

29-Oct-2013

Ms. POORANI S
No: 3/432, Sakthinagar- 2 Street,
Vijayamangalam(po),Perundurai,
Erode-638056

Dear **Ms. Poorani,**

Further to your application and subsequent interviews with us. We are pleased to offer you the position of **Executive- Telemarketing in Telemarketing Department.**

Terms and Condition of the offer:

Date of Joining: Your appointment will be effective **04-Nov-2013** or any other date mutually agreed upon in writing.

Remuneration: Your annual compensation package on a total fixed cost basis is **Rs.2,04000 (Rupees Two Lakhs Four Thousand Only).** Salary break up given below.

Description	CTC/Annum	CTC/Month
Basic	102000	8500
HRA	51000	4250
Conveyance	9600	800
Education Allowance	0	0
Leave Travel Allowance	6000	500
Medical Reimbursement	15000	1250
Other Allowance	6132	511
Petrol Reimbursement	0	0
Mobile Reimbursement	0	0
Internet Reimbursement	0	0
Periodicals & Journals	0	0
Vehicle Maintenance	0	0
Driver's Salary Reimbursement	0	0
Gross salary	189732	15811
PF	9360	780
ESI	0	0
Gratuity	4908	409
CTC	204000	17000

Hours of Work: The office functions Six days a week from Monday to Saturday, the timings being 9.15a.m to 6:30 p.m. However the actual hours, which you will be required to work, will be agreed between your Manager and you. You may be required to work any additional hours and or work in shifts, as necessary for the effective performance of your role, at the discretion of the Company.

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Probation: Initially the appointment shall be for a probationary period of 3 months. Thereafter, if your services are found satisfactory, you shall be issued a letter of confirmation. Your probationary period can also be extended at the discretion of the company.

Termination Clause: During probation period either the Company can terminate this appointment or you without giving any notice period. Post confirmation your service can be terminated either by company or by you by serving 30 days notice period.

Confidentiality: You shall not during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company.

Company Policies: You will be governed by the Company's policies, as applicable at your level. The Company reserves the right to amend the policies from time to time.

Compliance Rules: You shall be subject to compliance rules as determined by the Company from time to time or as may be imposed by any regulatory body. It is your responsibility to ensure that you are aware of the compliance rules in force from time to time and that you adhere to them. From time to time the Company may require that you sign undertakings that you will abide by the then existing rules and regulations.

Pre Employment/ Employment conditions: This offer of employment / your employment is conditional on:
Any information furnished by you is true and correct.
The receipt of references, which are satisfactory to us.
Successful completion of background verification, including but not limited to, proof of educational and professional qualifications, employment history and proof of identity, which are satisfactory to the Company.
On the **day of joining**, please make sure you are carrying the following documents to facilitate your smooth induction in the Company

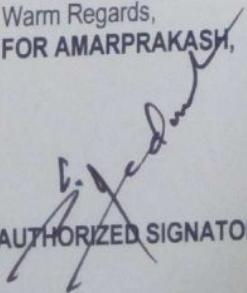
- Education certificates
- Appointment letter of previous organisation
- Relieving letter / resignation letter from previous organization
- 10 passport size photographs
- Copy of the PAN card or copy of the form if applied for the same
- Last 2 Months Salary slips from previous organisation

In compliance with statutory requirements, your first salary will be processed, once the above – mentioned documents are duly submitted to HR on the day of your joining the Company.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

Kindly return the attached-copy of this letter, duly signed by you, in acceptance of the terms and conditions set out.

Warm Regards,
FOR AMARPRAKASH,


AUTHORIZED SIGNATORY

Accepted

Name:

Date:

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APPRAISAL LETTER

EMP ID. APD02198

26-06-2016

Ms. Poorani .S

Senior Executive

Marketing - Telemarketing

Dear **Ms. Poorani .S**

This is a token of appreciation for your excellent contributions to the department and our company so far and a motivational appraisal to see more of such increased performance/s from you in the coming days.

The appraisal notes/figures are given below and is effective from **26-06-2016**

Current CTC: Rs .24000

Allowances	
Basic	12000
HRA	6000
Conveyance	1600
Education Allowance	400
Bonus	1000
Other Allowance	623
Total Allowance	21623
Reimbursements	
Medical Reimbursement	0
Petrol Reimbursement	0
Mobile Reimbursement	0
Total Reimbursement	0
Gross Salary	21623
Other Benefits	
PF	1800
Gratuity	577
Total Benefits	2377
CTC	24000

Revised CTC: Rs .27000

Allowances	
Basic	13500
HRA	6750
Conveyance	1600
Education Allowance	400
Bonus	1125
Other Allowance	1176
Total Allowance	24551
Reimbursements	
Medical Reimbursement	0
Petrol Reimbursement	0
Mobile Reimbursement	0
Total Reimbursement	0
Gross Salary	24551
Other Benefits	
PF	1800
Gratuity	649
Total Benefits	2449
CTC	27000

Wishing you more success and endeavors at Amarprakash Group.

For **AMARPRAKASH DEVELOPERS PVT LTD**

Authorized Signatory



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AMAR PRAKASH DEVELOPERS PRIVATE LIMITED
CIN - U70102TN2008PTC066406

Registered Office: # 42, Rajendra Prasad Road, Chromepet, Chennai - 600 044, India.
Corporate Office: # 412/7, G.S.T. Road, Chromepet, Chennai - 600 044, India.

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