



SPANDANA

7. Mr. M Ramamuni Reddy should abide by the instructions issued by his/her immediate superior from time to time.
8. Mr. M Ramamuni Reddy should be regular in his/her attendance strictly to the office timings.
9. In case any information furnished by Mr. M Ramamuni Reddy to secure this appointment is found to be incorrect or correct information is found to have been suppressed, he will be liable for summary discharge/dismissal from the service of the Company.
10. Mr. M Ramamuni Reddy shall maintain utmost secrecy in respect of all matters, reports, operations etc. with which he may come in contact during his service with the Company and he shall not disclose any information regarding the affairs of the Company which have come to his knowledge during his period of service, if the disclosure of any information is prejudicial to the interest of the Company.
11. Notwithstanding anything hereinbefore contained the Company will be entitled to cancel this agreement and terminate the services of Mr. M Ramamuni Reddy by giving him one month prior notice if the Management / Immediate Superior/Managing Director is not satisfied with his work or conduct.
12. If Mr. M Ramamuni Reddy resigns from service and terminates this agreement before the expiration of the said period without 30 days prior notice or extended period, he will be liable to compensate to the Company a sum of 30 days salary as liquidated charges.
13. Upon termination of his service, Mr. M Ramamuni Reddy shall be liable to hand-over complete charge of his work and hand-over all records, papers and other property of the Company that may be in his possession or control and disclose all other information that he has or know about his work or in affairs of the company, failing which he shall be liable for all or any losses or damages that the Company may suffer or be put on account of his default.
14. Mr. M Ramamuni Reddy will supervise the work of his assistants and other employees in the Department and keep or cause to be kept a proper record of all books, files, correspondence, instructions issued or orders passed as well as of the products of the Company.
15. Mr. M Ramamuni Reddy will abide and follow the rules and regulations set by the management from time to time other than agreed here upon. In case of any conflict/overlap, management decision should be final.
16. Mr. M Ramamuni Reddy will be responsible for proper care, use and return of the company's property, which might be entrusted to his from time to time. He shall also be required to account for the same and compensate to the extent of financial loss suffered by the company.