



(Formerly, Charoen Pokphand (India) Private Limited)
F2, 1 Floor No. 40, 2nd Street,
Sparton Nagar, Mugappair East,
Chennai - 600 037. Tamil Nadu, INDIA
CIN : U01211TN1997PTC038419
Tel : (91-44) 26568404 - 08 (5 lines)
www.cp-india.com

To,

Mr. Pagare Prashant Sanjay
S/O Sanjay Dagadu Pagare
No : 54, Thirupur Kumaran Main Street,
Puzhal, Chennai - 600 066.

Date: 12th June 2019

Dear **Mr. Pagare Prashant Sanjay**,

Sub: Letter of Appointment

This is in reference to the interview you had with us for the post of **Engineer** and we are pleased to offer you the same on the following terms and conditions. Your appointment is effective from the date of your joining the Company which should be not later than **12th June 2019**.

1. Your employment with us is subject to a **One Hundred & Eighty Days (180) days** probationary period during which your performance and suitability for employment will be evaluated. It is understood that the probationary period is designed to determine your suitability for continued employment by assessing your skills, performance and interpersonal relationships. It is also a time for you to assess our Company as your employer. Employment may be terminated at any time in this probationary period without notice or pay in lieu of such notice.
2. At the end of 180 days, a **"Performance Appraisal"** about you will be prepared by your Department Head stating if you have completed the Probationary Period successfully. If the probation period is completed successfully, a letter will be issued stating that you are suitable for regular employment as a permanent employee of the Company.
3. Before the expiry of the Probation Period unless you are informed in writing that you confirmed in service your employment will automatically cease at the end of the period.
4. Your offer has been made based on information furnished by you. However if there is any discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. References from your former employers will also affect the appointment procedure.



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5. You will be paid gross emoluments as follows and the emoluments/benefits will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

Basic	:	Rs. 10,800.00
HRA	:	Rs. 3,600.00
Convey.	:	Rs. 3,600.00
Professional Allowance	:	Rs. 2,000.00

Total	:	Rs. 20,000.00

6. You will hold yourself in readiness for any training at any place as determined by the Company. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment. The company also reserves the right to send you for specialized training within India or overseas to enable you to perform better. If such necessity occurs, you will require executing a training bond with the Company.
7. Your appointment will be finalized upon your examination and when found fit. The management will have every right to get you medically examined by any qualified medical practitioner during the tenure of your service. If you are found medically unfit, you will lose your lien on the job.
8. You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
9. We expect that you will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
10. It is specifically agreed by you, that you will report for work on any shift to which you are assigned.

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11. You will be posted at Central Project Department and will need to report to **Department Manager / HOD's** or any other person nominated by the company. But this is not static. You are liable to be transferred to any other Departments/Divisions/Factories of the Company, Joint Ventures, Affiliates, Subsidiaries, Associate Companies anywhere in India or abroad. Your service may be later on assigned by the Company to any other Company of the Group, Joint Ventures, Affiliates, Subsidiaries, Associate Companies and you may also be assigned with other duties that may be required of you in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.
12. Payment of Bonus, Incentives, Provident Fund, ESIC, Annual or Other Increments and any perquisites are liable to vary depending upon the Company under which your services are utilized as mentioned above as per the terms and conditions of such Company.
13. You will be expected to maintain the highest order of discipline and secrecy with the Company and/or its Subsidiaries or Associate Companies. In case of any breach of discipline/trust, the company is liable to terminate your service with immediate effect. You will also be required to sign a Secrecy Agreement that mentions that all inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You are required to ensure that the patent protections obtained for such inventions/improvements in India or elsewhere are assigned to the company.
14. You will not during the course of your employment with the company or at any time thereafter, divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.
15. Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.



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16. You will always keep and maintain true and faithful accounts of the business and incidental thereto and furnish the same at all reasonable times as and when demanded and account for all receipts and vouchers for all expenses and disbursements made as are usual or customary in business of like nature of the Company
17. Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.
18. The Company can terminate your employment by serving a one month prior notice or by paying one month Salary in lieu of such notice if you are not discharging duties to the utmost satisfaction of your superiors/management.
19. 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 or notice pay.
20. You will be governed by the laid down **Code of Conduct** of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this letter, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
21. You will be expected to respect, obey and conform to all the regulations issued by the Company from time to time. You shall not be a part of any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company during your tenure in the company. If found guilty, you will be terminated with immediate effect.
22. In all matters including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

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23. 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 your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

24. The Company always reserves its right to terminate your services without any prior notice or salary/compensation on the grounds of misconduct, reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence on your part.

25. Your retirement age from the Company will be the superannuating age of 58 years. You are hence expected to provide evidence of your date of birth at the time of joining.

You have to sign the copy of this letter as token of acceptance of the above terms and conditions and return the same to the Company.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

For **CPF (India) Pvt. Ltd.**



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Mr. Gopinath K
Assistant Vice President
Human Resource & General Affairs

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Signature of the Applicant