



EMMENAR

EPPL/HR/2017-18

01st March 2017,

To
Mr. Mr. Narendra Reddy,
Plot no.505/A
Vandanapuri colony,
Beeramguda,
Sangareddy Dist.- 32

APPOINTMENT LETTER

Dear Mr. Narendra Reddy,

With reference to your application and subsequent interview had with us, we are pleased to offer you the position of **“Executive –SCM Department”** under the following terms and conditions of Employment.

1. You shall report to SCM Manager posted at our office A-4 Industrial estate, Sanathnagar, Opp: Sanathanagar Police station, Hyderabad-18
2. You will be paid a Salary of **Rs.19,000/- (Rupees Nineteen thousand only)** per month as Gross including all perks, bonus etc as mutual agreed during the discussion had with you.
3. You will be on Probation for a period of One Year from the date of joining and the probation period will be extended or confirmation will be consideration subject to performance of your services during the probation period. If found your services are not satisfactory to the management your services will be discontinued by giving one month notice on either side.
4. Your services are liable to transfer to any of our Unit / Branch / Section /Department or to any unit on Job Work basis to anywhere in India subject to the necessity at the sole discretion of the Management and you have to report as directed by the Management.
5. You are required not to engage yourself in any other gainful or commercial employment, trade business or activity part time or full time, directly, indirectly or simultaneously, as long as you are employed with our Company / Factory or engage yourself directly or indirectly, in any other profitable business connected with the dealing or activities of the Company / Factory in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other condition in the appointment order.
6. You should assure to serve the organization for a minimum period of Three years from the date of your confirmation of services.

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EMMENAR PHARMA (P) LTD

Office : Plot No. A-4, Industrial Estate, Opposite Sanath Nagar Police Station, Sanath Nagar, Hyderabad - 500 018. Telangana, INDIA

Ph: +91-40-23801977, Fax: +91-40-23801966, EPABX: +91-7680064455, +91-7331133333, Website : www.emmenar.com

CIN : U24299TG2002PTC039653, GSIN : 36AABCE2555Q1Z9



7. You will be governed by the company's rules and regulations that will be enforced at the time of your appointment and also that may be promulgated from time to time.
8. You will be covered and governed by the company policies i.e. leave, Provident Fund, ESI, and other benefits entitled time to time. Not with standing anything to the contrary herein contained if you are found guilty of any misconduct, action shall be taken as per Model Standing Orders or Code of Conducts, which are in force.
9. You are required to deal with the company's material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time, moral turpitude or of dishonesty in dealing with the company's 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.
10. The company reserves its right on any innovations/ inventions/ discoveries / Products made/developed during your employment with the company and you should not to take any claims on the innovations /discoveries etc.,
11. You will be responsible for the safe keeping 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 our satisfaction.
12. You shall always be medically fit and the company may require you to undergo medical examination at any time. In such medical examination, if you found unfit for job, you will be relieved forthwith without paying any compensation.
13. You shall be retired from the services of the company on your attaining the age of 58 years without any further notice basing upon the date of birth declared in SSC Certificate. In case of no proof, the date as per our records will be final.
14. During the period of Probation, in the event of your resignation you are required to give **One months' notice** to ensure smooth transition / handover the charges, without loss to the company. In case where adequate notice is not given, salary for the period of shortfall will be deducted while carrying out the full and final account settlement. Also, the company have reserve the rights to terminate the services during the probation period without assigning any reasons by one month notice or one month salary in lieu thereof.

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15. If any declaration given or furnished to the company proved to be false or if you are found have willfully suppressed any material information in such case, you will be liable to be terminated forthwith without any notice or payment in lieu thereof.
16. Your appointment is subject to the condition that you are medically, physically and mentally fit. Further your continuance in the appointment is also subject to the condition that you are fit at all times.
17. You are required to report on or before 01.04.2019 and submit the following documents, while joining with us and you may approach HR Department to obtain the relevant forms.
 - a. All Academic Certificates beginning from SSC.
 - b. All Experience Certificates as declared in your Bio Data / Standard application form.
 - c. Relieving Letter from immediate past Employer.
 - d. Statutory Declaration forms.
 - e. Joining Report.
 - f. Two passport size and Two Family group Card size photographs.
 - g. Previous Salary Certificate- Latest Company (OR) Pay Slip.
18. The wage /salary resign will be on your work performance only which is measured on annual basis. It is the discretion of management no fixed salary revision.

Please return the copy of this letter duly signed as a token of your acceptance for the above mentioned terms and conditions. Also, mention the expected date of joining in the space provided underneath.

For **EMMENNAR PHARMA PVT LTD**



Authorized signatory

Accepted all the above terms & Conditions.

Signature:

Date :

* Date of joining: 01.03.2017

(S. Narendra Reddy)

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