

OFFER LETTER

Date: 04.10.19

To,
Suchit Kumar ,
Nanditakunj, Indrapuri Marg No.1,
PO Hehal, Ratu Road,,
Ranchi-834005,
Jharkhand.

Sub: Letter of intent for the appointment as "Regional Sales Manager - Located at Ranchi HQ".

Dear Mr. Suchit Kumar,

On behalf of Crystal Ceramics Ind Pvt Ltd., we are pleased to offer an employment as **"Regional Sales Manager- Located at Ranchi HQ"**. Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization.

We have already explained you the terms of employment, salary details and sales target details which have been accepted by you mutually with us.

You will be on probation for a period of Six Months from the date of joining with our organization. If at the end of the probationary period you are confirmed you will be advised accordingly in writing. If no letter of confirmation is issued, the probationary period shall be deemed to have been extended till such time you are confirmed in your appointment in writing.

During tenure of service, your services are liable to termination with notice or salary (Gross) in lieu thereof from either side with 15 days if not completed 6 months of working period with us & once you had completed 6 months of working period with us than your services are liable to termination with notice or salary (Gross) in lieu thereof from either side with 30 days period.

Kindly submit following documents (Photo copies) at the earliest or at the time of joining our organization.

- 1] Date of Birth Certificate or School Leaving Certificate.
- 2] Ration Card or Electricity Bill or Telephone Bill for proof of your residence.
- 3] Pan Card, Aadhar Card, Driving License or Voter ID card for proof of your identity.
- 4] Educational Qualifications certificates.
- 5] Relieving Letter or Service Certificate from your current employer.
- 6] Last drawn Salary Slip.
- 7] Recent Passport size 6[six] colored photos
- 8] Bank account details.

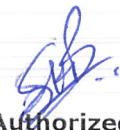
Kindly acknowledge this offer letter and send us your letter of Acceptance.

We welcome you to our "Crystal Ceramics family".

For Crystal Ceramics Industries Pvt Ltd.


Manager
(HR & Administration)


Approved Signatory
(Business Head)


Authorized Signatory
(Director)

Acceptance:

I will join the service on **16.10.19**, if I fail to join the services of the company on the date mentioned above, or do not get permission in writing from the company to join on such other extended date, my appointment may be cancelled.

Signature:

Suchit Kumar
Candidate

CRYSTAL CERAMIC INDUSTRIES PVT. LTD.

Corporate Office: 101, 102, Elanza Vertex, Sindhu Bhavan Road, B/h. Armieda Salon, Bodakdev,
Ahmedabad - 380 054. Gujarat. Mo.: +91 74348 50411/12/13/14, Toll Free No.: 1800 258 5821

Factory: At. & Post: Kaiyal, Kaiyal Sedhavi Road, Tal.: Kadi, Dist.: Mehsana - 384 450, Gujarat. Mo.: +91 75748 90712/14/23/24
e-mail: info@crystalceramic.com, **website:** www.crystalceramic.com

CRYSTAL CERAMIC INDUSTRIES PVT LTD

Working Profile Details

Name of Employee	Suchit Kumar
Division	Common
Department	Sales & Marketing
Designation	Regional Sales Manager
HQ	Ranchi
State	Jharkhand
No of District to be covered	Entire Jharkhand
Area of work(Districts)	Entire Jharkhand
Sales & Collection Target details	1st month ₹.15 Lacs, 2nd month ₹.20 Lacs & 3rd month minimum ₹.25 Lacs per month and 4th months onwards Minimum Rs.30 Lakhs /Month.
Dealer Network Target to achieve	Minimum of 15 Dealers to be appointed in 120 No. of Days.
Immediate Reporting/Coordination Officer	Mr.Goutam Sen (AGM)
Branch/State Reporting Officer	Mr.C.M Maheshwari (Business Head)
Date of Joining	16.10.19

Benefits Regarding Local & Tour Travel For Official Work

As per our TADA Policy

Kindly check below details claiming TADA

Local conveyance benefit details (Upto 100 Kms)

Your Working Head Quarter	City Grade	Daily Local Conveyance
Ranchi	B Class City	Rs.300/Day
Up Country travel by own vehicle	Rs.5.5 Per km	

Note: Travelling upto 100 Kms, it will be treated as a Local transportation and more than 100 Kms it will treated in Tour Travelling conveyances.

Conveyance, Lodging & Boarding benefit details While doing work on Tour if any

Mode of Travel	Conveyance (Travel)			Boarding (Food Including GST)			Lodging (Hotel Stay including GST)		
Maximum upto 2nd & 3rd AC Class Allowed	Class Wise City			Class Wise City			Class Wise City		
	A	B	C	A	B	C	A	B	C
	375	300	225	500	450	400	1425	1250	900

Classification of cities of Jharkhand as per our TADA Policy

A Class Cities	B Class Cities	C Class cities
	Jamshedpur & Ranchi	All other cities (Other Than A & B Class cities) will follow under C Class cities.

Kindly provide our GST details while making any payment, so that we can claim GST Amount.

Note:

Kindly note that you will have to submit your monthly TADA bills (Month period 1st to 31st) by preceding month by 5th of every month in proper format with attached all supporting bills. Claim amount without proper supporting bills will not be entertained and will incur deductions from claimed amount.

Prepared By

Approved Signatory

Authorized Signatory

Accepted By

Signature
Manager-HR & Admin

Signature
Business Head

Signature
Director

Signature
Candidate