



REG. OFFICE/ WORKS: 1 - 5, Panchratna Industrial Estate,
Sarkhej – Bavla Road, Changodar, Ta. Sanand,
Dist. Ahmedabad-382213, Gujarat, India.

TELE: +91-2717-610701 to 724
CIN NO: U72200GJ1997PTC033476
E-MAIL: sales@sumip.com

Date: - 01/01/2023

Mr. Rout Amulya
B-32, CP Nagar 2, Bhuvangdev Cross Road,
Ghatlodia, Ahmedabad.
Contact No.: +7043550890
Email: amulyaroutcareer@gmail.com

LETTER OF APPOINTMENT

Dear Mr. Amulya

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Sr. Executive (Business Development)" in Grade: E01 on the following terms and conditions mutually agreed upon.

Your appointment is effective from **14.12.2022**.

1. Your annual CTC (cost to the company) Rs. **6,50,016/-** (Six Lac Fifty Thousand Sixteen only) structure as per the attached exhibit.
 - All the allowances are provided as per the current rules & regulations of the organization. Whenever these rules are modified, you shall be officially intimated about the revised allowances in your case.
2. You will be joining your duties at **Changodar** of the organization. It is subject to change/ transfer any place in India or outside India, or your services may be transferred to any affiliate office of the **Sumip Composites Pvt. Ltd.** or its group companies. Your Office timing will be 09:00 AM to 06:30 PM, However that may change as per the management's requirement
3. You shall be on probation for an initial period of Six Months from the date of your joining. After the successful completion of the probation period, your service may be confirmed or otherwise you shall be deemed to be continuing in our employment as a probationer until your services are confirmed in writing.
4. Your present assignment is as under, which may be altered/amended as per the discretion of the management from time to time and you are bound to work as per the requirement of the organization.
 - Work authentically, conscientiously and with best of your proficiency to serve the company.
 - Offer whole of your time exclusively to your duties with the firm and while serving us, not to engage without prior notice in writing from the management, directly or indirectly with or without remuneration in any trade business occupation or employment.
 - Further you will not undertake any activity which is contrary to or inconsistent with our obligations under this employment letter and the firm's interest.
 - The firm reserves its rights to transfer you at any time, from one section/department to another, or from one concern to another, anywhere in India to which you will have no objection whatsoever.
 - You may be required to travel across India or abroad if necessary during the tenure of your service with us for the official concern.



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5. All the information that is passed on to you during your tenure in the firm related to the operations or the firm will be purely confidential. You shall not disclose such confidential information to any third party whatsoever. On you're leaving the employment of the firm or termination of your employment all information, documents, records and materials whether in hard copy, photocopies, or electronic media should be returned to the firm and you will not retain any copies thereof.
6. Until and unless your services are conformed in writing, you will be deemed to continue as an employee on probation irrespective of the department to which you may belong or the job you may carry on at that time.
7. You will be entitled for 1.25 days per month leave; every calendar year (1st January of every year) you will be able to use these leaves once your probation period is completed and to a condition that you have worked for 120 days in that tenure. * As per Factory Act.1948.
 - If at any time you remain absent from duty, either without sanctioned leave or beyond the duration of such leave, for a period of exceeding eight days, then it will be deemed that you have resigned from office and voluntarily abandoned service on your own and the firm will be entitled to recover from you on amount equivalent to the salary for notice period prescribed in clause 9 below for the termination of employment, in lieu of such leaving service without giving due notice.
 - The maximum number of paid leaves that you can take will be 8 days and cannot exceed the same in the same month.
8. For any reason you leave the services/termination of services before completion of 12 months training and induction expenses incurred on you shall be recovered from you / your pending dues.
9. Notice Period.
 - i. Notice terms and conditions.
 - a) The notice period during probation in case of leaving services shall be subject to acceptance of resignation and termination will be with prior **60 days'** notice or gross salary in lieu of such period and subject to handling over charge to the concern member as per the instruction of the senior.
 - b) The notice period for confirmed employee will be **60 days** or gross salary in lieu of such period.
 - ii. In case, if the employee wishes/insists on leaving organization before the specified notice period, the management reserves the right to terminate his/her services. In such cases, no emoluments shall be paid by the firm as final settlement, if someone leaves during the notice period, then company will deduct the amount equal to the pay of the remainder of the notice.
10. In case of change in your address, Bio- Data/Resume etc., during the course of your employment, the same would be notified in writing to the management within 7 days from the date of such change. This will facilitate updating your personnel records maintained in the Human Resource Department. In absence of this, the address and information furnished by you in the application form will be treated as final for all practical purpose
11. The Employee hereby agrees and undertakes to safeguard and hold in trust all notes, notebooks, memorandums, papers, drawings, sketches, diagrams, formulas, designs, books, letters, lists, CDs, DVDs, Floppies including those of or pertaining to raw materials, finished products, goods-in-process, names of suppliers, names of purchasers, or dealers as also price lists of the Firm's product or of things in which Firm may be dealing in, or may be contemplating to deal in, and all other papers and documents of whatsoever nature and kind that may have come in possession of the Employee while in the Employment of the Firm and not to hand over the same to any unauthorized person or suffer or permit the same to be handed over to any unauthorized person and the Employee hereby undertakes to handover all such papers or things above said to Senior Officers whenever called upon to do so and the Employee further agrees not to make copies of or to take extracts from any papers, documents etc.,

bx

[Signature]

SumiP®



SUMIP COMPOSITES PVT. LTD

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12. Any kind of addictions (i.e. Smoking, Drinking, and Chewing Tobacco, Pan Masala, etc. which cause injurious to health) are not allowed on Company Premises. Eye teasing is also considered as prohibited. Mobiles are strictly prohibited on company premises. If we found you to do any above act, company will be bound to take any action as per Standing Order under authorized.
13. Your appointment will be subject to verification of your service record and antecedence. In case any information furnished by you in connection with your appointment is found incorrect at any stage or correct information is found suppressed, your services are liable to be terminated at any time without any notice and compensation in lieu thereof.
- a) Your appointment and your continuance in employment are subject to your fitness physically and mentally.
b) You shall retire on attaining the age 60 years and shall not have any claim to be continued in series thereafter. -
c) The jurisdiction of this appointment letter is only the competent court of Ahmedabad.

Please put your signature on the second copy of this letter as token of acceptance of acceptance of the term and condition of appointment mentioned above and return to us.

For, Sumip Composites Pvt. Ltd.

Mr. SUHRUD SHAH
(DIRECTOR)

ENDORESEMENT OF ACCEPTANCE

I hereby accept this appointment with terms and conditions as mentioned above. I agree to abide by the firm's rules and regulations in force from time to time.

AMULYA ROY
(Name)

10/01/2023
(Date)

(Signature)



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ANNEXURE - I

Name: Mr. Rout Amulya		DOJ: 06/12/2022	DOB: 29.11.1985
Department: Business Development		Designation: Sr. Executive (B-D)" in Grade: E01	
Posting: (Changodar)		Pay Roll: SCPL	
Sr. No	Salary Break-up	Amount Rs. (Per Month)	Amount Rs. (Per Annum)
1	Basic	20000	240000
2	H. R. A.	9000	108000
3	Conveyance Allowance	7235	86820
4	Additional Allowance	9650	115800
5	W. Allowance	3500	42000
A	Gross Salary	49385	592620
6	PF=12%	1800	21600
7	Bonus=8.33%/Max	583	6996
8	PL&PH=7%	1400	16800
9	Gratuity (As per Gratuity Law)=5%	1000	12000
10	ESI (As per ESI Law)=4.75%	0	0
B	CTC	54168	650016

Note:

- Your salary is subject to restructuring in case of any changes in statutory ceilings such as PF/ Professional Tax/ Bonus/ Gratuity etc. thru maintaining your current monthly CTC.
- Net take home per month is subject to TDS deductions, if any.
- Bonus amount will be paid during Oct - Nov i.e. before Diwali for the period April-March (Previous year) contingent on you being employee with us at the time of disbursement of bonus.
- Gratuity is payable as per Gratuity Act.
- Leave amount will be paid during Jan - Feb for unused leave

For,
Sumip Composites Pvt. Ltd.


Mr. SUHRUD SHAH
(Director)

I accept

Name: *Amulya Rout*

Date: *10/01/2023*

Signature: 