

Appointment Letter

EMP ID: THRS27667

AMRUTA PANDURANG KOLI

Pune

Dear Amruta,

We are pleased to give you this Appointment Letter for the position of **People Development Manager** in our organization. The brief details of the offer are discussed as below:

Name of the Company : **Godrej & Boyce Co. Ltd.**

Start Date of Assignment : **07-Aug-24**

End Date of Assignment : **06-Aug-25**

Your Gross Salary will be Rs. 18500/- per month (salary Break up as per the attached sheet).

It may be further noted that:-

- a) Any statutory dues such as PF, ESI etc, if applicable shall be paid /deducted as per law
- b) Tax deductions at source will be applicable as per the law

The other terms & conditions of the agreement are mentioned in the attached docket. You are required to sign and return to us a copy of the same as confirmation of your unconditional acceptance in totality of all terms & conditions of the contract with us. In case you fail to give us the signed acceptance within 7 days of this offer date, Team HR reserves the right to withdraw the offer.

Looking forward to working with you. Should you require any clarifications, please contact our administration division.

(Authorized Signatory)



(Team HR GSA Pvt. Ltd.)

(Signed & Accepted)

(AMRUTA PANDURANG KOLI)

Employment Agreement

'Staff'

This Agreement is made between Team HR, a company incorporated under the companies act 1956 and having its registered office at 302, 3rd Floor, Eco House, Behind Udipi Vihar Hotel, Goregaon East, Mumbai: 400063, hereinafter referred to as "Team HR" and **AMRUTA PANDURANG KOLI**, (hereinafter referred to as "Staff").

1. Team HR has diversified business interests. These businesses based on the Customer's requirements to which Team HR is providing consulting solutions, have different business models and therefore the requirement in terms of experience, qualifications and specific skills of people are different.

2. The assignment is based out of **Godrej & Boyce Co. Ltd.** (Pune)

Team HR has agreed to use the "Staff's" services on the terms and conditions hereinafter contained.

3. SCOPE

3.1 This covenant including Annexure constitute an agreement between Team HR and Staff and establishes the standard provisions that will apply.

3.2 No alterations or variations of these terms shall be valid unless approved by Team HR in writing.

4. TERM

4.1 This Agreement is deemed to have commenced from the **07-Aug-24** till **06-Aug-25** unless terminated in accordance with the provisions contained hereinafter. This Agreement may be renewed for further periods at the sole discretion of Team HR.

4.2 The Staff acknowledges that it is the nature of the contract job that there may be periods when no suitable work/assignment is available and agrees that the suitability will be determined by solely Team HR.

4.3 Team HR shall incur no liability towards the staff in case it fails to offer any suitable assignment at any point in time.

4.4 Team HR shall pay the staff remuneration calculated at an agreed rate for each period worked during an assignment, to be paid monthly in arrears subject to deductions for the purpose of provident fund and any other deductions which Team HR may be bound by laws or regulations. In addition Team HR shall be entitled at any time to make deductions from the staff's remuneration in respect of sums due from staff to Team HR in relation to any overpayments of any kind or any other debt.

4.5 It is also clearly understood that the staff will not be eligible for any wages or leave during the period he or she has not taken/been involved in of any the assignment.

4.6 The Staff clearly acknowledges that Team HR and /or the customer shall not be liable for any accident resulting in injury, hurt or loss of life, which may arise out of or in the course of the assigned duty on or about Team HR's or the customers property and premises.

4.7 staff shall be governed by the leave policy of the customer at all times and leaves shall be available at the sole discretion of the representative of the customer to whom the staff is reporting

5. TERMINATION

5.1 Either party may terminate this Agreement without cause by giving to the other fifteen days notice in writing.

5.2 Team HR may terminate this Agreement or any Work Order issued in the event of a material breach of the Agreement by the 'Staff' and such breach is not remedied within a reasonable period (7 days)

5.3 Due to the nature of work, Team HR may without notice and without any liability or for any reason whatsoever terminate the assignment/work order at any time. The staff shall have no claims whatsoever against Team HR or the customer.

5.4 Notwithstanding the termination of this Agreement for any reason whatsoever, the Work Order issued by Team HR prior to date of such termination shall at Team HR's option remain in full force and effect including the provisions of this Agreement until such work is duly completed.

5.5 Upon Completion of any Work Order/Assignment or on expiry or earlier termination of this Agreement, or Work Order, Team HR shall have no further obligation to the 'Staff' except for payment due for services performed prior to the date of such termination. 'Staff' agrees that upon termination of this Agreement, the 'Staff' shall return to Team HR all drawings, blueprints, notes, memoranda, specifications, designs, devices, documents and any other information containing or disclosing any confidential or proprietary information of Team HR or Customers, including work in progress. 'Staff' shall not retain any such materials including Identity Card without customers written approval.

6. GENERAL CONDUCT

During this tenure, the 'Staff' will be expected to conduct himself / herself in a manner that does not bring discredit to Team HR or to the customer and the 'Staff' will be expected to perform the duties assigned to the him/her in a loyal, efficient, trustworthy and honest manner.

7. JURISDICTION

The parties submit to the exclusive jurisdiction of the courts in Mumbai.

8. GENERAL

8.1 This Agreement shall be binding on both parties. 'Staff' shall not assign or sub-assign this Agreement or any Work Order without the prior written consent of Team HR.

8.2 The article and section headings are for reference and convenience only and will not enter into the interpretation of this Agreement.

8.3 The Non-Disclosure, Non-Solicitation Agreement as enclosed, shall form part of this Agreement.

8.4 This Agreement constitutes the entire Agreement between the parties with respect to the subject matter and supersedes any oral or written representation, understandings, express or implied, which are not fully expressed herein.

I confirm that I have carefully read through and understood all the above terms and conditions of engagement herein and I undertake to abide by the said terms and conditions.

(Authorized Signatory)



(Team HR GSA Pvt. Ltd.)

(Signed & Accepted)

(AMRUTA PANDURANG KOLI)

ANNEXURE

Assignment Details:

Customer : Godrej & Boyce Co. Ltd.
Place of work : Pune
Start date of Assignment : 07-Aug-24
End Date of Assignment : 06-Aug-25

Salary Break up:

Head	Amount
Basic	14106
HRA	3994
Other Allowance	400
Monthly Gross salary	18500
Gross for PF computation	14506
Company Cont. PF (12%)	1741
Company Cont. PF Admin (0.5%)	73
Company Cont. EDLI (0.5%)	73
ESIC (3.25% of MG)	601
Hosp.Insurance	45
LWF	0
Total Employer Contribution	2533
Monthly CTC	21033
Emp Cont. PF(12%)	1741
ESIC (0.75% of MG)	139
LWF	0
Prof Tax	200
Total Employee Contribution	2080
Monthly Net Pay (Take Home)	16420

- Note: Salary Breakup can be change as per the minimum wages.

(Authorized Signatory)

(Signed & Accepted)



(Team HR GSA Pvt. Ltd.)

(AMRUTA PANDURANG KOLI)