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PRIYADHARSHINI N

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Authorised Signatory

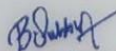
Contractor office
Unit No : 229/1, First Floor, Cherry
Road Vincent Salim-636007



J. MOHAMMED ASIK

Emp. Code: 03324

D.O.B : 13.11.2000 B. Group : A +ve
Cell : 8248969309 Emergency No : 8883210805


Issuing Authority



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Name

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Membership No.:

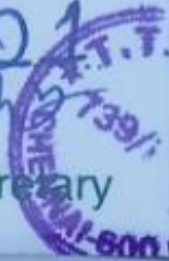
2101

Enrolled On

02.10.2021

President

Gen. Secretary



Ramasamy Dharmaraj

Senior Officer

Operations & Service Delivery



+91 9344669778



ramasamy.dharmaraj@yesbank.in



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YES BANK Limited

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Ambattur Industrial Estate, Chennai



25, Laws Ghat Road,
Near Zion Matriculation School,
Kodaikanal - 624 101.
Ph: 04542 - 240983
e.mail: hotelspringvalley@gmail.com
web: www.hotelspringvalley.com

Date: 25/07/2021

To,

Mr. Mohamed Muzamil Meeran M,
Aranippattiar Illam,
Puthambur – PO
Pudukkottai Dt.
622 501.

Dear Meeran,

With reference to your interview with us, it is our pleasure to offer you a position as **Food & Beverage Manager** as per the terms and conditions we discussed with you. If you agree with these terms, we would like you to join in our Organization on or before **01/08/2021**. Your consolidated monthly salary will be **Rs. 7,000/-** per month and will be paid on monthly basis.

If you choose to accept this job offer, please sign and send a copy of this letter to us at the earliest convenience.

Also, please bring the following documents at the time of your joining.

- 1) Two colour passport-size photos
- 2) Photocopies of your degree certificates
- 3) Technical certifications, if any
- 4) Experience/ relieving letter

We look forward to your joining our organization.

Best Regards,

M. Abdul Salam
Managing Director

I hereby accept the job offer of Managing Director, Hotel Spring Valley, Kodaikanal by accepting the terms and conditions.

Signature

vivo

Fangs Technology Pvt. Ltd.



Abdul Arif M

EMP ID. 19772

VBA

A handwritten signature in blue ink, appearing to read 'Arif M', with a horizontal line extending to the right.

Authorised Signature

Date: 15/11/2021
Ms. Priyanka B

2853, East, 3 Street, Perumal Kovil North Lane, Pudukkottai 622001
Mobile: +91 8526676282
E-Mail: priyankasoumya1108@gmail.com

Dear Ms. Priyanka B,

Further to our interview / offer letter dated 2.11.2021, we have pleasure in employing you in our organization as **Accounts Executive** to be based at **Chennai**. You will be responsible for entire process of managing day to day accounts. You shall report to Mr. Raajesh Baabu, Chief Financial Officer.

The terms & Conditions of the employment are stated as under:

- 1) Your appointment shall take effect from 15/11/2021.
- 2) You will be on training/probation for a period of six months from the date of joining.
- 3) Your Total Emoluments and the CTC details are as given below:

Particulars	Amount	Particulars	Amount
Basic	9922	Contribution to PF	1191
HRA	4078	Statutory Bonus	827
Transport Allowance	0	Gratuity	477
Medical Allowance	0	ESI	455
Meal Card Allowance	0	PLI*	0
Other Allowances	0	GTL Insurance	172
Miscellaneous Allowance	0	GPA + GH Insurance	1124
Gross Salary	14000	CTC	18246

Less statutory deductions and taxes applicable as per rules

*Variable - Subject to consistent performance of the individual, paid on monthly basis

*PLI - subject to consistent performance of the individual & the organisation & also at the description of the management which would be paid on quarterly basis

- 4) The other terms & conditions of employment are listed in the Annexure to this appointment order.

Please submit the following papers:

- 1) Two copies of your latest passport size photographs
- 2) Self attested copies of your SSLC certificate showing your date of birth and degree certificate together with originals (originals for verification and return).
- 3) Self-attested copies of your PAN card, Passport and other proof along with originals (Originals for verification and return)
- 4) Relieving letter from your present employer.
- 5) Personal Data, NDA and Non-compete letter in the enclosed format.



MatexNet Private Limited

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To

Mr K Hariharan
Aranthangi,
Pudukottai Dist.

Dear Mr K Hariharan

Further to our review of your Candidature and discussion, we are pleased to appoint you as Executive - Trainee with effect from 07/10/2021 and reporting to Mr.Praveen on the following terms and conditions.

1. Posting & Transfer

Your initial posting will be at Chennai. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the Firm may determine, to any department, section, location, associate, sister concern or subsidiary, at any place in India or abroad and or at Customer places at various location, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of service applicable as per your category at the new placement location.

In case of employee requests for transfer, it will be determined basis availability of the right / relevant role at the location requested and within the timeframe as may be determined by the management.

2. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Firm, and will be entitled to compensation (salary and other applicable benefits) as detailed below:

During Probationary Period you Salary shall be Rs: 10,000 per month (consolidated).

On confirmation of Your Service the Salary shall be revised and fixed in the appropriate grade .

Compensation will be governed by the rules of the Organisation on the subject, as applicable and/or amended hereafter.

3. Salary revision

Your salary will be reviewed on 01st April of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results and in line with the performance management framework. For employees with less than 6 months experience in the Firm, they would be eligible for salary revision only in the succeeding year as per the appraisal cycle.

4. Probation:

You will be on probation for a period of **6 months**. At the end of this period you will be assessed and appropriate action taken as per the guidelines / process defined in the confirmation policy which is in effect during that period.

5. Full time employment

Your position is a whole time employment with the Firm and you shall devote yourself exclusively to the business and interests of the Organisation. You will not take up any other work for remuneration (part time or otherwise) or be interested directly or indirectly, in any other trade or business during your employment with the Firm, without permission in writing from the Management. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management. Any part time study during the period of employment is not permitted unless expressly approved by the Management.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be aware of the responsibilities and duties attached to your office and conduct yourself accordingly.

7. Attendance and Leave

The Firm has a 6 day working week and it is mandatory to sign the daily attendance register. In the event of failure to comply with the same you will be liable to proportionate deduction from your earning and / or due disciplinary action. You will be entitled to 8 days of CL /SL and 12 days of earned leave per year of service. For complete information on leave eligibility and process, please refer to the leave policy document.

The working hour begins at 9.30am. Every employee will be eligible for 15 mins of grace time twice in a month and 1 hour grace time once a month. Any time in addition to this will be treated as leave.

8. Confidentiality

You will not, at any time, during the employment or after, without the consent of the management disclose or divulge or make public, except on legal obligations, any information, trade secrets, patents, transactions, finances, Firm's affairs or administration or research carried out by the Firm. If the same is confided to you or becomes known to you in the course of your service or otherwise, in addition you shall be bound by the decision of the Firm in regard to publications written or otherwise, of any work with which you may be associated.

9. Records

If any declaration given, or information furnished by you, to the Firm proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

10. Resignation

In the event of resignation during probation you will be required to give 1 month notice period or 1 month basic salary in lieu of notice period. Post confirmation of service, in the event of resignation, you will be required to give 2 months notice period or 2 months basic salary in lieu of notice period.

11. Termination of Employment

In the event of termination, you will be given notice of 1 month. In the event of any breach in terms of employment, breach of trust and/or any disciplinary issues, services of the employee you will be terminated with immediate effect. No notice period / payment in lieu of notice and/or accrued benefits will be applicable in such cases.

On the time of termination of your employment or resignation, you will return all papers and documents of the Firm which may at that time be in your possession relating to the business or affairs of the Firm or any of its associates or it's customers and you will not retain any copies of extracts therefore. You will also return all property(s) of the Firm in your possession. All Firm assets given to you shall be returned without any damage during exit from service else the charges will be borne by the employee.

12. Change in Address

Any change in your residential / communication address should be notified in writing forthwith to the Firm. All communications will be sent to you on the last address notified by you and it will be presumed that you have received the same.

13. Statutory Benefits

You will be covered under statutory benefits as may be applicable to you in accordance with the Firm's rules.

14. General

You shall diligently, faithfully and to the best of your ability serve the Firm and endeavor to promote the interests of the Firm and perform all duties that may be entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill, experience which you possess to the entire satisfaction of the Management.

You will be governed and abide by the Firm's service Rules and Regulations that are in force and may be introduced / amended from time to time.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning the enclosed copy of this letter for our records.

We welcome you to our organization and wish you success.

Yours faithfully,

For B B S K and Associates
Chartered Accountants

LIONS MATRICULATION HIGHER SECONDARY SCHOOL



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email : lionsschool.07.1993@gmail.com



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Facebook : Lions School Ponnamaravathi

Chairman:

MYP Lion, **SM. KAMBARAJAN** B.Com.,

☎ : 94438 24393

Secretary & Correspondent :

Lion, **A. PALANIAPPAN**

☎ : 94433 14614, 9585876314

Treasurer:

Lion, **P. PERIYASAMY**

☎ : 9486104519, 8344596400

TO

Date: 28.08.2021

Ms. DK.Pavithra M.Com.,

D/o Ln.SD.Kamaraj,

28, Hospital Road,

Ponnamaravathy,

Pudukkottai Dt.

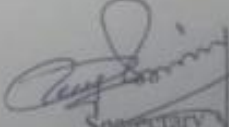
Madam,

Sub: Intimation of selection for the post of Teaching Asst- Reg

With reference to your application dated 26.06.2021, you are provisionally selected for the post of Teaching Asst in our school and also you are informed to join duty on 1st September 2021.

Copy to file




Secretary 28/8/21
SECRETARY
LIONS MATRICULATION HIGHER SECONDARY SCHOOL
Arima Nagar, Ponnamaravathy-622407
PUDUKKOTTAI DISTRICT

Note: You are informed to produce COVID-19 vaccination certificate at the time of joining duty.