

Ref: No.HR/Appt/6478

20.09.2021

Mr. Sandip Damodhar Ghodke
S/O Damudhar Ghodke,
Kawjavala Partur, Jalna,
Maharashtra 431501

Dear Sir,

Sub: Appointment

With reference to your application and the subsequent interview you had with us on August 03, 2021, we have pleasure in appointing you in our organization w.e.f September 13, 2021 as per particulars and terms given below, subject to the statements given in your application not being wrong and subject to our Rules and Regulations in force from time to time.

1. Your position shall be **Customer Service Executive - Trainee** in D2 cadre and for the present you are posted at **Aurungabad CSC**.
2. Your reporting relationship and responsibilities shall be as may be assigned to you from time to time. At present you will be reporting to the Assistant Customer Service Manager (Business), **Aurungabad CSC**.

3. Training, Probation and Confirmation

- a) You will be on Training for a period of six months from the date of your joining.
- b) On successful completion of your training and based on your training evaluation, you will be placed on Probation for a period of six months from the date of completion of training period.
- c) Upon satisfactory completion of your probation period, your services shall be confirmed in line with the organization policy.
- d) The training or probation period may be extended based on your performance during this period.
- e) Your confirmation becomes effective only when you are intimated about the same in writing.

4. Compensation

Your annual compensation, (CTC) shall be **Rs. 2,33,760/- (Rupees Two Lakhs Thirty Three Thousand Seven Hundred And Sixty Only)** as per the break up details given in the Annexure.

- a) You will be entitled to the benefits of Contributory Provident Fund, ESI / Mediclaim, Gratuity and Bonus as per the Law / Rules, as applicable from time to time.

5. Cessation of Employment

- a) Your services are liable to be terminated by giving one month notice or gross salary in lieu thereof by either side.

In case you quit the employment or remain absent from duty without one month notice or before expiry of the notice period, we shall not only forfeit your salary by way of liquidated damages and the organization shall be entitled to deduct or appropriate the amount of liquidated damages from or against any money found due to you on any account whatsoever.

- b) Your services are liable to be terminated at any point during the employment with the Company, in case of adverse remarks/ feedback on the background verification process.
- c) Your services can be terminated on grounds of indiscipline, misconduct, malpractice or parting of business information of confidential nature to a third party.
- d) Your services can also be terminated for continued absence from your duty beyond a period of eight days without authorization or approved leave from the appropriate authority.
6. You shall be governed by the Service Regulations of the Organization as amended from time to time and administrative orders of the Organization and any such other rules / orders that may be in force.
7. You shall be retired from the services of the Company on attaining the superannuation age of Fifty Eight years.

Please sign the duplicate copy of this appointment letter as a token of your having read, understood and accepted the appointment.

Welcome to ESMACO family and we look forward to a long and fruitful association with you.

Yours Faithfully,

For ESAF Swasraya Multistate Agro Co-operative Society Limited


Sataj Thomas
AGM - HR

I have read and understood the terms and conditions of this appointment letter and accept the same.

Name:

Signature:

Date:

Annexure to Appointment letter dated 20.09.2021 of Mr. Sandip Damodhar Ghodke

Compensation Details – Salary & benefits

Name : Mr. Sandip Damodhar Ghodke
 Designation : Customer Service Executive - Trainee
 Reporting To : Assistant Customer Service Manager (Business)
 Location : Aurungabad CSC

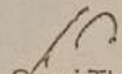
Salary Structure:	Monthly	Yearly
Basic	9750	117000
DA	2000	24000
Special Allowance	3235	38820
Gross Salary	14985	179820
PF (Company's Contribution)	1798	21576
ESI (Company's Contribution)	487	5844
Gratuity	565	6780
Surrender Leave Salary	245	2940
Bonus	1400	16800
Cost To Company	19480	233760

Note:

Compensation package is confidential and not to be shared with others.

- Apart from the above, you shall be eligible for TA/DA, as applicable to your cadre, as per the travel policy.
- The above compensation structure is subject to change as decided by the management.
- As per rules prevailing applicable tax will be deducted at source
- 1% of Basic Pay shall be deducted towards Charity Fund maintained by ESAF Society
- 1% of Basic Pay shall be deducted towards Employees Welfare Fund maintained by ESAF Staff Welfare Trust.

For ESAF Swasraya Multistate Agro Co-operative Society Limited



Suraj Thomas
 A G M – H R