



# SUPERIOR INDUSTRIAL ENTERPRISES LIMITED

(FORMERLY KNOWN AS SUPERIOR VANASPATI LIMITED)

Regd. Office: 25, Bazar Lane, Bengali Market, New Delhi- 110001

Date: 6-04-2022

Ms. Kajal Garg  
B-85 B, Uttam Nagar,  
New Delhi-110059

## Sub: Appointment for the post of Company Secretary

Dear Ms. Kajal,

With reference to your resume and subsequent interview we had with you, Management has pleasure of appointing you as **Company Secretary**. You may join organisation on or before 6-4-2022.

Your other terms of appointment will be as under:

### 1. Duties & Job Description:

Your duties and job description are outlined in **Annexure-I**.

It is the Company's practice to periodically examine your duties to ensure that they relate to the requirements of the Company. The Company reserves the right to change an employee's job description following consultation with the Employee.

The nature of your role and level of responsibility may be significantly varied throughout your service. It is agreed that irrespective of such variations, the terms and conditions set out in this appointment letter will continue to apply unless specifically amended in writing.

### 2. Place of Posting:

Your place of posting will be at the Company's corporate office 10<sup>th</sup> Floor Vijaya Building, 17 Barakhamba Road, Connaught Place, New Delhi. However, your service is transferable to any other office, Department or Group Company at the discretion of the Management.

### 3. Payment of Salary:

Your detailed CTC is mentioned in **Annexure-II**. No other benefit or amount is payable to you under the term of appointment.

### 4. Leave Entitlement:

You will be entitled for leaves as per the company policy. You will also be entitled to all Public Holidays as per the list of holidays declared by the Company at the beginning of every year. Detailed Leave Rules are available in the Procedure for Human Resources Administration Procedures for your reference.

**Works :** 17, South G.T. Road, B.S.R. Industrial Area, Ghaziabad- 201009

**Tel :** 011-40214470, 011-43585000, **Fax no. :** 011-43585015, **Website :** [www.superiorindustrial.in](http://www.superiorindustrial.in)

**E-Mail :** [info@superiorindustrial.in](mailto:info@superiorindustrial.in), **CIN :** L15142DL1991PLC046469

5. **Information Acquired during Employment:**

You shall inform the company of results for all work done and of all systems, methods and procedures, which may improve the results of work undertaken. The Company shall have full and exclusive rights to innovations developed by you, including benefits arising from letters or patents.

6. **Confidentiality:**

You owe a duty of confidentiality to the Company and shall not, except with the prior written approval of the Management, disclose to any third party during your employment or thereafter, any information relating to the Company's affairs which may come into your knowledge during the course of your employment, unless the information enters the public domain otherwise than as a result of a breach of this clause. You shall be liable for and shall indemnify the Company in respect of any claim, action, damage, loss, liability, cost, expense or payment which the company may suffer or incur or become liable for as a result of or in respect of a breach of this clause or any infringement of your duty of confidentiality.

7. **Exclusivity:**

You shall devote your wholehearted and full time attention and energy to the work and welfare of the Company and shall not engage in any other assignment or business either directly or indirectly. You shall not be entitled to do any Agency or Organizational work either directly or indirectly in the Company or in any other company.

8. **Policies and Procedures:**

You shall comply with all lawful directions by the Company in relation to the workplace policies and procedures and with the Company's rules, regulations, policies, practices and procedures including all instructions, orders, circulars, etc., that may be issued to you from time to time either verbally or in writing as well as any statutory obligations and requirements with which the Company or an employee of the Company must comply.

9. **Separation from Employment:**

You will be on probation for a period of Six months from the date of your joining. After confirmation, you will not leave the services of the company without giving 3 months' notice however company can terminate your services by giving one month notice.

If you commit any breach of discipline or neglect your duties or so conduct yourself so as to bring discredit to the Company or act in a manner disloyal to the Company during the period of your employment, or commit breach of terms and conditions of this letter and subsequent letters issued, the Company shall be at liberty to dismiss you summarily, in which event, notwithstanding anything in this appointment you will not be entitled to any further remuneration whatsoever from the date of dismissal. Nothing contained herein detracts from, or otherwise restricts the right of the Company to terminate an Employee's contract summarily, without notice, on ground of misconduct.

In the event of a separation, you shall immediately return all documents, files, books, manuals, records or other information whether in electronic, written or other form and whether created or brought into existence by the yourself, or otherwise, relating to Company's affairs. You shall also return all material, property or equipment of the company, which may be in your possession at the time of handing over charge.

This appointment is based on the information given by you to us in your employment, personal data form and otherwise, and shall be considered null and void if a material error/ suppression or false detail is discovered therein at any time. In that eventuality, the management can recover the payment made to you towards your remuneration during employment. You shall also repay in full to the Company the balance of loans or advances that may be outstanding in your name at the time of your resignation or the termination of your services.

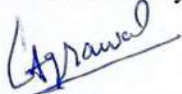
10. **Enforceability:**

This appointment shall be governed by and shall be subject to applicable laws of the Republic of India.

If the above terms and conditions are acceptable to you, please sign all pages of the duplicate hereof to signify your acceptance and return the same to us for our records.

Meanwhile, please forward to us duly attested copies of documents, evidencing your date of birth, educational qualification, together with a copy of your resignation letter to the previous employer as well as a copy of acceptance letter to the same.

Thanking you,  
Yours sincerely,



Kamal Agarwal  
(Managing Director)

**Declaration:** I have read/understood the above terms & conditions and agree to abide by them.



Kajal Garg

**POSITION DESCRIPTION/SPECIFICATION**

**Position Title:** CS

**Incumbent Name:** Ms. Kajal Garg

**Company:** SIEL

**Location:** New Delhi

**CS Position Description**

The primary accountabilities of CS are:

1. Maintaining statutory registers, Board Minutes, preparing resolutions for day to day activities of the group companies.
2. Preparation of Annual Report of the company and other related group companies as may be required from time to time.
3. Annual Filing of the companies, compliances related to Stock Exchange, RBI, RD or any other authority as may be required from time to time.
4. Prepare agendas and papers for board meetings, committees, and annual general meetings (AGMs) and follow up on action points.
5. Convene and service AGMs, take minutes, draft resolutions, and lodge required forms and annual returns with appropriate departments.
6. All other Company Secretary related jobs that may be required by the Company or applicable as per the provisions of the regulatory acts applicable to the company.