

PRIVATE & CONFIDENTIAL

20 Nov 2021

Rajeev Kumar Pal
Ghaziabad

Dear **Rajeev Kumar Pal,**

Subject: Offer Letter

This has reference to your application and subsequent interviews you had with us for the below-mentioned position. On the basis of mutual interaction and discussion that we have had, we are pleased to offer you as below:

Role	: Staff Engineer
Designation	: Manager
Grade	: M1-A

Your Gross Potential Earnings, Compensation & Benefit Program applicable is provided in **ANNEXURE I**. Your compensation is confidential and if need arises, you may discuss it only with your Reporting Manager or Human Resource Manager.

Your date of joining shall be on or before **22 Nov 2021**

Your initial posting will be in **Corporate Office-LOIPL**. You may, however, be required to move / relocate to any other office / store /warehouse in any location where the organization has its offices and operations, either on a temporary or on a permanent basis.

This offer is made to you based on the information / documents furnished by you. If any information and or documents are found to be incorrect or has discrepancy, manipulated, fabricated, forged etc, then this offer shall be withdrawn by the Company forthwith. Company shall have right to conduct background verification on the information and documents provided by you.

You will be governed by the rules and regulations of the company on all matters related to the place, time & nature of your work. A detailed appointment order will be issued to you in this regard.

At the time of joining, please submit the following documents:

1. Certificates in support of your educational qualification, work experience, date of birth, PAN Card and other testimonials.
2. Three recent passport size photographs(with White background).
3. Proof of residence viz., copy of passport or Election Commission Identity card.
4. Relieving letter and Salary certificate from your last employer in case you were employed.



Sheshav Gupta
Head - Human Resources

ANNEXURE I

COMPENSATION & BENEFITS SHEET		
Name	Rajeev Kumar Pal	
Grade	M1-A	
Date of Joining	22 Nov 2021	
Designation	Manager	
Department	Application Development-IND	
Components	CTC (p.m)	CTC (p.a)
Basic Pay	87000	1044000
House Rent Allowance	43500	522000
Special Pay	71680	860165
Gross Pay	202180	2426165
PF Employer Contribution	10440	125280
Gratuity-Employer Contrib	4185	50216
Mediclaim Premium	695	8339
Fixed Pay	217500	2610000
Performance Linked Pay	32500	390000
Gross Potential Earning	250000	3000000

Plus: Health Insurance coverage for Self & Family & Accident Insurance coverage for self as per policy
Official calls reimbursed on mobile phone as per policy

Note:

1. #For employees entitled to Statutory Bonus under Payment of Bonus Act, 1965, Performance Linked Pay will be deemed and accounted against such Statutory Bonus.
2. #Performance Linked Pay shall be payable as per policy.
3. Special Pay component may be allocated to reimbursement options detailed below.
4. Education Allowance Rs.100/- per child per month upto maximum of two children.
5. Running & Maintenance is applicable only for the employees who will submits RC Book copy (should be in Employee's Name) & submit the petrol bills to get reimbursed. Submit RC Book along with the declaration.

Running & Mant Of Vehicle	21600
Driver Salary Allowance	10800
Food Coupons	30000
Gift Voucher	4999
Books & Periodicals	35000
Phone/Broad Band/Hand Set	86000