

Offer Letter.

From

SuperProcure

To

Aman Raj

Offer Letter.

Congratulations Aman!

Wednesday, December 20, 2023,

NH 2, D72, NTPC Vindhyanagar Township,
Singrauli, Madhya Pradesh
India - 486885

Sub: Offer Letter

Dear Aman,

We are thrilled to welcome you to our organization and we are looking forward to your taking the role of "**Trainee - UI/UX Designer**" at SuperProcure. The members of the SuperProcure family are passionate, analytical, and creative.

You will be provided with a formal appointment letter and additional information about the objectives and policies, benefit programmes and general employment conditions post joining.

With Best Wishes,
For Truckhall Private Limited.



Mr. Anup Kumar Agarwal
Director, SuperProcure

Offer Letter.

Welcome!

Aman Raj

As our new

Trainee - UI/UX Designer

You will be closely working with

Information Technology Team

You will be reporting to

Gurjyot Sandhu

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A few more details.



Your annual
Compensation

INR 9,00,000/-Year
Check Annexure 1



Your
Office

Remote
Delhi, India



Working
Days & Hours

Mon-Fri
9:30AM – 6:30PM

Our standard probation

6 Months

Annexure 1.

Offer Letter.

Salary Components	Monthly Amount in Rs	Annual Amount in Rs
Basic	20,250	2,43,000
HRA	10,125	1,21,500
Special Allowance*	34,351	4,12,212
Gross Salary - Fixed (A)	64,726	7,76,712
Benefits (B) - Employer Contribution		
EPF @12% (subject to maximum of 1800)	1,800	21,600
Benefits (B)	1,800	21,600
Gross Salary (A+B)	66,526	7,98,312
Annual Component		
Performance Linked Incentive (payable yearly)**	7,500	90,000
Gratuity	974	11,688
Total Annual CTC	75,000	9,00,000

***Special Allowance-**

An employee can opt for flexible allowances and reimbursements as mentioned:

Food Card	Maximum of INR 2200/- per month
Gift Card	Maximum of INR 417/- per month
Telephone & Broadband Allowance	Maximum of INR 2000/- per month
Books & Periodicals	Maximum of INR 2000/- per month
LTA	Maximum of INR 1687/- per month

****Performance Linked Incentive is paid out annually, based on performance**

Salary benefits & taxes:

Your emoluments details are given above. Your individual remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your job, skills, specific background and professional merit. You are required to maintain this information and any changes made therein from time to time as personal and confidential. Your salary is payable on monthly basis and will be paid on actual number of days worked after all leave adjustments. All forms of compensation referred to in this letter are subject to reduction to reflect applicable withholding/Income Tax and other taxes, charges and levies applicable in India, or in any other jurisdiction in which the same are being paid also any specific cost/expense recoverable from you.

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Documents Requirement.

- 1** Aadhar Card & copy of PAN Card
- 2** Proof of Residence (If different from Aadhar)
- 3** Proof of Educational & Professional Qualifications
- 4** Cancelled Cheque and Copy of the last drawn pay slip.
- 5** Proof of work experience – Service certificate/ Appointment letter
- 6** One passport size photograph.

Kindly email the above required documents to the offer email thread.

Offer Letter.

Offer Letter Acceptance.

Thank you for your consideration, time and patience during the process.
We hope you have had a comfortable experience so far and we look forward to seeing you join us soon.

Please confirm your acceptance to the offer by signing and returning the scanned copy of the offer letter via email in next 3 days. In case of any query, you may contact Ms. Jyothsna Samanth at 9741117594.

I accept the above offered terms & conditions. My date of Joining will be _____.

Signature: _____

Place: _____

Date: _____