

Offer Letter

Date: 11/08/2021

Ms. Ramya R
2/62 Post Office Street, Cholampattu,
Sankarapuram (Tk),
Kallakurichi 606213

Dear Ms. Ramya R

We are pleased to inform you that you are hereby appointed as “**Executive**” as per terms and conditions discussed and agreed upon as under

This appointment is effective on or before **20, August 2021**, as date of your joining our organization. Your salary and other allowances shall be as per enclosed statement.

1. Your job functions and responsibilities as **Admin** are under preparation and shall be issued in due course.

2. No 777B, Kaveri Plaza, Pon Nagar, Salem Road, Namakkal – 637001. Tamil Nadu.

3. Initial 6 months you will be on probation and if the performance is found below the company's expectations within this probation period then without any notice the contract will be terminated.

4. After probation, the notice period required from either side is 3 months. In case of termination there would not be providing any notice as such.

5. This offer letter stands valid only after we get positive feedback from the background verification team. If company found any illegitimate document given by you then this offer will be void and the **stringent** actions will be taken. This will lead to immediate termination from the current position.

6. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

7. Time to time the sales goals will be set by the company and you are required to achieve the given sales goals within the given timeline.

8. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

FinDynamics Capital Solutions Pvt Ltd.,

No. 194/1, 2nd Floor, Kandaswarnam Shopping Mall, Saradha College Road, Fair Lands, Salem - 636 016, Tamil Nadu.

Ph : +91 - 0427 4262233 | Web : www.findynamicscapital.com

9. Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.

10. The aforesaid Clause (i) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern

11. In the event, you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

12. a) Leave year is as per the calendar (April 1st – March 31st)

b) Monthly one paid leave will be credited to the permanent employees leave account and it can be availed by end or beginning of every month.

c) In a year maximum of **24 paid leaves** and **12 sick leaves** are allowed and it will not be transferred to the next year.

d) The policy is applicable for all permanent employees.

e) During the probation period no leave will be credited to employees

f) This policy is not applicable to contract employees engaged with the company. For such employees, the leave will be in accordance to the individual contract signed with the company.

g) All leaves should be approved by the manager on mail

13. LEAVE POLICY:

Public Holidays will be declared by the company at the beginning of every financial year.

Leave Year & Applicability:

14. Your services are liable to be terminated at any time: - a) During probation or after confirmation in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination.

b) as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or

because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc

13. If you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.

14. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

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15. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

16. During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know-how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years' period.

17. You shall carry out the job of Business Head and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you can do or work at any other post which has been temporarily assigned to you.

18. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

19. You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

20. You will not give out to anyone, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of yours being our employee.

21. While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.

22. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of you are leaving the services of the Company.

23. While working as an employee if you enter any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.

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24. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

25. All disputes arising out of this letter will be subject to the jurisdiction of the Pune Court. And that the courts, tribunals and/or authorities at Pune only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times

26. You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.
Hope that this will be the beginning of a long and successful career with us.

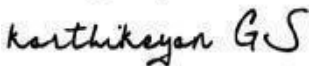
27. Bonus and variables depends on the Individuals performance.

Yours faithfully,



For FinDynamics Pvt Ltd,

Karthikeyan G S



Director

Accepted: _____
(Ms Ramya R)

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Appointment Letter of Ms. Ramya R Dated: 11/08/2021.

Break-up of Gross Remuneration

Renumeration	Rs (P.M.)	Rs (P.A.)
Fixed Pay		
Basic	4000	48000
HRA	2600	31200
Other Allowances	1600	19200
Employer contribution	728	8736
Employee contribution	672	8064
Total Gross	9600	115200
TDS	Depends on declaration	

TDS deductions are vary based on your investment declaration and other factors. The PF deductions will be shown in the monthly salary statement.

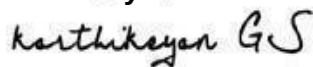
Reimbursement of expenses for travel, accommodation is subject to approval from the respective hierarchy. Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable.

Yours faithfully,


FinDynamics™
 CAPITAL SOLUTIONS PRIVATE LTD
Wealth Management & Analytics, Tax Compliance & Audit Services

For FinDynamics Pvt Ltd,

Karthikeyan G S



Director

Accepted: _____
(Ms Ramya R)