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## Joining Letter

**Ms. Megha Sahu**

**Permanent Address :**

**Flat No. 107, NTPC Lara Township Chhapora, Rajgarh Chattisgarh**

**ECODE : 01119**

**Dear Megha Sahu**

"Congratulations. We are excited to appoint you as **Technology Executive** effective from **13/02/2023** with us. Your initial place of posting shall be Dehradun.

### **1. Compensation**

The compensation shall be **Rs 16000** which includes agreed monetary values of perquisites. The details and break-up of salary in terms of compensation and benefits will be as per Annexure to this letter. Income tax where applicable will be deducted at source from your monthly compensation as per the government rules and regulations. You are required to provide a statement of income till date for this financial year, as well as proof of tax saving for the current financial year. Please note that the company will not be liable for any misrepresentation in your declaration of your income prior to joining the company.

### **2. Probation period**

You will be on probation for 12 months from the date of joining, on the completion of which your services will be deemed to be confirmed. If your probation period is extended under any circumstances, the same will be communicated to you in writing.

### **3. Leave**

You will be entitled to Festivals & National Holidays and leaves as per the policy of the company. For the purposes of the leave the Calendar year is followed. All leaves should be applied in advance (HRMS) and should be approved by the manager. The company reserves the right to grant the leave applied, depending on the exigencies of work. For detailed leave policy instructions, kindly follow the latest Organisational Changes, Implementations & Updates doc file.

### **4. Transfer**

During the course of employment in Company, as per business requirements you shall be liable to be transferred at the discretion of the management from one work location, department, section or job to another, in which case your designation could also be suitably changed. Your services can also be transferred to any other offices in India in the larger interest of the company, at the sole discretion of the management. In such situations your terms of appointment shall remain unchanged.

### **5. Medical examination**

The company shall have the right to require you to be examined by a doctor of the company's choice, at the company's expense, and you are required to cooperate fully.



## 6. Work ownership

The ownership of any rights to any works by the employee during the terms of employment shall lie with the Company.

## 7. Notice Period

If you wish to Resign you are required to serve at least 30 days notice or payment in lieu thereof.

Please note if you leave the services of the organization without submitting the resignation; you shall be treated absconding and loose the lieu on the job; in such a case the employer shall not be liable to issue you the experience certificate.

The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company and can not leave the company before 1 year since the date of joining as 1 year employment bond is agreed with this joining letter and company has all the rights reserved exclusively.

## 8. Deductions

You Will be Entitled for the benefits of Employees Provident Fund Scheme , Employees State Insurance etc in accordance with the well settled provisions of the Law.

The breakup of the CTC and all other benefits and deductions are further explained in Compensation Annexure.

Note - The Mandatory Criteria for EPF and ESIC is Rs 15,000 and Rs 21,000 respectively of the Gross Salary, if the Employee don't fall in the above slab and Hence if an Employee wishes to don't avail the benefit of the above schemes then it will be sole discretion of the employee.

## 9. Termination

During the probation period, your services can be terminated, without notice and assigning any reason, if your services are not found satisfactory. After confirmation of your employment, notice of termination of employment will be 30 days or 30 day's salary in lieu of notice from either party. Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice and compensation in any of the following events:

- i) if you are in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties
- ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies;

You would also be liable to be removed from the services at any time without any notice and compensation, in case, if any information furnished by you in connection with the above appointment is found incorrect at any stage or correct information is found suppressed.



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## 10. Rules, Regulation and Confidentiality

You will not, without the previous written consent of the Company become interested or engaged directly or indirectly, in any trade, business and occupation. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press (including magazine publication) relating to the Company service or to any matter with which the company may be concerned, unless you have obtained permission from the company. You will not own, manage, operate, control, participate in, or be connected in any manner with the ownership, control, management or operation as an individual or as a partner, joint venture, director, shareholder of a company or entity, of any business which directly competes with the present business of the company or such other business activity in which the company may substantially engage during the term of the services.

You must not directly or indirectly either during employment or for a period of 12 months after separation thereof, solicit, or try to entice away from the company any person or business at any time in the 12 months before separation that you may have dealt with or was a potential client of the company. During the course of your employment here with us, you will frequently have access to certain vital business information, trade secrets, proprietary information, customer related information that are confidential in nature. It is expressly understood and clear that you shall not divulge or part with any such information to anyone other than those dealing with such matters in the company nor will you reveal it to anyone even after your leaving the services of the company.

## 11. Code of Conduct:

During the course of your employment with the Company, you shall be required to abide by the TRAI's guidelines on NDNC. It shall be noted that during the term of your employment with the Company, under any circumstances you will send sms or make calls only to non- NDNC numbers. Violation of guidelines will be treated as a breach of code of conduct and without prejudice strict action will be taken by the company.

## 12. Dispute Resolution

In case of any dispute or difference in respect of interpretation of the terms & conditions of this agreement, both the parties shall resolve the same amicably through discussions by the duly appointed representatives. However, any dispute having not resolved shall be referred to the sole arbitration by a person duly nominated by the company as an arbitrator, whose decision shall be final and binding on both the parties. The arbitration shall be at Dehradun and proceedings shall be in English.

## 13. Governing Law & Jurisdiction

This Agreement is governed by and shall be constructed in accordance with the laws of India. With regard to any claim or matter arising under this Employment Agreement, the Courts of Dehradun (India) will have exclusive jurisdiction to decide such claim or matter.



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## 14. Amendments

The company reserves all rights to change any rules, regulations as it deems fit from time to time and you will be governed by the rules which are in force and as may be added, amended or introduced.

We take pleasure in welcoming you to our company and hope will find individual and professional satisfaction in your association with us. If you find that the terms are favorable, please indicate your acceptance within seven (7) days from the date of this letter. This offer will automatically lapse and can no longer be accepted if we do not hear from you by the stipulated date.

**Sincerely**

**Pearl Organisation HR Department.**

I have read and understood and hereby accept the terms and conditions of my appointment with the company.

**Sign & Thumb Impression :**

**Name :**

**Date :**



**Annexure A**  
**Compensation Break Up**

Name:	Ms. Megha Sahu
Designation:	Technology Executive
CTC	Rs 16000
Gross Salary	Rs 15496
<b>Break-up of Gross Salary</b>	
Basic + DA	Rs 15001
HRA	Rs 297
P.I.	Rs 198
<b>Total of Gross Salary</b>	<b>Rs 15496</b>
<b>Contribution by Employer</b>	
EPF (12% of Basic and DA)	Rs 0
ESIC (3.25% of Gross salary)	Rs 504
<b>Total Contribution by Employer</b>	<b>Rs 504</b>
<b>Contribution from Employee Salary</b>	
EPF (12% of Basic and DA)	Rs 0
ESIC (.75 % of the Gross Salary)	Rs 116
<b>Total Contribution by Employee</b>	<b>Rs 116</b>
Take Home Salary	Rs 15380
<b>Total EPF Contribution</b>	<b>Rs 0</b>
<b>Total ESIC Contribution</b>	<b>Rs 620</b>

Please note that the above mentioned salary is inclusive of the deductions as per statutory requirements.

**Note** - This is the system generated document. Round off as applicable.