



**THE RAMCO CEMENTS LIMITED**

**Corporate Office:**

Auras Corporate Centre, V Floor,  
98-A, Dr. Radhakrishnan Salai, Mylapore,  
Chennai - 600 004, India.

Tel: +91 44 2847 8666 Fax: +91 44 2847 8676

Website: www.ramcocements.in

Corporate Identity Number: L26941TN1957PLC003566

29-Sep-2021

Mr. Vishnu K  
B-301. R.R. Anandham Apartments,  
K.K.Pudur,  
Coimbatore, Tamil Nadu  
Pin - 641038  
Mobile - 8056581815

Dear Sir,

**LETTER OF APPOINTMENT**

Further to our Offer of Appointment dated 29-Sep-2021, we are pleased to appoint you as "ASST. MANAGER-CSR" in our organization with effect from 29-Sep-2021, on the following terms and conditions:

**Terms and Conditions:**

**1. Designation and Place of Posting**

You will be designated as "ASST. MANAGER-CSR". You will be posted at CHENNAI, TAMIL NADU. However, your services are liable to be transferred to any of its Departments / Offices / Factories / Quarries or any of its Associate Companies in India at the discretion of the Company.

**2. Hours of Work**

You will observe the timings and weekly holidays as followed in your place of posting.

**3. Salary**

You will be paid a basic salary of Rs. 13,800/- p.m. (Rupees Thirteen Thousand Eight Hundred Only) in the Officers grade M4. The allowances and benefits applicable to you and other terms and conditions of employment are given in the annexure.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax Act.

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## **4. Probation**

You will be on probation for a period of 12 months from the date of your joining, which may be extended at the discretion of the company.

On successful completion of probation period or any extension thereof, you will be confirmed in the services of the company. The confirmation shall take effect only upon issue of confirmation letter and from the date given in the letter.

## **5. Notice of Termination**

During the period of probation, your employment can be terminated by one month notice or salary in lieu thereof on either side.

On confirmation, your employment can be terminated by three months' notice or salary in lieu thereof on either side. Company however reserves the right to pay you three months' salary in lieu of notice.

## **6. Age of Retirement**

You will retire on attaining the age of 58 years.

## **7. General**

- a) During the period of your employment with us, you will not engage, concern, interest yourself directly or indirectly in any other occupation, business or employment whatsoever without the previous consent in writing of the Management but you shall devote your whole time, attention and abilities exclusively to the performance of your duties.
- b) The Company will expect you to work with a high standard of initiative, efficiency and economy.
- c) During the tenure of your service in the Company, you will maintain total confidentiality of all Company related information to which you may have access directly or indirectly.
- d) Matters relating to your remuneration are strictly confidential and should be treated as such.
- e) You will be eligible for leave and other benefits as applicable to other officers in your category.
- f) You will be governed by the service rules / standing orders and other regulations / directives of the Company that are in force from time to time.





**THE RAMCO CEMENTS LIMITED**  
**ALLOWANCES AND BENEFITS APPLICABLE TO GRADE 'M4' (Non-Factory location)**

<b>MONTHLY ALLOWANCES / REIMBURSEMENTS</b>				
Executive Allowance : 80% of basic salary. (Out of the total Executive Allowance amount, Rs.2600 per month will be given in the form of meal card (optional) in view of Income Tax benefits and the balance will be paid through payroll as "Executive Allowance").				
Uniform Allowance : Rs.300 per month				
CCA : 12% of basic salary		Education : Rs.200 per month		
HRA (Rs.p.m.) :		Conveyance : Rs.1200 per month		
A-Rs.15480 (Chennai (including Sriperumbudur), Bangalore, Mangalore, Delhi, Kolkatta, Trivandrum, Ernakulam, Hyderabad, Mysore, Mumbai, Pune, Hyderabad Packing Plant, Coimbatore & Pondicherry)				
B-Rs.10540 (All State Capitals other than 'A', Vizag, Vijayawada, Calicut, Tirupur, Madurai, Sholapur, Aurangabad, Trichy, Erode, Salem, Tuticorin, Tirunelveli, Vellore, Quilon, Uduppi, Tumkur, Chingelpet, CGU, SGU, VGU, KGU & OGP)				
C-Rs.8530 (All District Headquarters, Rajahmundry, Bhimavaram, Tirupathi, Nandayal, Suryapet, Siddipet, Jalna, Akola, Hosur, Nagercoil Packing Plant)				
D-Rs.7640 (All other places)				
<b>ANNUAL BENEFITS</b>				
Medical reimbursement	One month basic salary per annum. During a block period of two years an officer can claim only upto one month basic salary in the first year. Unavailed balance of 1st year limit, if any can be carried over and claimed in the 2nd year of the subject block. Unavailed balance at the end of 2nd year (end of block), if any will lapse. The current block of two years commenced from 1/4/2020. The reimbursement is as per actuals on production of bills with Doctor's prescription.			
LTA	One month basic salary per annum on completion of one year of service.			
Variable performance payment	Based on the performance rating as per Company's Performance Appraisal System. In the event of you joining any competitor company after leaving RCL, you will not be eligible for any variable performance payment.			
<b>RETIRAL BENEFITS</b>				
Provident Fund	12% of basic salary per month with equal contribution by the Officer			
Gratuity	As per rules of the Company			
Superannuation	15% of the basic salary per month. The Company shall make annual contribution of Rs.1.50 lacs (or) 15% of the basic salary whichever is less towards Superannuation. The eligible amount of 15% of basic salary in excess of Rs.1.50 lacs per annum shall be paid as Special Allowance on a monthly pro-rata basis along with monthly salary.			
<b>OTHER BENEFITS</b>				
Scheme	Eligibility	Interest	Monthly Instalments	Margin Money (to be borne by employee)
Housing Loan (eligible after completion of three years from the date of confirmation)	A - Rs.9.50 lacs (Chennai, Mumbai, Delhi, Kolkata, Bangalore & Hyderabad) B - Rs.8 lacs (State Capitals, Madurai, Coimbatore, Trichy, Cochin, Ernakulam, Vijayawada & Vizag) C - Rs.6.50 lacs (Other locations))	@ 5%	180	10%
Asset Building Loan	Rs.1,00,000/-	Nil	60	Nil
Two-wheeler Loan	Rs.1,20,000/-	Nil	60	Nil
Education Loan (on confirmation)	Rs.3 lacs for maximum of 2 dependent children of the employee for pursuing professional courses as listed in the policy.	Nil	60	25%
Group medi-claim insurance	Maximum Rs.2.50 lacs per annum. Coverage: Self, spouse, dependant parents and two dependant children. Premium will be recovered in payroll and will be set off against normal medical reimbursement. The claim towards hospitalization expenses and room rent are subject to company's internal policy.			
Group Personal accident insurance	Rs.20 lacs per annum - For self only			

All the above benefits are as per Company's policies. The Management reserves the right to alter, modify or withdraw any of the above benefits at any time without any prior notice and without even assigning any reason. All the above are subject to income tax deductions, to be made, if any.



**CHIEF EXECUTIVE OFFICER**