

1st Nov 2021
Mr. Ankit Tiwari
62, Choudhary Tola, Sitapur,
UP-261001.

Appointment letter

Dear Mr. Ankit Tiwari,

The management of the company welcomes you to the Jaipur Rugs family and wishes you a successful association. The terms and conditions of your employment are as follows:

1. Executive/SCM/Surana- You are appointed as **Executive** with effect from **15th Nov 2021** at **Jaipur Rugs, G-250, Mansarovar Industrial area, Jaipur 302020** and you will report to **Head of SCM**. Your reporting structure/place of work is subject to change based on organizational requirement.

2. Compensation- Your annual cost to company will be **Rs.3,46,830**. The detail salary break up (subject to statutory deduction, as per applicable law) is as under: -

Description	Monthly Amount	Annual Amount
Basic Salary	16,000	192,000
House Rent Allowance	6,400	76,800
Special Allowance	2,600	31,200
Total(A)	25,000	300,000
Bonus	700	8,400
OPLI	2,000	24,000
Gratuity	1,203	14,430
Total(B)	3,903	46,830
Grand Total(A)+(B)	28,903	346,830

Medical insurance, Provident fund, Gratuity and bonus will be applicable as per statutory norms.

3. Leaves- You will avail Earned leave and casual cum sick leave as per company rules. Prior sanction of leave from reporting Manager before proceeding on leave is a mandatory.

4. Holidays- You shall be entitled to 3 national holidays and other festival holidays in a year as notified by the management from time to time.

5. Policies- During the term of your employment with Jaipur Rugs Company Private Limited (hereinafter "Jaipur Rugs") you agree to confirm, comply and be bound by the Jaipur Rugs corporate policies, code of conduct, directives, these term and conditions, applicable laws and any amendment, modification made thereto and such other policies or directives which may be communicated to you from time to time.

6. Medical Fitness: This appointment is subject to your being, and remaining, medically fit.

7. Probation- You will be on probation for six months, excluding any days of unauthorized absence. The probation period can be extended at sole discretion of the management. During the period of probation or extended period of probation, either party can terminate this contract of service without any notice or without assigning any reason. You shall be on probation till your employment with the company is confirmed in writing.

8. Separation- In either of the event, company or you decide to part ways, rules governing the separation will be as follows: -

- The company and you are entitled to terminate the employment at any time by giving one month notice or one-month salary in lieu of.
- If you are found guilty of misconduct, fraud or wrongful practice, your services shall be terminated forthwith without giving any notice or compensation.

- c. On separation from the company under any circumstances, you will hand over your charge in an orderly manner to the assigned person. You shall also hand over to the assigned person, all documents, information, equipment and material in your possession.

9. Transfer- Your services are liable to be transferred to any part of India or abroad, where the company has or may have its office/establishment in future or can be transferred from one Department to another or to any of its associates company. In case the need arises, your services can be loaned to any other establishment or person. However, your salary will not be adversely affected and terms and conditions will remain the same.

10. Training: The Company strongly believes in training and development of its employees and your employment will require continuous updating of knowledge and skills. You will agree to undergo any training program as identified by your Supervisor and Management either in India or Abroad, all training, traveling, boarding and lodging expenses will be bearing by the company. You hereby agree and undertake to serve the company for minimum period of Two year from the date of completion of training. If you fail to do so then the company is entitled to recover the actual said training cost.

11. Retirement- You will retire at the age of 58 years and will automatically cease to be the employee of the company on superannuation. The company may at its sole discretion relax the aforesaid retirement age. We are recording your date of birth as **15th July 2001**.

12. Past Record- If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice. You have confirmed that you have no prior criminal convictions whatsoever. You have also confirmed that you have no pending litigation in any court of civil or criminal in nature.

13. Loss of Lien- If you remain absent without sanctioned leave or beyond the period of leave originally sanctioned or subsequently extended, you will lose lien on your employment unless (a) you return within 8 days of commencement of expiry of the leave, and (b) explain to the satisfaction of the management the reason of your absence or inability to return on the expiry of leaves as the case may be.

14. Confidentiality- You undertake not to divulge any confidential Information or Proprietary data of the company for the benefit of any other person or company during the term of employment with us or any time thereafter. You further undertake not to remove or copy any file containing confidential information & data of the company for your personal use under any circumstances.

15. Return of Property: Upon Leaving/termination of employment or demand of the Company, you will immediately hand over to the Company all company property (which may be in your possession), correspondence, specifications, formulae, books, documents, market data, cost data, drawings, plans, programs, correspondence records belonging to the Company or relating to its business and shall not retain or make copies of these items. In case, during Handover of your work responsibility to someone else, if it is seen that there are some missing documents/files/folders/assets etc., the company has the right to recover the same, including imposing financial penalties, which should be acceptable to you and the decision of the company shall be final and binding on you.

16. Address- All correspondence and communications will be sent to your above-mentioned address. Whenever you change the address, you shall immediately intimate the change to the company.

17. General Instructions-

- a. You will be responsible for safe keeping of all property, equipment's, instruments, books which may be given to you for safe custody. The same shall be returned to the company when directed by the management
- b. Your appointment is based on information supplied by you. If, at later stage it is found that you have misrepresented, concealed or given any wrong information about your candidature at the time of appointment, your services are liable to be terminated without any notice or compensation
- c. Company expects you to work with high standard of efficiency and integrity. It will be the discretion of management to assign you with any work and regulate working hours. You

will perform the duties as per the guidelines and instructions given by the management from time to time.

- d. During the period of your services with the company, you will not work in any concern or engage in private business or calling of nature full time or part time or join any education institution without written permission of the management.
- e. No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understanding of any nature with any second and third party without seeking the prior permission/approval of the management.
- f. Company standing orders, rules & regulations and administrative orders, as periodically Determined or modified by the management will constitute an integral part of your working conditions. In case of any dispute on interpretation of any part of this letter or the rules governing your service or otherwise, the decision of the management shall be final and binding.

18. Jurisdiction of Courts- In case of any dispute or difference between you and the management or on terms or this appointment letter, Courts of Jaipur shall have jurisdiction to decide/adjudicate the same.

Please sign the duplicate copy of this letter and return the same to the management. This will constitute your formal acceptance of your employment on terms mentioned above.

Truly yours

(Arpan Anand)
Chief Human Resource Officer

Certify that I have read and understood the contents of the appointment letter and agree to all the terms and conditions as outlined in the letter.

Signature: Ankit Tiwari

Name: Ankit Tiwari