

HRD/HBT/OL/001538

29th May, 2023

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Offer Letter

Greetings 9999999999,

Please refer to your application and the discussions we had regarding your appointment in **HIGHBAR TECHNOCRAT LIMITED**. We are pleased to offer you a position in the company as **Jr. Microsoft .Net Programmer in Band III**. Your functional designation may change from time to time as per the assignment given to you.

Presently, your posting will be based our **Head Office - Navi Mumbai (HO)**. However, based on the needs of the company, you can be transferred to any branch, site (or project), group (or associate) companies or a joint venture entered into by the Company, located anywhere in India or abroad.

Please indicate the date of your joining which should not be later than **31st May, 2023**. We would like you to join **HIGHBAR TECHNOCRAT LIMITED**.at the earliest.

You are requested to submit the documents as per the Annexure at the time of joining.

A formal letter of appointment will be issued on the terms and conditions as discussed between us on your joining **HIGHBAR TECHNOCRAT LIMITED**. subject to the following:

1. Receipt of your joining report from branch / department
2. On verification of the documents submitted by you as per the annexure.

Please sign the duplicate copy of this letter in token of having received its original and acceptance of the same and also indicate the date of your joining. The duplicate copy of this letter duly accepted & signed by you should reach us before **1st June, 2023** otherwise this offer letter will stand cancelled.

Looking forward to a mutually beneficial association.

Thanks & Regards,
for **HIGHBAR TECHNOCRAT LIMITED**.

Mr. Vijaykumar Patil
Recruitment Head
29/05/2023 12:53:55 PM

I accept the above offer and will join your Organization on or before 31st May, 2023

(9999999999)

Attached to the Offer letter dated 29th May, 2023 9999999999

You are requested to submit the following documents on the day you of your joining. This will enable us to issue you your appointment letter immediately and also process the payroll for your salary. Any non-compliance to submit the same, will delay the issuance of appointment letter and payment of your salary there of.

1. A copy of your resignation letter addressed to the present employer.
2. A copy of your resignation letter duly accepted by your present employer.
3. A copy of the Relieving letter issued to you by your present employer.
4. Certificate of Birth (school leaving certificate or SSC passing certificate where the date of birth is mentioned).
5. A copy of your Educational qualification certificates duly attested by a Gazetted Officer.
6. Tax certificate issued by your previous employer for the tax deducted at source up to the last date of your employment.
7. Medical fitness certificate with blood group (certified by a registered Medical Practitioner holding MBBS Degree).
8. Last salary slip of your present employer.
9. Passport size colored photograph in White background - 3 nos.
10. A copy of your Permanent Account Number (PAN).
11. A copy of your Aadhar Card.
12. A copy of your Passport (If available).

I agree to submit the aforesaid documents at the time of joining the organization..

SIGNATURE: _____

HRD/HBT/OL/001538

29th May, 2023

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Greetings 9999999999 ,

This is further to our offer letter dated 29th May, 2023.

We are pleased to provide the following relevant details, which will help you on the day of your joining the company.

1. The office hours commence at 9:00 am on all working days.

Address: **HIGHBAR TECHNOCRAT LIMITED**

D-Wing, 14th Floor, Empire Tower,
Reliable Cloud City,
Off. Thane-Belapur Road,
Airoli, Navi Mumbai - 400 703

2. On joining, you are requested to contact **Mr. Rupesh Vairal**, who will guide you regarding the further process.

Looking forward to a mutually beneficial association.

Thanks & Regards.

For **HIGHBAR TECHNOCRAT LIMITED.**

Mr. Vijaykumar Patil

Recruitment Head

29/05/2023 12:53:55 PM

Enclosures:
Annexure A - Compensation.

Annexure A

	Employee Name		9999999999
	BAND		III
	DESIGNATION		Jr. Microsoft .Net Programmer
	LOCATION		Head Office - Navi Mumbai (HO)
Monthly Payments - taxability as per applicable Income Tax rule	BASIC		34,000.00
	HOUSE RENT ALLOWANCE (HRA)		17,000.00
	SPECIAL ALLOWANCE		20,000.00
	TOTAL 1	Gross Payslip	71,000.00
Annual benefits - taxability as per applicable Income Tax rule	LTA	8.33 % of BASIC	2,832.00
	MEDICAL		1,700.00
	TOTAL 2		4,532.00
Retirals - taxability as per applicable Income tax rule	PF	12.00 % of BASIC	4,080.00
	GRATUITY b	4.81 % of BASIC	1,635.00
	TOTAL 3		5,715.00
Facilities not convertible into cash - notional figures	MEDICLAIM c		3,000.00
	GROUP ACC POLICY		100.00
	TOTAL 4		3,100.00
	CTC PER MONTH		84,347.00
	CTC PER ANNUM		10,12,164.00

a - The adhoc allowance given to you may be adjusted in other allowance / Basic, in future without any reduction in your total gross salary.

b - Applicable as per Payment of Gratuity Act.

c- As per applicable policy of the company covering upto maximum 4 family members i.e. Self, Spouse, 2 Children (subject to age limits)

The value of House Rent Allowance (HRA) is computed as per company policy. In case of transfer, the same will change as per policy applicable to the place of transfer.

Mr. Vijaykumar Patil			9999999999
Recruitment Head			
29/05/2023 12:53:55 PM			