

Bright Brothers Limited

Plot No.: E-11-A, SF No.:153 pt & 154 pt,
Sipcot Phase-2, Expansion -1,
Moranapalli Village, Hosur TK,
Hosur-635109
Krishnagiri District.

Brite

BBL/HR&IR/2023-24

DATE: 05th August 2023

To

Mr. S.NAVEENRAJ,
S/O.Santharaj,
No.8 KCC Nager,
Bangalur road Hosur-635109.

APPOINTMENT LETTER

Dear Naveenraj,

With reference to the interview you had with us, we are pleased to appoint you As "Assistant Network Engineer" in our organization with effect from 13th June-2023.

1. You will be posted at our Hosur Plant.
2. You will be on probation for a period of six months effect from **13th June 2023**. This period of probation can be extended or reduced at the sole and absolute discretion of the management.
3. Your probation will be extended or reduced as deem fit, depending on your performance. You will continue to be a probationer, unless and until we issue an order of confirmation in writing.
4. You will be confirmed at the end of the period of probation or extended period of probation if your conduct and performance in the appointed position are found satisfactory during the period of your probation.
5. You will receive salary and allowances as per enclosed Annexure-I.
6. You will be entitled to avail leave as per our company policy and you will be entitled for whatever paid holidays declared by the company.

A Brite Group Company

Reged. Office : 304, Nirman Kendra, Famous Studio Lane, Dr.E. Moses Road, Mahalaxmi, Mumbai-400 011.
Tel.: 022- 24905323/24 Fax: 022-24950596. Website: <http://www.brightbrothers.co.in>
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7. Salary Review

- a. To ensure the success of each employee, periodic progress reviews will be conducted by the employee's Supervisor / Head of the Department/HRD.
 - b. Notwithstanding the pay scale/structure given annexure-I, increments will be based and granted on your satisfactory and loyal discharge of duties and may be withheld in case the standard of work and/or conduct is found sub-standard and accelerated if the same is commendable, at the sole discretion of the Management.
8. You will devote your whole time and attention to your duties to promote the interest of our Organization and you will not utilize or divulge to any person of our trade secrets or any other related information in connection with the process business etc you may possess by reason with your association with us.
 9. You will not, without our written permission, carry on any business or be employed by any other firm, company or persons for any part of time in any capacity of the services.
 10. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time and will maintain a high standard of loyalty, efficiency, integrity and secrecy.
 11. Your continuance in service of the management is subject to your remaining physically and mentally fit. As and when required by the management, you will submit yourself to medical examination by a physician of the choice of the management.
 12. You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth registration certificate. Once, such proof of age is accepted and recorded on the company's register, you will not be permitted to seek a change of date of birth.
 13. All communications sent to you by the management at your last given address shall be deemed to have been delivered to you at correct address.
 14. You shall also receive any communication whenever it is offered or delivered to you personally or otherwise and shall sign the duplicate.

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15. In case there will be any change in your address, you will intimate us in writing within three days from the date of such changes.
16. 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 fact or information, you will be liable to be removed from the services without any notice or compensation whatsoever.
17. Your absences for a continuous period of 8 days (including absence when leave though applied for but not granted) or over-stay for a period of 8 days would make you to lose your lien on the job and your services shall automatically come to an end without any notice or intimation from the side of the management.
18. You further agree that you shall perform your duties with diligences, devotion and the company may hold you liable for gross negligence while in the employment of the company; you are in no way allowed to be employed in any other company on a temporary or part time basis or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior consent of the company.
19. You can be transferred temporarily or permanently to any of the company establishments anywhere in India, both already existing as well as those may be established in future to meet exigencies of business. There will be no restrictions of numbers of such transfers during any period.
20. You confirm that you have disclosed fully to the company all of your business interests whether or not they are similar to or in conflict with the business (es) or activities of the company.
21. You will bound by any rules & regulations enforced by the management from time to time in relation to conduct, discipline and on any matters relating to service condition or model standing order or certified standing order etc which will be deemed as rules, regulations and order in the part of theses terms of employment.
22. The position held by you is of a strictly confidential nature you shall not disclose to any unauthorized person, either during or after your employment with the company any information about the interest or business of the company or any affiliated companies.

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23. Company Policy on Disciplinary action.

All employees are supposed to work with discipline and abide by Government and the company rules related to working environment, health and safety and co-operation with the co- employees without any discrimination, failure to which disciplinary action (criteria for which are displayed on the notice board for your reference) may be taken by the management in the following manner as per law. Before dismissal the management will settle all the dues.

- I. Warning.
- II. Fine /Penalty.
- III. Demotion to an immediate lower post of grade.
- IV. Suspension for a period not exceeding 30 days.
- V. Dismissal.
- VI. Discharge.

24. In case if you are detained, arrested or convicted for or in connection with any criminal offence or for any offence involving moral turpitude by a court of Law, you will be removed or dismissed from service without any notice.
25. Upon termination of your employment with the company you shall forthwith return to the company all the assets and property of the company, documents, files, or any other property of the company in your possession or under your control.
26. You are advised that it is an offence to reveal the secrets of the company's design, pattern, drawings etc., or copy the trade mark or assist others not connected with the company. Any new developments / design / modifications that have been done by you while in the service of the company are company property and not to the individual and any violations will be viewed seriously.
27. During this probation period or the subsequent extension thereof, the notice period will be one month on either side. You may be terminated with or without any notice thereof. After successful completion of the probation period your services will be entitled to the benefits available to company's permanent staff as per the rules of the company's as applicable from time to time. After confirmation the notice period will be one month on either side.

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28. In matters not herein specified, you will be governed by such rules of the management as are in force from time to time.
29. You will be covered under all the statutory compliances.
30. In case of confirmation you will be retired from the services of the company on attaining the age of 58 Years.

Please confirm that the above terms and conditions of this employment agreement are acceptable to you and that you accept the employment by signing the duplicate copy of this letter as token of your understanding and acceptance and return it to us immediately.

For **BRIGHT BROTHERS LIMITED**



SHUNMUGA KUMAR.S
PLANT HEAD

ACKNOWLEDGEMENT:

I agree to accept the employment as a Probationer on the terms and conditions mentioned in the above letter.

Committed date of Joining:

Date: 05/08/2023

Place: Hosur



Signature:

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ANNEXURE-I

Name : S NAVEENRAJ
Designation : SENIOR EXECUTIVE
Department : EDP
Business unit : HOSUR UNIT
D.O.J : 13-06-2023

PARTICULARS	Monthly	Annual		
BASIC+DA	16,147	1,93,766		
HRA	10,092	1,21,104		
CCA	8,074	96,883		
MEDICAL	4,037	48,442		
SPL ALLOW	2,018	24,221		
GROSS - A	40,368	4,84,416		
Employer Contribution				
PF	1,938	23,252		
BONUS	775	9,300		
GRATUITY	776	9,316		
MEDICAL INSURANCE	278	3,336		
UNIFORM	75	900	GROSS	40,368
CANTEEN	400	4,800	PF	1,938
TOTAL - B	4,242	50,904	ESI	-
CTC - A+B	44,610	5,35,320	TAKE HOME	38,430

Please note that your compensation is to be treated with utmost confidentiality and shall not be disclosed to other employee of the company

A.Mick

PREPARED BY
HR

APPROVED BY
S SHUNMUGA KUMAR
Plant Head

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