

Emp ID: TRIRE019
Name: Akshay Boragalli
Address: Bangalore

Date: 24-Apr-2023

Appointment Letter

Dear Akshay Boragalli,

We are pleased to offer you employment at **TEAMROLL GLOBAL SERVICES PVT LTD** as per the following terms:

1. DEPUTATION

You are deputed to **RACANAA ENERGY**. The terms of employment are exclusively with TEAMROLL, you shall never be deemed to be the employee of the client, where you have been deputed. You may be deputed to other client/location as and when required by TEAMROLL during your employment by issuing a priorwritten/e-mail notice.

2. TENURE & EXTENSION

Unless otherwise notified to you in writing, this employment would be valid from **24/04/2023**. You will be on probation for a period of **6 months**. The employee may terminate employment at any time before the conclusion of the Probationary Period by providing Employer with at least **15 days** advance notice or compensation in lieu of notice equal to **15 days**. Similarly, during probation your appointment can be terminated by the Teamroll, without any reason, by giving you not less than **One week** prior notice without any compensation.

3. POSITION

You are appointed as **NOC Executive**.

4. LOCATION

You are required to work at client's location at **Bangalore** or any other location as decided by the client from time to time.

5. REMUNERATION

You will be entitled to a remuneration package as decided by the TEAMROLL and the details will be shared with you either as an attached Annexure on the E-mail address provided for official communication. However, the gross part of your salary is subject to statutory deductions like ESIC, EPF, PT & TDS subjected to change as per statutory norms.

6. WORKING HOURS

You will follow the working hours of the client, applicable to the location you are deputed. You may have to work on shifts, based on the client's requirement. **You will be working 6 days a week as per the rosters provided to you by your manager.** Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the person in-charge at TEAMROLL within the cut-off date as mutually agreed for pay-roll processing.

7. HOLIDAYS & LEAVE POLICY

You will be entitled to paid holidays and Leave structure in a year as notified by the client from time to time.

8. NATURE OF DUTIES

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

9. COMPANY PROPERTY

You will always maintain in good condition client's property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the client prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. BORROWING/ACCEPTING GIFTS

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

11. TERMINATION

11.1 Post your confirmation of services, your appointment can be terminated by the Teamroll, without any reason, by giving you not less than **One-week** prior notice without any compensation.

11.2 Post your confirmation of services, you may terminate your employment with the Company, without any cause, by giving no less than **30 days'** prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

11.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return to the Company/ Client all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11.4 AUTO-TERMINATION: In case you absent yourself from the duty without any reason, or without any written/e-mail information to TEAMROLL, for a period of 3 days, it will be treated as voluntary deemed resignation from your side, and your employment with TEAMROLL will get terminated automatically. Accordingly, your name will be removed from the Muster Roll. In order to provide an opportunity, TEAMROLL may serve notice in writing by email or by Post as per the latest address available in our Records, intimating you to report to duty immediately, however, in case if neither there is response nor you have reported to the duty, your employment will get automatically terminated within 3 days after receiving the notice either by E-Mail or through postal service as per the communication address recorded in your KYC Documents. In such cases, TEAMROLL shall E-mail you all the details of Termination including Relieving letter containing details of Final settlement on the E-mail address provided by you for receiving Pay slips and other official communications. Post-delivery of E-mail with the subject of "TERMINATION DETAILS" to you, TEAMROLL holds no liability of being your employer. In case of lack of response from your end, the dues to you, after adjusting your dues to the Company, shall be deposited with Government. In case, you are liable to compensate the amount on account of not serving the notice in advance or for any other reason, you will make payment immediately upon serving the notice to you.

12. CONFIDENTIAL INFORMATION

12.1 During your employment with the client, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

12.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company and Client which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company/Client. For the purposes of this clause 'Confidential Information' means information about the Company's/Client's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

12.3 At no time, will you remove any Confidential Information from the office without permission.

12.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

12.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

13. NOTICE

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records. Any change in address of the employee has to be communicated with the company in writing with a self-attested proof of the same.

14. UPDATED RECORDS

You will be asked to submit/upload the required documents mentioned below upon signing the appointment letter. All the documents will be subject to verification by company. If at the time of verification, any discrepancies are found in documents or if any of the documents are missing, the company reserves the right to freeze salary payments until proper and updated records are submitted.

15. BACKGROUND VERIFICATION

The company reserves the right to have your background verified directly or through an outside agency. If on such verification, it is found that you have furnished wrong information or concealed any material information, your services are liable to be terminated.

16. ABSENTEEISM

You should be regular and punctual in your attendance. If you remain absent for 3 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 3 consecutive working days or more, it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

17. RULES & REGULATIONS

You shall be bound by the rules & regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as rules, regulation and order and shall form part and parcel of this letter of appointment.

18. JURISDICTION

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed, this contract shall only subject to the jurisdiction of High Court of Judicature of Karnataka at Bengaluru and its subordinate courts.

19. DEEMED CANCELLATION OF CONTRACT

The employment stands cancelled and revoked if you do not report to duty within 3 days from the date of joining and your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You are requested to bring/submit the following documents at the time of joining:

1. Aadhar card
2. All Family Members Aadhar Card (Father, Mother, Wife [If married], Children [If any])
3. Bank Account Statement / Cancelled Cheque
4. Educational Certificates
5. PAN Card/ Acknowledgement Receipt of PAN
6. Valid E-mail ID
7. 3 passport size photographs

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For



Authorized Signatory

EMPLOYEE DECLARATION:

I have read and understood the terms and conditions mentioned in this letter of appointment. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms and conditions in this letter of appointment would be deemed as acknowledged and accepted.

Name: _____

Signature: _____

Date: _____