

Date: 04-05-2022  
RFH No: HEPLRFH00431

Dear Kathija,

## CAREER OFFER

### CONGRATULATIONS.

With reference to your application for a Career at HEMA'S ENTERPRISES PVT LTD and our subsequent discussions, we are delighted to offer you the full-time position of **Purchase Officer**, with the anticipated start date of **04-05-2022**, commencing with Onboarding at 09:30 hours at HEMA'S ENTERPRISES PVT LTD, S3, SIDCO INDUSTRIAL ESTATE, SEMMANDALAM, CUDDALORE, TAMIL NADU 607 001 INDIA.

Your Starting Annual Compensation (ACTC) shall be **Rs 6,00,000 /- (Six Lakhs Indian Rupees only)** As an employee of HEPL, you will have access to our Comprehensive Benefits Program, details of which are attached along with Salary break up for your reference in the Annexure. This offer is contingent upon your successful completion of Pre-Onboarding processes including antecedent check and document verification.

Should you choose to accept this offer, please reply to this email with your acknowledgement and acceptance by **May 07, 2022** and share the required documents as listed in the Annexure through the links provided for upload at the earliest.

**Preethi M**, (Email: [durgadevi.r@hemas.in](mailto:durgadevi.r@hemas.in)) from our Recruiting Team shall be your primary Point of Contact. Your Onboarding Buddy shall be **Shanthi**, (Email: [rssmhiring@hemas.in](mailto:rssmhiring@hemas.in)) and you may reach out to him/her on the Day of Joining for commencing Onboarding actions.

We look forward to hearing from you and hope to see you onboard soon!

**For Hema's Enterprises Limited**

**R PRASANNA**

**MANAGER HUMAN RESOURCES**

This is an electronically generated document and does not require a signature

## ANNEXURE 1

### LIST OF DOCUMENTS TO BE SHARED WITH ONBOARDING TEAM

(Prior to Anticipated Start Date)

You are required to furnish copies of the following documents at the earliest through the links provided for upload. Documents in PDF and JPEG/JPG/PNG alone are accepted formats. Kindly ignore if you have already made the submission of all documents listed below.

1. **PROOF OF IDENTITY:** Govt issued AADHAR Card | PAN Card | VOTER ID Card | PASSPORT etc \*
2. **PROOF OF ADDRESS:** AADHAR CARD | VOTER ID CARD | BANK STATEMENT | PASSPORT bearing Current Full Address of Residence \*
3. **EDUCATIONAL QUALIFICATION:** In Chronological Order, beginning with the oldest and ending with the Latest qualification (Marksheets and Final Certificates included) \*
4. **PROOF OF WORK EXPERIENCE:** Appointment Letters of Previous/Last Worked/Current Working Organisation (This is not applicable for Freshers) \*
5. **PROOF OF COMPENSATION & BENEFITS RECEIVED:** Latest 3 Months PAYSLIPS | Form 16 of Previous Years | Bank Statement disclosing Credits , in PDF format (This is not applicable for Freshers) \*
6. **TAX ENTITY PROOF:** PAN CARD bearing Name, PAN Number details
7. **PROOF OF DATE OF BIRTH:** Govt issued BIRTH CERTIFICATE| SSLC MARKSHEET | PAN CARD etc
8. **PROOF OF RELIEVING:** Relieving Letter/such documentation from Current/Latest Employer. (This is not applicable for Freshers)
9. **PROOF OF BANK ACCOUNT:** Cancelled CHECK LEAF | BANK STATEMENT bearing details of Bank Account | Bank Passbook Photo Identity Page with Account Details
10. **PROOF OF VACCINATION:** Final Vaccination Certificate as downloaded from Govt Portal
11. **PROOF OF BLOOD GROUP:** Medical certificate or Blood Donation Card bearing details

**Please bring the Originals of the documents on the Day of Joining for Document Verification.**

**Hema's Enterprises Pvt Ltd.**

**Regional Office: No 3, SIDCO Industrial Estate, Semmandalam, Cuddalore - 1**

**CIN: U74999TN2019PTC132662**

**(Confidential Document. Meant For Intended Recipient Only. Do Not Share Or Circulate.)**

## ANNEXURE 2

### DETAILS OF OFFER COMPENSATION & BENEFITS

<b>Name :</b>	Kathija	<b>Band :</b>	Band 6	
<b>Department :</b>	IT	<b>Designation :</b>	Purchase Officer	
<b>BU :</b>	HEPL	<b>Date of Joining :</b>	24-01-2022	
<b>Location :</b>	Work from Site	<b>CTC:</b>	6,00,000	<b>Remark</b>
<b>COMPONENTS</b>		<b>PM</b>	<b>PA</b>	<b>Description</b>
Base Pay (Basic + DA)		20,000	2,40,000	40% of Monthly Cost to Company
House Rent Allowance (HRA)		10,000	1,20,000	50% of Base Pay
Medical Allowance		1,250	15,000	One Month Basic (or) Max. of Rs.15,000/-
Conveyance		1,600	19,200	Max. Rs.1,600/- p.m (as per IT Act)
Special Allowance		13,570	1,62,842	Residual Amount
<b>Monthly Components [A]</b>		46,420	5,57,042	Total Monthly Gross
<b>Employer Contribution (DIRECT)</b>				
Employee Contribution PF		1,800	21,600	12% on PF salary.
Employer Contribution ESI		0	0	3.25% on monthly Gross salary.
<b>SUB TOTAL [B]</b>		1,800	21,600	
<b>Annual Benefits (INDIRECT)</b>				
Gratuity		962	11,538	As per Payment of Gratuity Act, 1972
Statutory Bonus		818	9,820	Minimum Bonus @ 8.33% of Minimum Wage
SUB TOTAL [C]		1,780	21,358	
[A] + [B] + [C]		50,000	6,00,000	Cost to Company
NET PAY [In Rs PM]			44,412	Subject to deduction as per IT Act
Group Medclaim for Self and Family(if ESI not Covered)			2,00,000	Per Annum
Personal Accident Policy			5,00,000	Per Annum
Term Insurance			5,00,000	Per Annum
<b>PARTICULARS</b>				

**Hema's Enterprises Pvt Ltd.**

Regional Office: No 3, SIDCO Industrial Estate, Semmandalam, Cuddalore - 1

CIN: U74999TN2019PTC132662

**(Confidential Document. Meant For Intended Recipient Only. Do Not Share Or Circulate.)**