

OFFER LETTERDear **Mr. Pushpraj Gour**

Samrat Ashok Technological Institute Vidisha

Vidisha Madhya Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
 Date of Joining : **01-Aug-2024**
 Functional Band : **Front Liner/Business Development**
 Department : **SALES**
 Division : **CSD**
 Salary : **As Per Annexure 'A'**
 Reporting Branch : **BHOPAL**
 Location : **BHOPAL**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BHOPAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Aug-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

Annexure - A

NAME : **Pushpraj Gour**
 DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**
 DOJ : **01-Aug-2024**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	14936
House Rent Allowance	7230
Advance Statuary Bonus	4481
Sub Total A	26647
Reimbursement	
Sub Total B	0
Variable Component	
Monthly Performance Linked Reimbursement*	4089
Sub Total B1	4089
Gratuity****	718
Sub Total C	718
Total Salary Package (A+B+B1+C)	31454
Total Salary Package Per Annum	377448
Deductions	
Employee Welfare Trust	150
Total	150
Total TH	30586
Additional Perks	
	Annual TH
	1800
	1800
	367032

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das
 Human Resource

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CEASEFIRE INDUSTRIES PRIVATE LIMITED

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