



ELECTRONIC EQUIPMENT COMPANY PVT. LTD.

Office : 146/2, Old China Bazar Street, 1st Floor, Kolkata-700 001

Factory : 544, Robindra Pally, Bramhapur, P.S. - Regent Park, Kolokata - 700 096

Tele : 033-2290 1192, 2290 1193, Fax : 033-2290 1191

Website : www.eecodigital.com, E-mail : eecoin@vsnl.net

JAS-ANZ



APPROVED
COMPANY

AS/NZS 4801
OHS
Management Systems

QMS
Certification
Services

An ISO 9001:2008 Certified Organisation

No. EEC/ADMIN/HR

Kolkata dt. The 1st March, 2022.

Confirmation Letter

RACHITA GUHATHAKURTA
D/o. BIKASH GUHATHAKURTA
210 BECHARAM CHATTERJEE ROAD,
BEHALA
P.S.- PARNASREE
DIST.- SOUTH 24 PARGANAS
KOLKATA-700034
WEST BENGAL

Ref: Your Appointment Letter No. EEC/ADMIN/HR dt. The 31st JANUARY, 2022.

With reference to your Appointment Letter under reference above, you have joined in the company as " Trainee Office Executive" at our Factory Office at Raspuja, Bakrahat Road. Senior officials and board of Directors have reviewed your performance in last month and found satisfactory. Accordingly, Board of Directors have decided to engage you as " Office Executive" and "Technical Assistant & PA to Chief Advisor" of the company as a regular employee of the Electronic Equipment Company Pvt. Ltd., in scale Rs. (10000 - 500 - 15000) (with effect from 01st March 2022) . Apart from initial Basic pay of Rs. 10000/-, you will be entitled to get ₹2700/- as House Rent Allowance, ₹ 2000/- as Performance Allowance, ₹ 2500/- as Transport Allowance and ₹300/- for Mobile Call Charges (i.e in aggregate ₹ 17,500/- per month will be your initial gross emoluments). Your final place of posting is at Factory office of Electronic Equipment Company Pvt. Ltd at Raspuja , Bakrahat road.



[Handwritten Signature]



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The modalities of such engagement will be as follows: -

- (i) If any adverse report received from the Civil Authorities at any time during your service tenure (as Trainee/ regular employee), your service will be terminated immediately.
- (ii) At present you will be continued to work at our Factory office at Raspuja (office address : Electronic Equipment Company Pvt. Ltd., Raspuja, Charaktala, P.S.- Bishnupur, south 24 Parganas, Kolkata- 700104). As and when required, you have also to work at Company's Corporate Office at Kolkata 59B, Chowringhee Road, 6th Floor, Kolkata-700020. However, the management at their sole discretion may engage you with any other assignment or they may place you to other office location /Factory, branch offices of the company or at any work installation sites, client places for any techno commercial requirement etc. anywhere within the Indian Territory as per requirement of company from time to time, subject to the provision that your remuneration and facilities will not be adversely affected.
- (iii) More precisely, at present you have to work as Factory "Office executive" and "Technical Assistant & PA to Chief Advisor" of the company. However, company may engage you at any other job as and when required.
- (iv) You will be enjoying the leaves as per the prevailing rules of the Company on each calendar year apart from the closed holidays. Any absence beyond the stipulated period of leave will be treated as "NO PAY".
- (v) As a regular Employee, You will be entitled to get annual "Productivity Linked Incentive (PLI)" as declared by Board of Director of the company depending upon the performance of the respective division.
- (vi) You will be eligible to get other facilities like PF/ESI as per the rule of the company. The out station allowance will be paid as per actual on submission of money receipts/vouchers.





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(vii) You have to abide by the working hours of the office/ the place of your posting.

(viii) You will apply yourself diligently to the practical and/or theoretical work which may be assigned to you by the higher authorities/management from time to time. You have to discharge your domain of duties efficiently with economical operation up to the satisfaction of the management of the company.

(ix) You have to maintain confidentiality in work place. You must not disclose except in the discharge of your assigned duties to any personnel whomsoever, any trade secret, manufacturing process or information whatsoever pertaining to the business of the company.

(x) Your date of birth as declared by you in your application has been finally accepted by the company based upon the evidence provided by you. Any information as declared by you, if found false even in future, your will be terminated immediately by the company.

(xi) Your will be superannuated from the services of the company on attaining the age of 60 (sixty) Years.

(xii) Your service can be terminated on production of one months notice by either side without assigning any reason thereof.

We welcome you as a member of our organization and look forward to many years of pleasant and happy association.



Yours faithfully,

(SANJAY BOTHRA)

DIRECTOR-OPERATION

For ELECTRONIC EQUIPMENT COMPANY PVT. LTD.