



**Sam Fine O-Chem Limited**  
Survey No. 47, hadamtala  
Industrial Area, Nr. Bhunava Pattiya  
Rajkot-Gondal NH-27,  
Tal. Kotda Sangani, Pin : 360311  
Dist. Rajkot - Gujarat  
INDIA.

REF. No: SFOCL/HRD/APPT/SEP/2021/17

31-Aug-21

To,  
**Satyaprakash**  
Hanuman Ka pura, Gopi Khadiahar,  
Ambah, Morena, Madhya Pradesh, 476554.

**Sub: Appointment Letter**

Dear Mr.Satyaprakash,

We have pleasure in informing you that you have been appointed as **Tr.Chemist in Production** Department in our organisation on the following terms and conditions:

1. Your annual compensation will be **Rs.138012**  
(Rs. One Lakh Thirty Eight Thousand And Twelve Only)

Break up of salary shall be as under:

Salary Components	Per Month (Rs.)	Annual (Rs.)
Basic	8500	102000
HRA	850	10200
CCA	488	5856
Conv. Allow	0	0
Medical Allow	0	0
Flexi Pay. Allow	0	0
<b>Gross (A)</b>	<b>9838</b>	<b>118056</b>
Company's contribution to PF. @ 12% of basic.	1079	12948
Bonus	584	7008
<b>Deductions(B)</b>	<b>1663</b>	<b>19956</b>
<b>CTC (A+B)</b>	<b>11501</b>	<b>138012</b>

\* Bonus shall be paid as per the statutory provisions.

2. Your Employee Code No is 10472
3. Your date of appointment has been recorded as **01-Sep-2021**.
4. You will be on probation for a period of six months from 01/09/2021 this period will be liable to extension(s) as the management deems fit, in its sole discretion. You will not be deemed to have been made permanent, unless an order confirming your services is given to you in writing. If the management is not satisfied with your work and/or conduct your services shall be liable for termination, without assigning cause or explanation at any time during the probation period.
5. You will work under the supervision of such officers as may be decided by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your Supervisors in connection with the work assigned to you to the best of your power, skill and ability.

*[Signature]*  
Principal  
Ambah Post Graduate College  
(Autonomous)  
Ambah, Morena (M.P.)

ADMIN OFFICE:  
"Shyam Villa",  
Sapta Sindhu Compound,  
Rokadia Lane, Borivali (West)  
Mumbai-400092 ( India)  
Phone +91-22-28900066/77/88  
Fax +91-22-28900055  
E-mail: [info@samfinechem.com](mailto:info@samfinechem.com)





from time to time. You shall remain under the supervision of such officer



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6. Your hour of attendance shall be regulated to suit the duties entrusted to you from time to time.
7. During the continuance of your employment there after you will keep all secrets and will not divulge to any person, firm, organization what so ever [other than to the Director of the organization or their authorized person] your salary increment and emoluments as also all such secrets or confidential information of any description acquired by you while in our service.
8. You will not during the continuance of your employment, undertake or carry on any business or profession either alone or in partnership, not be indirectly employed or concerned with as, principal, agent, clerk assistant servant or otherwise. You will devote your full time and attention to your duties with us.
9. Your services are liable to be transferred anywhere in India at the discretion of the management.
10. It is hereby agreed and understood that you shall retire from the service of the organization on attaining the age of 58 years.
11. Upon the termination of your employment, you will return to the organization all tools spares documents and any other articles and or copies there of belonging to the organization which may at the time be in your possession.
12. That your appointment is subject to your producing all the documentary evidence and certificates in original of your age and qualifications as stated by you in the application form.
13. It is clearly understood and agreed that if any statement made by you in our standard application form is found to be erroneous and/or any omission which tends to mislead the organization exists such erroneous statement/omission will be sufficient clause for terminating your services without any notice at any time during employment.
14. During probation period, your services are liable to terminate at 24 Hours notice or payment of basic salary in lieu thereof. You shall also give a similar notice on resignation or forfeit one month basic salary.
15. On Confirmation, your services are liable to be terminated at one month notice or payment of gross salary in lieu thereof. You shall also give a similar notice on resignation or forfeit one month gross salary. However, in event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period, without any pay in lieu of the notice period.
16. You have already read and understand the "Code of Conduct" and "HR policies & procedures" of the organization and your terms of employment will be governed by the same.
17. Any dispute or difference which may arise between you and the organization shall lie in the court of competent jurisdiction at Rajkot as the case may be.

ADMIN OFFICE:  
"Shyam Villa",  
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Mumbai-400092 ( India)  
Phone +91-22-2890066/77/88  
Fax +91-22-28900055  
E-mail: info@samfinechem.com

CIN No. U24111GJ2005PLC065631

ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 Certified Company

Ambah Post Graduate College  
Autonomous  
Ambah (Morena) M.P.

www.samfinechem.com



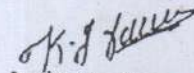


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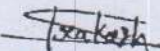
18. You shall be present in the company during normal working hours, or designated shift. If you remain absent from work without authorization or sufficient and reasonable cause for more than six consecutive days, it will be presumed that you are no longer interested in working with the organization and have abandoned your service and this would make you lose your lien on employment. In such case, organization will have the right to terminate your contract of service without, any reference to you and you will not be entitled to any notice or notice pay.

Kindly sign and acknowledge the duplicate copy of this letter in token of your acceptance of the employment on the terms and conditions stated herein.

Yours truly,  
For Sam Fine O Chem Ltd.  
Unit: Hadamtala Dist-Rajkot

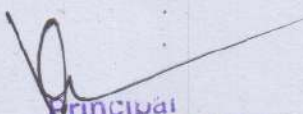
  
Authorized Signature

I have carefully read the above mentioned Terms and Conditions of my Appointment including the "Code of conduct" and "HR policies and procedure" and I have understood the same and I have accepted them entirely. I confirm joined for duty on 01-Sep-2021.

  
Satyaprakash

CC: Authorized Person – Director  
For favour of information, please.



  
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Ambah Post Graduate Colley  
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