

Date: May 25 ,2024

Tamada Harika
D/O Tamada Raju
Nidadavole
Nidadavole
West Godavari
Andhra Pradesh-534301

Mr/Ms. Tamada Harika,

Sub:Offer of appointment as JR. ASST.

We are pleased to offer you for the post of JR. ASST. in the Company on the following terms and conditions

1.Post offered : JR. ASST.

2.Place of posting

You are presently posted at Ganesh Chowk,Nidadavole . Your services are liable to be transferred / deputed to any of the branches or subsidiaries or affiliate companies of Manappuram Finance Limited, either in existence now or would come into existence within India or Overseas, in the same or different capacity.

3.Date of Joining

You are required to report for duty on May 25 ,2024 at Ganesh Chowk,Nidadavole , Nidadavole , Andhra Pradesh .If you require any change in the date of joining, it should be taken up with Human Resource Management Department at the Administrative office well in advance. Your appointment will be effective from the date of your joining duty.

4.Probation/Confirmation

You will be on probation for a period of six months. Based on your performance your services will be confirmed with the company in writing after six months. If your performance is not found to be satisfactory or up to the expected level, your probation period will be extended for a further period of 6 months at the discretion of the Management. During probation period, your services are liable to be terminated without assigning any reason.

5. Background Verification

The Company shall conduct a background check of the employee through an authorized agency. If, as a result of this background check, it is found that any false statement has been made in the personal data relating to educational qualifications etc. furnished to the company or have not disclosed a material information resulting in your being offered this position, the Management may take such action as it is deems fit, including termination of your employment with immediate effect.

6. Agreement

At the time of joining, you are required to execute an Agreement with the Company along with a surety accepting the terms and conditions of the offer letter etc.

7. Eligibility for leave

You will be eligible for leave of one day per month during the first year of service in the Company. Post continuous of 12 months service in the company you will be eligible for leave as per the respective state shop and establishment act.

8. Voluntary retirement/Resignation

You are required to give a minimum period of three-month notice if you wish to resign from the service of the Company. In the event of failure to do so, you will be liable to compensate the company with an amount equal to salary and allowance for the actual days of deficiency in such notice period. Employees who are serving as Branch Head or Assistant Branch Head at the time of their resignation shall serve three-month notice period compulsorily upon resignation irrespective of their grade. Provided that, Company shall have the right to reduce the period of notice of three months at any point of time upon resignation of any employee irrespective of their grade in the event that company feels necessary to do so. The security deposit will be refunded after the expiry of twelve months from the date of relieving from the service, after necessary deduction of any sum due to company from the employee. You shall not join any of our competitor company within twelve months of leaving of organization

9. Accommodation

The company will provide leased accommodation to the employees (bachelor or family accommodation) as per the rules of the company.

10. Secrecy Clause

You may kindly note that confidentiality in your work in relation to any information of the Company is paramount and shall not be divulged to any third party unless with prior permission from the Management. In case employee neglects to maintain secrecy and loss/damage is suffered to company, even after termination of employment, you will be held liable for the same and such disputes will be referred to a sole arbitrator appointed by the company whose decision will be binding on both parties.

11. Loyalty & Ethics

You may serve the company diligently and loyally and devote your best efforts, full time and energy to such services. You will not engage in any other employment during employment with company and warrants that employee is not subjected to any agreement with a prior employer or other party, which would restrict the performance of his duty in this company. All business activities should be conducted in accordance with the directives, policies and instructions of the company, in a professional manner so as to maintain ethics, professional standards, goodwill and reputation of the company. As an exception, you will be allowed to work additionally as POSP for our Insurance Broking subsidiary, subject to IRDA rules.

12. Security Deposit

You will have to deposit an amount of Rs.25,000/- (Rupees Twenty Five thousand only) towards security deposit. This will be deposited with Nationalized /Scheduled Commercial Bank. You will be eligible for interest at the rate applicable to deposits of the Bank and such security deposit will be refunded after expiry of 12 months from the date of relieving from the service. Any sum due to the Company from you will be deducted from the security deposit. This Security amount can be paid in lump sum or in 25 equal continuous monthly Installment of Rs1000/- (One Thousand Only) from your Salary. In case monthly deduction from your salary towards the security deposit of Rs.25,000/- is not yet completed, then you will have to continue to contribute the balance amount or it will be deducted from your salary until the amount reaches Rs.25,000/-.

13. Restriction from soliciting with company's clients and business relations

During the course of the employment and thereafter employee shall not engage in any position or activity that would involve in soliciting or knowingly communicating with the company's clients, business partner or entity that the employee had business relations with, during the course of his employment.

14. Gratuity

Gratuity will be paid as per the provisions of the Gratuity Act as and when you become eligible for the same.

15. Safe custody of Company Assets

You will be responsible for safekeeping and return in good condition and order of all company property, which may be in your use, custody or charge.

16. Termination

If at any point of time during your employment with our company, you are found to be a non-performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, failure to produce or non-submission of any certificate in proof of education qualification, experience, police verification certificate, etc. called for by the company at the time of joining or forgery of any of the certificate of documents submitted by you or found to be involved in any criminal case or any other conduct considered by us to be deterrent to our interest or of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission, the company shall be entitled to recover the damages from you.

17. Acceptance of Commission/Gratification

You will not accept any present, commission or any sort of gratification in cash or any kind from any person, party or firm or company having dealing with the company and if you are offered any, you should immediately report the same to the management.

18. Appointment in good faith

This offer of appointment as JR. ASST. is being issued to you on the basis of the information relating to your qualification, experience etc, furnished by you in your application including Bio-data at the time of your interview and subsequent discussion. If it transpires that you have made a false statement or have not disclosed a material fact resulting in your being offered this appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment.

19. Dress code

You will comply with the prevailing dress code applicable to employees, while in service with the Company.

20. Training

You will be provided with necessary training at each phase of your career. The training shall be imparted through the Company's sole Learning Experience Platform-MADU. All your benefits such as, Salary Increment/ Promotion/ Transfer shall be considered only based on the successful completion of the training, within the time frame assigned to you. For accessing MADU, visit <https://lms.manappuram.com/madu/login.aspx>

21. Manappuram Employee Welfare Trust

Manappuram Employee Welfare Trust is an entity formed for the welfare of employees. By giving voluntary consent for deducting Rs 100 you will become a beneficiary under this Trust and can enjoy the benefits under existing and future policies subject to the conditions mentioned in each policy. Trust has full authority to modify / amend or introduce policies and utilise funds for its day-to-day operations. I have read and understood, and I give consent to deduct Rs 100 from my salary out of my free will by signing this offer letter.

22. Salary Stack Up**Remuneration Details**

Employee Name	TAMADA HARIKA
Employee Code	416786
Date of Joining	25-may-2024
Designation	JR. ASST.
Department	GOLD LOAN
Branch	GANESH CHOWK,NIDADAVOLE

Benefits

	Monthly	Yearly
Basic Pay	8800	105600
VDA	3500	42000
Minimum Wage Adjustment	38.80	465.60
City Allowance	1000	12000
PF Employer Contribution	1731.34	20776.08
Bonus	2467.76	29613.12
ESI Employer Contribution	450.15	5401.80
CTC Adjustment	511.95	6143.40
CTC (Cost to Company)	18500	222000
Deductions		
EPF (Employee Contribution)	1662	19944
ESI (Employee Contribution)	104	1248
Recurring Deposit	1000	12000
Staff Welfare Fund	100	1200
Total Deductions	2866	34392
Net Salary	11084.75	133017
Gross Salary	13850.75	166209

23. Documents to be Produced

- a) Copies of your certificates, testimonials, proof of age, Mark sheets. Qualification, experience etc duly attested by a Gazetted Officer.
- b) Four Recent Passport size photographs.
- c) Physical Fitness Certificate from a Medical Officer not below the rank of an Asst.
- d) Relieving letter from your present employer, if applicable.
- e) Stamp paper worth Rs.200/-
- f) Police Verification Certificate from the nearest police station.
- g) Copy of Adhar card/ National Population Register (NPR) and Copy of PAN card.
- h) Bank account details with IFSC code.

Please sign and return the duplicate copy of this appointment letter to us as a token of your acceptance of the terms and conditions mentioned therein.

We welcome you to Manappuram family and look forward to a long and mutually beneficial relationship.

With best wishes,

For Manappuram Finance Limited.

