

August 20, 2020

Ref: ABS/HR/ABS1512

**Dibyanjan Jena**  
**Lauput, Santoshpur (PO),**  
**Rambha (PS), Ganjam (DT),**  
**Odisha, Pin-761027.**

Dear Dibyanjan Jena,

**Offer Of Employment**

We have pleasure in offering you the contract of employment with Acro Business Solutions.  
Outlined below are the terms and conditions of this employment in Acro Business Solutions:

1. **Designation and Joining Location:**

You will be designated as **Production Support Engineer - L1** will be based at our Bangalore Office.

You may be transferred to any of the Company's establishments anywhere in India or abroad, as and when required by the Company.

Your CTC Details As Follows below Please check:

Earnings	Per Month	Per Annum
Basic	7680	92160
HRA	3072	36864
Conveyance Allowance	1600	19200
CCA	1152	13824
Medical Allowance	1250	15000
Special Allowance	4446	53352
<b>Total CTC</b>	<b>19200</b>	<b>230400</b>

**ACRO BUSINESS SOLUTIONS**

72/12, Nallurahalli Main Rd,  
Near Shell Petrol Pump, Whitefield,  
Siddapura, Brookefield, Bengaluru,  
Karnataka 560066.  
Ph: 080- 37836004  
E-Mail: info@acroainc.org.  
Web: www.acroainc.org.

2. **Salary Review:**

Salary revisions will be based on individual, as well as company performance. If you join the organization between 1st Jul - 31st Dec, you will be covered in the upcoming July cycle. If you join the organization between 1st Jan - 30th Jun, you will be covered in the upcoming January cycle.

3. **Medical Fitness:**

You need to Submit Self declaration of medical fitness in the prescribed format by Acro Business Solutions along with general Fitness Certificate from a certified Doctor. In case you are 40 years and above of age, your appointment is subject to you being found medically fit by the Company Doctor.

4. **Termination Of Employment:**

The contract of employment can be terminated by either party by giving three months' notice in writing, subject however to the Company's right to pay basic salary in lieu thereof. However, should you sign any Service Bond / Undertaking / Agreement with the Company as a part of your employment process or later in the course of your employment with the Company, you will then not be entitled to terminate your employment with the Company unless you comply with the terms and conditions of the Bond/Undertaking / Agreement in addition to the above.

The Company shall have the right to terminate this agreement forthwith, without any notice and without any basic salary in lieu of notice period in the event of any of the following:

Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.

Any misconduct on your part.

Failure to carry out any of your duties and obligations.

5. **Hours Of Work And Paid Holidays:**

You will observe the working hours and holidays as followed by the department and location to which you are assigned. You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.

**ACRO BUSINESS SOLUTIONS**

72/12, Nallurahalli Main Rd,  
Near Shell Petrol Pump, Whitefield,  
Siddapura, Brookefield, Bengaluru,  
Karnataka 560066.  
Ph: 080- 37836004  
E-Mail: [info@acroainc.org](mailto:info@acroainc.org).  
Web: [www.acroainc.org](http://www.acroainc.org).

6. **Leave:**

A credit of 2 working days will be made for every completed month, except for the month June and December, where only 1 working day will be credited. The credit will happen on the 1st of every month for the previous month.

New joiners, with date of joining between 1st to 15th of a month, will get an earned leave credit of 2 working days on completion of the month except if the joining month is June or December, in which case the earned leave credit will be 1 day and new joiners with date of joining between 16th to end of a month, will get an earned leave credit of only 1 working day on completion of the month.

Employees can avail 5 days advance earned leave, provided the earned leave is zero. You will be permitted to carry forward a maximum of only 11 Earned Leaves during the year, with an option to carry forward up to a maximum of 60 days.

7. **Medical Benefits:**

You will be eligible for medical benefits in accordance with the Company's medical Scheme for your grade.

8. **Retirement Age**

All employees in the Company shall retire on attainment of normal retirement age fixed by the Company, which at present is 58 years.

9. **General:**

You will be governed by all rules, regulations and policies of the Company. You are to devote your full time, attention, and ability to the interest of the Company. You are not to interest yourself in any business or do any trading on your own account. You hereby agree that for the period of deputation at an onsite location, you will abide by the laws of the country of your deputation and for the duration of assignment in India, you will comply with the terms and conditions of your appointment letter.

In accordance with the standard practice of the company, we request you to treat the terms of this employment as confidential.

You are required to join on or before **September 04, 2020**. If you do not join by this date, this offer stands withdrawn - unless the Date of Joining is Extended, And communicated to you in writing. At the time of joining, please report to Arun Lal Kumar at the following address.

**Acro Business Solutions,  
72/12, Nallurahalli Main Rd, Near Shell Petrol Pump,  
Whitefield, Siddapura, Brookefield, Bengaluru, Karnataka 560066.**

**ACRO BUSINESS SOLUTIONS**

72/12, Nallurahalli Main Rd,  
Near Shell Petrol Pump, Whitefield,  
Siddapura, Brookefield, Bengaluru,  
Karnataka 560066.  
Ph: 080- 37836004  
E-Mail: [info@acroainc.org](mailto:info@acroainc.org).  
Web: [www.acroainc.org](http://www.acroainc.org).

You are required to bring the following documents, with a photocopy of each, at the time of joining.

- i. Proof of age
- ii. Educational certificates including mark sheets.
- iii. Relieving certificate, or service certificate from your present employer (without which you are not allowed to join us) and other experience certificates.
- iv. Last 3 months salary slip.
- v. Copy of passport (First & Last Page) & driving license Two copies of your recent passport size photograph.
- vi. Provisional Form 16 for the current year.

## 12. Acceptance Of Joining:

The contract of employment will commence from the day you report for duty. If you are agreeable to accept this offer, please return the duplicate copy of this letter, duly signed as a token of your acceptance to the undersigned within 10 days of its receipt.

Please confirm the date on which you expect to join duty in writing. We look forward to your joining us for a mutually rewarding association.

Yours Faithfully,

For Acro Business Solutions.,

★ BENGALURU  
560066

Partha Saradhi

HR Manager - Talent Acquisition.



## ACRO BUSINESS SOLUTIONS

72/12, Nallurahalli Main Rd,  
Near Shell Petrol Pump, Whitefield,  
Siddapura, Brookefield, Bengaluru,  
Karnataka 560066.  
Ph: 080- 37836004  
E-Mail: info@acroainc.org.  
Web: www.acroainc.org.