

**PRIVATE & CONFIDENTIAL**

**05 Jan 2023**

**Kammara Sravani**  
**West Godavari**

Dear **Kammara Sravani,**

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	: CUSTOMER RELATIONSHIP EXE
Designation	: Assistant
Grade	: A3

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 **06 Jan 2023**

Your initial posting will be in **Dharmavaram-EB**. 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documents are found to be incorrect or has discrepancy, manipulated, fabricated, forged etc, then this offer shall be withdrawn by the Company forthwith.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.



**Harshavardhan Shrikant Chikker**  
**Senior Manager**

# ANNEXURE I

COMPENSATION & BENEFITS SHEET		
Name	Kammara Sravani	
Grade	A3	
Date of Joining	06 Jan 2023	
Designation	Assistant	
Department	Store Operations	
Components	CTC (p.m)	CTC (p.a)
Basic Pay	6740	80885
House Rent Allowance	3370	40442
Transport Allowance	1404	16853
Gross Pay	11515	138180
ESI Employer Contribution	374	4491
PF Employer Contribution	809	9706
Gratuity-Employer Contrib	324	3891
Fixed Pay	13022	156267
Performance Linked Pay	685	8225
Gross Potential Earning	13708	164492

**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.