



khaitan (India) Limited

CIN No. L10000WB1936PLC008775

Phone : (033) 4050 5000

Fax : (033) 2288 3961

KIL/P&A/17-18/

31st March, 2018

Mr. Manoj Kumar Jain
Prasad Exotica, Block 8
Flat 6B, 71/3 Canal Circular Road
Kolkata-700054

APPOINTMENT

Dear Mr. Jain,

With reference to your application and subsequent Interview, we have pleasure in offering you an appointment on the following terms and conditions:

1. **Date of Appointment**

This appointment will take effect, from the date of your joining the Company, i.e. with effect from 02nd April, 2018.

2. **Rank / Designation**

You will be ranked as Management Staff and subject to approval by the Board your designation shall be Chief Financial Officer with effect from the date of approval. Your initial place of posting would be at Head Office-Kolkata.

For the purpose of Traveling and Daily Allowance, you will be placed in Grade **MS-1**.

3. **Probationary Period**

You will be on probation for a period of six months from the date of joining which can be extended upto one year at the Company's discretion. On completion of the probationary period, you may be confirmed, if your services are found satisfactory and unless confirmed in writing, you will be deemed to be continuing on probation.

If the Company is not satisfied with you work and/or conduct, your services shall be liable to termination without notice and/or assigning any reason, whatsoever, at any time until your services are confirmed in writing.

4. **Duties and Responsibilities**

- S.K.
- The Company will expect you to work with a high standard of initiative, efficiency and economy in the Section or Department in which you are placed.
 - You will devote your entire time to the work of the Company and will not undertake any other direct/indirect business or work, honorary or remuneratory except with the written permission from the Company, in each case.
 - You shall not seek membership of any local or public body without first obtaining specific permission from the Company.



-2-

d) You shall not divulge or give out to any unauthorized person, by word or mouth or otherwise, particulars or details of our manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters of a confidential and secret nature, nor use the same for any purpose other than Company's during the period of your employment with us and thereafter, which may be your personal privilege to know by virtue of your being employee of the Company.

5. **Emolument:**

- a) You will be paid consolidated Basic of Rs.62000/- per month inclusive of dearness allowance.
- b) You will be paid House Rent Allowance of Rs.37200/- per month.
- c) You will be paid City Compensatory Allowance of Rs.12400/- per month.
- d) You will be paid Special Allowance Rs.40000/- per month
- e) You will be paid Resp. Allowance of Rs. 34600/- per month.
- f) You will be paid Conv. Allowance of Rs. 27000/- per month.
- g) You will be paid CEA/NPA Allowance of Rs.1000/- per month.

Note: No House Rent Allowance/Conveyance Allowance will be payable if you are absent by way of leave or otherwise for more than half of the working days in that particular month for which the salary is being paid.

6. **Increment**

Your increment and future prospects in the Company shall entirely depend on your efficiency, hard work and regularity in attendance, sincerity, good conduct and such other relevant factors. Increment in no case shall be automatic and/or a matter of right.

7. **Medical Fitness**

This appointment and its continuance is subject to your being found and remaining medically (Physically and Mentally) fit by a Medical Practitioner specified by the Company for this purpose.

8. **Transfer**

The Company may transfer you, anywhere in India, to any of its Section/Plant/Unit /Branch or to any of its associated concerns, as it may consider necessary from time to time in its sole discretion, without adversely affecting your emoluments.

9. **Retirement**

You will automatically retire on attaining the age of 58 (Fifty eight) years. An extension may, however, be given at the discretion of the Company.

52

...P/3



khaitan (India) Limited

CIN No. L10000WB1936PLC008775

Phone : (033) 4050 5000

Fax : (033) 2288 3961

-3-

10. **Termination of Service**

Notwithstanding any of the clauses of this letter, this appointment, subsequent to confirmation, is terminable by either the Company or yourself, without assigning any reason whatsoever, by giving one month's notice in writing for every completed year of service (subject to a minimum of one month and maximum of three months) or payment of salary in lieu thereof.

11. **Other Rules and Regulations:**

In all these matters, not specifically covered by this letter, such as Provident Fund, Leave Facilities, Traveling, Gratuity, Bonus, Medical Benefit etc. you will be governed by the Statutes/Company's rules and regulations applicable, from time to time, to employees of your rank/grade and the decision of the management with regard to interpretation of any of the clauses, rules and regulations will be final.

12. **Verification**

This appointment letter is in addition to any other appointment letter that might have been or may be issued to you by the Company under any statutory obligation and is based on the information supplied by you in your application and Personnel Data Form. In the event of any information given therein found incorrect in any material respect (in the Company's opinion), this appointment shall be null and void.

13. **Non-Joining**

After accepting this appointment letter, if you do not join the Company on or before the date of joining, you will pay to the Company, as compensation, an amount equivalent to your one month's salary as mentioned above.

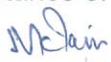
14. **Acceptance and Reporting Date**

If you are agreeable on the above Terms and Conditions of employment, please return the duplicate copy of this appointment letter duly signed by you on all pages, in token of your acceptance, within seven days from the date of its receipt and report for duty to Head Office, Kolkata.

Yours faithfully,
For Khaitan India Limited


Director

I have read and understood the above Terms and Conditions of employment and hereby signify my acceptance of the same, I shall join the Company on _____



Signature & date