

To,

Mr. Saroj Adhikari,  
Bharatpur- 14  
Chitwan  
Nepal.

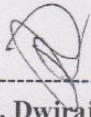
Re: Appointment as 'Systems Administrator' on contract basis.

Dear Mr. Adhikari,

It gives me immense pleasure to notify you that your appointment has been extended for the position of 'Systems Administrator' from 30<sup>th</sup> Ashoj, 2065 to 29<sup>th</sup> Ashoj, 2067 (16<sup>th</sup> Oct. 2008 to 15<sup>th</sup> Oct. 2010) for the term of two years.

Enclosed herewith is the agreement in regard to your remuneration, benefits, allowance, other facilities and duties and responsibility to the institute.

I would like to welcome you to the institute and would also like to express the hope that this will be the start of a long and mutually beneficial professional association.



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Mr. Dwiraj Sharma  
(Managing Director)  
Date: 16<sup>th</sup> Oct. 2008.

**AlfaBeta™**  
KATHMANDU ALFA BETA INSTITUTE PVT. LTD.

## AGREEMENT:

It is hereby agreed and accepted between Kathmandu Alfa Beta Institute Pvt Ltd, Mr. Dwiraj Sharma, Managing Director (called first party) and Mr. Saroj Adhikari (called second party), permanent residence of Bharatpur- 14, Chitwan, Nepal to come into agreement for employment for/to the first/ second party to/for the institute in the position of/to System Administrator from with effect from 30<sup>th</sup> Ashoj, 2065 to 29<sup>th</sup> Ashoj, 2067 (16<sup>th</sup> Oct. 2008 to 15<sup>th</sup> Oct. 2010) for the term of two years.

### Terms and Conditions:

#### 1) The first party agrees:

- To appoint the second party in the position of System Administrator as per the duration mentioned above.
- To pay monthly basic salary of Rs. 11,000 (in words: NPR Eleven thousand only) at 5<sup>th</sup> day of every Nepali calendar month.
- The allowance will be paid monthly on 5<sup>th</sup> day of every Nepali Calendar as follows for the service given by the second party, which are as following:
  - Travel allowance: Rs. 6,000 (In words: NPR Four thousand only).
  - Telephone allowance: Rs. 3,000 (In words: NPR Three thousand only).
- An amount of equal to one month basic salary (Rs.11, 000) only will be paid as Dashain allowance after the expiry of six months of service to first party.
- The second party would be under a probation period of 6 months, after completion of which the second party would then be a confirmed employee of the organization.
- There would be an annual appraisal, which includes a 10 % increment on the salary after the completion of 1 year in the organization.
- An amount of equal to one month basic salary (Rs.11, 000) only will be paid as Dashain allowance.
- Can terminate the contract anytime if the performance of the second party does not meet the requirement.

Note: All the remuneration and allowance are taxable. The first party will deduct taxes from the second party according to the rules and regulations of the Government of Nepal.

#### 2) Second party agrees:

- To perform day to day job as required by the first party. Receive client with a cheerful attitude and be always positive while receiving clients.
- Report to Managing Director or Manager: General Administration for any kind of major decisions.
- Keep all the information/documents confidential.
- Management of the computer programs, Intranet/ Internet facilities and others within the organization.
- Perform all work in regard to Information Technology like networking, email set-up, designing of advertisement, flex, posters, brochures, pamphlets, Web site update and



- all other work related to Information Technology as and when required by the institute.
- Also assist the Academic Department and introduce/ conduct short term computer courses.
  - Assist the sister concerns of the organization, with certain computer-related courses, whenever the need arises.
  - Work as part time employee 6 days a week from Sunday-Friday from 9:00 AM to 5:00 AM.

3) Both parties agree:

- Annual leave (paid leave) : 12 days (6 days casual leave and 6 days sick leave)  
Annual leave is only the facility given and is not compulsory to be implemented if it affects the working condition of the institute. If the leave exceed the limit then you are entitled to take un-paid leave. Minimum two days advance approval has to be taken from Chief Administrator.

- Others: Leave of absence can be taken for variety of reason such as marriage, death in the family or visit to other countries. Prior approval has to be taken from Managing Director. Funeral leave (paid leave) will for maximum of 15 days.

Note: All the paid leaves will be implemented after six months of service. All other leaves not mentioned herewith will be un-paid leave.

- Provide two months notice to terminate the contract. On the spot suspension/dismissal from the service can be implemented on violation of code of conduct as set on Employees Handbook by Managing Director.
- To pay compensation of Rs. 20,000 (In words: Rs. Twenty Thousand Only) if you need to terminate the contract without any valid reason before the expiry of the contract before the resignation can be approved. The first party will also not terminate the contract without any valid reason.
- Two months notice has to be provided for the termination of this contract by either party provided the second party completes all the job/application process/Visa process etc. for the student for a particular session/semester e.g. January or September.
- The agreement can be amended/ renewed as per mutual consent of both the parties.

We both agree to abide by all the terms and conditions mentioned above.



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**Mr. Dwiraj Sharma**  
 (Managing Director)  
 KABI Pvt Ltd  
 Date: 16<sup>th</sup> October 2008



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**Mr. Saroj Adhikari**  
 System Administrator,  
 Bharatpur- 14, Chitwan  
 Date: 16<sup>th</sup> October 2008.

Witness:

S.No	Name	Address	Phone	Signature
1.				