

## APPOINTMENT LETTER

[section 6(1)(f) Under OSH&W Code 2020)

Date:

To,

Mr./Ms.

\_\_\_\_\_  
S/O / W/O

Address: \_\_\_\_\_  
\_\_\_\_\_

Aadhar No.: \_\_\_\_\_

UAN \_\_\_\_\_ ESIC No.: \_\_\_\_\_

Dear Mr./Ms ,

We are pleased to offer you employment with organization/Establishment as..... [Designation] in the ..... [Department/Division]. Your employment will be governed by the terms below and relevant Labour Code/laws, including the Occupational Safety, Health and Working Conditions Code, 2020.

1. Labour Identification Number(LIN) of the Establishment: \_\_\_\_\_
2. Designation/Department : \_\_\_\_\_
3. Category of Skill : \_\_\_\_\_
4. Date of Joining : \_\_\_\_\_
5. Wage Details:( Basic +D.A.) : \_\_\_\_\_
6. Other Allowances+ Accommodation. : As per attached Annexure- A
7. Avenues for achieving higher wages/higher position(Promotion) : Depending and assessment of Performance
8. Applicability of Social Security EPFO and ESIC Benefits applicable : As per provision of Code/Law
9. Health check up : As per provision of Code/law
10. Broad Nature of Duties to be performed: As described under
11. Any other information/Terms & Conditions: **As described under**

- The employee will be employed on a temporary basis. The temporary period will be six months. Upon satisfactory performance during this period, the employee will be made permanent.
- If the employee wishes to leave the job, they must provide one month's notice. They must serve a one-month notice period after resigning. If the notice period is not completed, the employee will be charged one month's full salary. This principle applies to the company as well.
- A minimum of three years is required before becoming permanent. Failure to do so may result in legal action.
- The employee will be required to retire at the age of 58.
- Before joining the job, the employee must provide all correct information to the company. If any incorrect information is found in the provided information, the company may take legal action. The company will not be responsible for any problems arising from providing incorrect information.
- Any change in the employee's personal details must be immediately reported to the company in writing.
- The employee must strictly follow all instructions given by his or her superiors.

- All safety equipment provided by the company must be used as directed. If this is not done, the employee will be held responsible for any accident.
- The employee must strictly adhere to all policies and rules established by the company from time to time.
- No employee will leak any confidential information or information of the company to anyone else.

Signature of the owner/manager of the company      Signature of the employee

- This is the employee's written consent to work overtime while employed with the company. The employee agrees to work OT at any time, as required.
- The employee also agrees to work night shifts within the company.
- The employee may not hold any other job or part-time work with any other organization while employed with the company. If this happens, the company may take any action against the employee.
- If an employee wishes to join a company of the same category after leaving the company, the company's consent must be obtained.
- Any violation of company policies by an employee will result in immediate termination of employment.
- All rights granted to the employee, including the monthly salary and other instalments, are disclosed in writing.
- Upon the employee's request, entitlements such as bonuses, leave pay, and gratuity will be paid in advance along with the monthly salary. This will prevent any future demands. If any such demands are made, they will be voided by this agreement.
- The employee will not object if the company makes necessary changes to the salary, basic pay, and other allowances in the future.
- If an employee encounters any issues during employment, they cannot apply to become a union member. Representation must be provided through either the union affiliated with the company or the matter must be resolved jointly with the GRC Committee.
- Mobile phones are not to be used while working at the company.

We understand and understand all the above details very precisely. We know them in our mother tongue and then sign below with our thumbs up.

Thanking you,

Yours truly,

Please sign and return a copy to indicate your acceptance.

**(Employee Signature & date)**

Date

Place

**Signature of Employer/Owner/Manager**

I confirm all the terms and conditions as enumerated above without any reservations.

ANNEXURE 'A'

|                                       |  |
|---------------------------------------|--|
| Basic Pay + Grade Pay(DA)             |  |
| HRA                                   |  |
| Leave Travelling Allowance            |  |
| Uniform Washing Allowance             |  |
| Special Allowance                     |  |
| Conveyance Allowance                  |  |
| Rate of Salary                        |  |
| BONUS                                 |  |
| LEAVE                                 |  |
| Gratuity                              |  |
| Gross Amount                          |  |
| P.F. ( Employees Contribution 12%)    |  |
|                                       |  |
| E.S.I( Employees Contribution 0.75% ) |  |
| Professional Tax- standard            |  |
| B. Total Deduction                    |  |
| Net Payable Amount                    |  |
| CTC BREAKUP                           |  |
| Net Payment to Employee               |  |
| Esic Paid Employee 0.75%              |  |
| Esic Paid Employer 3.25%              |  |
| PF Paid Employee 12%                  |  |
| PF Paid Employer 13%                  |  |
| PT As per Rule                        |  |
| Total CTC                             |  |

**Accepted by:**

**Signature of Employer/Owner/Manager**

**(Employee Signature & date)**

**Date :**

**Place :**

All Forms Available at : [www.patelconsultancy.in](http://www.patelconsultancy.in)

SURAT (0261) 2311521