

## STRICTLY CONFIDENTIAL

### **LETTER OF OFFER**

Mr. Om Raju Bankar  
Gangotri Park,  
Wadgaon, Bajajnagar,  
Chhatrapati Sambhajinagar, Maharashtra - 431136  
Mobile: (+91) 8767741908

**Date: 19/7/2025**

**Dear Om Bankar,**

Welcome to the Greamio Technologies family!

Greamio Technologies Pvt. Ltd. is a fast-growing technology company specializing in delivering innovative IT solutions and services across diverse industries. We take pride in our talented team, cutting-edge products, and a culture that nurtures growth, learning, and collaboration.

With reference to the interview you had with us, we are pleased to offer you an appointment as **X-DSAAI Trainer** at our **Pune (Kothrud)** location. You are required to report to **Mayur Wagh, Head - Operations & Training**, Contact: **(+91) 8600552883**, at 10:00 AM on **Wednesday, July 23, 2025**. Your compensation, as already discussed and agreed with you, is detailed in Annexure I.

Your employment will be governed by the terms stipulated in the Terms of Employment and the Non-Disclosure Agreement attached herewith. These documents must be duly signed and submitted at the time of joining.

This offer is made in good faith based on the information shared by you during your application and interview process. Your employment is subject to verification of your educational, professional, and personal credentials. Any discrepancies may lead to the offer being withdrawn and employment being terminated.



+91 9834887259



info@greamio.com



www.greamio.com

This offer is valid till **Monday, July 21, 2025**, and you are required to confirm your acceptance by sending a signed copy via email to hr@greamio.com within 2 days of the date of this letter. Failure to do so will result in the offer being considered void.

You are also requested to bring copies of the documents listed in Annexure II on your joining date.

We look forward to you joining us and contributing to our shared success.

**Warm Regards,**  
**For Greamio Technologies Pvt. Ltd.**

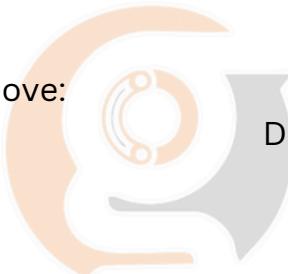
  
**Srijana Ghosh**  
Head of Human Resources

**Date: 19/7/2025**

I Accept and Agree to the details above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## ANNEXURE I – COMPENSATION

Component	Monthly (₹)	Yearly (₹)
<b>Earnings</b>		
Basic Salary	17,025	2,04,300
House Rent Allowance (HRA)	5,108	61,284
Other Allowance	11,918	1,43,016
<b>A. Fixed Gross Salary</b>	<b>34,050</b>	<b>4,08,600</b>
<b>A1 Variable Salary</b>	0	0
<b>A2 Annual Bonus</b>	0	0
<b>B. Total Variable + Bonus (A1+A2)</b>	<b>0</b>	<b>0</b>
<b>C. Total Gross Salary (A+B)</b>	<b>34,050</b>	<b>4,08,600</b>
<b>Deductions</b>		
Employee PF	1,800	21,600
Employee ESIC	0	0
Professional Tax (PT)	200	2,500
TDS (As Per Salary Slab)	-	-
<b>D. Total Deductions</b>	<b>2,000</b>	<b>24,100</b>
<b>Net Salary (Take-Home) (C-D)</b>	<b>32,050</b>	<b>3,84,600</b>
<b>Employer Contributions</b>		
Employer PF 12% + (1% admin charges) Total 13%	1,950	23,400
Employer ESIC Contribution (3.15%)	0	0
<b>E. Total Employer Contribution</b>	<b>1,950</b>	<b>23,400</b>
<b>CTC (Total Gross + Employer Contributions) (C+E)</b>	<b>36,000</b>	<b>4,32,000</b>

## **ANNEXURE II – DOCUMENT CHECKLIST**

Name: Om Bankar  
Designation: X-DSAAI Trainer  
Department: Operations  
Employee ID: GRE-89  
Date of Joining: July 23, 2025

Sr. No.	Document	Self Check	HR Check
1	Joining Report (duly signed)	<input type="checkbox"/>	<input type="checkbox"/>
2	Terms Of Employment (signed)	<input type="checkbox"/>	<input type="checkbox"/>
3	Non-Disclosure Agreement (signed)	<input type="checkbox"/>	<input type="checkbox"/>
4	Offer Letter (signed)	<input type="checkbox"/>	<input type="checkbox"/>
5	Experience/Relieving Letter or Resignation Acceptance	<input type="checkbox"/>	<input type="checkbox"/>
6	Educational Certificates (PG, UG, HSC, SSC)	<input type="checkbox"/>	<input type="checkbox"/>
7	Current Address Proof	<input type="checkbox"/>	<input type="checkbox"/>
8	Permanent Address Proof	<input type="checkbox"/>	<input type="checkbox"/>
9	PAN Card / Acknowledgment	<input type="checkbox"/>	<input type="checkbox"/>
10	5 Passport-size Photos	<input type="checkbox"/>	<input type="checkbox"/>
11	ESIC Nomination Form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
12	PF Nomination Form	<input type="checkbox"/>	<input type="checkbox"/>
13	Any other relevant documents	<input type="checkbox"/>	<input type="checkbox"/>
14	Personal Data/Background Verification Form	<input type="checkbox"/>	<input type="checkbox"/>
15	Last 3 Months Salary Slips	<input type="checkbox"/>	<input type="checkbox"/>
16	Updated Resume	<input type="checkbox"/>	<input type="checkbox"/>
17	Cancelled Cheque (ICICI/Kotak Preferred)	<input type="checkbox"/>	<input type="checkbox"/>

**Note:**

- The Professional Tax (PT) for the month of February is set at ₹300, in accordance with the current tax regulations.**



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