date of birth / school certificate submitted by you at the time of joining the company, shall be conclusive and final proof for ascertaining your age.

10. Rules, Regulations and Office Order :

You will always be governed by the rules, Regulations and Office orders enforce or modified by the management from time to time in relation to conduct, discipline, leave, holiday or any matter relating to service condition which will be deemed as rule, regulations and order as part of these terms of employment.

Disclaimer:

Auxo Industries. Reserves the right in its absolute discretion to amend the Policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before, during, and after the Policy year is completed.

I have read, understood and agree to the terms and conditions as set forth in these Terms of Employment. My acceptance is as of the day and year written below.

The jurisdiction of this contract will be at Roorkee for both the parties.

Yours truly,
For Auxo Industries


(Managing Director)

Declaration

I have read/understood the above terms and conditions of employment and undertake to abide by them.
Date:

I hereby accept the above terms & conditions.

Name.....Vineet Singh Negi.....






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Date- 15.09.2024

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Annexure "A"
Auxo Industries

Name	Vinod Singh Negi		Date of Joining	11 th September, 2024
Designation	H.R. Head		Grade	
Department	Human Resources		Location	Bhagwanpur
A. Monthly Salary Components	Periodicity	Amount		
BASIC PAY	Monthly	27500		
HRA	Monthly	11000		
MEDICAL	Monthly	6000		
CONVEYANCE	Monthly	5000		
Other ALLOWANCE	Monthly	5500		
Monthly Gross Salary (A)		55,000		
Car reimbursement (B)		30,000		
Total Gross Salary		85,000		
BONUS	Annual	0		
PF (EMPLOYER CONTRIBUTION)	Annual	0		
ESIC (EMPLOYER CONTRIBUTION)	Annual	0		
GRATUITY PROVISION*	Annual	0		
TOTAL (C)	Annual	0		
TOTAL (A+B)=C		85,000		
Other Benefits:				
Any Tax Liability arising out of your above remuneration will be deducted as per income tax rule.			 Authorized Signatory	
It is expected that individual compensation package should not be shared with other employees. For any explanation/clarification, please contact HR Department only				



AUXO INDUSTRIES PVT. LTD.

Shiv Ganga Industrial Estate
Vill. Lakeshwari, Pargana - Bhagwanpur
Roorkee, Haridwar, Uttarakhand 247 661
Pay Slip -January -2025

Particulars of Employee Profile				Particulars of Paid Days	
Employee's Code	4196			Month	Jan-25
Employee's Name	Vinod Singh Negi			Holiday	2
Department	H.R.			Working Days	25
Designation	Head			Week Off	4
DOB	17/08/1972			Total Days	31
DOJ	11/9/2024			PF No.
Salary Heads	Rate of Salary	Earned Salary	Deductions	Amount	
Basic Salary & DA	27,500	27500	EPF	0	
House Rent Allowance	11,000	11000	ESIC		
Medical Allowance	6,000	6000	ADVANCE	0	
Conveyance Allowance	5,000	5000	TDS	0	
Other Allowance	5,500	5500	Lunch	0	
Arrear (if any)	0	0			
Total Gross		55000	55000	T. Deduction	0.00
Payment Details					
Credit Salary Amount	55000				

Net Pay In Word = Fifty- Five Thousand Only
30K paid by cash .

(H.R ,ADMIN)

For Auxo Industries Pvt. Ltd.

Authorized Signatory



AUXO INDUSTRIES PVT. LTD.

Shiv Ganga Industrial Estate
Vill: Lakeshwari, Pargana - Bhagwanpur
Roorkee, Haridwar, Uttarakhand 247 661
Pay Slip -January -2025

Particulars of Employee Profile				Particulars of Paid Days	
Employee's Code		4196		Month	Dec-24
Employee's Name		Vinod Singh Negi		Holiday	0
Department		H.R.		Working Days	26
Designation		Head		Week Off	5
DOB		17/08/1972		Total Days	31
DOJ		11/9/2024		PF No.
Salary Heads	Rate of Salary	Earned Salary	Deductions	Amount	
Basic Salary & DA	27,500	27500	EPF	0	
House Rent Allowance	11,000	11000	ESIC		
Medical Allowance	6,000	6000	ADVANCE	0	
Conveyance Allowance	5,000	5000	TDS	0	
Other Allowance	5,500	5500	Lunch	0	
Arrear (if any)	0	0			
Total Gross	55000	55000	T. Deduction	0.00	
Payment Details					
Credit Salary Amount	55000				
Net Pay In Word = Fifty - Five Thousand Only 30K paid by cash.					
(H.R ,ADMIN)					
For Auxo Industries Pvt. Ltd. Authorised Signatory					



AUXO INDUSTRIES PVT. LTD.

Shiv Ganga Industrial Estate
Vill. Lakeshwari, Pargana - Bhagwanpur
Roorkee, Haridwar, Uttarakhand 247 661
Pay Slip -November -2025

Particulars of Employee Profile				Particulars of Paid Days	
Employee's Code	4196			Month	Nov-24
Employee's Name	Vinod Singh Negi			Holiday	2
Department	H.R.			Working Days	24
Designation	Head			Week Off	4
DOB	17/08/1972			Total Days	30
DOJ	11/9/2024			PF No.
Salary Heads	Rate of Salary	Earned Salary	Deductions	Amount	
Basic Salary & DA	27,500	27500	EPF	0	
House Rent Allowance	11,000	11000	ESIC		
Medical Allowance	6,000	6000	ADVANCE	5000	
Conveyance Allowance	5,000	5000	TDS	0	
Other Allowance	5,500	5500	Lunch	0	
Arrear (if any)	0	0			
Total Gross		55000	55000	T. Deduction	5000.00
Payment Details					
Credit Salary Amount	50000				

Net Pay In Word = Fifty Thousand Only
30 K paid by cash boucher .

(H.R ,ADMIN)

For Auxo Industries Pvt Ltd.

Authorized Signatory