

Date: 13/12/2021
Employee ID: M063

Poornashree Naik
Address: Karthik Nivas, Gorigudda
Mangaluru - 575002

Letter of Appointment

Dear Poornashree,

We are pleased to offer you the position of "Executive - Delegate Sales" at Exito Media Concepts Private Limited, located at first floor, Punja Building MG Rd, Ballalbagh, Lalbagh, Mangalore, Karnataka 575003 with effect from **13 December, 2021** on the following terms and condition.

1. Accountability: You will report to Head – Customised Events and Operations.

Working Hours: You will be required to work nine hours a day and forty-five hours a week in any of the shifts specified to you during the day. Where you are expected to put eight hours daily and one hour is your lunch break. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the management, you shall work beyond working hours and on weekly off days and holidays, in accordance with the statutory provisions applicable. Grace period of 15 minutes is permitted for late coming, twice a month, this privilege is accorded only for establish able contingencies. Failing to login on time for more than two instances would lead to deduction of 0.5 of Paid Leaves for the month and if PL is unavailable, that will result in LOP.

Leave Policy: Leave year is from 1st January 2021–31st December 2021. All permanent employees are eligible for the leave benefits. Employees who are on Probation are not covered under this policy. No leave can be carried forward to the next calendar year. Every Permanent employees are entitled for following leaves.

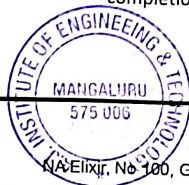
Paid Leaves (PL): 10 Days per year

Sick Leaves (SL): 6 Days per year

Public Holidays: 10 public Holidays

Compensatory off: All public holidays are optional holiday; employees have an option of working on public holiday and Compensatory off needs to be utilised within 15 days from the date of optional holiday.

2. Employment Status: You will be on probation for a period of 180 days starting on the effective date of the present letter. In the event of your not being able to attain the standards required for the management, this period of probation may extend confirmation of your services. On completion of the probationary to the satisfaction of the management, the



Principal

Exito Media Concepts Private Ltd. A.J. Institute of Engineering & Technology
Mangaluru - 575 006

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ANNEXURE - A

COST TO THE COMPANY STATEMENT

Name	Poornashree Naik		
Designation	Executive - Delegate Sales		
DOJ	13 December, 2021		
Location	Mangalore		
	SALARY HEADS	PER MONTH	PER ANNUM
	Basic	6601	79212
	HRA	2640	31685
	Special	3961	47527
	Gross	13202	158424
	Employer contribution ESIC	498	5976
	Employer contribution PF	1800	21600
	CTC	15500	186000
	Other Deduction		
	PT	200	2400
	ESIC	115	1380
	PF	1800	21600
	Net Salary	11087	133044

Please Note:

You are entitled to commissions as described in the article 4 of the appointment letter in addition to the salary above detailed

TDS will be deducted for the commissions

Date: Dec 21 2021 09:57 IST

Name: Poornashree Naik

Accepted:

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

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