

PROMOTION APPOINTMENT LETTER



Date: 01/11/2022

To,

Mr Vatsal Darji

Sub: Appointed as "Quality Manager"

Dear Mr. Vatsal Darji

Management has decided that you are promoted from your existing grade prevailing at Halol factory with effect from 01/11/2022.

We hereby place on record the terms & conditions on which you are appointed as "Quality Manager" in LAB Department at Halol Factory.

• **Job Responsibility:**

Your Job description and responsibilities will be as per Job Description provided for your position. Besides the JD – you shall do any other duties which may be required or necessary to carry out the said duties and responsibilities entrusted or assigned to you by the management from time to time. In Addition, as you are being promoted to staff accordingly your responsibility will increase.

• **Terms and Conditions:**

1. On the strength of the documents submitted by you, we have recorded your date of birth as **02-01-1996**. The said date cannot be altered under any circumstances. It will be the sole evidence of your age in relation to all matters pertaining to your services.
2. Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company and solely on the discretion of the Company. It must be distinctly understood that annual increment cannot be claimed as a matter of right but will depend upon your performance and discretion of the Company. Your increment will be decided on basis of your performance only.
3. Your employment will be subject to termination by three months' notice on either side. While the Company reserves the right to pay you three months' salary (basic salary only) in lieu of the notice, you cannot pay the Company in lieu of the notice to be served. The waiver of the notice period would be at the discretion of the management.
4. You shall make your own arrangement to attend duty. The company shall not provide any conveyance for the same.
5. Leave rules and entitlement shall remain the same as per your grade. Entitlement of shoes, uniforms, and Diwali Gifts will be as per Halol Staff.
6. You will not borrow or accept any money, gifts, rewards, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.
7. The Company shall be entitled to direct you to work in any other works, departments, division, and unit or branch office of the Company wherever situated in India whether existing on the date hereof or existing in future; you shall comply with such direction. The Company will also be entitled to transfer your service to any subsidiary or affiliate of the Company in India whether existing or which may exist in the future. The Company's opinion as to whether such concern is a subsidiary or affiliate shall be final and binding on you. The transfer of the service from one work or office or department or division or unit or branch of the Company to another anywhere in India or in any subsidiary or affiliate or associate of the Company is a management function and you will be required to comply with such transfer. You may be required to furnish a specific Service Agreement / Deputation Agreement if you are sent abroad for the purpose of training or the Company's business.
8. During the course of your employment with the Company, you will not engage yourself or be associated with, directly or indirectly, with or without gain or profit, in any activity, trade, undertaking calling, occupation, business, or employment. You shall devote your whole time and skill to the faithful and diligent performance of your duties in our Company. Breach of this condition will lead to termination of your services by the Company without any notice or compensation.
9. You will not at any time or times without prior written consent of the Company either during the terms of employment or thereafter divulge to any person whomsoever, except under any statutory obligations, trade secrets, secret processes, or other confidential information concerning the company's business, which may come to your knowledge during the period of your employment with the Company or otherwise nor shall you remove from the office of the Company any notice, drawings or other documents of material relating to such knowledge of information, failing which your employment will be terminated without any notice or compensation. You may be required to enter into a secrecy agreement with the Company in this regard.
10. Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time. You shall not at any time or times absent yourself from your work without the consent of the Management in which you are serving.
11. You are promoted so the overtime does not apply to you. Overtime will be paid in case of management decides.
12. Income Tax, Other Taxes, and contributions (if any) in respect of your income shall be payable by you.

REGD. OFFICE : 1, Madhuvan Apartment, 24, Arunoday Society, Alkapuri, Vadodara - 390 007. Guj. (INDIA)
Phone : (0265) 6621151, 2962741 • E-mail : suyog@seplcables.com

WORKS (1) : C1/2204, A2/2205-2206 & 1701/2, G.I.D.C., Halol - 389350, Dist. Panch Mahals, Gujarat, India.

WORKS (2) : 696, Maswad G.I.D.C., Halol-2 - 389350, Dist. Panch Mahals, Gujarat, India
Telephone : 02676 - 221932, 02676 - 220928



13. Your age of retirement shall be 58 years. The Company, however, may at its discretion extend the date of retirement from time to time.
14. It is hereby expressly agreed and declared that this contract of employment shall be deemed to have been made in Vadodara in the state of Gujarat and that any dispute or suit or action or proceedings whatsoever arising out of or under this agreement or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a Court of competent jurisdiction in Vadodara.
15. You shall be bound by the service rules and regulations, code of the conduct of the Company in force from time to time.
16. Notwithstanding what has been stated above, if at any time, in the opinion of the Company, you are found associated or involved in dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission, or any other conduct considered by the Company to be detrimental to its interest or breach of any one or more condition contained herein,
17. your services would be terminated without notice or compensation or any benefits.
18. Upon termination/resignation of your services, you shall hand over charge to such person nominated for this purpose by the Company and shall deliver up all such articles, effects, and property of the Company as may be in your possession, custody, or control including without prejudice to the generality of foregoing, all data, diaries, notes, notebooks, and all such correspondence either addressed to you by the Company or received by you for and on behalf of the Company.

The terms and conditions outlined hereinabove are subject to change from time to time at the sole discretion of the management.

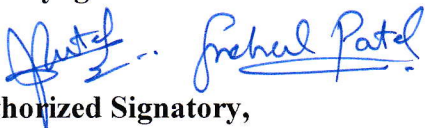
We welcome you as a member of **Suyog Electricals Family** and look forward to your long and fruitful association with the Company.

If you agree with full and mature consideration, with the terms and conditions mentioned above, you are requested to sign the duplicate copy of the letter in token of your having accepted these terms & conditions and return the duplicate copy of this letter signifying your agreement and acceptance of the same.

Thanking you,

Yours faithfully,

For Suyog Electricals Limited



Authorized Signatory,

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated above and accept the employment with **Suyog Electricals Limited**.

Signature: 

Name: 

Date: 