

05 July, 2012

To,

Mr. Jaymin Patel
Opp Urban Bank,
Nr Lake Station Road, Limbasi
TA-Matar, Dist Kheda
Ahmedabad.

Subject: Training Assignment

Dear Jaymin,

This is with reference to your application dated **15 June 2012** for training under the Electronics Training program of CEMA Electric Lighting Products India Private Limited. (Hereinafter "CEMA") and the subsequent discussions between you and CEMA.

In furtherance thereof, we are pleased to offer you a training stint in our organization as a "**Engineer- Trainee**" on the following terms and conditions:

1. The duration of the Training shall be for a period of one year starting from day of joining.
You shall join the programme not later than **15th July 2012** at **CEMA Electric Lighting Products India Private Limited, Limbasi.**
2. You will be imparted Training in the form of assignments and practical training in the organisation. You shall abide by such directions/instructions issued to you from time to time by your Assignment Supervisor. In the course of your training you shall receive rotational training in such cities or sites, as CEMA considers necessary for completion of the assignment.
3. This training assignment is terminable by either you or CEMA by giving a one month notice or tendering stipend for one month in lieu thereof. During the course of your training you shall be provided a stipend of **Rs. 13000/- (Rupees Thirteen Thousand Only)** per month during the first six months of training and **Rs 15000 (Rupees Fifteen Thousand Only)** in the next six months on basis of performance assessment. Any charges in connection thereto that have to be borne by you will have to be paid by you. Please note that no claim shall lie against CEMA in the event of any fatal / non-fatal injury that may arise during the course of your traineeship.
4. You will be entitled to **12 days** casual leave in a year. You shall not be entitled to avail leave unless it is sanctioned by the manager concerned. You shall not be entitled to any other leave.
5. The training program shall be guided by and be within the framework of the Training Scheme. CEMA may amend the scheme from time to time.
6. All information which includes information communicated by CEMA or any of its customers or employees or information howsoever acquired by you in relation to CEMA including but not limited to its customers, documents, operations, accounts, services, the works (whether or not acquired during the course of training)



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shall be strictly confidential and shall not be disclosed in any manner or form by you to any other person or entity without the prior written consent of CEMA. The provisions of this clause shall be valid for the duration of the training and shall survive any expiry and termination thereafter.

7. Notwithstanding what is stated in clause 3 above, any misrepresentation or wrong information or concealment of facts in your application form/ personal particulars shall give CEMA a sole discretionary right to terminate the training with immediate effect without any compensation being payable to you.
8. A periodic appraisal shall be taken every quarter and communicated to you. Any extension of the training program or further training that needs to be imparted shall be at the sole discretion of CEMA. These appraisals shall be final and binding on you.
9. During the course of the training you shall comply with all applicable laws of India and agree to comply with the CEMA policies, CEMA reserves the absolute right to terminate this training with immediate effect without payment of any compensation. This provision overrides anything else contained in this letter.
10. Please however note that this offer of traineeship in no way constitutes an offer of employment or any lien for the employment. This contract automatically expires on **date**. Your association with the company is purely temporary and in the nature of a trainee ship.

We have the pleasure in welcoming you to CEMA and sincerely hope that your association with our company will be satisfactory to both of us.

Please sign and return duplicate copy of this Training letter in token of your having accepted the above terms and condition of the assignment.

Thanking you.

For,
CEMA Electric Lighting Products India Private Limited


Nandakumar C.
Director

Acknowledgement:

I JAYMIN ARVINDBHAI PATEL do hereby affirm and declare that I have read and have fully understood the terms and condition of this letter. I accept the same without any reservation.

Date of Joining: 06/07/2012

Place: LimBasi

Signature: 

Name in full: PATEL JAYMIN ARVINDBHAI

Dear Jaymin,

Enclosed is the stipend breakup for 1st 6 months.

Date:	05-Jul-12	Function:	Production
Name:	Jaymin Patel	Designation:	Engineer-Tarinee

	Monthly CTC	Annual CTC
Monthly Components	Amt Rs.	Amt Rs.
Basic Salary	2000	24000
Special Allowance	10760	129120
Total 1	12760	153120
Statutory Benefits		
Provident Fund (12% of Basic Salary)	240	2880
Total 2	240	2880
CTC per Month	13000	156000

Enclosed is the stipend breakup for next 6 months.

	Monthly CTC	Annual CTC
Monthly Components	Amt Rs.	Amt Rs.
Basic Salary	2000	24000
Special Allowance	12760	153120
Total 1	14760	177120
Statutory Benefits		
Provident Fund (12% of Basic Salary)	240	2880
Total 2	240	2880
CTC per Month	15000	180000


 Nandakumar C
 Director



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1st March, 2014

Mr. Jaymin Patel
Opp Urban Bank,
Nr Lake Station Road, Limbasi
TA-Matar, Dist Kheda
Ahmedabad

Dear Jaymin,

With reference to your completion of training you had with us, we are pleased to appoint you as Engineer Maintenance in our Organization.

1. Reporting

- a. You shall be based at Limbasi and will be reporting to K N Devdas-Director.
- b. At the time of reporting for duty, you shall have to produce relieving certificate from your last employer (if applicable), five copies of your recent passport size photographs, Mark cards and certificates of 10th, 12th Graduation, PG and Medical Fitness Certificate.
- c. We request you to send us a copy of the last drawn salary certificate / salary slip (if applicable).

2. Compensation & Benefits

- a. Your basic salary and other allowances will be as per Annexure I and will be effect from the issue of this letter.
- b. Other allowances, if any, will be as per the rules of the Company prevailing from time to time. The above remuneration will be subject to deductions of PF., E.S.I.C., Income Tax, Professional Tax and such other deductions as are necessary under the law or agreed to from time to time. All components of your compensation and benefit shall be subject to Income Tax and other Legal provisions from time to time.

3. Probation

- a. You shall initially be under probation for a period of **six months**. This period may be lessened or increased, the latter up to another six months, should the management do so. Such modification shall solely depend upon the management's evaluation of your performance. Resignation of services on your part and termination of services on our part, during this period, shall require not more than **thirty days** notice in writing during probation.



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- b. Upon confirmation, the contract of services may be terminated by either party by giving **thirty days** notice in writing. If such termination of the contract is initiated by the company, the company may at its sole discretion offer one month's basic salary in lieu of such notice. Similarly you will be required to give one month's basic salary in lieu of one month's notice. In the event of your failing to give notice or tendering one month's basic salary in lieu thereof as stated herein above, the Company shall have the right to deduct the same from the dues payable to you and confirmation by you of your acceptance of the terms and conditions of this Appointment Letter shall be treated as your authority to us to deduct the amount from your dues.
- c. The Company will have the option to call on you to sign separate service agreements if any, as dictated by Company's policies from time to time.

4. Transfer

Your services (at the absolute discretion of the Company) are liable to be transferred part time or whole time to any stage / Department / Division of the Company and / or any firm or Company or Companies or to a newly started Company situated anywhere in India which are managed by the Directors of this Company or are associates or subsidiary Companies and you are bound to work in the said assignment as per the Company's directions without extra remuneration or allowance.

5. Separation

- a. Your services are liable to be terminated immediately without any notice if in the opinion of the Company you are found guilty of breach of any of the above clauses, insubordination, insolence, gross negligence of duty, dishonesty or embezzlement or accepting any illegal gratification. The decision of the Company or its Officers shall be final and conclusive in this regard and you shall not raise any dispute relating to the same.
- b. Absence without prior sanction of the leave, whether or not overstaying sanctioned period of leave, for a period of 8 days or more will tantamount to loss of lien on employment and expiry / termination of the Contract of Employment and will result in automatic striking off of your name from the rolls of the Company without any reference to you.
- c. Our probationary appointment, confirmation, as well as continued employment in the services of the company are subject to medical fitness to be certified by the company's Medical Consultant. If from such medical examination the Company is of the opinion that continuity of your services is not desirable or that you are incapable of discharging your duties satisfactorily, the Company may terminate your services by giving one month's notice or salary in lieu thereof and on payment of other terminal dues legally payable to you.
- d. You will retire from the services of the Company on attaining the age of 60 years.



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6. Managerial Responsibilities

- a. The Management's right to supervision shall be exercised by the Managers or persons so designated for the purpose from time to time, subject to change in Managers or persons so designated at any time, according to Management's discretion.
- b. The Management from time to time shall lay down the duties and responsibilities of each category of employees and you shall perform all such duties and all duties incidental thereto, as may be assigned to you from time to time.
- c. You shall attend your duties diligently, faithfully and punctually and shall follow the directions given in this behalf by the Management and in particular punching the attendance card and / or signing the attendance register.
- d. You shall carry out the responsibilities assigned to you from time to time by the Company with your acquired knowledge and utmost ability and extend all cooperation and help for improving the business of the Company.
- e. You shall be regular in your attendance and diligent in your duties and shall not refuse the work assigned to you by the company from time to time. You will be liable to be called upon to work in any shift as per the requirement of the Company and you shall be bound to do so.
- f. Development of your subordinates is a key measurement of your Performance and you shall ensure that you shall coach your subordinates on an ongoing basis and provide timely & regular feedback for the improvement of their performance.
- g. While approving the leave of your subordinates, you shall strictly adhere to the rules & regulations, governing their Leave.
- h. You shall willfully and wholeheartedly cooperate with the Management and shall be responsible for enforcing and maintaining overall discipline in the Company. You shall facilitate modernization of Plant or Processes and / or improvement of plant, machinery and / or Processes with a view to increasing efficiency and productivity and shall eschew any restrictive practices.

7. Whole-time Employment

- a. During your employment with the Company:
 - (i) You shall not engage yourself either directly and / or indirectly and either part time or full time in any business/ job / post / services other than the employment with the Company.



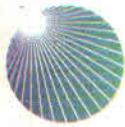
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- (ii) You shall devote your whole time and attention exclusively to the duty entrusted to you and you shall not either directly or otherwise engage yourself to work for any other person or company in any capacity whatsoever
 - (iii) You shall not join and / or undertake any academic and / or educational and / or professional course of studies or shall not join any college and / or academy and / or educational institution for the same without Company's prior written permission.
- b. During your services with the Company you shall
- (i) Devote your whole time and attention exclusively to the duty entrusted to you
 - (ii) Serve the Company diligently, faithfully, truly, actively, efficiently with integrity and loyalty and shall not participate in any subversive or illegal activities against the Company nor shall engage yourself directly or indirectly in any activities which may disturb the industrial peace and / or the production and/or other activities of the Company.

8. Confidentiality

- a. If during and in the course of your employment with us, you invent or cause to invent any technology, processes, formulae, specifications, know-how regarding the manufacture and process of any product formulation, invention or any suggestion made by you about any name, mark, device, label, trade mark or trade name, patents etc., the same shall always remain the exclusive property of the Company and you shall not have any right or interest of whatsoever nature in the same nor shall you be entitled to get them or any of them registered in your name. It shall be the company who shall be entitled to ownership and registration of such formulae, invention, trademark, patent etc. and you agree to give your full cooperation in such registration by the Company.
- b. During the continuation of your employment and thereafter you shall not at any time or times without the consent of the Company disclose, divulge or make public except under legal obligation, any of the processes, designs, problems, practices, formulae, records, suggestions, discussions, accounts, transactions or dealings of the Company which ought not to be disclosed, divulged or made public whether the same may be confided or become known to you in the course of your service or otherwise and you shall not remove from the premises of the Company any notes, drawings or other documents or materials relating to your knowledge or information.
- c. You undertake and agree to handle all Company's property including all correspondence memorandum, books, technical books, license, price list, note books, formulae, designs, drawings, any other documents, samples or any other goods belonging to the Company which shall come in to your possession in the course of your employment with care and diligence and



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the same shall be the absolute property of the Company and that you will at any time during the employment or upon the termination thereof for any cause whatsoever, deliver back to the

company without any lien whatsoever thereof. In addition to this, you shall sign a separate Employee Innovation & Proprietary Information Agreement at the time of your joining and if necessary, every year from then on.

9. Integrity

- a. This appointment letter is issued relying upon the basis of the information and record furnished by you regarding your past services and other records. If at any time it is revealed that employment has been obtained by furnishing false information or record or by withholding pertinent or relevant information, the Company will be free to terminate your services at any time without notice and without being liable for any compensation whatsoever. At the same time the Company shall be entitled to recover from you any loss or damage which the company may suffer in the event of its acting on false information and record furnished by you.

10. Address for Communication

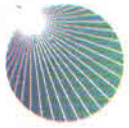
- a. You shall provide your residential address to the Company. Any Change in your residential address shall be communicated in writing to the Company. In case you fail to do so, the address in the records of the Company shall be treated as your residential address and any notice sent to that address through UPC/ Registered Post shall be deemed to have been served on you for all purposes.

11. Leave

- a. You shall be entitled to 30 days leave in a year.

12. General

- a. You shall be required to carry out your responsibilities within the framework of the Organization Structure, Policies and directions and as per the rules and regulations applicable to you.
- b. You agree that promotion to a higher cadre is a sole function of the Management and can be given at the discretion of the Management after evaluations through Performance Management Processes.
- c. You agree that a Department Head at the works, Branch Office or at the Head Office may revise, from time to time, the shift arrangements at different establishment both in regard to the composition of shifts, as well as the shift timings, according to the exigencies of work and the



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Management or any Officer nominated for the purposes will be the sole and final authority to bring about any modification of the shift system.

- d. You agree that whenever considered necessary, the Management shall issue identity pass to you and you shall keep identity pass in your possession to be shown whenever required or wear it in such manner as may be instructed.

13. The Company reserves the right to amend all or any of the aforesaid Terms and Conditions or introduce new Terms and Conditions, from time to time at the sole discretion of the Company.

Please return a copy of this appointment letter duly signed by you as a token of your acceptance of the aforesaid Terms and Conditions governing your employment with the Company.

We would like to take this opportunity to welcome you to our organization and trust your association with us will be a mutually beneficial one.

Yours faithfully,

For CEMA Electric Lighting Products India Private Limited

Nandakumar

Director

Encl.: Annexure – I: Salary Details

I agree to accept the employment on the terms and conditions mentioned herein above in the letter of appointment and shall report for duty on or before **date**.

I also agree to keep the Company informed about changes in my residential address, civil status and solvency as and when it is changed and I shall be held responsible for any consequences if I fail to inform said changes and I shall not hold the Company responsible, if I fail to do so.

Signature of witness

Place

Date

Signature of employee

Place

Date

Umbasi

5/3/2014



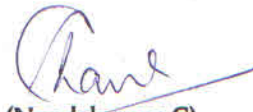
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Annexure-I

Date:	01-Mar-14	Function:	Production
Name	Jaymin Patel	Designation:	Engineer Maintenance
Band:	Professional		

	Monthly CTC	Annual CTC
Monthly Components	Amt Rs.	Amt Rs.
Basic Salary	7400	88800
House Rent Assistance	2960	35520
Conveyance	800	9600
Special Allowance	3691	44292
Leave Travel+ Medical Allowance	2405	28860
Total 1	17256	207072
Statutory Benefits		
Provident Fund (12% of Basic Salary)	888	10656
Gratuity Fund (4.81% of Basic Salary)	356	4272
Total 2	1244	14928
CTC per Month	18500	222000


(Nandakumar C)
Director

1. **House Rent Assistance:** Tax Relief can be claimed as per the IT rules.
2. **Provident Fund:** Employee's contribution and Company's contribution will be at 12 % of Basic Salary (as per Provident Fund Act)
3. **Gratuity:** Eligibility is after 5 years of service (as per Gratuity Act).



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01 Sep, 2014

Mr. Jaymin Patel
EMP #: 20608

Dear Mr. Jaymin

Sub: Confirmation of Services

We are pleased to inform you that you are confirmed in your services with effect from 01-Sep-14.

All other terms and conditions of your employment with us remain the same.

We wish you all the best in your assignment and look forward to your continued contributions for the Company's growth.

Yours truly,

For CEMA Electric Lighting Products India Pvt.Ltd.

Nandakumar C,
Director



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27th July, 2015

Mr. Jaymin Patel
Emp code: 20608

Dear Jaymin,

We are happy to inform you that your emoluments and benefit plan has been revised w.e.f 1st July, 2015 and is enclosed herewith.

All other terms and conditions of your employment remain the same.

Wish you all success.

Yours Truly,

Nandakumar C
Director

Encl: Revised C & B details



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Mr. Jaymin Patel
Emp code: 20608

Revised compensation & benefits w.e.f 1st July, 2015

	CURRENT PM	REVISED PM
Monthly Components	Amt ₹	Amt ₹
Basic Salary	7400	8288
House Rent Assistance	2960	3315
Conveyance	800	1600
Special Allowance	3691	3691
LTMA	2405	2432
<i>Total 1</i>	17256	19326
Statutory Benefits		
Provident Fund (12% of Basic Salary)	888	995
Gratuity Fund (4.81% of Basic Salary)	356	399
<i>Total 2</i>	1244	1394
CTC per Month	18500	20720
CTC Per Annum	222000	248640

All other benefits, terms and conditions of employment remain same

Nandakumar C
Director



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16th Jan, 2018

Service Certificate

Name of the Employee : Jaymin Patel

Emp. No. : 20608

Designation of the Employee : Engineer Maintenance

Date of Joining : 06-Jul-2012

Date of Relieving : 16-Jan-2018

Reasons for leaving : Resigned

Last drawn CTC : Rs 2, 48,640/- (Two Lakhs Forty Eight Thousand and Six Hundred and Forty only) CTC per annum .

For CEMA Electric Lighting Products India Pvt Ltd

Nandakumar C
Director

Date: 16/11/2018

To,
Mr. Jaymin Patel
Opp Urban Bank
Nr Lake Station Road, Limbasi
TA- Matar, Dist Kheda
Ahmedabad.

Subject: Relieving Letter

Dear Mr. Jaymin Palel,

You are working on the post of **Engineer Maintenance** in our Company.

You have tendered the resignation dated 15/12/17 voluntarily. The resignation dated 15/12/17 has been received by the Company on 15/12/17

In the resignation letter, you have requested the Company to accept the resignation and to relieve you from duty. Your resignation and request to accept the resignation has been accepted by the Company.

You are hereby informed to approach the office on working hours for settlement of your full and final legal dues. We appreciate your contribution made to the organization and wish you all the best for your future endeavors.

for **CEMA Electric Lighting Products India Private Limited**



Nandakumar C
Director
Authorised Signatory

Date: 21/05/2018

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Mr. Jaymin A Patel has been working in our organization from 6th July, 2012 to 16th January, 2018 as a Engineer Maintenance in our Electrical Department.

During his tenure we found him to be professional, knowledgeable and result oriented with practical understanding of work requirements. He has successfully completed many works for our organization.

We acknowledge and appreciate his sincerely, dedication and hard work in all assignments undertaken during his tenure with us, and we wish him all the best for all his future endeavors.

For, Cema Electric Lighting Products India Pvt. Ltd.


(Devendra Solanki)
Manager HR