

PITCS /HRD/2018 – 2019

**Letter of Appointment**

**Private & Confidential**

Dear **Prabhu Chetan,**

On behalf of PITCS I am very pleased to offer you a position of **Associate Customer Operations** in our Organization.

Your Joining Date will be **11th September, 2019.**

Your employment will be deployed to

Zinka Logistics Solutions Pvt. Ltd. (BlackBuck)



Reporting Time: 09.30 A.M

Please review the terms and conditions of hire attached and return the signed copy.

We are looking forward to working with you at PITCS Pvt Ltd (Poonam IT Consulting Services Pvt Ltd)

Sincerely



Sandeep Kumar Dey  
PITCS®Pvt Ltd

**Poonam IT Consulting Services Pvt Ltd.**

**Reg. Address :** #18, Pallavali Plaza, Second Floor, 100 Feet Ring Road, BTM 1st Phase, 2nd Stage, Bangalore-560076

Certifications

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**Appointment Letter**

To

**Mr. Prabhu Chetan S,**

**Bangalore**

**Dear Prabhu Chetan,**

We refer to your application for employment and the subsequent interview you had with us, we are pleased to offer you an employment in **Zinka Logistics Solutions Pvt. Ltd** on the following terms and conditions.

**01. Date of appointment:** Your appointment is effective from **11th September, 2019**. You are expected to join duty on or before this date, failing which we treat our offer as withdrawn

**02. Remuneration:** Given in Annexure –A

**03.** You will also eligible for P.F, ESI, and Bonus in accordance with rules. Please note that the Income Tax liability of this compensation is to be considered in the light of Income Tax laws prevailing at the relevant time.

**04. Salary Date:** Your salary will be credited on or before **1<sup>st</sup>** of every month based on the approved Time sheet sent by Blackbuck. If you happen to leave or abscond within 1st Month of Payroll, salary will not be processed.

**05. Leave:** You are entitled for leave as per the provisions of Factories Act and Rules there under or Shops Establishment Act and Rules thereunder whichever is applicable.

Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary Annexure - A**

<b>Earnings</b>	<b>Amount in Rs. (p.m.)</b>
Basic & DA	15000
HRA	5151
<b>Total Gross Pay</b>	<b>20151</b>
<b>Employer Contribution</b>	
Employer PF Contribution	1800
Employer ESIC Contribution	655
<b>CTC</b>	<b>22606</b>

Note: - In Addition to the above, you are covered under accidental insurance plan, Premium for which is directly borne by the Company and is not shown as part of your CTC

\*From Gross Pay you are subjected to Employee **PF/ESI/PT** Deductions as applicable

\*\*Monthly Net Pay is subjected to income tax as applicable

Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Annexure-B

**01. Contract Period:** You will be on contract for a period of One Year (1) from the date you join duty. Your contract period may be extended for the further period at the discretion of the Management which will also be communicated to you in writing. On the satisfactory completion of your period of contract and/or any extended period thereafter, you may be confirmed in writing by the Management. If you are not confirmed in writing, you will be deemed to be continued on contract. During the period of contract or extended period of contract, your services can be terminated without notice or compensation and without assigning any reason thereto.

**02. Other Work:** As per company policy, you will not, during and at any time after your employment with the Company, directly or indirectly (ie either through yourself or through other entities which you can influence), engage in any business activities with the Company or provide any services to the Company (whether with or without consideration) unless prior approval from the Company is obtained for this purpose.

Your position is of whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (Part time or otherwise) or work in advisory capacity, or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment without the written permission of the Managing Authority of the company.

**03. Responsibilities:** You shall be effectively performed to ensure results and will be expected to work extra hours to achieve this whenever the job so require.

**04. Transfer of Services & Relocation:** In the course of performing your responsibilities, you shall regularly report to any officer designated by the Company in this regard and as may be indicated to you from time to time. However, after providing you reasonable notice, your services are liable to be transferred in such capacity as the Company may from time to time determine to any other location within or outside India, department, function, establishment, or branch of the Company or subsidiary, associate or Affiliate Company, either in existence or which may come into existence. Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or hive-off, the Company may also transfer you onto the rolls of another entity. Decisions for such transfers, which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors, and you shall agree for such transfer. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.

**05. Relocation Benefits:** The cost of relocation, at the time of joining or during the tenure, if initiated by the Company, shall be borne by the Company to the extent of travel, movement of goods as per discussion with HR. Should you voluntarily terminate your Employment prior to one full year of service with the company after the completion of your relocation, you will be responsible for repayment of relocation expenses in full, to the company.

**06. Confidential Information:** You will not at any time- without the written consent of the Managing Authority- disclose, divulge or make public, except on legal obligations, any information regarding the company's rule affairs or administration or business, Whether the same may be confined to you or become known to you, in course of your service or otherwise.

Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**07. Past Record:** 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 information, you will be liable to be removed from service without any notice.

**08. Confidentiality and Non-disclosure of Information**

PITCS and the Staff shall not disclose any confidential information of the other to any party during and after the period of contract service. Please refer NDA annexure.

**09. Termination & Notice Period:**

Your services may, on being confirmed, be terminated by either party with **15 Days'** notice or salary in lieu thereof or you may be dismissed by the company without notice or compensation for an act of misconduct or if your overall performance is not satisfactory.

**However If you happen to leave or abscond within 1st Month of Payroll, salary will not be processed.**

**9. After Termination/Resignation:** At the time of Resignation / Termination of employment agreement, if there are any dues / outstanding payments from you, the same may be recovered / adjusted against any money due to you from the company on account of compensation or any other payment.

**10. Code of Conduct:** You will be governed by rules and regulations of the company as applicable from time to time. If at any time in our opinion, which is final in this matter you are found guilty of dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to the interests of the company, your services may be terminated without notice.

This letter is issued to you in duplicate. If, as we hope, the terms offered are acceptable to you, please sign and return a copy in token of having understood and accepted the same.

We have no doubt that you are fully aware of the scope, responsibility and challenge inherent in the job. We are sure that you will find your association with us rewarding and satisfying. We look forward to a mutually beneficial and satisfying association.

Sincerely



Sandeep Kumar Dey  
PITCS® Pvt Ltd

I have read and understood the above contents and have voluntarily accepted the same. I hereby confirm having received the original copy of this employment agreement.

Signature:

Name:

Place:

Date:

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