

Offer and Appointment Letter

Ref No : N00000441

Date : 15/Mar/2019

Mr. Niraj Subhash Chandra Bharatiya
Padma Nagar Chikkhalwadi,, Bhaiganwadi
Govandi, Maharashtra - 400043
8433581449

Dear Mr. Niraj Subhash Chandra Bharatiya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of CUSTOMER SERVICE EXECUTIVE.

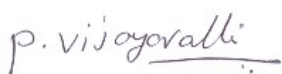
The location of your initial employment will be at MUMBAI CC, reporting to Mr.Mahek Shah - Senior Manager on or before 22/Mar/2019 at the following address : Shriram Value Services Ltd, No.1506,Level 15,Rupa Solitaire,Sector-1, Millennium Business Park,Mahape , Mumbai - 400710.

Your emolument has been detailed in the Annexure with this letter. On joining, you are expected to enter into an agreement with the terms and conditions of employment of Shriram Value Services Ltd. On successful completion of the probation, your service will be confirmed subjected to the terms and conditions as per company policies. The terms of the offer letter shall remain confidential and are not to be disclosed to the third party.

Please acknowledge the receipt and acceptance of this mail & confirm us your date of joining. Also, sign a copy of this letter and carry it on the date of joining.

We wish you a long, rewarding and fulfilling career and look forward to you joining us.

Yours sincerely,



VIJAYAVALLI P
ASSISTANT GENERAL MANAGER

Encl: Annexure to the offer (as applicable to you)

I have read and agreed to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date

Location

Annexure to your offer of employment as CUSTOMER SERVICE EXECUTIVE

Remuneration Details		
Name	Mr. Niraj Subhash Chandra Bharatiya	
Job Title	CUSTOMER SERVICE EXECUTIVE	
Department	CC	
Location	MUMBAI CC	
Components	Monthly	Annually
Basic Salary	3500	42000
House Rent Allowance	3712	44544
Conveyance	1600	19200
Education Allowance	200	2400
Other Allowances	2660	31920
Bonus / Exgratia	700	8400
Payslip Gross	12372	148464
Monthly Gross	12372	148464
Deductions		
Provident Fund	955	11460
Employee State Insurance	217	2604
Professional Tax	200	2400
Total Deductions	1372	16464
Net Take Home = (Payslip Gross - Total Deductions)	11000	132000

Retirals & Benefits		
Employer Pf	955	11460
Employer Esi	588	7056
Gratuity	168	2016
Insurance	275	3300
Total Retirals	1986	23832
Total Pay = (Monthly Gross + Total Retirals)	14358	172296

Note:

- * Professional Tax deduction as per state statutory norms.
- * Gratuity will be paid as per Gratuity Act.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 300,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage.
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 602,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

Welcome to Shriram Value Services Ltd.

Presented here are the details that refer to our offer of employment to you in the role of CUSTOMER SERVICE EXECUTIVE

1. Joining

You are required to join the Company on or before 22/Mar/2019 and bring the following documents (Originals and Xerox copies - Originals for verification purpose only) on the date of joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card

Please note that this offer letter is valid for 15 days from the date of issuance.

2. Probationary Period & Confirmation:

You will be on probation for a period of one year from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

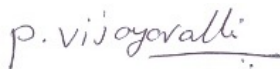
3. Days and Hours of Work

The hours of attendance and weekly off shall be regulated to suit the duties entrusted to you from time to time. You may be required to work on holidays, weekly off and after office hours. Habitual late coming will lead to disciplinary action.

4. Leave

During Probation, you can avail **Casual leave** of one day per month which would be credited on pro-rata basis from the date of joining.

Accepted



Authorised Signatory

Employee's Signature

Post Confirmation, **Sick Leave & Earned leave** would be credited at the beginning of every calendar year based on the months employed for the previous year.

Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.3,00,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

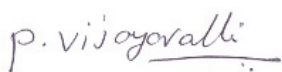
During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of Shriram Value Services Ltd. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

Accepted



Authorised Signatory

Employee's Signature

9. Communication

For any communication or services or notice or whatever kind, you will be informed by registered post to the address given at the time of employment.

10. Supervision/ Promotion

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.

You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

During probation, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company with 1 month of notice period.

Associate Manager / Associate Project Manager and below are required to serve 1 month notice period. Manager/ Project Manager and above are required to serve 3 months notice period.

14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.

The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

Accepted

p. vijayavalli

Authorised Signatory

Employee's Signature

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

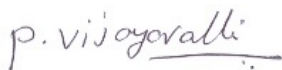
Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

16. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre-specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

Accepted



Authorised Signatory

Employee's Signature

17. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

18. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 12 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

19. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competent court in Chennai.

20. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.

The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

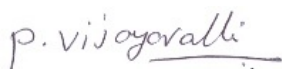
21. General

You agree to authorize "Shriram Value Services Ltd" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Accepted



Authorised Signatory

Employee's Signature

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Accepted

p. vijayoralli

Authorised Signatory

Employee's Signature