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KANAM LATEX INDUSTRIES PVT. LTD.

AN ISO 9001:2015, ISO 13485:2016 & ISO 14001:2015 CERTIFIED COMPANY

Reg. & Sales Office: Ooppoottil Buildings,
K.K. Road, Kottayam - 686 001, Kerala.
Ph: 2300343, 2300342. Fax: No: 91-481 2563614
e-mail: ho@kanamlatex.com
www.kanamlatex.com
Factory: West Peruvilai Pallavilai,
Nagarcoil - 629 003, Tamil Nadu, S. India.
E.O.U. Factory: 12- 67 C, Ananthanadarkudy,
Kanyakumari Dist - 629 201, Tamil Nadu, India.
TIN:33406160681 dtd 01.01.07. CST: 461477dtd.6.1.87
CIN: U25199KL1974PTC002650

KL/ST-003/ 054

30 April 2025

Mr. Sumanta Kumar Barik
Plot No-1708, Bharatpur
Bhubaneswar, Odisha, PIN-751029
Email: sumantabarik32@gmail.com
Phone: 9937475276

Dear Mr. Sumanta Kumar Barik,

This has reference to your application for the post of Product Manager in our Organization. We are happy to appoint you to the post of **Product Manager (On Probation)** for the state of Odisha with HQ at **Bhubaneswar** responsible for all Corporate/ Trade/ Govt. institutions with effect from **01 May 2025**. Your probation period is for a period of six months which is extendable.

Description of your salary during the probationary period is attached as Annexure-1 to this letter. In addition, you will be paid daily reimbursement of expenses as approved by the Company. Current reimbursement structure is also given in Annexure-1 to this letter.

Employer's contribution towards the Provident Fund will be on salary up to Rs.15,000/- per month or such higher limits as may be prescribed by PF Authorities from time to time.

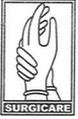
Your primary job will be to promote the quality of our gloves amongst the end users, build up image of the Company and Brand and to collect and submit market information and competitor's activities including pricing to the Company. You will also be required to establish a marketing network (in consultation with Head Office) by choosing and appointing dealers all over the areas specified above with the end objective that our gloves are made available all over the areas under your responsibility. All dealer appointment should be made only after getting written confirmation from Head Office. You will be required to submit your Daily, Weekly and Monthly Reports as per time schedule that will be given to you. Schedule for all periodic reports will be informed to you by E-mail and you must submit all reports in a timely manner as per the schedule fixed by the Company.

Your nature of work means that you will be a Front-Line Officer of the Company and as such the image of the Company will be too a great extend be reflected in your personal interaction with clients. You should at all times be well dressed, honest, friendly and at no time be arrogant in your dealings. You will report your daily activities to all concerned at Head Office as well as National Marketing Manager and all other concerned authorities.

(contd....2)



QUALITY MANAGEMENT SYSTEMS & PRODUCT QUALITY CERTIFICATIONS
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Your work being a confidential nature, though you will observe normal times of duty, you will be on duty all the twenty four hours in any day in case of exigencies and emergencies whenever your services are so required and you will not be eligible for any extra payment or benefits for such assigned duties. You will not be entitled for any leave during probation period.

As you will be privy to sensitive data about the company including details of personnel, marketing strategies, pricing formula, manufacturing techniques etc., you will be required to sign a binding non-disclosure agreement in the format provided.

The company /firm reserves the right to transfer you to company's/firm's another office, factory or undertaking or to send you on deputation to any other company/firm at any other places.

Though you are designated as **Product Manager** on Probation, you will perform any other work assigned to you by the Management without detriment to your status or remuneration.

As the work in the establishment is of skilled and competitive nature, you or your statutorily defined dependence shall not engage in any other outside activities without obtaining written permission from the Company Management.

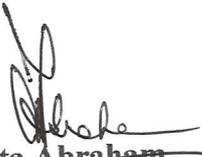
Termination Clause: During Probation either party will have the right to terminate the appointment by giving 15 days' notice in writing to the other party or salary in lieu thereof.

As a token of you accepting all terms and conditions set forth above, please sign the duplicate copy of this letter and forward it to us for our record.

Thanking you,

Yours faithfully,

For **KANAM LATEX IND. PVT. LTD.**


Talita Abraham
Director



Accepted By:



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Annexure-1

(Refers to KL/ ST-03/ 054
dated 29 April 2025)

Name	Sumanta Kumar Barik	
Designation	Product Manager (On Probation)	
Salary Structure	Monthly (In Rs.)	Annually (In Rs.)
Basic Salary	28,000	3,36,000
HRA	14,000	1,68,000
Employer Contribution to PF	1,800	21,600
Gross Salary	43,800	5,25,600

*Net salary will be paid to you after statutory deductions.

In addition to the above CTC you are eligible for medical insurance coverage and Telephone allowance (will be reimbursed along with monthly expense). Net salary will be paid to you post statutory deductions.

On confirmation of appointment, you are also eligible for bonus (presently @ 20%) as decided by the Company and all other applicable statutory benefits along with salary increment.

You will be paid daily reimbursement of expenses and the current rates for the same are tabulated below, which will be revised from time to time.

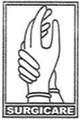
Expenses incurred will be reimbursed in the coming month against Expense Statement submitted by the individual.

SL No.	Nature of Allowance	Amount
1	DA - At Head Quarters	Rs. 325/- per day
2	DA - Ex-Head Quarters (75 km to 200 km from HQ)	Rs. 375/- per day
3	DA - Outstation	Rs.375/- per day
4	Lodging (Outstation only)	Rs.1400/ per day with original bills
5	Telephone & Internet expenses	Rs.1000/- maximum per month
6	Travel by Train AC 2/3 Tier / Volvo Bus	At actuals (Original tickets must be submitted)

N.B: For any additional expense over and exceeding the above approved rates, case to case prior approval from higher authorities at Head Office must be obtained.



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Annexure-11

(Refers to KL/ ST-03/ 054
dated 29 April 2025)

JOB DESCRIPTION – PRODUCT MANAGER

1. Product Manager is required to follow the strategy planning and roadmaps laid down by their seniors.
2. Their target needs to be broken down from quarterly to monthly to weekly to track progress with senior product manager, ASM which will be reviewed by Zonal Head.
3. Weekly review meeting needs to be done to see progress.
4. They need to get assistance from senior product manager and if needed ASM to plan their working effectively in terms of visits and activities in order to meet their targets.
5. They are to meet the required doctors and hospitals daily and report to the senior executives and ASM as well as HO regarding their work.
6. They are to assist in OT programs, CMEs and ISPs and slowly start to do them on their own.
7. They are to learn effectively about the products and know their target customers well, assist senior product managers on gathering information regarding key hospitals and doctor needs and consumption details.
8. They need to learn to maintain and establish distribution networks as well as establish good relationships with doctors, nurses, OTs in charge, purchase department and other key decision makers.
9. They can do joint work with senior product managers and eventually branch off in doing all on their own at the recommended time.
10. They are required to submit all reports timely and do weekly reviews. They need to attend all the meetings organised by seniors or HO.



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