

Ref. No. DTL/2023-24/0588

09th May 2024

Ms. Anjali Sen
Ward No:04,
Ahilyabai Marg,
Kannod, Dewas,
Madhya Pradesh - 455332

Letter of offer

Dear Anjali Sen,

This has reference to our various interactions regarding your employment in our organization. We are hereby pleased to offer you and bring you on board with the Designation of **Angular Developer** at our **Noida office**. Your date of joining shall be **16th May 2024** or earlier and reporting time will be **9:30AM** at the following address:

Diensten Tech Limited
F-3, Sector-3
Noida-201301(U.P.)

Your total gross compensation will be **INR 1120000** per annum (Please refer to Annexure – I). A detailed Employment Agreement containing the terms of employment will be provided within seven (7) days of your joining. Kindly note that the Employment Agreement shall be issued to you after completing all the joining formalities including submissions of documents/information.

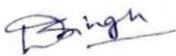
At the time of joining, you are requested to bring along the document mentioned below:

1. Pan Card Copy.
2. Last three salary slips copy.
3. Copy of bank statement as a proof for the salary credits.
4. Copy of all previous relieving letters and employment agreements.
5. Copy of all educational credentials along with marksheets.
6. Copy of address proof (Aadhar card/Voter Card/Passport/DL).
7. Photographs (5copies).
8. Emergency contact numbers.
9. Three (3) reference numbers from your previous employments.

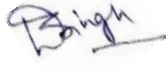
Upon your joining the Background Verification/Check would be conducted by Third Party Agency, as per the business/ company norms, to ensure that all the Credentials (Information / Documents) furnished by you are genuine and correct, however the Company has a right to verify your records through a Third Party Agency anytime during your Employment term.

This letter shall be binding upon the parties from the date first set forth above. Looking forward to your timely response.

Yours sincerely,
For **Diensten Tech Ltd.**



Dhruvananda Singh
AGM – HR

Annexure – I			
Name Anjali Sen		DOJ 16th May 2024	
Designation Angular Developer		Location Bangalore	
S.No.	Salary Components	(in INR)	
1	MONTHLY SALARY	Monthly	Annually
1.1	Basic	28,000	3,36,000
1.2	HRA	16,800	2,01,600
1.3	Conveyance Allowance	-	-
1.4	Special Allowance	31,604	3,79,248
1.5	Statutory Bonus*	-	-
Total – 1		76,404	9,16,848
2	REIMBURSEMENTS		
2.1	Meal Vouchers	3,000	36,000
2.2	Books & Periodicals	2,000	24,000
2.3	Car Fuel and Maintenance	1,800	21,600
2.4	Driver	900	10,800
2.5	Telephone & Internet	3,000	36,000
2.6	LTA**	2,333	28,000
2.7	Group Medclaim Insurance Premium***	536	6,432
Total – 2		13,569	1,62,832
Gross Salary		89,973	10,79,680
3	ANNUAL RETIRALS		
3.1	Provident Fund (Employer's Contribution)****	3,360	40,320
Total – 3		3,360	40,320
Total Cost to the Company (Total 1+2+3+4)		93,333	11,20,000
 Dhruvananda Singh AGM-HR		(Accepted)	

*LTA will be paid as per company policy.

**This is an indicative premium cover for a family floater cover of INR 5Lacs (Family include Self, Spouse, and upto 2 children).

***PF (Employee's Contribution) shall be deducted from Employee's Basic Salary, as per the PF Act, which will be reflected in the Monthly Pay Slips.

****Terms of Variable Pay will be shared after your joining.

Note:

- Any "Statutory Liability" (present / future) on Employee's Account including TDS etc., should be borne by the Employees only.
- Gratuity entitlement and payment will be made as per the Payment of Gratuity Act, 1972