Saurashtra Cement Limited
Marketing Office: 4th Floor, 'Pelican',
GCCI Compound, Ashram Road, Navrangpura,
Ahmedabad 380009, Gujarat, INDIA.
+91 79 26580135/37, 68142200, 26587265
sclahm@mehtagroup.com
CIN: L26941GJ1956PLC000840

SCL/2024
December 23, 2024

Mr. Vineet Kachhwaha
Plot NO 15
Lane no 4
Shiv Shakti Nagar
Outside 3rd Poll
Mahamandir Jodhpur
Rajasthan 342001

Mob:9024968379

Dear **Mr., Kachhwaha ,**

Sub: Appointment Letter

This has reference to our Offer letter dated 16.12.2024; we are pleased to appoint you in our organization on the following terms and conditions:

1. **APPOINTMENT**: This appointment takes effect from **23.12.2024**

2. **DESIGNATION**: You are designated as **"Sr.Officer (Accounts) ".**

3. **EMOLUMENTS & TAXES**: You will be paid a basic salary of Rs. 21000/- (Rupees Twenty Thousand only) per month in **Grade M - 7**.

a. Your remuneration will be as per the details provided in **Annexure `A'** annexed hereto. The Salary benefits / Perquisites received by you shall be subject to deduction of taxes as applicable from time to time.

4. You will be entitled to perquisites/reimbursement as applicable in **Grade M-7 of** the Company as per rules and regulations prevailing from time to time.

5. You will be required to enrol yourself as a member of the Company's Employee's Provident Fund Scheme.

6. **PROBATION PERIOD**: You will be on probation for six months from the date of joining, but if the management is not satisfied with your work and conduct or any other reason, your services shall be liable to termination without notice at any time during the probationary period. This period of probation will be liable to extension for any period not exceeding six months as the management may deem fit, however, the probationary period will continue till you are confirmed in writing.

7. **CONFIRMATION:** If your performance during the period of probation is satisfactory, you will be confirmed in writing in the services of the Company. In absence of written confirmation, the probation shall come to an end automatically on the stipulated date without any notice or compensation.

DUTIES & RESPONSIBILITIES:

8. Your job responsibilities are attached in "**Annexure B**". You will be based at **Baroada Office,** and **to Praveen Chopra, Sr. Manager (Fin & A/CS) and Administratively report to Mr. Bhuwan Sharma, Dy.Gen.Manager (Fin & A/CS) .**

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9. The Management may transfer you for work in any Department/ Section/ Plant/ Branch/ Unit of the Company at any existing location or location that comes to existence in future, as it may consider necessary in its discretion from time to time.

10. You will be responsible for looking after SCL.

11. You will devote your entire time to the work of the Company and will not undertake direct/indirect/business or work, honorary or remuneratory, except with the written permission of the management in each case. If you are found taking such work without written permission of the management, your services are liable for termination without any notice or pay in lieu thereof.

12. You shall not seek membership of any local or public bodies without first obtaining specific permission from the Management.

13. You shall not divulge out any information during the services in the Company and thereafter to anyone, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, security arrangements, administrative and organizational matter of a confidential and secret nature which it may be your personal privilege to know by virtue of your being our employee.

14. During the period of your service with us, if your work, character and/or conduct are found unsatisfactory, of which we shall be the sole judge, we shall have the right to terminate your services forthwith and in this case you shall not be entitled to any notice, notice pay or damages.

15. You will abide by the Code of Conduct of the Company, a copy of which is attached herewith.

RULES AND REGULATIONS OF THE COMPANY TO BE BINDING ON YOU:

16. You will in all respects be governed by the Company Policies / Rules & Regulations/ Code of Conduct / Standing Orders (as the case maybe) as applicable from time to time.

17. In case you are sponsored for training Abroad with a Collaborator, Institution, Associate Company / Sister concern OR for a residential training course in India costing more than Rs. 50,000, you will have to sign a Service Bond to serve the Company for a minimum period ranging from 18 months to 36 months after the date of your return from such training. In the event of your resigning from the services during the above Bond period, such expenses incurred for above, will have to be refunded by you to the company, failing which company will have right to recover from you on pro rata basis.

18. In case of separation from the company, you shall not be associated directly or indirectly as Employee or Consultant in the Company having similar business, in the same territory/geographical area, for a minimum period of 3 years. In the event of such happening the company reserves the right to take necessary recourse including withholding dues, claim of damages and seeking appropriate legal remedies.

19. If at any time, in our opinion, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interests or of violation of one or more terms of this letter, your services can be terminated without notice.

20. **MEDICAL FITNESS:** This appointment and its continuance is subject to your being found medically (physically and mentally) fit and remaining so, by our Medical Officer / MBBS Doctor. You may also

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note that our Company attaches a high degree of importance to health, safety and environment. You are, therefore, expected to keep yourself apprised of the Company's Rules and Procedures regarding health, safety and environment and strictly observe the measures designed to prevent accidents, damage to health and environmental pollution.

Your appointment and continuance in employment will always and be subject to your remaining medically fit and the management shall have a right to get you examined at any time from a registered medical practitioner.

21. SERVICE BENEFITS: You will be entitled to leave, holidays and other service benefits as per the rules of the Company as applicable from time to time.

22. RETIREMENT: You will automatically retire on attaining the age as specified in Company policy which is currently on completion of 60 years. We have entered in our record your date of birth as per documents submitted by you i.e. **15/08/1991** No claim for change in date of birth shall be admissible.

23. SEPARATION OF SERVICE:

i) During probation period, this contract may be terminated by either party giving to the other party ONE MONTH notice period in writing, or basic salary in lieu thereof.

ii) On confirmation, either parties may terminate this appointment by giving THREE MONTHS advance notice or basic salary in lieu of notice period.

iii) However, management reserves right to waive off the notice period & relieve you without payment in lieu of notice period at its discretion. Unless the separate contract of service provides otherwise and in that case the terms of contract will be binding on you. If you fail to give notice money in lieu of notice, the same will be recovered from your salary, which would not preclude the Company for claiming from you such other damages as, may be judged.

iv) This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including biodata & documentation), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

You are requested to return the duplicate copy of this letter of appointment duly signed in token of your acceptance.

We welcome you in this organization and hope that your association with us will be a long and Happy.

For SAURASHTRA CEMENT LIMITED

(RANDHIR SINGH)
CHIEF SALES &MARKETING OFFICER

Accepted the above terms.

Vineet Kachhwaha

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SAURASHTRA CEMENT LIMITED

Name : Vineet Kachhwaha Location : Baroda

Designation : Sr.Officer(Account) Grade : M7

Sr.	Particulars		Proposed	
			Proposed	P.A.
1	Basic Salary	Payable Monthly	21000	252000
2	Conveyance Allowance	Payable Monthly	1600	19200
3	Medical Reimbursement	8.33 % of Earned basic - Payable Monthly	1749	20992
4	HRA	40% Earned on basic	8400	100800
5	Special Allowance	Rs./- Per Month	15200	182400
6	LTA *	10 % of earned basic -Payable Annual	2100	25200
7	Merit Scolarship	Rs1800 P.A. Child Max Two Children 0	0	0
8	Gratuity	As per Payment of Gratuity Act	1010	12120
9	PF	12% of earned basic	2520	30240
11	Bonus/Exgratia	15.00% of earned basic (Payable Management discretion. It is variable may go up or down)	3150	37800
		Gross	**56729**	**680752**

	47949
Less : PF	2520
Less : Prof. Tax.	200
Cash in Hand	45229

* Payable after 12 months

** Ex-gratia will be payable to the employees who are on the rolls of Company at the time of disbursement.

Mediclaim : As per policy, workout tentatively will be rectified later on

GPA : As Applicable

Note : **Rs.2000 deducted during first 12 months, and refunded with the salary paybale in the month of Janaury 2026**

Note : **Rs.2000 deducted during first 12 months, and refunded with the salary paybale in the month of Janaury 2027**