



Ref.....EIT/DEV/10/2023.....

Date – 25/10/2023

Sub:- Appointment Letter

Name: Boton Roy

Employee ID: EITDEV005

Address: Basantpur, Dhang Dhingguri Chhoto, Coochbehar, West Bengal- 736165

Dear Mr. Boton Roy,

With reference to your application and subsequent interview you had with us, the management is to appoint you as 'Developer' with effect from 25/10/2023 on the enclosed terms and condition. Your monthly consolidated Salary per month is Rs. 25,000 / (Twenty Five Thousand only).

We welcome you to Eastern India Technosoft Pvt. Ltd. And look forwards too many years fruitful association.

Yours truly,

Sabiya Khatoon

Sabiya Khatoon

(HR Associate)

Eastern India Technosoft Pvt. Ltd.



Eastern India Technosoft Pvt. Ltd.

TERMS AND CONDITIONS:

1. **Place of work:** You have to be present at office five (5) days a week, at Eastern India Technosoft Pvt. Ltd., Kolkata
2. **Veracity of Information Provided:** You have been engaged on the presumption that the particulars furnished in your resume or testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you concealed or withheld some other relevant facts, your appointment with the company shall stand terminated/canceled without any notice.

3. Service Rules and Regulation

- During your employment with the company, you will be governed by service rules and regulation of the company in force or as introduced or amended time to time. You will also be governed by the company's policies and rules regarding leave, misconduct and indiscipline or/and other matters.
- Instead of that everybody must complete their regular login time of 8 hours each day. This is excluded the time of extra working hours at the event of urgent situation due to project requirement. If someone fail to meet regular login hours between Monday-Friday therefore the total shortage of time will be calculated one day salary will be deducted for that.
- Company is not liable to pay for overtime duty. (One hour before and after working hours (from 11 AM to 8 PM) will not be counted in over time.
- Company gives you flexibility for timing that is not means you will come as your comfortable time. Attendance shall have to observe i.e., arrival time within 11 am.

4. **Professional Ethics:** You are required to deal with the **company's information, money, material and other documents with utmost honesty and professional ethics**. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with the company money or of theft or of misappropriation, regardless of the value involved, your services will be terminated with immediate effect, notwithstanding other terms and conditions mention in the appointment letter. Company products and leads should not be leaked and be used by any other companies linked with you.

5. **Notice Period:** In the event of your resignation, you shall be required to give 30 (thirty) days prior notice or one month's salary in lieu of it. After resigning the job of the employee, the company will release his/her salary after 60 (sixty) days from the date of resignation accepted. The company may terminate the services of an individual without assigning any reasons, with similar notice period or salary in lieu thereof, except in case of termination on the Grounds of dishonesty/theft/loss to company etc. In case you are



Eastern India Technosoft Pvt. Ltd.

engaged in a Project then you shall not leave company till the Project finished. In that case you shall have to indemnify the loss incurred to the company. And also, you shall have to hand over all relevant documents provided by the company. If not, company has right to take necessary step against you.

6. Safe Custody

You will be responsible for the safekeeping and good condition and order of all the company's property entrusted to your care and charge. The company reserves the right to deduct the cost of such articles from your dues or take such actions may be deemed proper, in the event of failure to account for such property to their satisfaction.

7. Whole Time Employment

Your employment at Eastern India Technosoft Pvt. Ltd. is full time. First Six months is provisional period. Confirmation period will be after Six months on successful service. It is expected that your loyalty to the company is not divided through additional, part time/full time employment or any other trade/business/profession. Any such activity should be pursued only after having discussed and obtained written permission from management.

8. Leave Status and Increment Policy

You will be entitled casual leave after completion of six months. You are entitled to 12 (twelve) days CL from the next year. In the provisional period (six months) no leave will be granted excepting the special circumstances as warranted that too also be "No work- No pay". In the event of any special leave granted, the confirmation will be deferred for the days.

9. Destroying Papers & materials

Any official communication which is confidential in nature shall be destroyed immediately after the purpose is served.

10. Use of Company Resources:

You shall use the company's resource only for official purpose and with utmost care.

11. Inventions/Innovations Rights

The company reserves its right on any innovations/inventions/ discoveries/products made /developed during your employment with the company and you shall not make any claims on the said innovations/discoveries etc.

The above terms and conditions are based on company policies, procedures, and other rules currently applicable and are subject to amendments from time to time. You will also abide by all other rules and regulations of the company as shall be in force, from time to time.

In all matter, including those not specifically covered here you will be governed by the rules of the



Eastern India Technosoft Pvt. Ltd.

company framed from time to time or clarified or interpreted by/through the management from time to time.

Rules for Developer at a glance:

1. Name: Boton Roy
2. Position: Developer
3. Your official mail id is: boton@eitpl.in
4. Reporting to: Mr. Monish Saha (COO) & Chandana Bhowmik (CEO).
5. Provisional Period: First 6 month from the joining date
6. Working Hours: Daily 4 hrs up to Friday, and Saturday Sunday another 20 hours
7. Tea Break: 15mins
8. Allowances: no allowances.
9. Travel Plan: travelling in public transport only.
10. Phone Bill: Official phone and phone bill will be given by the company.
11. Leave: Follow Holiday list and leave policy attached with the appointment letter.
12. Work report: Send daily work report to your immediate manager or the same under whom you are aligned.
13. Salary Calculation: Salary will be calculated as per attendance report, PTax calculation.
14. Termination and Resignation: Company can terminate you without any notice in any reason and one month salary will be given after one month of termination. In the event of your resignation, you shall be required to give 30 (thirty) days prior notice or one month's salary in lieu of it. After resigning the job of the employee, the company will release his/her salary after 60 (sixty) days from the date of resignation accepted.
15. Importance of daily report: Send Daily report to Mr. Monish Saha (COO) via mail and WhatsApp only.

Leave Policy

The primary objective of introducing the Leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work. Some types of leave are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the available leave types, eligibility and procedure to avail leave.

Policy/Process

Owner & Administration

HR owns the leave policy and hence will administer the same appropriately. The policies and procedures are subject to change from time to time depending on various socio-economic factors or as per law and will be decided solely by HR.

Eligibility

All regular and confirmed employees of the organization are covered in the leave policy. Employees who are on



Eastern India Technosoft Pvt. Ltd.

probation or hired as trainees will be eligible for **SL and ML** leave only. Leave year begins from 1st of **January** to 31st of **December** each year and will be available only upon completion of each year of service. Leave will be credited to individual employee's leave account in advance at the beginning of the year (or from the date of confirmation), and employees can avail of leave in advance during the year. Employees who have joined during the year will be eligible for prorated leave from the date of confirmation of employment. Any weekly offs or declared holidays or national holidays that fall in between leave applied by an employee will **not be** considered as leave days.

Other Conditions

It is the responsibility of employees to ensure that their respective Managers take appropriate action on the leave applications before proceeding on leaves.

Leave availed in an emergency and only under unavoidable circumstances must be regularized in the system as soon as possible, which otherwise will result in loss of pay.

If an employee leaves the organization or becomes ineligible for leaves for whatever reason, leave availed in excess of eligibility will result in loss of pay (LOP).

Employees are allowed to merge two types of leave continuously.

Extended SL / ML must be accompanied by a doctor's certificate and forwarded to HR for action with the consent of the Manager

Types of Leave

Privilege Leave (PL)

All confirmed employees are eligible for **6** of PL per completed year of service. However, employees can avail leave during the year in advance as and when credited to their respective accounts. No leave will be carry forwarded to the next year.

Leave encashment is allowed only upon termination of the contract for any official reason and where the employee has unveiled PL leave balance. Encashment is based on monthly basic salary, divided by 30 days of the month and multiplied by the number of days of unveiled leave balance of the employee.

Grant of leave is at the discretion of the Manager or HR, as the case may be, and in line with the ground reality of any important assignments or client commitment that cannot be compromised.

Procedure to avail PL: Employees are required to plan their annual vacation at least **1 week** in advance and inform their managers. Post the discussion and agreement, PL should be appropriately applied through Official mail.

Casual Leave (CL)

All confirmed employees are eligible for **12** days of CL per annum.

Procedure to avail CL: Employees are urged to plan their CL as early as possible and inform their respective Managers. Post discussion and agreement, CL should be appropriately applied through Official mail

Sick Leave (SL)

All employees are eligible for **6 days** of SL per annum. SL cannot be availed for more than **3 days** at a time. In case of SL



Eastern India Technosoft Pvt. Ltd.

availed for more than prescribed days, it should be accompanied by a registered doctor's certificate.

Procedure to avail SL: Employees are urged to keep their managers informed of their sickness at the earliest in order to allow them to plan for continuity of tasks on hand. SL has to be regularized through Official mail at the earliest opportunity by the employee, which otherwise might lead to loss of pay.

Maternity Leave (ML)

Female employees who have worked continuously for a period of **80 days** with the company in the past twelve months immediately preceding the date of expected delivery is eligible for maternity leave as per Maternity Benefits Act, as amended in Mar 2017.

Eligible employees can avail of paid Maternity leave for a continuous period of 26 weeks, of which 8 weeks can be availed for the pre-natal period.

Maternity leave of 12 weeks for adopting a child below 3 months and for commissioning mothers are allowed.

Any other maternity conditions other than normal pre-natal / post-natal conditions should be based on doctor's certificate and discussed with HR / Manager for sanctioning appropriate number of days leave and as permitted by law.

Procedure to avail ML: Employees must keep their managers informed of their proposed ML to allow them to make alternate plans for continuity of tasks on hand. ML must be applied through Official mail by the employee. Any approved extension of ML must be updated by the Manager on behalf of the employee in case there is no access to the **official mail** to the employee to avoid any loss of pay.

Special Circumstance and Exception

Maternity Leave is applicable only for female employees. Paternity Leave is applicable only for male employees. Any Deviation from this policy has to be approved by HR. Any changes to the policy have to be approved by Legal and Compliance.

Non-compliance and Consequence

Non-compliance or frequent inconsistencies in adherence to this policy will lead to disciplinary action as appropriate by HR and the

I have read the above terms and condition of employment and would hereby confirm strict adherence to the same.

NAME:

DATE:

Signature_____

EITPL Holiday List - 2023					
SI No	Name of the Holiday	From Date	To Date	Day	No. of days
1	New year	01.01.2023	01.01.2023	Sunday	1
2	Netaji Subhash Chandra bose Jayanti	23.01.2023	23.01.2023	Monday	1
3	Republic Day	26.01.2023	26.01.2023	Thursday	1
4	Dolyatra	07.03.2023	07.03.2023	Tuesday	1
5	Bengali New Year	15.04.2023	15.04.2023	Saturday	1
6	May Day	01.05.2023	01.05.2023	Monday	1
7	Independence Day	15.08.2023	15.08.2023	Tuesday	1
8	Gandhi Jayanti	02.10.2023	02.10.2023	Monday	1
9	Durga Puja	21.10.2023	24.10.2023	Saturday to Tuesday	4
10	Kali Puja / Dewali	12.11.2023	12.11.2023	Sunday	1
11	Christmas	25.12.2023	25.12.2023	Monday	1
				Total	
					14