



# ASA INTERNATIONAL INDIA MICROFINANCE LIMITED

## REGISTERED & CORPORATE OFFICE :

Victoria Park, 4<sup>th</sup> Floor, GN 37 / 2, Sector-V, Salt Lake City, Kolkata – 700091, West Bengal .  
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CIN:U65921WB1990PLC231683

Ref No: ASAI/Z-NB/HR/APP-06/20

Date: 09.01.2020

To,  
Mr. Souvik Giri  
Vill-Gumkia,PO-Srikantapur  
PS-Bhagwanpur,Dist-Purba Medinipur,  
West Bengal,Pin-721601

### APPOINTMENT LETTER

Dear Mr Saha ,

With reference to your application and subsequent interview, we are pleased to appoint you as **Senior Loan Officer** in our organization with effect from **09<sup>th</sup> January -2020**.

You are governed by the following Rules & Regulations of the Company, which are in force or may come into force from time to time:

1. The Standard Conditions of employment will relate to various matters relating to your working with the Company, including hours of work, holidays, leave, code of conduct, confidentiality policy which may be changed by the Company from time to time, at the sole discretion of the Company and such Standard Conditions of employment shall become applicable to you forthwith, upon receipt of notice of the same.
2. You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information required to be furnished by you are true and correct. If it transpires that you have made any 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.
3. You shall be on probation for a period of one year. Based on your performance, if your services are found satisfactory, you will be confirmed by the Company in written after one year. The Management, if deemed necessary, may extend the probation period as it may think fit.

During the probation period, either party may terminate the contract by giving fifteen (15) days prior notice. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one (1) month prior notice by either party. However, on your resignation, the company at its sole discretion will have an option to accept the same and relieve you prior to completion of your stipulated notice period without any pay in lieu of the

remaining period of notice. But it is also the sole discretion of the management to accept pay in lieu of notice in case the employee seeks to leave without serving the notice period.

The Company shall be entitled to terminate your employment without notice or compensation in the following event(s):

- i. Willful violation of the Company rules;
- ii. On the grounds of non-performance, discipline, misconduct, fraud, theft, etc.;
- iii. Unauthorized absence from duty;
- iv. Imprisonment or censure by a court of law

4. For undertaking your role, your total annual employment Cost to the Company (CTC) would be Rs. 158256 (Rupees One Lakh Fifty Eight Thousand Two Hundred Fifty Six Only). The CTC figures shall include all reimbursements, allowances, Provident Fund, Gratuity and other statutory deductions as may be applicable. On confirmation you shall be fixed on the regular slab of the organization and will eligible for other admissible benefits as per the Company rules.

Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance.

5. You are required to deposit refundable security money of Rs 2500 (Rupees Two Thousand Five Hundred Only) which will be refunded post clearance from all departments at the time of leaving the Company. The security deposit will be refunded along with simple interest of 6% per annum provided your employment with the company exceeds one year.

6. You shall also be entitled to leave/holidays as per the rules of the company.

7. You may be transferred to any department /branch/office as per the requirements of the company.

8. You should maintain confidentiality of information, which would come to your knowledge during the course of execution of your duties and responsibilities. You will maintain utmost secrecy of the affairs or works of the Company and should not divulge any information of the Company by any mode of communication to any other person or organization during the course of employment with us or thereafter.
9. You shall not, either while acting on behalf of the Company or in pretext thereof, accept any present, commission, consideration or any sort of gratification in cash or kind from any person, client or firm or Company having dealing with the Company.
10. If at any time in our opinion, which is final in this matter, you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation 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.
11. You will be responsible for safekeeping and return in good condition and order all the Company's property, which may be in your use, custody or charge.
12. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

You will be reportable to the Branch Manager.

If the above terms and conditions are acceptable to you, please sign the enclosed copy of this letter in token of your acceptance and return the same to us for our records.

We welcome you to ASAI India family and look forward to a fruitful collaboration.

With best wishes,

**For ASA International India Microfinance Limited**

  
Suman Karmakar  
Zonal HR Officer  
Odisha Zone

09/01/2020  
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