



MADRAS SECURITY PRINTERS PRIVATE LIMITED

Regd. Office : 72 (Old No. 781), THIRUVOTTIYUR HIGH ROAD, CHENNAI - 600 011, INDIA
PHONES : 00 91 44 25912699, 25916086, 25916042, FAX : 00 91 44 25913385
E-mail: mspindia@dataone.in Website : www.madrassecurityprinters.com

Date: 20-01-2023

Mr. Vinoth Kumar Nirmal kumar
48/25, Manimegalai Street,
Easttambaram, Tambaram,
Tambaram East, Kancheepuram,
Tamilnadu 600059

Subject: Appointment for post of **"Sales Manager"**.

Dear **Mr. Vinoth Kumar Nirmal kumar**

We refer to your recent interview you had with us and we are pleased to advise that we are offering you the position of **"Sales Manager"**. under the following terms and conditions:

Commencement of employment

Your employment will be effective, as of **04-January-2023**.

Job title

You will be designated as **"Sales Manager"** and you will report to **Director**

Salary

Your salary and other benefits will be as set out in Schedule 1, attached herewith.

Probation

You will be on probation for a period of six months. Your performance will be closely monitored at regular intervals and if it is found that, your performance is not satisfactory or if no progress is shown by you, then your services will be discharged.

Your services are liable to be terminated at any time during the period of probation for any act of indiscipline or misconduct committed by you.

The period of probation can be extended at the discretion of the management and you will continue to be on probation till an order of confirmation is issued in writing.



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Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the company and if necessary for additional hours depending on your responsibilities.

You shall be required to work in shifts and extended hours as and when necessary. The same may be compensated as compensatory off.

Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters.

Leave

You are entitled to 12 days of casual leave.

You are entitled to 12 days of sick leave.

You will be entitled 12 days of earned leave, which can be accumulated and encashed during the separation from the company.

Company property

You will always maintain in good condition all company properties, which may be entrusted to you for official use during the course of your employment and shall return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the company.

Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation from any person /client with whom you may be having official dealings.



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Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than one month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the Company, without any cause, by giving not less than three months' prior notice or salary for unserved period, left after adjusting the days worked, as on date.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or non – performance or negligence, or have committed any fundamental breach of contract or caused any loss to the company.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.

For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found, unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.

If you commit any, act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this appointment order.

On the termination of your employment for whatever reason, you will return to the company all property; computer, documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential



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Information, in your possession or under your control relating to your employment or to clients' business affairs.

Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission / approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary / appropriate legal action will be taken.

Confidential Information

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

Applicability of company policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time



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to time at its sole discretion. All such policy decisions of the company shall be binding on you and shall override this agreement to that extent.

Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Madras High court only.

Acceptance of offer

We welcome you, and look forward to working with you.

Please confirm your acceptance of this Contract of employment by signing and returning the duplicate copy.

For Madras Security Printers Pvt. Ltd.,

HR Manager



I have read the contents of this appointment order and accept it with the terms and conditions mentioned therein.

Name: Mr. Vinoth Kumar Nirmal kumar

Signature



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Schedule I - Compensation Details

MADRAS SECURITY PRINTER INDIA (PVT) LTD SALARY STRUCTURE		
Name of the Employee : Vinoth Kumar Nirmal kumar		D.O.J : 04.01.2023
Designation : Sales Manager		Location : Chennai
	Monthly	Annual
	Gross	Gross
Basic Salary	23438	281256
Dearness Allowance	3282	39384
House Rent Allowance	20040	240480
Conveyance Allowance	800	9600
Professional Development Allowance	500	6000
Medical Allowance	1250	15000
Special Allowance	17490	209880
Gross Salary (A)	66800	801600
EPF	1800	21600
ESI (Employer Contribution 3.25%)	0	0
SUB TOTAL (B)	1800	21600
DEDUCTIONS		
Particulars	Per Month	Per Annum
EPF	1800	21600
ESI (Employee Contribution 0.75%)	0	0
Others if any	0	0
Sub Total (C)	1800	21600
Performance Incentive (D)	10000	120000
Net Payable (A-C)	65000	780000
Cost To Company (CTC) (A+B)	78600	943200
TDS & Statutory Deductions will be applicable.		

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

