



Notice Period / Notice Pay

11. In the event of your resignation you will be required to give 15 days notice during probation period and 30 days after confirmation to ensure smooth transition / handover of duties, without loss to the Company. In cases where adequate notice is not given, in lieu of such shortfall in notice period, proportionate gross annual salary will be deducted / adjusted as notice pay from the full and final settlement of your dues.
12. The company may terminate your services without assigning any reasons during the course of your employment, with a similar notice period or notice pay in lieu thereof.
13. Provided, however that, in the event of your unauthorized absence from duties, if it is established or if the management has bonafide reasons to believe that you have no intentions to resume duties, the management will have the right to terminate your services after giving you 15 days notice, from the 1st day of such unauthorized absence.

Other Terms

14. Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time. You will also be governed by the Company's policies and rules regarding Leave, Provident Fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters.
15. Professional Ethics: You are required to deal with the Company's money, material, information and 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's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.
16. Safe Custody of Company Material: You will be responsible for the safekeeping and good condition and order of all the Company 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 as may be deemed proper, in the event of failure to account for such property, to the satisfaction of appropriate authorities.
17. Confidentiality of Information: You are expected not to divulge any information regarding confidential data, reports, technology, expertise, R&D activities or any business plans to any one, as this would impair the competitive position of M/s. Creative Technosoft Systems Private Limited. If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or outside the premises) during the employment, the company would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any. The decision of the company in this regard will be final and binding on you.
18. Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with M/s. Creative Technosoft Systems Private Limited or any of its associated concerns, wheresoever you may be deputed in due course of your employment. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in the appointment letter.

