

FIN/HR & GA/2022.

Date: 07-10-2022.

FORM – A
LETTER OF APPOINTMENT

01. Name of the Establishment : **Fourrts (India) Laboratories Pvt.Limited**
02. Address : **Plot No. 1, Fourrts Avenue,
Annai Indra Nagar,
Okkiyam Thoraipakkam, Chennai-600 097.**
03. Name of the Employer : **Mr. S V VEERAMANI
CHAIRMAN & MANAGING
DIRECTOR.**
04. Name & Address of the
Sales Promotion Employee : **MR. JITENDRA PANDEY,
SARAIYA, SARIYA POST BADERI,
SARAIYA, JAUNPUR, UTTAR PRADESH,
PINCODE- 222127.**

MR. JITENDRA PANDEY,

05. **“TRAINEE PROFESSIONAL SERVICE REPRESENTATIVE” (VIBRANT-DIV.)** is appointed as
in this
Establishment with effect from 06.10.2022 to 05.10.2023
06. His appointment is on Probation for a period of One year from 06.10.2022 to 05.10.2023
07. On Confirmation, his scale of Wages /rate of increment in wages per annum shall be :
5500-50-6000-60-6600-70-7300-80-8100
14,500/-
08. He will draw a total wages of Rs. _____ per month composed of the following viz.,

BASIC	:	Rs. 5500.00	P.M
HOUSE RENT ALLOWANCE	:	Rs. 4300.00	P.M
MEDICAL ALLOWANCE	:	Rs. 200.00	P.M
KIT ALLOWANCE	:	Rs. 300.00	P.M
TELEPHONE ALLOWANCE	:	Rs. 500.00	P.M
CCA	:	Rs. 2000.00	P.M
OTHER ALLOWANCE-I	:	Rs. 700.00	P.M
OTHER ALLOWANCE-II	:	Rs. 1000.00	P.M



Plant 1 : Vandalur Road, Kelambakkam - 603 103, Kancheepuram District, India.

Phone : 91-44-4740 4310 E mail : fourrts@plant.fourrts.com

Plant 2 : No.23, Venkatamangalam, Kandigai, Chennai - 600 127, India.

Phone : 91-44-4902 7550 E mail : plant2@fourrts.com



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09. **OTHER CONDITIONS OF SERVICE :**

a. His confirmation entirely depends on his successful completion of probation period and on receipt of a letter to this effect from the Management. His annual increment shall entirely depend on his successful performance after confirmation.

b. During his training/probation, if his performance is unsatisfactory as per the evaluation of the management, the management reserves the right to terminate his services.

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c. His headquarters for the present will be _____ and he will be covering areas allotted by his Regional Manager. However, he is liable to be transferred any where in the Indian Union and its territories depending upon business exigencies. The company also reserves the right at any time during the course of his employment with us, to transfer him to any of our affiliates/subsidiaries or sister companies and he shall comply with all directions and instructions in that behalf. In the event of not joining duty at the place to which he is transferred within eight calendar days from date mentioned in the transfer letter, he shall be deemed to have relinquished his employment and his services shall stand terminated.

d. In case any information given by him at the time of his employment is found to be wrong or he is found to have suppressed any material information his services shall be liable for immediate termination without any notice or compensation in lieu thereof.

e. He is eligible for the following field allowance :

I) **Head quarters** : **Rs. 230/- P.W.D**

II) **EX-Head quarters** : **Rs. 240/- P.W.D**

f. He is not eligible for any field allowances on Sunday/Holiday or whenever he is on Leave. He is entitled for the actual bus fare or Second class train fare by the shortest route for his transportation from his head quarters town. The Management at its own discretion may grant him motorcycle/scooter allowance at the rate of **Rs. 3.50/-** per kilometer in lieu of bus fare/second class train fare for covering suburbs and outstations with his own Motorcycle/Scooter. He shall claim Motorcycle/Scooter allowance strictly as per norms getting written authorization from the Management.

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- g. He shall be claiming his fares and daily allowances in his expense statement every fortnight and his claim should be strictly in accordance with the fares and allowances provided in his approved fare chart. If he makes false claim or unauthorized claim in his expense statement, his expense statement will be withheld and he will also be liable for disciplinary action.
- h. He should cover only towns in his Tour Programme which should be prepared by his Filed Executive/Area Sales Manager/Regional Manager every month for the next month strictly in accordance with the approved Master Plan or coverage plan and submitted along with his daily report pertaining to 15th of every month for the next month. Deviation from their approved tour programme without prior intimation and approval will be viewed as breach of discipline and appropriate disciplinary action shall be taken against him, in the absence of a valid explanation in writing.
- i. Daily reports for a day should be submitted on the same day or very next day. If he does not submit daily reports in the above manner, the same shall be viewed as breach of discipline and he is liable for disciplinary action.
- j. If you fail to be present at approved work commencement point at stipulated time on any working day, the same will be treated as unauthorized absence from the field and in the absence of a valid explanation in writing, you will be liable for disciplinary action. If you absent yourself or overstay without authorization beyond the period of leave originally granted or subsequently extended for a period of fifteen calendar days(15) the same will be treated as you are not interested in continuing the employment with us, left the services on your own volition and your employment will automatically cease.
- k. During his services with us he shall devote whole time and attention to promote the interest of our organization. He shall not take up any other part-time or full-time work whether for remuneration or for reward of any kind. He shall not engage himself in any other business of his own or as agent for others. He shall not take up any training programme or any course of study without written approval from the company. He shall not divulge to any person or persons any of our strategies or affairs or any information regarding the company's activities, breach of any of the above terms will entail disciplinary action including termination of services.
- l. With regard to his job responsibilities, he will be guided by the list of job responsibilities enclosed. He is bound by this agreement to carry out orders and instructions given to him by his superiors and the Management. Failure to do so will be treated as disobedience and willful insubordination.

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- m. He shall promote not only the products of our company, but also those of any of our sister concern or associated companies whether existing at present or which may come into existence in future. He shall work and canvass for the products for which our company obtains distribution and selling or propagandas rights.
- n. He shall be responsible for safe up keeping and return in good condition and order of all the company properties such as detailing bag, visual Aid, Samples, Product Manuals, Report Folder etc., which are in use, custody, care and charge. We shall have to deduct money value of such things from his dues and take such other measures for failure to account for such property to our satisfaction at the time of his retirement or resignation or termination.
- o. He should not borrow money from Stockists, Doctors, chemists, Hospitals, or any of our suppliers. He should not withdraw sales pack from Stockists without prior written approval from higher authorities. Breach of the above will lead of disciplinary action including termination of services.
- p. In case he wish to relinquish his service with us during his probation period or after confirmation, he should give One month Notice in writing or pay One Month Basic salary in lieu of such notice. No, Notice or resignation will be effective, if it is given during leave period and he shall not be entitled to proceed on leave during this notice period. He will be relieved from the services of our company only after handing over all the company properties and settling other dues, if any. He should not take up any other employment without obtaining our relieving order in writing.
- q. He shall be reaching retirement automatically on his attaining the age of fifty eight (58) years. However, he may be retired early for reasons or physical or mental disability, which in the opinion of the Management would lower his efficiency. In such conditions, he is liable for medical check-up any time by doctor/s appointed by the company. In such matters, the opinion of the Management is final.
- r. He shall work for six days a week, Monday to Saturday whether in Head quarters, base towns, Ex-Headquarters or while touring in the upcountry.



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fourrts

(India) Laboratories Pvt. Limited

Corporate Office : No. 1, Fourrts Avenue, Annai Indra Nagar, Okkiyam Thoraipakkam, Chennai-600097, India.

Phone : 91-44-4344 1880 **E-mail :** admin@fourrts.com **website :** www.fourrts.com

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- s. He shall be liable for suspension pending enquiry for disciplinary proceedings such as willful insubordination, malpractice, false claim/report misappropriation of the company's properties (Samples, Compliments) without any salary and he shall not resume duty without authorization in writing from us during the period of suspension. If he is absent or overstay after the expiry of leave originally granted or subsequently extended, for a period of eight calendar days, he will be deemed to have abandoned his employment on his own accord and his employment shall automatically cease.
- t. The working day shall ordinarily consist of morning and evening work and he should make the number of calls on doctors, hospitals and trade as per the work norms in force. Any deviation here from or failure to confirm to the same will be a misconduct liable for disciplinary action.
- u. He shall be eligible for ten paid holidays in a calendar year to be fixed by the Management.
- v. Leave Procedure and procedure thereof shall be in accordance with law applicable to him as per the Sales Promotion Employees (Condition of Service) Act, 1976.
- w. All disputes arising in connection with his employment or in connection with any other matters, specified in the letter of appointment will be subjected to the jurisdiction of the Courts in Madras City only. The Management reserves the right to add, to alter or to amend these terms and conditions, if any, when found necessary with due intimation to him.

Both the parties agree to the above terms and Conditions.

for FOURRTS (INDIA) LABORATORIES PVT.LIMITED,



(S V VEERAMANI)
CHAIRMAN & MANAGING DIRECTOR.



SALES PROMOTION EMPLOYEE.



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