

# MSA GLOBAL LOGISTICS (CHENNAI) PRIVATE LIMITED

205, Kanakia Atrium 2 Andheri Kurla Road, Chakala, Andheri (E), Mumbai 400093.  
Website - [www.msalogistics.in](http://www.msalogistics.in)

CIN No. : U74120MH2012PTC238482

May 02<sup>nd</sup>, 2024

To,  
Mr. Sridhar.G  
Address :  
No.057 Pandian Nagar,  
F2 Sai Castle Bldg,  
Madampakkam  
Guduvancherry  
Chennai - 601302

Dear Mr. Sridhar.G,

## Sub: Appointment Letter

We are pleased to appoint you for the position of "**Senior Admin Executive**" in our organization at our Chennai CFS Location with effect from **May 02<sup>nd</sup>, 2024** under the following terms and conditions.

- a) Your remuneration structure will be as follows:

Particulars	Sridhar.G	
	Monthly	Annually
Basic	14,000	1,68,000
HRA	7,000	84,000
Special Allowance	9,350	1,12,200
Employer - PF Cont	1,800	21,600
Medical Allowance	1,250	15,000
Conveyance Allowance	1,600	19,200
<b>Total</b>	<b>35,000</b>	<b>4,20,000</b>

- a) The first six months of your employment represent a probationary period, during which your work, performance and compatibility with the Company will be carefully reviewed. The six-month probationary period is mandatory for all employees. During Probation period employee is not eligible for any leaves. If any leave taken that leave will be Leave without pay.



- b) The company can terminate your employment at any time without assigning reason, by giving One-Month notice, or without notice, on payment of One Month salary in lieu of notice. The Company may terminate your services without any notice period during the probationary period. You will have to give Three - Month notice to the company, in the event of your resignation. The company, however, reserves the right to accept your resignation with immediate effect. Notwithstanding anything to the contrary contained, on misconduct or breach of trust (as determined by the company) on your part, your services can be terminated without any notice of pay.
- c) It is mandatory to serve the full notice period unless specifically waived by the Management. Any balance leave cannot be adjusted against the notice period. In case of failure on your part to serve the full Notice period, the Management reserves the right to recover amount as applicable in lieu of abandonment of service, breach of contractual terms and the resultant dislocation of normal working caused.
- d) You will be required to work at Chennai CFS in **Chennai Location**. However, your services are transferable to any location, within India. The company can also direct you to work in any department/Branch or any other subsidiary, sister concerns or affiliate of the company. You shall have to comply with such directions of the company.
- e) You shall devote your time and attention to the work for which you have been employed and you may not engage in any other full or part - time work.
- f) The regular office timings will be from 10:00 AM to 06:00 PM from Monday to Saturday with Sunday off. It will be Six Day Working. However should a need so arise and the exigencies of work so demand, you will be required to work for extra hours and be available beyond normal office working hours and no compensation shall be paid for such extra hours of work.
- g) You may refer to the copy of the Human Resources Manual to familiarize with the Service rules, policies and procedures of the organization which will be given to you at the time of joining. Apart from the terms and conditions of your service referred herein, your services will be governed by the Rules and Regulations referred in the Human Resources Manual.
- h) You must exercise total discretion towards any third party in all matters concerning the company, its business and policies, its management and employees. You must obtain written permission from the company, should you wish to engage in speculations or stand as guarantor.



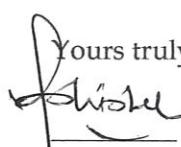
MSA GLOBAL LOGISTICS CHENNAI PRIVATE LIMITED

- i) Your employment is subject to Medical examination and issuance of satisfactory report by the Company's Doctor.
- j) You are not permitted to divulge the contents of this contract to any other party.
- k) You shall not, either during your engagement with the company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or other information concerning the business and affairs of company or in any of its dealings, transactions or affairs which come to your knowledge during the course of your employment. Any invention, improvement or decision conceived by you while in our employment, which is within the existing or contemplated scope of business for the company, shall become the company exclusive property for all the countries. The rights to any concepts, systems, programs or the like produced wholly or in part by - whether or not by EDP - in execution of your duties under this contract belong to the company. This also goes for any possible application of such material. For the purpose of clause '1, the expression 'Company' shall in addition to 'MSA GLOBAL LOGISTICS CHENNAI PRIVATE LIMITED' mean and include any other firm, person and company, subsidiary or affiliated with the company.

You are kindly requested to confirm acceptance of this Appointment agreement and the terms and conditions, by signing and returning the duplicate of this letter.

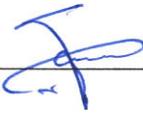
We welcome you to our organization and trust that your association with us will be a happy and mutually rewarding one.

Yours truly,

  
Yours truly,  
Abhishek Poddar  
Director



I Agree and accept the above terms and conditions.

Name: G. Sridhar Signature:  Date: 19/5/24