



Date: Feb 15, 2024

To,  
**Aman Meena**  
Mhow Indore MP  
453441

**Subject: Offer Letter as Software Engineer**

**Dear Aman,**

This refers to your interview for the post of **Software Engineer** for our organization. The authorities of Creativefuel Private Limited are happy to offer you the post of **Software Engineer** on the following Terms and Conditions:

**1) Position and Date of joining:**

Your position in the Company will be **Software Engineer**

This offer will be valid for 48 Hours from the date of this letter. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 48 Hours of receiving this letter. If we do not hear back from you within this period this offer will be deemed to be cancelled and we are not obliged to hold the position open for you. If you accept this offer you are required to join on Feb **26, 2024**.

**2) Reporting and Employment Location:**

You will initially report to **HR Manager** and your initial employment location will be Indore. The Company reserves the right to change your reporting manager based on business requirements.

**3) Compensation:**

Your remuneration will have a fixed component of INR 5.00 Lakh Per Annum (CTC), paid monthly, and a detailed breakdown of your remuneration can be found in [Annexure-A].

**4) Employment Relationship:**

A. You will be under probation for a period of 3 months from your date of joining. During the period of probation, either you or the Company may terminate your employment at any time and for any reason,

**CREATIVEFUEL PRIVATE LIMITED**

Registered office: 105, Gravity Mall, Vijay Nagar Indore (M.P.) 452010, Tel: +91-8517902000

Email: [connect@creativefuel.io](mailto:connect@creativefuel.io), [www.creativefuel.io](http://www.creativefuel.io)



with or without giving any notice in writing. Alternatively, the Company may terminate your employment with immediate effect.

B. On confirmation of your appointment, your employment with the Company will be “at will” and for no specific period, meaning that either you or the Company may terminate your employment at any time and for any reason, with or without any notice.

C. The Company reserves its legal right to terminate you immediately in case of deviation or nonadherence to Company’s policies and rules as communicated via this letter and in other physical or digital documents provided to you pursuant to your signing of this letter. The Company may also terminate you with immediate effect for any dishonest and malicious practices, poor attendance, violation of company policies, involvement in criminal act or non-performance for a prolonged period.

D. In case of termination, the Company, at its sole discretion, will recover such amount, as the case may be, in lieu of notice period against the full and final settlement upon your separation. In such a case, the company will also not be liable to pay you any pending salary.

**6) Reimbursement for Expenses:**

You will be reimbursed for reasonable expenses incurred by you in performance of your duties, according to the Company’s Expense Policy.

**7) Absence/Leave:**

Your annual leaves will be as per the Company’s Attendance and Leave Policy. Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

**8) Indemnity:**

You are required to indemnify and keep indemnifying the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

**9) Acknowledgement:**

You acknowledge that the duration and scope of the undertakings above are reasonable under the circumstances in which they have been given, and your employment with the Company and the compensation payable under this letter shall be sufficient consideration for the undertakings.

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**10) Understanding:**

This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to engagement with the company.

**11) Company policies:**

You shall be bound by all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.

We hope that you find the above-mentioned terms acceptable. Kindly indicate your agreement with these terms and accept this offer, by signing and dating the duplicate original of this letter and returning them to the Company. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Sincerely, on behalf of Creativefuel Private Limited,

**Authorized Signatory**

**Pulkita Phadke**  
**(Chief People Officer)**

**Acceptance**

I hereby accept the offer along with the terms and conditions of employment with Creativefuel Private Limited as stated hereinafter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

**Aman,**  
**Indore**

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## ANNEXURE – A

Employee Name: Aman Meena  
Designation: Software Engineer  
DOJ: June 15, 2024

### Remuneration Structure & Break-up

EARNINGS	MONTHLY	ANNUALLY
Basic	INR 27,083.33	INR 3,25,000
HRA	INR 10,833.33	INR 1,30,000
Conveyance Allowance	INR 1,600.00	INR 19,200
Special Allowance	INR 2,150.00	INR 25,800
Total Earnings	INR 41,666.67	INR 5,00,000.00
DEDUCTIONS	MONTHLY	ANNUALLY
PF Employee	INR 1,800.00	INR 21,600.00
Total Deductions	INR 1,800.00	INR 21,600.00
NET PAY BEFORE TAX	INR 39,866.67	INR 4,78,400.00
CONTRIBUTIONS	MONTHLY	ANNUALLY
PF Employer	INR 1,800.00	INR 21,600.00
TOTAL CTC	INR 43,466.00	INR 5,21,592.00

\*\*This document will give you clarity on terms associated with compensation and benefits as per Organization policies in effect. Kindly go through and provide your acceptance for the same.

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