



## Corporate and Registered Office

**Address-1, Sardar Patel Rd, Guindy, Chennai, Tamil Nadu 600032**

**29/12/2018**

## Appointment Letter

**MRS.ASHWINI NARAYAN,**

With reference to your application and subsequent interview with us, we are pleased to appoint you as Designation in our organization on the following terms and conditions.

**Date of Joining: You have joined us on 04-02-2019.**

Salary: Your Annual Total Employment Cost to the company would be 7, 92, 000 (Seven lakh Ninety Two Thousands only)

**Place/Transfer:** Your present place of work will be at **{BANGALORE}**, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Dept: - (ELECTRICAL ENGINEER)**

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), 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.

8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

We welcome you to The **Ashok Leyland Limited** and look forward to a fruitful collaboration. With best wishes.

**ASHOK LEYLAND LIMITED**

(Referred to as "THE COMPANY" above)

**MRS.ASHWINI NARAYAN,**

(Referred to as "THE EMPLOYEE" above)

Authorized Signatory

Dated: 29/12/2018



A circular corporate seal of Ashok Leyland Limited is visible in the background. The seal features a blue and white design with the company's name in English and Hindi. Overlaid on the seal is a red ink signature that reads 'Sunil Mishra'. Below the signature, the words 'Authorized Signatures' are printed in a small, black font.