



Saptarishi Herbs LLP

307, Atulya IT Park,
Opp. DAVV Takshila Campus
Bhanwarkuan, Indore - 452001
Contact: 0731 299 4326

Name: Mr. Abhishek Ghumare

Private & Confidential

Address: 7 Rupesh Yadav Nagar, Near Nehru Nagar, Indore.(M.P.)

APPOINTMENT LETTER

Dear Mr. Abhishek

With reference to your application and subsequent interview with us, we are pleased to appoint you to the post of IT Manager System & Network at Saptarishi Herbal LLP on the following terms and conditions.

Date of Joining: 01st May 2022

Your CTC Salary would be Rs. 82858/- per Month

TERMS & CONDITIONS:

- 1. Probation Period:** You will be on probation for a period of **3 months** from the date of your joining. During the period of probation, your services are liable to be terminated by either side without assigning any reason and/or without any notice or without any payment in lieu of notice. Based on your performance your services will be confirmed with the company in written after probation period.
- 2. Job Assignment & Reporting:** You will report to the **HOD**. Your duties and responsibilities will be assigned by the Manager or other superior officer of the company and the same will be assigned by the Management from time to time.
- 3. Workplace/Transfer:** Your present place of work will be at **Indore Branch**, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management. You may be required to work on accounts of associated companies time to time.
- 4. Job Abandonment:** Absence for a continuous period of **4 days** without prior approval of your superior, (including overstay on leave / training) would result in your losing your lieu on the service and the same shall automatically come to an end without any notice or intimation.
- 5. Leave:** You will be eligible to the benefits of the Company's Leave Rules after your confirmation.
- 6. Whilst employed by the company:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will **not take up any other employment or assignment or any office**, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
- 7. 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's products or to any matter with which the Company may be concerned, unless you have previously obtained the written permission from the Company.**

8. **Confidentiality:** You will be required to maintain utmost **secrecy** in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile. **You will be required to comply with all such rules and regulations as the Company may frame from time to time.** Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
9. **Termination:** After confirmation, i.e., at successful completion of probation period, your services can be called off by giving 15 days' notice. However, in case of breach of any Company rule or terms of employment, the termination may be put in effect without any notice.
10. If at any time in our opinion, which is final in this matter, you are **found non-performer or guilty of fraud, theft, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty** without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, **your services may be called off** without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
11. **Resignation:** In case you yourself want to part ways with the Company by resigning from your position, a 2-month notice is required to be served from your side. However, the Company may decide to have it served for full 2 months or any period shorter, which include an immediate release from services.
12. You will **not accept any commission or any sort of gratification** in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
13. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a **false statement** (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit at its sole discretion, including calling off your employment.
14. You will be responsible for **safekeeping and return** in good condition and order of all Company property, which may be in your use, custody or charge. The same are to be returned at the time of separation in the condition they were allotted to you.

Any intentional violation of these or any other Company procedures may result in disciplinary action being taken against you, which may result in termination.

The terms of this offer are meant to be kept strictly confidential. Kindly sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Saptarishi family and look forward to a mutually fruitful association.

With best wishes,

For Saptarishi Herbals LLP

Authorized Signatory



Accepted & Agreed

Mr. Abhishek Ghumare

Abhishek
9/ Feb/ 2023