



# BIOVITAMIN & MINERALS

19<sup>th</sup> June, 2018

Mr. Rajkumar M Athrabuddhe  
Yogeshwari Appt, Flat No. 5  
Front of Ganapathi Temple,  
Vishrambag  
Sangli - 416415  
Mob: (0) 91729 26789

Dear Mr. Rajkumar,

The management is pleased to appoint you the post of Territory Executive effective from date of joining in our organization with Sangli as your HQ covering parts of Sangli district. Initially you will be on probation for 1 year, which may be further extended, if deemed necessary by company & till such time, a confirmation letter is issued by us in writing to you.

You will be reporting to Mr. Pratap A Nimbalkar, ASM based at Kolhapur.

Job responsibilities include achieving sales/collections objectives of the company in your territory, by calling on requisite number of doctors and dealers as specified by the company to generate demand and sales for company's products.

You will also attend to work of the company at the Stockists level, which inter-alia will include, liquidating stocks through personal order booking, replenishing stocks with Stockists by placing firm orders from the Stockists to the company and servicing the Stockists with regards to claims of breakages, expiry, shortages etc. You will observe absolute discipline in work norms and norms on reporting, as laid down in the guidelines provided to you.

1. We offer you an Monthly package of Rs.16,700/- (Rupees Fifteen Seven Hundred Only). Your monthly emoluments are given below:-

Basic Salary	:	Rs. 12,300.00
H.R.A.	:	Rs. 2,700.00
V.M.A	:	Rs. 1,700.00
Total	:	<u>Rs.16,700.00</u>

2. Perks Per Annum

Bonus	:	Rs. 12,300.00
LTA*	:	Rs. 1,500.00
Medical*	:	<u>Rs. 750.00</u>
Total	:	<u>Rs. 14,550.00</u>

\*:- LTA & MEDICAL ELIGIBLE TO BE CLAIMED AFTER CONFIRMATION OF SERVICES.

4. Your daily allowances are as under:

HQ Allowance	:	Rs. 150.00
EX HQ Allowance	:	Rs. 150.00
Outstation	:	Rs. 300.00

You will also be eligible to claim Rs. 450/= per month, as Mobile & Net Charges.

1. You will also be paid Rs.2 per kilometer as petrol charges for your travel for work outside your H.Q.. Any travel above 75Kms one way will be by bus/train & only actual fares can be claimed with tickets. While attending meetings, you can claim actual bus/train fares, producing tickets. Volvo A/C or 2<sup>ND</sup> A/C fares, VERY STRICTLY, not permissible,
2. Your salary or any other benefits / perquisites will be subjected to Tax and other statutory deductions enforced by the State and Central Governments, from time to time.
3. Your services are liable to be terminated with one's month's notice on either side in writing. Your services are however liable to be terminated without notice in case of disobedience, disloyalty, and indiscipline in excess of any other such references.
4. In case of termination of your appointment and/or in the event you resign voluntarily, you will return to the Management all belongings of the company and documents, at the time of your possession relating to the business. Your resignation will be accepted and account will be settled only after you surrender the company's property, and also No Due Certificate (NDC) from your stockists, claims for settlement will be taken up for processing by us, only after 90 days from the date your Resignation / Termination.
5. Your appointment is made on the strict understanding that you have furnished to the management all the necessary information to enable it to judge your fitness for employment and the said information is true to the best of your knowledge and belief. Should it be found that you have give wrong or insufficient information, mis-represented the facts, and anything to the effect, your services are liable to be summarily terminated.
6. Your services are liable for transfer to any place in India.
7. You will retire from the services of the company on attaining age of 58 years. Retention of your service beyond the age of retirement will be at the sole discretion of the management.
8. You should not divulge or make any of the trust, accounts, business, dealings of the company or anything related to the company. You shall not publish directly or indirectly any information, paper, documents or matter of any kind whatsoever relating to the company during or after the termination of the appointment. During your active association with the company, if you are likely to be convicted for any criminal offence or commit any breach of any of the aforesaid conditions, the company shall be at liberty to dismiss you forthwith without notice of whatsoever and compensation.

9. You shall discharge your duties faithfully and diligently to the best of your ability and talent. You shall be treated in the service of the company as a whole time employee and you shall not engage yourself in any other business or activities directly or indirectly affecting the interest of the company.
10. You shall not collect cash from chemists, doctors, nursing homes. Or any other institutions, against payment of the Stockist or company. If you do so, you shall be doing the same at your risk and consequence.
11. You shall be governed by the Rules and regulations of the company now in force and as revised from time to time.
12. Considering your qualification, experience, present level of your skills and knowledge, you may have to undergo various training and skill formation and up gradation programmes, which include class room training and field training at various stages in the first year of your service in the Company to upgrade your professional skills to make you fully functional to the requirements of the Company. The Company would be spending approximately Rs.40,000/- (Rupees Forty Thousand Only) in the first year towards the aforesaid training. In order to get the full benefit of your skill up gradation out of the above training programmes to the Company, the management expects you to serve the company for a minimum period of 2 (two) years from the date of your joining. In case you decide to leave the services of the company before the above said period of 2 (two) years solely at your instance and initiative like resignation including voluntary retirement, abandonment of service and long absence from the employment suggesting no intent to continue in the employment of the company, you shall pay to the company in full the amount spent by the company on training and developing you and only on such payment, you shall be relived from the services of the company. Wherever you abandon the services before the above said period 2 (two) years from the date of your joining, the Company shall initiate legal proceedings to recover the above amount. This clause shall not apply where the company at anytime during the employment decides to terminate your services on account of poor performance or your poor conduct.
13. **JURISDICTION:** The office at Bengaluru will govern you and Bengaluru office shall have the ultimate control of all your activities. Your salaries shall be deemed to have been paid at Bengaluru and for all purposes during your appointment any dispute that may arise between you and the company in connection with any matters specified in the appointment letter or in connection with your employment team specifically agreed and understood by and between the parties that the courts situated in Bengaluru alone shall have the jurisdiction to try and enter in such matters.
14. If the above terms and conditions are acceptable to you, you are requested to return the duplicate copy of this appointment letter duly confirmed and signed, signifying your acceptance of the same.

The management reserves the right to transfer or amend your service rules & regulations without prior intimation.

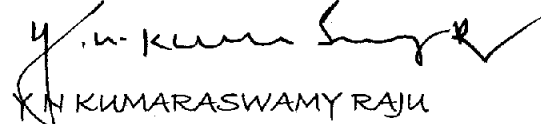
We are confident you will appreciate the gesture of the company and strive hard to build up the image & sales of the organization in your territory.

Wishing you a bright future and long association with us.

Thanking you

Yours faithfully

For BIOVITAMINS & MINERALS,



Y. N. KUMARASWAMY RAJU  
MARKETING DIRECTOR

I have read, understood and accepted the terms of employment stated in the appointment letter dated 19/06/2018 and in the annexure to the said letter. The information given by me to the company is complete and correct. If any part of the information given by me is found to be false, suppressed and incomplete or if the terms and the conditions of appointment letter and the terms and conditions stated in the annexure to the said letter are not followed either at the time of recruitment or any time during the employment, my services shall be terminated with immediate effect without notice.

Signature: -

Date: -

Place: - Bengaluru.