



KEMTECH IMPEX

C1-501, Sun Empire, S.No. 7,9 (Part), Wadgaon (Bk),
Sun City Road, Off Sinhgad Road, Pune - 411 051.
Phone: 020 2410 5212 email: kemtechimpex@gmail.com

Ref. No. KI/HR/23-24/PRB/02

March 6, 2024

To,
Ankita Yogesh yadav
Audumbar Society, Near Walnut School,
Shivne, Pune -

Sub: Letter of appointment

Dear Ankita Yadav,

We have a pleasure to inform you that the Company has decided to issue you the letter of appointment in service of the Company as Executive – Accounts & Commercial, from March 11, 2024; on the following terms and conditions:

TERMS AND CONDITIONS:

1) **Designation, Department & Location:**

- i) Your designation shall be Executive – Accounts & Commercial in Accounts and Administration Department in the Company
- ii) Initially place of posting will be at Pune. You will be working on probation period of 6 (Six) months. The Management has all the rights to extend / shorten the probation period depending on your performance. You shall work under the supervision and control of the person as directed by the Company from time to time. You shall work faithfully, sincerely, diligently and efficiently to the best of your ability according with the instructions of the superiors and policies of the Company and make best efforts to use your knowledge and skill for the benefit of the Company. The Company expects highest level of honesty, integrity and efficiency from you in the business as well as personal dealings.

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[Signature]

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2) No Conflict of duties:

During the continuance of your employment, you shall not undertake any other employment or enter into any other type of association anywhere else, even on a part time basis, whether for any consideration or not. Contravention of this rule will be deemed as voluntary termination by you, without the required notice having been given to the Company and the Company shall not be liable for payment of any compensation or benefits to you from the date of termination.

3) Terms:

The Company may at any time of your employment hereinafter terminate the employment by giving you one months' prior written notice or payment of one month's basic salary in lieu of notice. Similarly, you may terminate the employment with the Company at any time by giving the Company two months prior written notice or payment of 2 months basic salary in lieu of notice. In the event you giving a notice of termination, the Company will be at liberty to waive the requirement of 2 months' notice period partly or fully and may terminate the employment with effect from the date of receipt of notice or at any time during the notice period and decide whether the notice period shall run concurrently with the period of any leave that may be granted to you.

Notwithstanding the foregoing without prejudice to any other right and to the extent not in conflict with the State-Specific Employment Clause, The Company shall have the discretion to terminate your employment forthwith without notice;

- (i) You have breached the Company's policies and procedures,
- (ii) You have breached the Company's any obligation under this letter,
- (iii) You are involved in any criminal activity and the offence involving moral turpitude,
- (iv) For breach of any Indian law.

4) Retirement

You shall retire from the service of the Company on your attaining the age of 55 years, the Company notifies otherwise. However, if you continue to be fit, efficient and able to perform the work assigned to you and if you are medically fit and your requirement is needed by the Company, then you may be reemployed on contractual basis or on fixed term basis by the Company on the terms mutually agreed upon by both of us.

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5) Nature of duties

Supply Chain -

- 1) Need to carry all activities required for smooth supply of material
- 2) Liaise with transporter for monitoring deliveries of the trade
- 3) Liaise with suppliers for their accounts, ledgers, payments etc
- 4) Initiating the activities with third party pertaining to accounts wrt compliance
- 5) Establish and maintain continuous and close communication with both vendors and service providers
- 6) Documentation and liaising with all concern people during purchase activities
- 7) Maintaining records of Inventory level and maintain minimum stock level
- 8) Inventory and order management
- 9) Should follow purchase and supply chain practices
- 10) Providing MIS data to Management regarding all the Purchase and Inventory Data
- 11) Liaise with internal and external suppliers viz Store Executive, accounts and admin executive, suppliers, service providers and Management
- 12) Documentation required for import and export of goods and the formalities related to clearance and DGFT and customs

Accounts -

- To supervise the activities which come under the Accounts department
- 13) Overall supervision of accounts functions which are related to statutory compliance requirements viz. GST / TDS / ITR etc.
 - 14) Supervision on cash book accounting, Bank book accounting, Journal and Ledgers, Purchase and Sales registers.
 - 15) Supervise proper allocation under cost / profit centers
 - 16) Providing MIS data related to Accounts / Costing / Finance to Management in requisite formats
 - 17) Co-ordination with CA for all organizational related functions along with Accounts Executive

6) Compensation

During the term of your service, you will be paid the salary as mentioned below:

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S. No.	Particulars	Amount in Rs.(monthly)
1.	Basic Salary	9500
2.	Conveyance Allowance	950
2.	Special Allowance	5000
3.	House Rent Allowance	3800
4.	Other allowances	5750
	Total gross salary	25000/-

Terms:

- The above compensations and benefits will be subject to prevailing Income Tax rules. Accordingly, the applicable deductions will be on your account.
 - You will be entitled for leave/public holidays as per the Company's leave rules and policies in force from time to time.
 - However, reimbursements like medical etc. if applicable, supporting necessary documentary receipts of such expenses need to be produced.
 - All statutory and other deductions, as per Company's rules, will be on your account.
 - Working days will be Monday to Friday from 9.30 a.m. to 5.30 p.m. and 9.30 am to 2 pm on all Saturdays; however, it is clearly to be understood that Management has reserved its right to make any changes therein depending upon the need, circumstances and business exigencies.
 - The Management reserves its right to make changes in the structure of the compensation, package at any time at its discretion, under which this payment is being made can be changed for the purpose of any statutory provision herein before or hereinafter.
- Payment of gratuity and Provident Fund will be subject to Provident Fund & Gratuity Act and Company policy.
 - Transfer
Your services shall be liable for transfer to any location or from one place to another place, other branches, offices, project locations, department, to any of the pursuant agreement for transfer of services, etc. for deputation in organization. The said transfer can also be effected by the Management to any other place wherever the business is extended in due course of time.

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9) Medical Fitness

The Company holds the discretionary authority to ask you to undergo medical treatment/examination at any time during your employment with the Company.

10) Intellectual Property Right

Nothing in this agreement gives you any right title or interest in any of the trademarks, patents, confidential information, copyright or other intellectual property belonging to the Company.

11) Employee Policies & Procedures

You will be entitled/eligible for leave, bonus, ex-gratia, gratuity, other benefits as per policy. You shall be required to comply with the policy and it may change from time to time. Company decision on all such matters will be final and binding on you. Disciplinary rules, policies handbook is given to you and you are bound to abide by the same which is an important term & condition of your appointment.

No discrimination, partiality or favoritism will be tolerated by the Company in any manner whatsoever. Interest of the Company shall prevail upon in all other factors. Similarly, there cannot be any compromise on the quality of work, discharge of duties, honesty and sincerity.

12) Disciplinary action

You shall be liable for the disciplinary action such as warning, suspension, discharge, dismissal or termination for unsatisfactory performance, causing damage, financial loss to the Company, committing breach of terms and conditions of this agreement, misconduct including not limited to irregular attendance, absence without prior intimation, misbehavior or any act like theft, misappropriation and embezzlement of funds, dishonesty, immorality, conviction under any law of the land, falsification of documents/records or giving false information in bio-data or information given under any other title or any such other act, deed or under which the Company may decide to be inappropriate for functioning of the Company.

13) Amendment/Modification

This Agreement may be amended or modified only with the written consent of both the Company and your good self. No oral waiver, amendment or modification shall be effective under any circumstances whatsoever.

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14) Certificate

You have to certify and acknowledge that you have carefully read over all the provisions of appointment letter and that you willfully and faithfully complied with such provision.

15) Effective Date

This letter shall be effective as on the 1st day of your employment, as confirmed employee of the Company.

16) You will be governed by the Model Standing Orders as applicable to the Company from time to time.

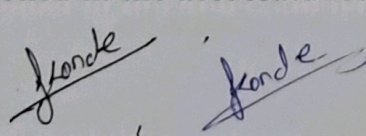
17) Your address in the Company shall be treated as last known address for all purposes and correspondences by the Company in your name on that address shall be treated as good and proper service. However, you may change your address with written intimation to the Company and the change of the address till date be treated as final unless it is changed by written notice to the Company.

18) In case the above terms and conditions are acceptable to you, please sign on the 2nd copy of this letter in token of your acceptance of the same and return the signed copy thereof for our records. If in case you are not accepting the terms and conditions stated above; then the above offer will be treated as withdrawn.

Yours faithfully,
For **Kemtech Impex**


Partner

I accept the offer and the terms & conditions mentioned in the aforesaid letter.


Signature of the employee


Partner
Kemtech Impex

