

Mr. Raman Waghaye
Emp Code 72371
Nagpur Sadar

SUBJECT: GENERAL TERMS & CONDITIONS OF EMPLOYMENT

Further to our Employment Letter you will be governed by the following terms and conditions of employment:-

1. Dress Code

You are required to attend the office in decent dress Code.

2. Probation

Your Employment in our company is subject to you been on a probationary period of six months from your date of joining. During this period, your performance, behavior, attitude, etc. will be measured by Quarterly Self Assessments & evaluated by a Review process at the end of Probation period as per the company's standard and if found unsatisfactory your employment shall be terminated without assigning any reason or notice or without any compensation.

3. Credentials

The offer of appointment is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio - data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This appointment order is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.

4. Medical Fitness

The Company retains the right to medically examine you at any point of time in the future and your services will be retained only if you are found medically fit for your position.

5. Leaves

You will be eligible for leave as per the Leave Policy of the Company.

6. IT Security

While commencement of your services in the company, you are required to strictly adhere to the IT security practices / procedures and STFC acceptable usage policy as prescribed by the company.

7. Code of Conduct

- a) You will be subject to the Rules & Regulations of the Company in force from time to time relating to discipline, attendance, working hours, working conditions & Code of conduct.
- b) You will not without our previous permission in writing, carry on any business, or enter, for any part of your time, whether during working hours or otherwise, in any capacity the services of, or by employed by any other firm, company or person. You will devote your whole time and attention exclusively to your duties to promote the interests of our organization.
- c) Commitments or dealings on behalf of the company can be entered into only within authority or discretion vested in you, with prior written sanction of the management or those in authority over you.

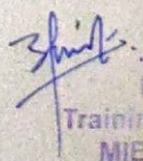
8. Job Assignment

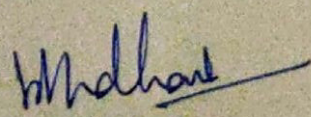
- a) You shall be required to carry out various work of Shriram Group Companies during your employment with us depending upon the exigencies & administrative needs.
- b) You should devote your full time and attention to the work assigned to you. You shall at all times obey and abide by the lawful terms and orders given by your superiors, and shall work diligently, faithfully and well. The Company shall be the sole judge to determine whether the work assigned to you is suitable or not.

Signature of Employee

Shriram Transport Finance Company Limited

Head Office: No. 101-105, Shiv Chambers, 1st Floor, B Wing, Sector - 11, C.B.D. Belapur, Navi Mumbai - 400 614. Tel: +91 22 4095 7575 / 27580171 | Fax: +91 22 2758 0176
Registered Office: Mookambika Complex, 3rd Floor, No. 4, Lady Desika Road, Mylapore, Chennai-600 004, Tamil Nadu, India. Tel: +91 44 2499 0356 | Fax: +91 44 2499 3272.
Website: www.stfc.in | Corporate Identity Number (CIN)-L65191TN1979PLC007874


In-Charge
Training & Placement
MIET, Bhandara


Principal
M. Patel Institute of Engg. &
Tech. Shahapur, Bhandara

9. Transfer of Service

Your services are liable to be transferred from one Department to another, one state to another state, from one Branch to another or from Branch to H.O. or vice versa, or sister/subsidiary Company of the group anywhere in India. Subsequently, you will be eligible for HRA / Other Allowance as per Company's Policy

10. Company Assets

You shall be responsible for safe keeping and return in good condition and order of all the Company's property which may be in your use, custody or charge.

11. Secrecy

You shall maintain secrecy of all the information/data of the Company's operation which you may come to know during the course of your employment with us. Any failure on your part to maintain secrecy of the company you will be liable for legal action. This secrecy clause is applicable on employment and even after separation.

12. Residential Address

You should keep us informed of any change in your residential address or in your civil status.

13. Training

In the event of the Company deputed you for acquiring specialized know-how through training within the country or abroad, you will be required to execute a bond to continue employment for a period of 3 years with the Company.

14. Retirement

You will retire from the Company on attaining the age of 58 years. Extension, if any, will be at the sole discretion of the management.

15. Resignation

Would you wish to resign from the services of the company, you shall give to the company 90 days notice in writing. However, it may vary as per Company's policy/Grade prevailing at the time of your resignation. Your acceptance of resignation shall be at the sole discretion of the Management and shall subject to handing over charge of your duties & responsibilities as assigned to you. This clause shall be applicable to all probationers & confirmed employees.

16. Notice Pay

Subsequent to the resignation, failure on your part to provide the required notice of resignation, you shall be liable to pay an equivalent amount (Basic Salary) to the company in lieu of notice. The acceptance of salary in lieu of notice period is at the sole discretion of the company. During the period of notice, you are not eligible for any kind of leave such as CL & PL. This clause shall be applicable to all probationers & confirmed employees.

17. Termination of Service

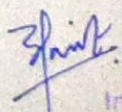
Your employment is liable to be terminated for the following reasons without notice and without payment of notice pay.

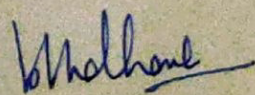
- If your performance is found to be unsatisfactory and does not meet the required standards as set by the organization from time to time.
- If you fail, refuse or neglect to carry out or perform any duty or duties assigned to you by the company.
- If you are found guilty of any fraud, misappropriation, insubordination or misconduct whether in the course of performance of your duties or otherwise.
- If you are found unfit to be entrusted with responsible work commensurate with your position, as a consequence of any misconduct, moral turpitude etc.
- Loss of confidence in you by the company due to any act of commission or omission on your part.
- If you become physically unfit for the performance of your duties.
- If you commit any breach of any of the terms and conditions of this letter of appointment.
- Failure on your part to join the Transferred Location on the specified date without any valid reasons.
- If you violate any of the terms and conditions, or act against the H.R policies and Practices of the Company.

Signature of Employee

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Principal
M. Patel Institute of Engg. &
Tech. Bhandara

October 04, 2018

Mr. Raman Waghaye
Management Trainee
Emp. Code - 72371
Nagpur Sadar

Dear Mr. Raman,

SUB: EMPLOYMENT ON PROBATION.

On successful completion of Training, Management is pleased to absorb you in the Employment of our Company w.e.f. 17.07.2018 on the following Terms and Conditions:

1. You are designated as "Assistant Relationship Manager"
2. You shall be responsible for Growth & Development of Our Commercial Vehicle Finance Business and Recovery as per the Territory allotted to you.
3. You will function as "RE" in the grade of "OP4T".
4. You will report functionally and administratively to Branch Head and shall carry out all other assignments as delegated to you from time to time.
5. You will be on probation for a period of six months w.e.f. 17.07.2018 and after successful completion of which you will be confirmed in the services of the Company.
6. You will be entitled for Fixed Petrol Reimbursement of Rs.3000/-p.m. subject to allotment of files. This Reimbursement shall be claimed from expense department on production of original bills.
7. Your learning and performance will be reviewed during probation.
8. On successful completion of probation, your remuneration will be revised as per grade.

Please return to us the duplicate copy of this letter and the copy of the attached General Terms & Conditions of Employment duly signed by you as a token of your acceptance.

We wish you all success.

Thanking you.

Best wishes,

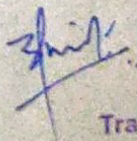
HR Department

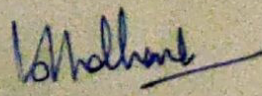
(Accepted)

*** This is a system generated letter & does not require signature.

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