

**Private &
Confidential**

Ref #: ASV/HR/1001/19

Date:

01.05.2019

Md.

Main Uddin

3/703 Eastern Peace.30, Shanti
Nagar,
Dhaka, 1217.
Dhaka, Bangladesh.

Subject: Letter of Appointment

Dear Mr. Main,

We would like to offer you an
employment with Astha Concerns Limited on the following terms and conditions:

Deartment: Accounts

Position: Accountant

Grade: M-2

1.0 Date of commencement of Employment:

**The appointment will be effective from on or
before 15th May,**

Probationary Period:

Name

You will be on probation for a period of three months. At the end of probation you will be confirmed if your services are found to be satisfactory and up to the standard required by the Company. During the probation period, your services may be terminated by either party at any time without assigning any reason.

3.0 Remuneration:

You will get a monthly gross salary of Tk. 25,000.00 (Twenty Five Thousand) only and the break up would be as follows:

1. Basic Salary Tk. 15,000.00

- 1. House Rent Tk. 6,250.00
- 1. Medical Allowance Tk. 2,500.00
- 1. Conveyance Allowance Tk.
1,250.00
- 1. Mobile Tk. 1,000.00

Total Tk. 25,000.00

If
the company provides you transport facility, no conveyance allowance shall
be
paid to you.

4.0 Place of Posting:

Your
immediate posting will be at our Head Office located at SKS Tower (Ground
Floor), 7 VIP Road, Mohakhali, DNCC, Dhaka 1206 but it is to be expressly
understood that you may be transferred and posted at any other
establishment of
the company depend on business needs.

5.0 Duties and Responsibilities

You will
carry out your duties in accordance with the instructions you will receive
from
the management from time
to time. However, a broad outline of your job description will be conveyed
to
you by your immediate supervisor.

6.0 Exclusivity of Employment:

You are
required to work exclusively for us, and not to engage in any outside
employment/business activities without the expressed written permission of
the
company. Furthermore, neither the company's name nor any of its facilities
may
be used for any purpose whatsoever other than for our own business
requirements.

7.0 Working Hours & Leave:

Your working
hours and weekly off will be followed by company policy. You will be allowed
to
enjoy the leave facilities as per company leave policy.

8.0

Retirement:

The

Company's retirement age is 57 years.

9.0 Termination

of Service:

The

employment may be terminated by either party during probation period without

notice. Thereafter, the employment may be

terminated by either party giving notice as per prevailing legal provision.

10.0 Handover / Takeover:

Upon the

termination of your

employment, you will return to the company all papers and documents or other

property which may at that time be in your possession, relating to the business

or affairs of the company or any of its associates or branches and will not retain any copy or extract therefrom.

11.0 Code of Conduct:

You shall

abide by the following Code of Conduct, any violation of this Code of Conduct

shall be treated as misconduct and you shall be dealt with severely:

1. a. During your employment with us and thereafter, you will keep strict secrecy regarding the business of the company.

You will not divulge to any person, firm or company, whosoever, your salary,

increments and emoluments and all confidential information of any description

without first obtaining written permission from the management.

1. b. You

shall be the whole time employee of the management and shall not engage yourself in any other work, profession or employment either honorary or otherwise during the period of your employment without first obtaining written permission from the management.

1.

You will conform to all rules and regulations in force from time to time and shall carry out all other lawful orders / instructions / directions of your supervisors as are given to you in connection with the day to day discharge of your duties while in employment of this company.

12.0 Restrictions:

Your services shall be governed by the prevailing laws in force as well as the rules & regulations of the company as may be applicable from time to time.

That you will report to the Chairman positively within May- 15, 2019 failing which this offer of appointment shall be treated as cancelled.

We sincerely welcome you to our team, and wish you every success in your career progress with us. We are confident that we will receive your best efforts in the profitable development of our operation in Bangladesh.

If you agree with the aforesaid terms and conditions, please return the duplicate copy of this appointment letter to the undersigned with your signature thereon, signifying your acceptance

Yours
faithfully,

For:
Astha Concerns Ltd.

- _____

(xxxxxxxxxxxxxx)

Director
(HR & Admin.)

I have
carefully read the above letter and the terms and conditions set out
therein,
which I have fully understood and I hereby accept the same.

Signature

Name:
(xxxxxxxxxxxxxx)

Date:

Cc: Head,
(Accounts & Admin.)

Personal File