



Deputation Letter

Employee Code : **FFIU1196**
Agency : **Fretus Folks India Pvt Ltd**
Employee Name : **Anbarasu N**
Designation : **Loader**
Dept : **Logistics**
Contact No. : **9566301438**
Address : **Bangalore**

Dear Mr./Mrs./Ms Anbarasu N

We are glad to inform you that you have been deputed to **Bangalore** with **Hiveloop Logistics Pvt Ltd**(herein after referred as 'Udaan), with effect from **15-Jun-2020**.

Except as mentioned herein this Deputation Letter, all the other terms and conditions of your appointment and any further amendments remain unaltered.

During the period of your association with the Client, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and Contract of employment and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

We take this opportunity to wish you every success in your assignment.

Fretus Folks India Pvt Ltd.



Authorized Signatory

I accepted :

(Signature of an Employee)



Offer cum Appointment Letter

Further to your application and subsequent discussion for employment with us, we are pleased to appoint you as **Loader, Logistics** at **Bangalore** effective **15-Jun-2020** on the following terms & conditions

1. Posting

We would like you to depute you to the office of the Client on immediate basis and your initial posting will be at **Bangalore**

2. Probation

You will be under probation for a period of 3 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period.

Your probation may be extended for another period of 3 months on sole discretion of the Client. Unless communicated otherwise in writing by the Client, your employment shall stand confirmed on completion of the probation period.

During the probation period, anyone can terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unnerved notice period.

3. Duty & Working days

You shall be required to work from Monday to Saturday. Leaves can be taken as per the Company policy.

You shall devote your time, attention and ability towards Client and shall perform such duties and exercise assigned to you from time to time by the Client. You shall also comply with instructions, directions, and rules as laid by the Client and your reporting manager at work location.

You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties in addition to your normal duties that may be associated with your role and as may be assigned to you by the Client, from time to time. The Client's decision in this regard would stand final and abiding.

Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

4. Compensation

Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize **Fretus Folks India Pvt Ltd** to make all salary payments required to be made to you by Fretus Folks India Pvt Ltd including all reimbursements either by way of directly crediting the amounts to your bank account or DD / Cheque.



5. Period of services and Notice period

During the period of your employment with us for the first three months, your employment shall be terminated by you or by us, after giving seven days' notice or compensation in lieu thereof. On successful completion of three months' service your employment shall be terminated by either you or by us, after giving fifteen days' notice or compensation in lieu thereof.

We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not perform as per the expectation and we decide that your performance during PIP period was not satisfactory we shall terminate your employment without giving any further notice or compensation.

In case of notice pay recovery, the same will be recovered if you leave the client before completion of the notice period.

You shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

6. Recovery of Assets

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Client's location. Upon termination of your engagement with the Client, you need to return the IT Asset to the Client. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you or deduct cost of such damaged or lost IT Asset from the full and final settlement amount payable to you. In case the full and final settlement amount falls short of the amount to be recovered, you shall remain solely liable to pay the balance amount pending to be recovered.

You shall remain solely liable to pay any cash or cash equivalent which may have been handed over to you by the Client at any time during your deputation with the Client or after the termination of your engagement with the Client.

7. Service rules, Discipline and Code of conduct

During your employment with us, you will not associate yourself with such activities, as in the opinion of the Client or will be harmful or detrimental to the interest of the Client. Your employment may be terminated without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the Client. We further reserve our right to terminate or suspend your employment with us upon being intimated about your violation of any rules, discipline or code of conduct or any other policies applicable in our client's work location where you have been deputed for work. by the Client. You shall always abide the rules, Code of Conduct and any other regulations related to workplace discipline applicable to the employees of Client where you have been deputed.



8. Background verification and other obligations

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Client may also conduct your background verification and your deputation with the Client shall be subject to satisfactory completion of your verification check by the Client or any third party that may be engaged by the Company and Client for the said purpose. Notwithstanding any provisions to contrary contained in this Letter, the Company Client reserves the right to terminate You, in the event the background check conducted by Client or any third party engaged by Client for the purposes of background verification, is found not to be satisfactory to the Client is the Company's & Client's sole discretion.

You agree and acknowledge that your personal details may be shared by us with the Client and any third party that may be engaged by the Client for the purposes of conducting your background verification and you further consent to such disclosure by us in this regard.

If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice.

If you are at any time found to be guilty of misconduct, commit any breach of this Agreement, or refuse or wilfully neglect to perform to the satisfaction of the Client or any of the associated companies in connection with whose business you may be engaged, the Company client may at once, without any previous notice, terminate your appointment. Unless in case of earlier termination of this appointment due to a plausible cause, During the course of your employment with the client or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the client and/or the Client and shall in this respect not disclose to any person, firm, the affairs of the Client, their customers or any classified and confidential information.

Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this agreement from time to time, provided that such amendments to the Agreement are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the client.

For Fretus Folks India Pvt Ltd.

Authorized Signatory





DECLARATION

I have been explained/read/understood/the above terms & conditions and agree to abide by them.

Signature of employee

Name of the employee

Anbarasu N

FFIU1196

Annexure

Particulars	Monthly (INR)	Annual (INR)
Basic + DA	12850	154200
HRA	732	8784
Special Allowance	0	0
Statutory Bonus	1070	12840
Gross Salary	14652	175824
Employer PF	1671	20052
Employer ESIC	477	5724
Cost to Client	16800	201600
Deduction		
Employee PF	1542	18504
Employee ESIC	110	1320
Take-home	13000	156000

Note:

- Profession tax and LWF will be deducted as per the statutory laws prevailing at the location of work.
- Employers contribution to Provident Fund (maximum 12% on 1,80,000/- of Basic Salary per annum).
- Income tax liability arising out of these allowances, perquisites and reimbursements will be borne by the employees.
- Gratuity is at 4.81% of your basic salary and its payable on separation, subject to completion of 4 years and eight months of service in the client location with the prevailing acts.
- Medical insurance, Group Personal Accidental, ESIC will be applicable as per eligibility.
- Incentives, Travel & Daily allowance and reimbursements will be applicable as per role and schemes prevailing from time to time as per policy.