



Cello Oral Hygiene Products

5, Vakil Industrial Estate, Walbhat Road, Goregaon (East), Mumbai-400 063.
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15th July '2005

To,
Mr. Malaya Behera
C/o Bishnu Charna Behera
At : Rajabagicha Labour Colony,
P.O. : Telenga Bazar,
Dist : Cuttack, Pin : 753012

Dear Mr. Malaya,

We have pleasure in offering you appointment as "**SALES REPRESENTATIVE**" with effect from 01st July '2005, On the following terms and conditions **Your H.Q. – CUTTACK**

1. **Basic Salary** : Rs. 2800 p.m.

2. **H.R.A.** : Rs. 900 p.m.

3. **Allowance** :

(A). When you are working in Head Quarters i.e. **Cuttack**. Your allowance at H. Q. will be Rs. 80/- with or without two wheeler. Your Ex - Head Quarters Allowance will be Rs. 90/-. Beyond this you cannot claim any conveyance or food expenses.

(B). When you travel outstation, you can claim Rs. 225/- per day. This allowance includes all expenses towards your loading and all local conveyances. This is applicable only when overnight stay involved while on tour.

4. **Mode of Travel** :

When you travel outstation, you will actually eligible for actual 2nd class sleeper Train / Bus Class fair. The relevant tickets and Vouchers are to be attached with your expense statement.

5. You will be on probation for a period of 6 months or longer discretion of the company, after which your services will be made permanent, provided your services are found satisfactory.

