



Dear Kraftians,

Warm greetings !!

Join us in congratulating **Tejaswi Sangamitra** who has joined our team, in the function of **Billing Assistant - ERP**, and who shall be working at Head Office, Bengaluru. She will be currently reporting into Regional Director, Anuj Kumar.

She has completed her BE/BTech Civil engineering from K S School of Engineering and Management , Bengaluru.

Let us welcome Tejaswi Sangamitra and work with her with full enthusiasm keeping alive the feeling of pride that we share in belonging to **Woodkraft Family**.

You can touch base with her through company mail Id: tejaswi.s@woodkraft.co.in

Mobile Number: 8277285187.

Thanks & Regards

Ambika

WOODKRAFT (INDIA) PRIVATE LIMITED

No. 56, NTY Layout, Mysore Road,

Bangalore | 560 026

Tel: +91 80 2674 8177 | 1092

Fax: +91 80 2674 2143

Website: www.woodkraft.co.in



Quality Industries

WHERE QUALITY MATTERS

QI/ADMN/AO/19-20

Date: 23/12/2019.

M/s. K. Nagasri,
H. No: 4, Spandana Block,
Bidadi Road,
Near Harohalli Bus Stand,
Kanakpura Road.
Ramnagara District.
Harohalli - 562112.

Dear Sir

Sub: Appointment Order

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "**Jr. Executive Design & Marketing**" for our Factory as per the following terms and conditions with effect from 23.12.2019.

01. You will be reporting and assisting to Director - Technical. Your duties will include the activities that may be entrusted by any other senior officials to you from time to time.
02. You will be paid Salary of **Rs. 17,000/-** (Seventeen Thousand Rupees Only) Consolidated.
03. You will be on probation for a period of **Six Months** from the date of joining, which may be extended at the discretion of the Management. On satisfactory completion of probation period, your services will be confirmed in writing.
04. During the period of employment, you will be governed by the terms and conditions, rules and regulations of the Company in vogue. Your acceptance of the appointment order carries with it your undertaking to observe all such rules and regulations.
05. In the matter of Provident Fund, E.S.I, Leave and Gratuity etc., you will be governed by the respective rules and regulations as are in force from time to time.
06. Your services are terminable on either side by giving **one month** notice or forging salary for the said in lieu thereof.
07. The age of superannuation is 58 years and on reaching the same, you will be retired from the service of the Company and you shall have no claim to be continued in the services of the Company thereafter.
08. During your service of the Company, you shall not seek/accept any other employment whether part-time or full time and you shall not engage in any other trade, business or profession. You shall devote your whole time in faithful and diligent performance of your duty.

Cont..... 2

Office: #6-1485, Opp. Syndicate Bank, Dollor Hills, Pragathi Nagar, JNTU, Hyderabad-500090, Telangana

Works: Sy.No. 810, Plot No. 19-B/16, Phase-II, IDA Patancheru, Medak-Dist, Telangana.

Cell No: 9100050889, E-mail: info@qualityindustries.co.in, qualityindustries123@gmail.com

09. All communications sent to you by the Company at your last given address will be deemed to have been received by you.
10. In case of any change in the address during the course of employment it will be your duty to intimate the Management in writing immediately.
11. You should not divulge any information or reveal/pass on any documents to any person whatsoever, any trade secret, manufacturing process, know-how or any other information concerning the company.
12. Your appointment is subject to the verification of the particulars given by you. In case any information mentioned by you is found to be false or incorrect, your appointment is liable to be canceled without giving any notice or payment of compensation.
13. In case, your remain absent without prior permission or authorization or over-stay leave for eight consecutive calendar days, beyond the period of leave originally, granted or subsequently extended, it shall be deemed that you have vacated your employment in the company on your own accord without notice and the same shall be treated as abandonment of employment on your part.
14. Your continuance in employment is subject to you remaining physically and mentally fit for which purpose you will be directed to appear before the company Medical Officer or Registered Medical Officer is authorized by the company. If found unfit for continuing in the employment, your services will be terminated.
15. You should submit at the time of reporting for duty, copies of the certificates in proof of your age, qualification, experience and last salary drawn etc., with Original Certificates (for verification and return) along with 5 No's of your passport size photographs and 2 No's of your family postcard size photographs for E.S.I purpose and reliving certificate from your previous employer for our record.

In case the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter in taken of your acceptance of the aforesaid terms and conditions.

We wish you all success

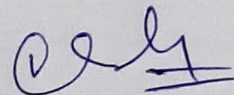
Yours faithfully

For QUALITY INDUSTRIES,


Authorized Signature.



I have read and accepted
Above terms and conditions



Signature

**LETTER OF APPOINTMENT**

Date: 25/07/2019

Mr. Hari Preeth B.M.

S/o. Basavaraj R.N.
Henjagowdanahalli,
Near Taluk Office, Arasikere,
Hassan District.

Dear Mr.Hari Preeth B.M.,

We are pleased to appoint you as a Field Engineer in our concern. We welcome you and are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can help build a world class organization. You will be reporting to the Team Leader in the concern.

Your date of appointment is effective from the date of joining which is 25th July 2019

Your monthly remunerations are effective from the date of joining and will be counted from 21st of every month to 20th of next month along with allowances.

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

Terms and Conditions:

This letter contains terms and conditions of service governing this appointment which are subject to change from time to time. Hence you are requested to contact the HR department for policies/rules/regulations, which are applicable to you.

Hari Preeth
25/7/2019

[Signature] 25/7/2019
K.P.N. ASSOCIATES
ARCHITECTS, CONSULTING CIVIL ENGINEERS,
CHARTERED ENGINEERS & APPROVED VALUERS
#30, 2nd Floor, 1st 'C' Main, 5th Cross,
Mico EHBCS Layout, BTM 2nd Stage, Bangalore-76.
Off. No: 080-41132268 / Mob: +91 9880273230
E-mail: kpnassociates2015@gmail.com

Off.: #30, 1th 'C' Main, 5th Cross, MICO EHBCS Layout, BTM 2nd Stage, Ward -65, Bangalore -560076.

Off. No.: +91 80 41132268, Mb: +91 98802 73230, E-mail ID: kpnassociates2015@gmail.com, www.kpnassociates.co.in

Nature of Appointment:

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/full time work, without the consent of the concern. Also, this employment is of continuous nature and does not entail any compensation for any overtime worked by you. You will be on probation for a period of six months and will be confirmed to the regular services of the concern only on successful completion of probation.

Separation:

Either party may agree to discontinue services by giving the other party one-month notice in writing or one-month salary in lieu of notice. Your services shall be discontinued without notice if you remain absent from duties for eight consecutive days without proper authorization. In case you leave the concern without one-month notice, the organization is at liberty to proceed to collect the one-month notice period salary and whatever is due in the manner the concern feels.

We are confident that you will advance in your career with our group through your diligence and professionalism. We should appreciate your acceptance of this offer in duplicate of this letter.

Yours Sincerely,

For K.P.N Associates

[Signature] 25/7/2019
K.P.N. ASSOCIATES
ARCHITECTS, CONSULTING CIVIL ENGINEERS,
CHARTERED ENGINEERS & APPROVED VALUERS
Kala P.N.
Consulting Civil Engineer and Registered Valuer
Proprietrix
#30, 2nd Floor, 1st 'C' Main, 5th Cross,
Mico Enclave Layout, BHK-2, Sector-76,
Off. No: 080-41132268 / Mob: +91 9880273230
Email: kpnassociates2015@gmail.com

I hereby accept the above terms and conditions and agree to abide by rules and regulations of the concern as are in force or may be framed from time to time.

[Signature] 25/7/2019
Mr. Hari Preeth B.M.

Field Engineer