



Regd. No. U65910UP2002NPL027113
(Providers of financial services to the rural poor)
CASHPOR™ MICRO CREDIT

CMC/HRD/

Date: - 05/02/2021

Mr. Sourabh Tiwari

Employee ID:.....

Address: As per Aadhar

.....

.....

Dear Sourabh,

Offer cum Appointment letter for the position of Management Trainee

Congratulations!

On the basis of your performance in Interview, we are pleased to offer you the position of Management Trainee with the Company for the initial contract period of one year w.e.f.....atbranch inregion.

Your training period of one year is divided into three parts and after successfully completion of your training at all levels, you would be confirmed at the position of Branch Manager at the rank of Manager-2.

During your training period, you will be reporting to Regional Manager.

Accordingly, you will report to HRD at Head Office Varanasi on.....at 9:30 am, for your further duties, at the address given below:

CASHPOR Micro Credit
2nd Floor, Varanasi Trade Centre,
Maqbul Alam Road, Khajuri, Varanasi - 221002
Ph: 0542- 2505590/91.

Training Description:

You will be given a basic operational training of one year, which will be divided into three parts along with induction and in-house training program on Operations manual.

Regd. & Head Office: S-8/107,107-A-12nd Floor, Varanasi Trade Center, Khajuri, Maqbool Alam Road, Varanasi-221002
Tel 91- 0542-2505590/91. E-mail: hrd@cashpor.in



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- a) Your Initial phase of training period would be for three months as a Trainee Center Manager in which you would be responsible to add 30 BPL clients including formation of at least one center (JLG) with 15 ALCs and you would manage and handle centers independently.
- b) Your second phase of training would be for six months as a Trainee Branch Manager, where you will get training as a Trainee BM.
- c) Your third phase of training would for three months as Assistant BM, where you will assist Branch Manager at bigger size branches.
- d) After completion of third phase of training of 3 months, you will be appointed as a Branch Manager-MT at branch as the vacancy arises. Further, after successfully completion of 1 year service as a Branch Manager-MT at the rank of Manager-2, you will be eligible for filling the future vacancies of CHIB/ARO, based on your performance in Annual Evaluation Exercise and Pool Interview like other BMs. If vacancy of CHIB/ARO does not arise, you will remain as a Branch Manager.

Note-

- 1.) Attainment of stipulated targets with a satisfactory level of quality in your work in line with Company's Vision and Mission as well as duties and responsibilities assigned to you as a Management Trainee would be essential to continue the contract.
- 2.) At the end of each level of basic training, you have to qualify the written test with 60% marks
- 3.) At the end of each level of basic training, your performance would be evaluated by your Supervisor.

The duties and responsibilities of CM, BM and are attached as annexure -1, 2 with this letter, so that you may understand your duties and responsibilities while discharging your duties in different phases of your training.

In addition to this, you are expected to do whatever else required to assist the company to reduce the poverty in operational area of company.

Benefits:

- a.) During the first three months of your training- you would be paid a consolidated retainer ship allowances of Rs. 24,000/- per month.
- b.) During the second six months of your training, you would be paid a consolidated retainer ship allowances of Rs. 26,000/- per month.
- c.) During the last three months of your training, you would be paid a consolidated retainer ship allowances of Rs. 28,000/- per month.
- d.) Upon confirmation in the Company you will get salary benefits as per the company policy. Confirmed Payroll at the rank of Manager-2 is enclosed as Annexure 3.

Apart from your fixed salary, you will be paid actual fuel re-imbusement during training period and when you move to Second phase of training you will start getting mobile allowance

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of Rs. 350/- per month. Additionally, if you travel outside from your operating area, DSA towards boarding, lodging, etc. would be paid to you as per your position and rank. This is inclusive of all routine expenses and no other claim whatsoever will be considered.

Terms & Conditions:

1. You would be on training of one year from the effective date of your joining and will be confirmed at the position of Branch Manager-MT at the rank of Manager-2 at the end of this period, subject to your satisfactory performance during the training period.
2. The Company reserves the right to utilize your services within the Group, anywhere in operational area and in any department.
3. You would be governed by all the rules, regulations, staff Circulars, Office Order etc. of the company issued from time to time.
4. You would be eligible for 15 non-encashable leave per year during training period. As the job involves extensive movement in the field, we expect that you will provide yourself bike/vehicle and you must have authorized Driving License.

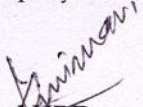
Exit Clause:

During Training period, this contract can be terminated, without any reason being given, by either party, by giving a month's notice in writing or payment of a month's salary in lieu of such notice to the other party.

If you become unauthorized absent for more than eight days your contract of the services with the company will be ceased automatically.

"If you accept the terms and conditions of this appointment, please sign the duplicate copy of this letter in the place indicated below, and return it to HRD".

We look forward to working with you on behalf of the BPL poor in operational area of the Company.


Head-HRD

I, Sourabh Tiwari, accept this offer on the terms and conditions mentioned above.

Signature_____

Date:_____

Enclosures:

Annexure-1(Duties and responsibilities of CM)

Annexure-2 (Duties and responsibilities of BM)

Annexure-3 (Salary breakup of Manager-2)

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