To Date: 19.02.2021

Mr. Nooka Praveen Palacharla

**Sub: Appointment for the post of IT Maintenance Engineer**

The management here by offers employment in our company as supervisor in IT MAINTENANCE department at Unit-I, Lingojigudem Village, Choutuppal Mandal, Yadadri Bhuvanagiri District with effect from 03.03.2021. The terms and conditions of service are as follows.

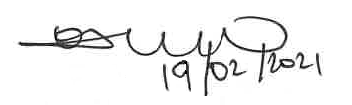
1. You will be paid annual CTC of 4.25 Lakhs which consists of basic and other all allowances.
2. You are entitled to all statutory benefits like bonus, gratuity, PF, ESI etc. You are also entitled to 7 casual leaves, 5 sick leaves, statutory earned leaves and 10 national and festival holidays.
3. Your increments/ promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the organization.
4. You shall be liable to be posted/ transferred you to any location/ unit of the company depending on requirement. Upon such transfer you will be automatically governed by the service conditions, rules, regulations and other terms as applicable at such new place.
5. You should forthwith intimate any change in your residential address as and when any change takes place.
6. You will be governed by the rules and regulations of the company which the company may prescribe from time to time. You shall abide by office orders which are issued from time to time.
7. This offer of appointment letter is being issued to you on the basis of the information and particulars furnished by you. In case any particulars furnished by you are found false or incorrect, your appointment will be terminated without any prior notice.
8. If you intend to leave organization during your service, you have to give three months prior notice in writing or make payment of three months of salary in Lieu of notice, which may be modified from time to time and same will be notified.
9. In case the terms and conditions stated above are accepted to you, please sign on this letter intoken of your understood and having accepted the same.

|  |  |  |
| --- | --- | --- |
| **Annexure - A** | | |
| **Name** | Nooka Praveen Palacharla | |
| **Designation** | IT Maintenance Engineer | |
| **Department** | IT | |
|  | | |
| **Particulars** | **Per Month (in Rs.)** | **Per Annum (in Rs.)** |
| 1. Basic | 13,518.00 | 1,62,216.00 |
| 2. House Rent Allowance | 8,111.00 | 97,332.00 |
| 3. Bonus | 1,126.00 | 13,512.00 |
| 4. Medical Reimbursement | 2,028.00 | 24,336.00 |
| 5. Special Allowance | 9,012.00 | 1,08,144.00 |
|  |  |  |
| **Gross Salary** | **33,795.00** | **4,05,540.00** |
|  |  |  |
| **Statutory Benefits** |  |  |
| I. Provident Fund - Employer Contribution | 1,622.00 | 19,464.00 |
|  |  |  |
| **Total** | **35,417.00** | **4,25,004.00** |

Salary Compensation Details:

Yours Faithfully,

For DIVI’S LABORATORIES LTD



K.SUBBA RAO

GENERAL MANAGER (P&A)

DECLARATION

I have read and understood the above terms and conditions and agree to abide by them.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_