

HR/402/2021-22/003

1<sup>st</sup> September, 2022

Mr. Bhargav Dhamsaniya  
Jam Timbadi,

Rajkot. 360450

**Sub: Letter of Appointment**

Dear Bhargav,

With reference to your interviews you had with us, we have pleasure in offering you a contract of employment as **Automation Engineer**. Your employment with the organization will be governed by the Terms & conditions as below-

**1. Commencement of Contract:**

The contract for employment will commence from 1<sup>st</sup> September, 2022

**2. Duration of Contract:**

The contract is initially for a period of six months during which you will be on Probation period. The contract will be terminated if your performance is not found satisfactory during the probation period.

After successful completion of your probation period you will be confirmed into the employment of the company for continuous employment till the date of your retirement, but subject to earlier termination as provided in Clause '11' below. The date of retirement presently is 58 years i.e. till the day your 59<sup>th</sup> birthday.

**3. Grade and Remuneration:**

Effective from the date of joining, your monthly salary components will be as follows –

Basic Salary	- Rs. 17,000/-
HRA	- Rs. 9,500/-
Conveyance Allowance	- Rs. 5,200/-
Food Allowance	- Rs. 6,150/-
Communication Allowance	- Rs. 6,150/-
Performance Bonus	- Rs. 5,700/-
Professional Tax	- Rs. 200/-
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Total	- Rs. 50,000/-

The allowances and perquisites applicable to you are as per Company Salary Grades which may get revised periodically.

**4. Increments:****BONIFATIUS TECHNOLOGIES PVT. LTD.**

SF-203, peridot complex, B/s GAIL office, Akota, Vadodara – 390 020. Gujarat. (INDIA)  
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Increments will depend upon the financial results of the Company and that of your department and individual performance. Subject to the above, increments will be granted in accordance with the above salary and grade.

## 5. Performance Linked Payment:

You will be considered for Performance Linked Payment for each financial year (April to March of next year) as decided by the Management, in the following July based on Company / Group / Business Unit performance and your own individual performance. The Performance Linked Payment will **increase or decrease** every year based on the performance of the Company and its revenue generation.

Performance linked payment on pro-rata basis relating to the performance in the previous financial year will be considered in the following October month, provided that the employee has joined the Company on or before 1st January.

This is as per present reward guidelines, which are reviewed for change from time to time.

## 6. Place of Work:

Your present base location for work will be Vadodara and you will report to your Immediate Superior (IS); to be designated from time to time; for day to day working. Your job is transferable and the Management reserves the right to transfer your services to any other location depending upon business needs and expansion plans of the company with the same terms and conditions of employment

## 7. Job Responsibilities:

You will be responsible for all such duties as may be assigned to you by the company from time to time and will carry them out diligently for enhancing the brand equity of Bonifatius Control Private Limited and its overall efficient and profitable functioning. The management counts upon you as an important member of the Bonifatius Control Private Limited family and expects that you shall perform your duties with the highest standard of initiative, efficiency and economy. You will perform all such duties, assigned or communicated to you by the company and your superiors with total commitment, intelligence and sense of ethics.

You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other company, or carry on any business on your accord without the written permission of the Management.

## 8. Medical Fitness:

Your appointment and continuation in the services of the Company is subject to your being found medically fit - both physically and mentally in the pre-employment Medical Examination or any Medical Examination during the course of your service as may be prescribed as per the policies of the company.

## 9. Secrecy:

You shall treat all trade, business and other information, including technical drawings and business secrets about the company which may become known to you directly or indirectly during the course of your employment as strictly confidential, and shall not divulge the same directly or indirectly without the prior written consent of the management. You will also be required to sign a confidentiality agreement / indemnity bond.

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All business information and secrets of the company and its clients known to you directly or indirectly during the course of your employment shall be treated by you as 'strictly confidential' and you shall not divulge the same without the written consent of the management.

You will not (except during the normal course of the company's business) publish any articles or statement delivery any lecture or broadcast or make any communication to the media in relation to the Company's products or business unless you have obtained prior written permission of the company.

You will maintain strict confidentiality about your salary and other terms of your service during the period of your employment. You will not disclose the same to other members of the staff of this company or to any other person with the exception of family members.

## 10. Notice Period:

### During Probation-

You have to give one-month notice or salary thereof if you want to leave the company during the Probation period. The Company will serve you notice of one month if it desires to discontinue your services or Salary for one month in lieu of it.

### After confirmation –

You have to give three-month notice or salary thereof if you want to leave the company. The Company will serve you notice of three-month if it desires to discontinue your services or Salary for three months in lieu of it.

## 11. Termination:

For any of the following reasons, your services shall be liable to be terminated without any notice and without any notice pay.

- a. If you are found to be medically unfit or if you remain absent due to continued ill health. You will have to undergo medical examination as per company's advice in such a situation.
- b. If you indulge in an act of insubordination, interference, corrupt practices, misconduct, breach of trust or non-compliance of the administrative orders or provisions of the service rules.
- c. If the declarations or information provided by you for seeking employment, prove to be false or misleading and that you had knowingly suppressed any information to be provided to the company.
- d. If you are convicted of any offence involving any moral turpitude or found suspected of fraud or misappropriation of money or other assets of the company.
- e. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by the Company as detrimental to its interests or of violation of one or more terms of this letter.

In the event of termination or resignation you will hand over all the documents, papers, keys and other properties of the company as may be in your custody, care or charge to your immediate superior and obtain a clearance certificate from him.

In the event of sickness preventing you from satisfactory performance of your committed duties over a prolonged period, the company reserves the right to terminate your employment or vary the terms and conditions of employment over a given period.

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**12. General Terms and Conditions:**

- a. You will be governed by the Service Rules / Personnel Manual of the company that may be in force from time to time.
- b. You will be required to report at the place of duty as per the requirements of the company.
- c. This employment is subject to Vadodara jurisdiction.
- d. Compensation:
  - i) The compensation package will be governed by the policies and guidelines of the Company presently applicable and may be modified from time to time. The Management reserves the right to re-structure the salary grades and other service conditions in a manner by which your present status and gross emoluments are not adversely affected.
  - ii) Revision of your compensation and progression will be based solely on performance and will be at the sole discretion of the company.
- e. You are liable to be transferred to any department, office or establishment forming part of our organization or outside, within the Company's areas of operations as may be directed by the Management from time to time; and you will abide by the working hours of the company without any extra remuneration.
- f. You will submit the following document at the time of your joining.
  - i) All Education certificates.
  - ii) Proof of Age
  - iii) PAN Card/Driving License/Bank Account Details
  - iv) Permanent Resident Proof
  - v) Relieving letter from Employer
  - vi) Medical Fitness certificate

**13. Safe Custody:**

You will be responsible for the safe keeping and return in good condition and order of all the Company's property which may be in your custody, use, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action as it deems proper in the event of your failure to account for such property to our satisfaction.

**14. Simultaneous Engagement:**

Your employment is on full-time basis. During the period of your employment, you will not undertake or carry on; either alone or in partnership, nor be directly or indirectly; employment in or concerned with as principle agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession what so ever.

You shall not during the course of your association, engage, participate, whether directly or indirectly in any business; competitive to the business of the company.

You shall not at any time use your association with the Company to gain unfair advantage for your personal benefit.

**15. Conduct:**

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You will not accept take any presents, commission or any kind of gratification in cash or kind from any person, party or firm having dealings with the company and if you are offered the same, you will immediately report the same to the Company in writing.

You shall not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful / immoral activities.

If at any time, you involve in any legal / administrative / quasi-judicial proceedings, you shall immediately inform to the company the details there of.

## **16. Personal:**

You will declare your relationship, if any, with any of the Directors of the Company in terms of Section 6 of the Company's Act, 1956 on your becoming related to any of the Directors of the Company, you shall inform the company within 7 days of your becoming so.

Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

The permanent address provided by you in your bio-data form will be deemed to be your correct address. In case of any change, you would inform the management within 24 hours in writing of such a change. Any communication sent to you at your last known address will amount to be a due notice to you.

You will notify the company and obtain permission of the company management before enrolling yourself for any part time / correspondence course to further your educational qualifications.

## **17. Superannuation:**

The Age of Superannuation in company is 58 years.

## **18. Leaves:**

You will be entitled for leave as per the rule of the company.

## **19. Posting at Project Site**

You will be entitled for Project/conveyance allowance if you are posted at Project site for Project execution. This allowance will be payable depending on project site, duration of stay and is at discretion of management.

## **20. Travelling Expenditure.**

You will be entitled to reimbursement of actual expenditure on production of receipts during your tour for companies work subject to the limits as prescribed to your designation.

This engagement letter is being issued to you in duplicate. Please return the 2nd copy of the same duly signed by you as a token of your acceptance.

We welcome you as a member of our Company and look forward to a long, successful and rewarding association with you.

Very Truly Yours

For Bonifatius Technologies Pvt. Ltd  
**BONIFATIUS TECHNOLOGIES PVT. LTD.**

*[Handwritten signature]*

**AUTHORISED SIGNATORY / DIRECTOR**  
Chief Executive Officer

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**Acknowledgement & acceptance:**

I have gone through all the terms and conditions mentioned in this appointment letter. I hereby declare that I have fully understood these terms and agree that they shall remain binding.

Signature :

Name : Bhargav Dhamsaniya

Date :