

Red Cow Dairy (P) Ltd.



AN ISO 22000:2018 COMPANY

CIN: U15209WB2003PTC096213

Regd. Office : Nandan Housing Complex
Station Road, Dankuni, Hooghly, Pin : 712 311
Telefax : 03212 230492 | Ph. : 03212 237004
e-mail : redcowdairy@yahoo.com, info@redcowdairy.in
Website : www.redcowdairy.in

Ref. No.

Date

01.05.2022

To
KOUSIK MANDAL
Son of Goutam Mandal
VILL. – TETHIBARI, P.O.- KISMAT BAJKUL,
P.S.- BAJKUL, DIST.- PURBA MEDINIPUR, PIN. -721655
M : 8101515921

Sir,

Sub: Contractual Appointment to the post of ... Laboratory Assistant

This Organization is pleased to offer you contractual appointment to the above mentioned post purely on contractual basis for a period of 2 (two) years from the date of your joining.

The other terms and conditions of your contractual appointment shall be strictly as follows:

1. It is made clear that this appointment is purely on contractual basis.
2. That this letter of appointment is valid for the specific year (s) from the date of this appointment .
3. That this offer shall automatically ceased to exist on expiry of the said period unless it is extended for a further period in writing by the Management for not more than one year depending upon the satisfactory service rendered by you during your service as also the specific requirements of the organization at that material point of time.
4. That you shall submit all your Certificates and Testimonials pertaining to your Educational and Technical/ Professional qualifications as may be relevant and/or a statutory requirement Viz. Valid Driving License/ Lift Operation/ Boiler operation certificate etc. and proof of Date of Birth in original along with attested copies thereof for verification and records within 3 (three) working days to the HR Dept. The originals shall be returned to you soon after verification and authentication.
5. That initial place of posting shall be at our Jaugram factory, however, you may be transferred and/or relocated at any other place where the organization has business interest either directly or through a sister-concern.

Red Cow Dairy Pvt. Ltd.

Director

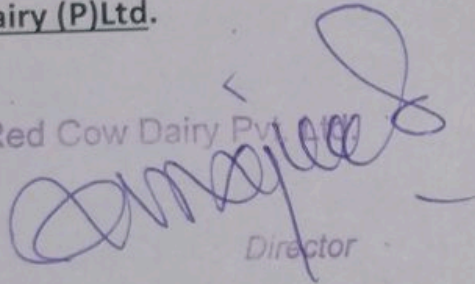
6. That you shall be paid Rs. 9,100/- (Rupees nine thousand one hundred only) per month all inclusive as emoluments on satisfactory performance of your assigned duties. You shall also be entitled to other applicable Allowances as may be allowed by the Organization from time to time for an employee engaged on contractual appointment. The above earnings shall, however, be subject to statutory deductions towards employee's contribution for ESI, PF and such other statutory deductions from time to time. You shall also submit the bank details to us for making necessary payments in this respect.
7. That you shall be entitled to get such other benefits like leave and holidays that shall be applicable for you from time to time as may be allowed by organization.
8. That depending on the actual needs of the organization, you may be required to report / and or posted at any of our other production plants / collection centers / Units controlled or managed by our sister concerns with which we have presently business link-ups or that we may entered into in future.
9. That you shall maintain and ensure complete personal hygiene, sanitation and cleanliness during the working hours and that you shall attend to your assigned duties / jobs regularly and punctually without any unauthorized absence. You shall attend to any extra/ additional duties for the sake of the organization and in the hours of needs as may arise due to various reasons from time to time.
10. That you may come across some trade secrets, production formulae, composition, drawings and documents in course of your engagement with us and that you shall not divulge such information or copy or otherwise deliver / hand over such designs, drawings and compositions etc. to an outsider whatsoever under no circumstances during the tenure of your engagement and/or even beyond your engagement period with this organization.
11. That any violations of any of above shall constitute misconduct on your part and shall be against the interest of the Organization and that in such cases, you shall be liable for disciplinary actions as may be called for by rules and regulations and model standing orders followed by this organization.

12. That the Management reserves the right to terminate your contractual services for any reason whatsoever within this period of engagement with a notice period of one month or payment of one month's salary in lieu thereof. You may also leave the service of the organization with a notice of clear one month subject to your submission of all documents, drawings, jigs & fixtures etc. belonging to the organization and your obtaining a 'No Dues Certificate' from concerned authority.

You are requested to return us the duplicate copy of this letter with your full signature and dated to the undersigned indicating your acceptance of the above mentioned terms and conditions of appointment.

For Red Cow Dairy (P)Ltd.

Red Cow Dairy Pvt Ltd



Director

Director

Copy: Service file for Records

Signature of the appointee: