

PROMOTION LETTER

Date: 02- December -2019

Ms. Ekta Garg,

We are pleased to inform you that consequent to the review of your performance during the period of **7th May 2019 to 13th November 2019**, you are eligible for the **20.8 %** hike in your current CTC, now your compensation package has been revised to **CTC Rs.1, 81, 200 /-** per annum with effect from **13th November 2019**.

(Note: PF, ESI, TDS etc Applicable as per norms on CTC)

After your appraisal your additional terms and conditions of your appointment are:

1. **REMUNERATION:** You will draw CTC of Rs. **1, 81, 200 /** per annum, other perks. Benefits and incentives will be in accordance with company rules and will be conveyed to you from time to time.
2. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise. 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.
3. **NON DISCLOSURE AGREEMENT-** During the tenure of service, you will keep your emoluments secret from other members of this organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.
4. **RESIGNATION/TERMINATION:** During the employment, the company may terminate your services anytime without assigning any reason on grounds of Integrity, Disciplinary or Performance misconduct, guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, absence from duty without permission.

After completion of the bond, in case if you want to leave the company at any point of time you will have to serve 45 working days notice period. No leaves will be granted during the notice period and it will be considered as Leave without Pay. In the duration of your notice period, you have to complete your targets (which will be set by your manager/reporting head). On successful completion of your work in notice period, the company will proceed for your full & final settlement.

In lieu of the notice period, you have to submit 30 working days salary. You will also forfeit the amount in holding with the company and no claim whatsoever will be entertained in this regard.

The company has full right to initiate appropriate legal proceeding against you if you will not serve notice period.

Below actions will also result in immediate termination of employment without notice and forfeiture of your holding amount.

- a) If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonesty, 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 & without F&F and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
 - b) Spreading rumors, soliciting employees of the company for outside employment or coercing coworkers to leave the company is strictly prohibited and frowned upon.
 - c) Absence for a continuous period of three 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.
 - d) If any declaration has given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.
5. **ON SEPARATION:** On acceptance of resignation or termination of appointment, you will be obliged to:
- a) Handover charge of your responsibilities in the manner required to such person as nominated by the Company. You will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.
 - b) Any balance of advance or loan is taken by you from the Company, shall be fully recovered from your salary any other legal dues at the time of your leaving the services of the Company.

6. **FULL AND FINAL SETTLEMENT:** All full and final settlement will be after 45 days. From the first day of your notice to last working day, the whole salary will be calculated as full and final settlement and will get processed within the time frame of 45 days. Any loss to company assets, pending dues and improper submission of company assets, will lead to the deduction from the Full and Final amount. In the case of absconding, the employee will have to pay recovery amount of loss days to obtain his/her relieving documents.

7. **POST-TERMINATION RESTRICTIONS/ RESTRICTIVE COVENANTS:** You can't work for a competing business for at least 6 months if you do not serve your notice period & complete it successfully. You are restricted to take customers & employees to your new employer when you leave. Also restricted to start a competing business within 1 Year. **The company has full right to initiate appropriate legal proceeding against you if you will not follow the post-termination restrictions.**

8. **JURISDICTION:** In case of any dispute, the courts in the city of Jaipur will have the jurisdiction.

9. **TAX DEDUCTION AT SOURCE:** The remuneration, reimbursement or any payment/allowances paid to you will be subject to deduction of Income Tax and other law and Government regulations in force from time to time.

The other terms and conditions of your appointment remain unchanged.

We are sure you will contribute substantially to the success of our organization as you have done in the past and fully justify the confidence placed in you by the management.

Wish you all the very best for a rewarding career with the organization.

Warm Regards,
For, G Digital Media Solutions India Pvt. Ltd.



Ms. Neha Sharma
(Manager - HR)

Accepted & Agreed

Ms. Ekta Garg
(Employee Name)