

# **LETTER OF APPOINTMENT**

**Date:** 27-02-2024

**Employee ID:** APD-1831

**Employee Name:** Sumama Waseem

**Address:** Plot LS 199 Lucknow Society korangi karachi

Respected Sumama Waseem,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you on a contractual basis as an “**Operation Support Executive**” in the “**Support - Operations**” Department at our **Karachi** office with effect from **26-02-2024**. Your date of birth is recorded as **12-02-2002**, CNIC **42201-0417095-2** as per your submission.

Please carefully read the terms and conditions:

<b>Basic Salary</b>	<b>PKR 27,200</b>
<b>House Rent</b>	<b>PKR 6,800</b>
<b>Utility Allowance</b>	<b>PKR 4,000</b>
<b>Medical Allowance/OPD</b>	<b>PKR 2,000</b>
<b>Gross Salary</b>	<b>PKR 40,000</b>

Your employment will be contract based i.e., for 3 months, and governed under the by-laws of Appedology Pvt. Ltd. which is subject to amendments as and when necessary.

**Working Hours:** Your working hours will be as per the requirement of the organization. In the event, you are absent from duty without information or permission for leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

## **Service Conditions:**

1. You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely, and to the best of your ability and capacity.
2. The Transport provided by Appedology Pvt. Ltd. is a complimentary service to help and provide comfort for employees to commute to and from work. In any case, if the van is unable to pick up any employee except on account of the company's fault or reasons like; Blocked roads or any hostile situation in the area, the company will not be responsible and this will be the employee's own responsibility to report at work on his own or else to work from home and get the job done only if allowed by the company. Failure to do this will be accounted as Absent/Unpaid leave and deductions will be applied accordingly.
3. P&D is only a complimentary service and the company is not responsible for any loss or any mishap that happens while traveling.
4. Your services are liable to be transferred from one establishment, department, or division of the company to the other Branch, at the discretion of the Management.
5. While you are employed with the company, you may be given or handed over the company's property and/or equipment for official use and you shall take care of them including their upkeep. On ending of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.
6. You will keep and render a faithful account of all company properties and business Strategies of the company entrusted to you in the course of your employment, and shall not disclose at any time during and after your

services with the company.

7. We do not have any policy of advance salary, paying salaries through cheques/drafts, or no. Also, in order to get your salary, you must have an account in any of the MCB Bank Ltd branches under your name only.
8. The company is obliged to deduct Income Tax as per the provision of the Income Tax Act. Therefore, you are required to submit all required proof of permitted investments and other details from time to time to the company to comply with the provisions of the law. In the event of noncompliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection or if you are getting funds from company as loans as per Company's policy.
9. During the course of your contract with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business, or occupation and you shall devote your full time and energy to discharging your duties as our. Also, you shall communicate to the Management any local and permanent change in your residential address.

The company shall be entitled to terminate/dismiss your contract without notice on any of the following grounds:

- *You are convicted of a criminal offense by a competent Court of Law / Authority.*
  - *You are found guilty of committing a breach of any of the conditions of the employment or rules and regulations of the organization.*
  - *If found involved in any unethical activity i.e., taking drugs, having Alcohol, theft/stealing of data or anything that belongs to the company, or any activity which impacts negatively on the company's reputation, involve in a hostile work environment, sexual harassment, or use of obscene language.*
  - *Misbehavior with a co-worker, disobeying or refusing to carry out the work orders of*
  - *your Superior/Management, or irregular in attendance.*
  - *You are declared medically unfit by the medical practitioner appointed by the Company.*
  - *If Management found your qualifications/Degrees not verified/attested by govt. Regulation or counterfeit experience letters.*
- i. As salaries are paid fortnightly into a nominated bank account you will be asked to complete the appropriate form providing details of your bank account in order to be paid.
  - ii. In case of any change in the nomination and information due to changes in circumstances or any other reasons, you should inform the same to the company immediately.
  - iii. The contract shall be extended for the remaining days of the last running month as a grace period if required.

**Note:** The company holds the right to change/upgrade policies without any prior notification.

Notice Period to Serve:

Appedology Pvt. Ltd. holds the right to terminate your services before or after confirmation of your employment without any notification or notice period.

**Human Resource Department**

**Appedology Pvt. Ltd**

**Employee Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_