

O/C

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: Rahejas, Corner of Main Avenue & V. P. Road, Santacruz – West, Mumbai – 400 054

Phone: 022-6695 1111 Fax: 022-6694 2922

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

8th March, 2019

Ms. Bhairavi Kadakia
B/408, Shiv Parvati CHS Ltd.
Satya Nagar, Sai Baba Nagar Road,
Borivali (West)
Mumbai – 400 092.

Dear Ms. Bhairavi Kadakia,

Sub: Letter of Appointment

This has reference to our Offer of Employment dated 26th February, 2019.

We are pleased to appoint you as “**Company Secretary cum Compliance Officer**” in our Organisation with effect from 8th March, 2019, as per the terms and conditions annexed.

Wishing you all the success in your assignment and looking forward to having a long, cordial & mutually beneficial relationship.



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Terms & Conditions:

1. Your Cost to Company Per Annum will be Rs. 3,00,000/- (Rupees Three Lakhs only)
2. You will be on probation period of 6 months from the Date of Joining. The period may be extended at the discretion of the Management for such periods as may be deemed necessary. Your services will be treated on probation until confirmed in writing. Probationary employees are allowed sick leave of 4 days on account of illness or injury.
3. During probation your services are liable to be terminated at any time with one (1) week notice or one (1) week's pay in lieu of notice. On completion of probation period your services will be confirmed if found satisfactory, as per the terms discussed. After confirmation your services can be terminated with one months' notice or salary in lieu of notice and in case of your resignation you will be required to give one months' notice.
4. In case of your resignation / termination, you should hand over the charge to any official designated in this behalf and obtain a clearance certificate from the accounts department.
5. Increments are not automatic and will depend solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal system.
6. You shall be subject to the service rules and regulations of the company that are issued from time to time and presently in force.
7. You will be entitled to leave as per the rules of the company.
8. You are liable to be transferred to any of the existing or future department or sister concern. On such transfers you will be automatically governed by the terms and conditions which are applicable to your category at the place of transfer.
9. You will not without the written prior permission from an authorized officer of the company engage yourself in any business whether part time or full time, whether during working hours or otherwise, in any capacity, or be employed by any other firm, company or person.

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10. You shall maintain and keep in your safe custody such books/ registers/ documents and other assets of the company as maybe issued to you or may come in your possession and return in the same condition, in case you leave the services for any reason.
11. You are liable to be dealt with for any misconduct committed by you while in the company's services and also be placed under suspension pending inquiry into your conduct. You cannot submit resignation or your resignation will not be effective if disciplinary proceedings are pending against you.
12. You are required to maintain the highest order of discipline and secrecy regarding the affairs of the company which come to your knowledge during the period of your services and in case of breach of the same, the services are liable to be terminated with immediate effect.
13. You shall retire on attaining 58 years of age.
14. For matters which are not herein provided specifically, you shall be governed by such rules and regulation, standing orders etc. that are either existing or brought into force from time to time.

Kindly return the duplicate copy of this letter duly signed as a token of your acceptance.

For LEENA CONSULTANCY LIMITED



SANJAY JOHAR
DIRECTOR
DIN: 00007304