



Committed to Service. Committed to You.

# FUTURZ STAFFING SOLUTIONS PVT. LTD.

Date: 12-Mar-2024

**Mohan Ganesh Dekate**  
**Nagpur**  
**CINLRM008**

**Dear Mohan,**

We are pleased to offer you employment to work as '**CCE**' on deputation with **Cineline India Ltd.**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period from **12-Mar-2024 to 11-Aug-2025**. Notwithstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period; this contract shall be co-terminus with the aforementioned project/work.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the company reserves its right to extend your temporary appointment for such a period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In the event, the company shall be in writing extend your temporary assignment on the terms as may be indicated in such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our Client Company to do work pertaining to or incidental to the Client business.
4. You would be on probation for One month only. Even on completion of probation period, the company reserves the right to terminate services of the employee.
5. You will be entitled to leaves as per client policy.
6. You will not be absent from your duty without sufficient reasons, you will obtain prior written permission / sanction from the supervisor about your absence giving reasons thereof and probable duration immediately, failing which, the same will be treated as loss of pay and if it continues we shall take appropriate action.
7. You will be governed by the conduct, discipline, rules and regulations as laid down by the management.
8. You will receive remuneration as detailed in Annexure I. The salary for the first month will be paid, subject to furnishing the details mentioned below:

- A. CV and a passport size photograph
- B. Proof of age, Identity and Residence (Pancard & Aadhar Card are Mandatory)
- C. Certificate of Educational Qualifications
- D. Experience Certificates from previous employer
- E. Release from previous employer
- F. A copy of your present salary slip and 2 references with telephone and e-mail contact



Redg. Off.: 8th Floor, Office No : 826 IJMIMA Towers - Raheja Metroplex Behind Goregaon Sports Club, Opp Interface Heights Off Link Road, Mindspace, Malad (West), Mumbai - 64. • Tel.: 022-67192300 • Fax No: 022-67192303 • [www.futurzhr.com](http://www.futurzhr.com)

CIN: U74910MH2007PTC174839

9. This contract shall be terminable without any notice by the employer and with a notice of 30 days in writing or salary in lieu of notice, by the employee.
10. You will, with effect from **12-Mar-2024** be required to work at **Cineline India Ltd.** office/ premises at any of their locations.
11. During the tenure of deputation, you will continue to be an employee of M/s **Futurz Staffing Solutions Pvt. Ltd.**
12. In the day to day functioning or carrying out all responsibilities, you will receive instructions from **Cineline India Ltd.** and will undertake to abide by any suggestions, etc. given by any assigned person(s).
13. You shall also abide by training that may be offered to you by **Cineline India Ltd.**.
14. You shall be bound by the working hours of **Cineline India Ltd.**.
15. You shall take care not to disclose confidential information/trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside **Cineline India Ltd.** and use such information only in connection with the service provided to **Cineline India Ltd.**.
16. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **Cineline India Ltd.** this arrangement is purely a contractual agreement between **Futurz Staffing Solutions Pvt. Ltd.** and **Cineline India Ltd.** for the time specified.
17. You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of **Cineline India Ltd.** or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
18. You shall be responsible for protecting the property of **Cineline India Ltd.** entrusted to you in the due discharge of your duties and shall indemnify **Cineline India Ltd.**, when there is a loss of any kind to the said property.
19. You will be liable to compensate **Futurz Staffing Solutions Pvt. Ltd.**, in case any claim arises from **Cineline India Ltd.** on account of your willful act or negligence.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members to the FuturZ family. As a new entrant, we would like you to whole-heartedly contribute in this process. As a token of acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

**Background Checks**-Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.

Yours sincerely,

**For Futurz Staffing Solutions Pvt. Ltd.**



Authorized Signatory

**ANNEXURE I**

Name : Mohan Ganesh Dekate  
Designation : CCE  
Location : Nagpur  
Start date : 12-Mar-2024  
End date : 11-Aug-2025

Particulars	Salary Per Month	Salary Per Annum
Basic	12007	144084
HRA	600	7200
Conveyance	0.00	0.00
Extra Allowance	336	4032
<b>Sub Total : ( A ) Gross</b>	<b>12943</b>	<b>155316</b>
<b>Other Employers Cost:</b>		
PF @ 13%	1605	19260
Employers ESIC @3.25%	454	5448
<b>Sub Total : ( B )</b>	<b>2059</b>	<b>24708</b>
<b>Cost to Company :( A )+( B )</b>	<b>16002</b>	<b>192024</b>
<b>Less Deductions :</b>		
PF @ 12%	1481	17772
Insurance	0.00	0.00
P. Tax as Per State	200	2400
Employees ESIC @0.75%	105	1260
<b>Sub Total : ( C )</b>	<b>1786</b>	<b>21432</b>
<b>Take Home : ( A ) – ( C )</b>	<b>11157</b>	<b>133884</b>
<b>Bonus</b>	<b>1000</b>	<b>12000</b>
<b>Final Net Take Home :</b>	<b>12157</b>	<b>121884</b>

**\*\*Professional Tax & LWF will be deducted as per state norms.**

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **FAQ'S**

**Q. What is my Futurz ID No?**

**A.** Your Futurz ID No is **CINLRM008**

**Q. When would my salary account be opened?**

**A.** If you have an existing account, we will transfer your salary in that account else you can open a new account by using the below links.

**Q. How will I get my salary slip every month?**

**A.** You will get your salary slip after 7 days of receivables of your payment. Salary slip will be uploaded on [www.futurzhr.com](http://www.futurzhr.com). You need to click on Employee login which is at the right edge of the web page. Details to be filled as follows

**Employee ID : CINLRM008**

**Password: CINLRM008** (you can change this after the first login)

**Q. In case salary date is a Sunday or a National Holiday, when would the salary be done?**

**A.** Either a day preceding or succeeding the Sunday or National Holiday.

**Q. What are the terms during the probation period?**

**A.** During the probation period, an employee is not supposed to take any leaves. In rare cases, where taking leaves is a must, for e.g. health issues or any emergency, the employee should keep the immediate supervisor from the principal employers side informed and take necessary approvals.

**Q. What if I take any uninformed leaves?**

**A.** If an employee has taken any leave without informing the immediate supervisor, whether within the probation period or otherwise, the same shall be counted as probable attrition and hence the associate would be issued a warning letter from our side and failing to comply with the same post the warning letter, it shall be followed by a termination letter.

**Q) When will I get my salary?**

**A.** Between 1<sup>st</sup> to 7<sup>th</sup> of every month.

**Q. What will happen once my contract ends?**

**A.** There are two possible outcomes:

**20) Renewal of contract** – Most contracts are renewed for a further duration, depending on the client's manpower needs. In the absence of which, we may facilitate your recruitments into our companies, depending on the positions that open with us. But this subject to your profile matching those requirements and clearing the interview.

**21) Termination of contract** – In the event that the client's manpower requirement has ended due to completion of the project, the contract stands terminated. Intimation regarding this is given in advance as per notice period mentioned in the offer letter.

**Q. In which situation my contract will be terminated before time?**

**A.** In Futurz context, the frequency of contract termination is low. However, contracts are terminated, before time in the following situation.

- a) Disciplinary reasons like absenteeism or if the deputy has violated any code of conduct or displays consistent non performance.
- b) If the client has shelved the project before time, due to business exigencies. (in such instances, you will be provided a end of service letter)

**Q) Is Futurz's fixed term like a bond that I have to sign? What will happen if I want to leave the job before I complete the contract term?**

**A.** Futurz's fixed term contract is not a bond. It is actually a letter of employment for the period indicated in your offer letter (Unless otherwise mentioned in the offer letter). You have the option of being relieved from your contract if you fulfill:

- i. **Resignation Procedures** – Communicate your written resignation to your reporting manager and Futurz. (The same is subject to approval from the line manager to Futurz)
- ii. You serve your notice period as mentioned in the offer
- iii. Complete knowledge of transfer / training and handover of your assignment/product samples/company assets as the case may be to the new hire or replacement depute, to the satisfaction of your line manager at the site of the principle employer.