



Ref: SWI-LA/AP-430/21

Date: 01/03/2021

TO

Mr. AFASAR MYDEEN

NO. 371/155A, KANNIMARAMMAN KOVIL STREET,
TENKASI – 627 811.

Dear AFASAR MYDEEN,

Sub: Offer of Appointment

1. With reference to our discussion held on **01ST March 2021** at Chennai, we are pleased to offer you an appointment in our organization as **"MARKETING EXECUTIVE"** operating from our Chennai office.
2. Your annual gross salary along with the breakup of salary is attached herewith as in Annexure A. Please note that no other benefits will be considered other than what has been mentioned in the offer.
3. Your employment with us will be governed by terms and conditions referred in Annexure – B.
4. You are required to join on or before **15th March 2021** and the offer stands withdrawn thereafter, unless we extend the date and communicated to you in writing.
5. You are requested to report our HR representative between 9.00 Am to complete the joining formalities at the address mentioned below. At the time of joining, you are requested to submit the copies of the documents as per Annexure – C.
6. We welcome you to **SUNWELLS OXYGEN FAMILY** and look forward to a long and mutually beneficial association.

Encl Annexure – A (Salary Structure)

Annexure –B (Terms & Conditions of Employment)

Annexure – C (Check List)



PERUMAL THIRUNAVUKARASU
CHIEF EXECUTIVE OFFICER



ANNEXURE – A

Name : AFASAR MYDEEN A
Designation : MARKETING EXECUTIVE

SALARY DETAILS

DESCRIPTION (A)	MONTHLY	ANNUALLY
BASIC SALARY 50%	7500	90000
HRA 50%	3750	45000
CITY COMPENSATORY ALLOWANCE	1709	20508
STATUTORY BONUS (8.33%)	625	7497
TOTAL (A)	13584	163005
COST TO COMPANY	MONTHLY	ANNUALLY
EPF EMPLOYER CONTRIBUTION	975	11700
ESI EMPLOYER CONTRIBUTION	441	5298
TOTAL (B)	1416	16998
TOTAL (A+B)	15000	33995
DEDUCTIONS	MONTHLY	ANNUALLY
PF - EMPLOYEE-12%	900	10800
ESI - EMPLOYEE- 0.75%	102	1223
PROFESSIONAL TAX	208	2496
TOTAL DEDUCTION ©	1210	14518.5375
NET SALARY (A-C)	12374	148486





ANNEXURE – B

1. Employment Agreement

(A) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company.

(B) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions or its affiliate, or any client, agent contractor or vendor.

You shall not disclose company information on any of the websites/media using either your official or personal login id{s}.

You have to sign a confidentiality/non-disclosure agreement to keep all company and customer related information confidential. Breach of his provision will be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(C) Conflict of Interest

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

2. Assignments/ Transfer/Deputation

Though you have engaged for a specific position, the company reserves the right to send you on training /deputation/secondment / transfer / assignments to sister companies, associate companies, client's locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of the company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/second/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.



No:113, First Floor,
Chowdry Nagar Main Road,
Valasaravakkam,
Chennai - 600087, India
desk : +91-44 4555 0383
mail : info@sunwells.in



3. Termination of employment

- a. Either party can terminate this employment by serving a notice of 60 days on the other. However, if approved by the company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the company may pay salary (basic) in lieu of Notice period, if required.
- b. In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.
- c. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- d. You will be governed by the company's laid down code of conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in his agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- e. Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts in this regard the company background check policies and procedures will be applicable.

4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the applications, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished found to be false or misleading, or your is not up to the mark or falls short of the minimum standards set by the company, the company shall have the right to terminate your services forthwith without giving any other terms and conditions stipulated herein.

The organization will recover immediately any excess payments made to the associates.





5. General

The above terms and conditions including those in Annexure – A (Salary Break up) are based on company policies, procedures and other currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Travelling, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the company as shall be in force from time to time.

This is certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full :

Sign :

Date :

Place :

No:113, First Floor,
Chowdry Nagar Main Road,
Valasaravakkam,
Chennai - 600087. India
desk : +91-44 4555 0383
mail : info@sunwells.in



ANNEXURE –C

At the time of joining, you are requested to submit the copies of the following documents:

- ❖ Certificates supporting your educational qualification along with marks sheets.
- ❖ Schooling certificate (SSC/ICSE) in support of your age.
- ❖ Your latest salary slip or salary certificate.
- ❖ Your relieving letters from your present organization.
- ❖ Experience certificate from previous employers.
- ❖ Two color passport size photographs.
- ❖ Valid passport and PAN Card, Aadhar Card.

- ❖ Your offer has been made based on the information furnished by you. However, if there is discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

- ❖ Original and two sets of Xerox copies of all the required documents.

Please bring all the certificates supporting your educational qualifications along with marks sheets in original for verification only



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