

Offer ID:512878933

Date:4 Mar 2019

Name:Sachin

Fathers Name:Satish kumar

Employee no:KHPP181460

Dear Mr. /Ms Sachin

Offer / Work assignment letter

We are pleased to appoint you in our organization subject to the following terms and conditions:

- 1) The duration of the contract of employment shall be for the period of commencing from **04 Mar 2019 To 03 Sep 2019** If however, the project work is extended your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting there by to you a status of permanent employee of the Company.
- 2) During your employment, you will work for one of our client as **Filed Executive** at location **PANIPAT** and render service to them. Your employment with us is subject to the terms contained in the letter of engagement that you have executed on (mention date).
- 3) For day-to-day functioning or carrying out responsibilities, in case of any clarifications or guidance you may refer the matter to us for remedial action.
- 4) You shall be bound to follow the working hours of the client.
- 5) Details of your salary break up are contained in this letter.
- 6) You will be entitled for EPF as per existing Provident Funds and Miscellaneous Provisions Act 1952, besides you will be entitled to all other statutory benefits wherever applicable during the contract period.
- 7) Either party can terminate the contract during the existence of the work assignment, as per the terms laid down in the Letter of engagement.
- 8) You shall at no point of time stake any claim or right to claim employment, damage or loss of any sort whatsoever against the client.

We take this opportunity to wish you all the very best in your tenure with Kutumbh HRCare Pvt Ltd

Yours sincerely,

For Kutumbh HRCare Pvt. Ltd.


Authorised Signatory

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: _____

Signature: _____

We, at Kutumbh HRCare Pvt Ltd -joyful relations take great pleasure in welcoming you to the family. You are now part of Indias fastest growing HR Outsourcing Organization.

About us

EMPATHISE&CARE are the base, intent & guiding factors of **Kutumbh HRCare**, a private Limited company registered at New Delhi with diverse humane interest. These help us to create **joyful relations** with individuals and organizations we associate. The team-Kutumbh Care includes people with over 5 decades of collective experience into diversified aspects of Human Capital Management, Administration and General Management domains.

Joining formalities

As part of the joining formalities you need to complete the documentation process. Your joining kit has following documents:

- 1) Personal Data Form (Blank)
- 2) Engagement Letter (two copies)
- 3) Work Assignment Letter (two copies)
- 4) PF Nomination Form / PF Transfer Form
- 5) ESIC Form (if applicable)
- 6) Health Declaration Form
- 7) Income tax declaration Form (if applicable)

Please retain a copy of the Engagement letter, the Work assignment letter and return the rest of the documents duly filed and signed. Kindly ensure the joining formalities are completed within the stipulated time and the documents are submitted to the client servicing person.

For all day to day queries related with payroll, tax ,etc you may contact at below:

helpdesk@kutumbhrcare.com

Best Wishes

For Kutumbh HRCare Pvt. Ltd.


Authorised Signatory

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: _____

Signature: _____

Subject: Contract of Service for Fixed Duration

- 1)As you are aware KHCPL is involved in the business of providing certain human resources to its clients. We wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our clients ("customer").
- 2)It is understood that mere registration with KHCPL does not guarantee you any work assignment and is subject to selection by KHCPL and /or its customers. KHCPL may offer to engage you to perform specific Work Assignments from time to time for any of its customers at a specified location and you may choose to accept such offer at your discretion.
- 3)The term of this letter ("Engagement Letter") shall govern your relationship with KHCPL now and in future. Each Work Assignment will be governed by the terms of this letter and specific Work Assignment Letter. In the event of any inconsistency, the relevant Work Assignment shall govern.
- 4)Execution of any Work Assignment Letter by shall be full and complete acceptance by you to perform the services. Upon acceptance , you shall -
 - a)Fully perform the services , in a professional manner , at the Customers location till the completion of the term of the Work Assignment;
 - b)During the term of the Work Assignment , render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to their third parties ;
 - c)Not engage in any conduct detrimental to the interest of Customer or KHCPL ;
 - d)Not receive any payments of any nature directly from the Customer unless agreed to by KHCPL ;
 - e)Not, either directly or indirectly, offer yourself for employment with the Customer or its affiliates during the period of the Work Assignment without the prior permission of KHCPL ;
 - f)Comply with the safety , health and other rules and regulations of the Customer provided that you have been made aware of the same ;
 - g)Report and be present at Customers designated location during the working hours mentioned in the applicable Work Assignment Letter ;
 - h)Extend all co-operation to the Customers employees , consultants, representative , etc. and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to efficiently undertake the Work Assignment .

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: _____

Signature: _____

- 5) At the end of each record period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a time sheet (or any other format / register as required by the Customer) containing the number of hours worked in any given day at the Customers location and such other details as may be prescribed by KHCPL .you shall retain applicable copy of the same, which shall be provided to KHCPL upon request.
- 6) As consideration of services performed during any Work Assignment, KHCPL will pay you remuneration as per Work Assignment Letter. KHCPL will be entitled to make deductions as per applicable law or in respect of any amounts due to KHCPL or the Customer from you. You will be reimbursed any approved expenses subject to your submitting original bill / declarations as required by KHCPL and / or the Customer.
- 7) Any intellectual property that results from the work performed by the individual under any Work Assignment Letter shall be the property of the Customer and the individual agrees to assign / transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect and enforce patents, copyrights and other intellectual property protection under any laws and conventions.
- 8) All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials, or items provided to you by the Customer or KHCPL are provided to you in trust and on expiry/termination of the Work Assignment, you shall promptly return all such material to the Customer or KHCPL , as the case may be.
- 9) You agree that this Letter of Engagement creates no obligation on part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. The terms of this Letter of Engagement shall however, will govern any Work Assignments that you undertake to perform.
- 10) Should you be selected to perform the Work Assignment, the nature of your relationship with KHCPL will be that of contract of service for applicable fixed period. Upon expiry or termination of the Work Assignment, your employment with KHCPL shall stand terminated forthwith.
- 11) Except the expiry of a Work Assignment due to completion / expiry of the same or in respect of a Work Assignment of one week or a lesser period, if either party wishes to terminate the Work Assignment during the existence of a Work Assignment, the terminating party shall provide 7 days notice to the other party.
- 12) In case where there is no Work Assignment subsisting either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: _____

Signature: _____

13) Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination KHCPL will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination / expiry of this Letter of Engagement or the Work Assignment.

14) You agree to defend, indemnify and hold KHCPL or the Customer harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter, or for misconduct, violation of any law or creation of legal liability by you.

15) Any dispute between the individual and the KHCPL shall be referred to applicable sole arbitrator to be selected from a list of three arbitrators nominated by KHCPL. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at New Delhi, India. This Engagement Letter shall be governed in all respects by the laws of India.

16) In addition to the terms contained herein, your relationship with KHCPL may be subject to such other additional terms and condition as may be communicated to you from time to time in writing by KHCPL.

We request you to please sign applicable duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein. By signing the letter you confirm that you have read, fully understood and accepted the terms of this letter.

Yours sincerely,

For Kutumbh HRCare Pvt. Ltd.


Authorised Signatory

Salary Structure:-

Salary		Deductions		Employer's contribution	
Basic+DA	10383.00	PF Employee	1246.00	PF Employer	1350.00
HRA	4153.00	ESIC Employee	343.00	ESIC Employer	931.00
Conveyance	1600.00	PT		Ins (GPA/Medi)	150.00
Bonus	865.00			Gratuity	
Medi. Allow	1250.00				
Supplementary Allowance					
Additional Allowance	1338.00				
Tel Allowance					
Statutory Bonus					
Gross	19589.00	Net In Hand	18000.00	CTC	22020.00
PROFESSIONAL TAX LABOUR WELFARE FUND & OTHER COMPLIANCE WOULD BE SEPARATE AS PER APPLICABILITY IF ANY					

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: _____ Signature: _____