



Parkkot Maritima Agencies Pvt. Ltd.

To,
Ms. Kavya Vattaparambil,
Vaddem,
Vasco-da-gama,
Goa.

Regd. Office : Parkkot House, Swatantra path,
Vasco-da-Gama, Goa - 403 802, India.
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CIN : U63012GA2001PTC003028

Date: 01.04.2024

Dear Ms. Kavya,

Sub: **Appointment - Employment Letter**

Having completed your probationary period, the Management is pleased to confirm you as Finance Executive with effect from 01.04.2024. You will be paid a Basic salary of () (Rupees Fifteen Thousand Only) in the following pay structure for 3 years(Three)w.e.f.01.04.2024 :

Basic Pay

DA

Total

Allowances

Gross Total

besides other allowances ,if any, as admissible to other regular employees. The terms and conditions of your employment will be as follows

1. You will be entitled for all statutory benefits such as Provident Fund Scheme, ESI, Payment of Gratuity etc. as per applicability.
2. Also you have been entrusted with the duties and responsibilities related to your candidature and capabilities which is brief in nature. However the Individual role can be more exhaustive depending upon the situational requirement and hence it can be modified from time to time based on individual request / organizational requirement as applicable.
3. You will be required to perform your duty as per the timings allotted to you / whenever shift working applicable and shall follow the same diligently.
4. You will be entitled to the Paid Holidays as declared by the company for respective Calendar Year.
5. You will be entitled for the Leave with wages as follows:
PL : 15 Days; SL 9 Days & CL 6 Days
6. Your services shall be transferrable to any department within the company, within the Group of our Companies in any capacity suiting your qualification, skills and experience at any point of time as per the decision of the management which will be binding upon you.
7. You will not disclose or divulge or make public use of company's formulae, processes, technical know-how, trade secrets, accounts, transactions or any dealings which may come to your knowledge or have been performed by you.

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8. You will not opt for any alternate employment / business directly / indirectly, whether full time or part time until and unless such is being conveyed and permitted to and by the management of the company.
9. Your date of retirement will be 58th Birthday of yours.
10. During your employment, you are expected to participate and perform proactively in all areas such as Training & Development, Quality Management System, Safety Policy, Hygiene and Personal Care Policy and shall take the ownership of the organizational activities.
11. We look forward towards your continued participation, putting in your best, getting along with the existing team & culture and contributing to the company's growth without any constraint of hard work or time.
12. We expect you to follow all rules and regulations of the company declared from time to time and obey the Company's Service Rules & SOPs. Also you are expected to keep all the conditions of your employment completely confidential. Breach of any rules, regulations and conditions will be considered for the strict action against the same.
13. We expect you to be with us on a long term basis. However due to any circumstances necessitating discontinuation from the employment, minimum notice period / pay of **Thirty** days shall be given by either of the side.
14. In case of discontinuation of your Employment by way of any way, all the company owned material / equipment resting in your possession should be handed over to the company, failing which the company shall reserve the right to deduct or recover the amount or cost of such material / equipment from the dues payable to you by the company.
15. You will not directly or indirectly solicit the employment with any of our competitors, customers, suppliers etc. within the period of 1 year after leaving the company, without such permission from the management is being taken. This is to ensure the code of business secrecy and its preservation.

Best wishes and best regards.

For Parkkot Maritima Agencies Pvt. Ltd

PRILT

Parvati Parkkot
Director



Accepted by (Sign & Dt.):

[Signature]
10/04/24

Kavya Vattaparambil
Goa, India.