



Date: 15.12.2021
ZS//B2B/003

Imdad Ali Shaikh

Appointment Letter

Dear Imdad Ali,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **"Senior Dispatcher"** in our organization on the following terms and conditions.

Date of Joining: You have joined us on **21st December, 2021.**

Your functional role would be in the **"Truck Logistics Department"**.

Salary: Your Annual Total Employment Cost to the company would be **Rs.390000/- (Three Lakh Ninty Thousand Rupees Only)** per annum the details of which is been given in the **"Annexure A"** attached below.

1. Employment.

a. Your initial appointment will be at **Mumbai** but your services are liable to be transferred to any branch/unit which the company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/ associated companies and subsidiary companies. Upon transfer you will be governed by the terms and conditions of services applicable to the said establishment.

b. The shift timings will be based on process / program requirement as and when explained by your superiors. The total working hours is specifically of 9. 5hrs. Which includes one-hour break period. No overtime shall be payable by the company.

ZS DISPATCHER LLC

Prem Nagar, Jogeshwari East, Mumbai 400060

Contact: - 9930154940 / Email- ddtransport001@gmail.com





1.1 You shall during the period of your employment: -

a. Diligently, faithfully and to the best of your skill and ability serve the company and perform all the duties entrusted to you from time to time.

b. Obey and comply with all the orders and directions given to you by the Company or any Officer duty authorized in that behalf and faithfully observe all the rules, regulation and arrangements of the Company for the time being in force for the management of the Company's property or for the control and good conduct of the Company's employees. Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior consent in writing of the business occupation, employment, service, or calling nor shall be during the term of this employment directly or indirectly take up any employment or service or carry on any business

either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.

c. Not at any time either during in continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose directly or indirectly to any persons, firm or body, corporate any know-how, knowledge or information or any trade secret of financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have been concerned of interested whether directly or indirectly.

2. Compliance.

a. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data) at the time of your interview and subsequent discussion if it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment with immediate effect.

b. Your appointment and its continuation is subject to, your being medically fit and the management reserves its right to ask you to undergo medical examination, as and when deemed necessary, by a medical officer appointed by the management.

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c. This letter of appointment is issued on the understanding that you will produce documents showing proof of age, proof of educational qualification, proof of previous salary drawn and a relieving letter from your previous employer, on or before you „rejoining the services of the company.

3. Leave Policy.

a. You will be entitled to leave as per the Company rules in force and as laid down in the HR Policy of the company as per Annexure B. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

b. 3 late marks in a month will be counted as a one-day leave. In such case, the salary of one day will be deducted from the total salary.

c. If you don't inform then 3 days salary will be deducted.

d. Post 30 minutes of shift starting, if you don't come then it will be calculated as a half day.

e. If leave taken on Monday or Friday, both Saturday and Sunday will be marked absent.

4. Probation.

You will be on probation for a period of 3 months from the date of this Appointment letter.

5. Separation.

In case of resignation- you choose to discontinue your employment with ZS Dispatcher Llc, you may do so without giving any notice i.e. with immediate effect and you will not be entitled to any dues/salary/incentives if any pending.

In case of leaving the company without any information, it will be treated as absconding. Resulting in no dues from the company.

If an employee leaves the company without notice or goes missing, they must return their access card; otherwise, they won't receive any remaining salary they've earned.

The company reserves the right to terminate the incentive program at any time, without prior notice or compensation. In the event of the company's dissolution, liquidation, or bankruptcy, the company shall have no obligation to pay any incentives to any participants

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6. Termination

If at any time in our opinion, which is final in this matter you are found non-performer or disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

During such occasions all settlements of your full and final dues will be based on attendance. The settlements shall be addressed by or within 45days of origination.

You will be responsible to produce, minimum revenue measured in terms of performance/work Hours/deliveries, as delegated and directed by your Reporting Manager from the date of your Appointment.

a. Misconducts:

- Unauthorized absence from work
- Absconding from work
- Insubordination
- Demonstrative/ hostile behavior within office premises
- Late reporting to work
- Deliberate misinterpretation of rules
- Non-adherence to work schedule
- Sexual Harassment
- Drug abuse/ Alcohol
- Viewing and downloading prohibited websites
- Theft
- Manipulation of data / systems/ data integrity
- Violence at work place
- Unfair means used during tests
- Breach of confidentiality
- Misuse of company resources

b. You will be governed by the conduct, discipline, rules and regulations as laid down by the Company.

c. You are obligated to adhere to and utilize the scripts and materials provided by the company.

d. By signing a copy of this letter, you confirm that you do not possess any proprietary documents or materials from your previous employers and that you are not prohibited under any service agreement with any of your previous employer(s) from accepting appointment with the Company.

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Please sign and return a copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you and looking forward for a mutually beneficial association.

For ZS Dispatcher LLC.



Javed Shaikh

Manager

I agree to accept the employment on the terms mentioned in the above letter of appointment and Annexure and I shall report for duty on **21ST December, 2021.**

Signature: _____.

ZS DISPATCHER LLC

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Acknowledgement & Declaration

Date: 21.12.2021

I, Imdad Ali Shaikh,

By signing below agree on all the below points:

1. Confirmation on joining is subject to certification. No Salary will be released for the training period if the trainee fails to clear the certification.
2. During the training period if any sort of late attendance or a half day is seen the following day will be counted as Half Day and salary will be deducted accordingly.
3. If any employee found guilty of any disciplinary issue, He/ she will be terminated immediately and the decision to release or restrict the salary will be at management's discretion.
4. If an employee resigned OR if any employee is terminated due to disciplinary or performance issue, He/she will not be eligible for any dues such as salary, incentives, or any other payment for that period.
5. I hereby acknowledge that I have thoroughly read and understood the terms and conditions outlined in the appointment letter. By accepting this letter, I affirm my commitment to adhere to the stated terms and conditions throughout my tenure.
6. I hereby acknowledge I will be following the script provided by the company as mentioned below. I hereby agree to the declaration set forth by the company, which mandates that I return my access card upon leaving, or in cases of absconding, failing which I understand I will forfeit any remaining salary owed to me.

Manager (Javed Shaikh)

Imdad Ali Shaikh



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Annexure- A

Heads	Sub-Heads	Monthly (Rs.)	Annual (Rs.)
Basic		27000	324000
HRA		3000	36000
Allowance Including			
	House Rent Allowance	2500	30000
Deduction	Professional Tax (PT)	400	4800
Gross Salary		32100	385200
CTC		32500	390000
Net Pay		32100	385200

I accept the foregoing,

Imdad Ali Shaikh

ZS Dispatcher LLC.



(Javed Shaikh)

Manager

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Annexure-B

1. Unauthorized Absenteeism will be considered as leave without pay.

- a. All leaves without an advance approval shall be treated as an “unauthorized absenteeism”
- b. Emergency leaves should be communicated through phone call, text messages or email
- c. Unauthorized Leave taken on Mondays or Fridays will result as 3 Consecutive leave without pay.
- d. Leave calendar for a year starts from January to December.
- e. Formal written application is mandatory for approval of leaves.
- f. Leaves cannot be en-cashed/carry forwarded/adjusted against the notice period for separation.
- g. All leaves are subject to advance application / approval on availability & feasibility of the same from the departmental heads.
- h. 12 paid leaves in the month of December every year would be fixed out of 21 leaves and rest 9 leaves you can avail on the other month as per the leave breakup mentioned below.

Total Leaves for a Year	21 Days
December Leaves	12 Days
Sick Leave/ Casual Leave	9 Days

I agree to accept the employment on the terms mentioned in the above Annexure.

Signature: _____.

Imdad Ali Shaikh



**ZS Dispatcher LLC
(Javed Shaikh)**

Manager



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Incentives Structure

<u>Sales in USD</u>	<u>Incentives</u>
15000 – 20000 USD	10000 Rs
20000 – 25000 USD	15000 Rs
25000 – 30000 USD	20000 Rs
30000 – 35000 USD	25000 Rs
35000 – 40000 USD	30000 Rs
40000 – 45000 USD	35000 Rs
45000 – 50000 USD	40000 Rs
50000 – 55000 USD	45000 Rs

Each 5000 USD will get 5000 Rs after you reach 55000 USDs.



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Prem Nagar, Jogeshwari East Mumbai - 400060 India

Payslip For the Month

November 2023

EMPLOYEE SUMMARY

Employee Name : IMDAD ALI SHAIKH
Employee ID : 003
Pay Period : November 2023
Pay Date : 02/12/2023

₹33,650.00

Employee Net Pay

Paid Days : 30

LOP Days : 0

Designation : Sr. Dispatcher
DOJ : 21st Dec, 2021

Bank : Kotak Mahindra Bank
Account No : 3345286887

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic	₹27,000.00	Income Tax	₹0.00
House Rent Allowance	₹2,500.00	Provident Fund	₹0.00
Attendance Bonus	₹1,550.00	Professional Tax	₹400.00
HRA	₹3,000.00		
Gross Earnings	₹34,050.00	Total Deductions	₹400.00

TOTAL NET PAYABLE

Gross Earnings - Total Deductions

₹33,650.00

Amount In Words : Indian Rupee Thirty-Three Thousand Six Hundred Fifty Only

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ZS DISPATCHER LLC

Prem Nagar, Jogeshwari East, Mumbai - 400060 India

Payslip For the Month

December 2023

EMPLOYEE SUMMARY

Employee Name : IMDAD ALI SHAIKH
Employee ID : 003
Pay Period : December 2023
Pay Date : 30/12/2023

₹20,000.00

Employee Net Pay

Paid Days : 31

LOP Days : 0

Designation : Sr. Dispatcher
DOJ : 21st Dec, 2021

Bank : Kotak Mahindra Bank
Account No : 3345286887

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic	₹27,000.00	Income Tax	₹0.00
House Rent Allowance	₹2,500.00	Provident Fund	₹0.00
Attendance Bonus	₹0.00	Professional Tax	₹400.00
HRA	₹3,000.00	Advance (taken as on 2nd Dec,2023 with the Ref No.333618636966)	₹10,000.00
		Christmas Party + Gifts	₹2,100.00
Gross Earnings	₹32,500.00	Total Deductions	₹12,500.00

TOTAL NET PAYABLE

Gross Earnings - Total Deductions

₹20,000.00

Amount In Words : Indian Rupee Twenty Thousand Only

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Payslip For the Month

January 2024

EMPLOYEE SUMMARY

Employee Name : IMDAD ALI SHAIKH
Employee ID : 003
Pay Period : January 2024
Pay Date : 02/02/2024

₹16,000.00

Employee Net Pay

Paid Days : 15

LOP Days : 10

Designation : Sr. Dispatcher
DOJ : 21st Dec, 2021

Bank : State Bank of India
Account No : 40820618266

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic	₹21,750.00	Income Tax	₹0.00
House Rent Allowance	₹1,375.00	Provident Fund	₹0.00
Attendance Bonus	₹0.00	Professional Tax	₹400.00
HRA	₹1,975.00	Loss of Pay Days	₹8,700.00
Gross Earnings	₹25,100.00	Total Deductions	₹9,100.00

TOTAL NET PAYABLE

Gross Earnings - Total Deductions

₹16,000.00

Amount In Words : Indian Rupee Sixteen Thousand Only

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ZS DISPATCHER LLC



Date: 03.02.2024

To Whomsoever It May Concern

Mr. Imdad Ali Niyaz Ahmed Shaikh worked with us from **21st December, 2021 to 25th January, 2024** as a **Dispatcher** in **ZS DISPATCHER LLC**, During the above tenure we have completely satisfied with his performance, hardworking, and efficient, His annual CTC was 3.90 lac p.a.;

We don't have any objection for him in joining any company and we wish him every success in his future endeavors.

For **ZS DISPATCHER LLC**



Authorized Signatory.



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