



**Ref.** : G/HR/LET-OFR/126899

**Date** : 5-Oct-2018

Mr. R Prasad,

Dakkili Md, Nellore District, A P.

Dear Prasad,

**Subject: Letter of offer for employment**

We are pleased to offer you a position in our organization on the following terms and conditions:

1. Position :**ASSISTANT MANAGER-STORES**
2. Level :**1**
3. Location: **Bangalore**
4. Compensation Package: You will be entitled to a compensation of **Rs**. **7,00,704 p.a** on cost to the company basis, and the detailed breakup of the Compensation Package will be as attached.
5. The appointment is effective from the date of your joining. We request you to join by02-jan-2019
6. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

This offer of employment is subject to your medical fitness, confirming no trace of any major illness or any chronic health disorders in the past, verification of your records relating to educational qualifications and professional experience, and reference verification. The pre-employment requirements as attached needs to be completed by you

Please confirm your acceptance of our offer by signing a copy of this letter and advice the date by which you will join our organization. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

"In the event you do not confirm acceptance of this offer in writing, within three days of the date of this letter, or, join us within three days of the joining date specified in point 5 above (or such extended date which may be mutually agreed), then this offer will be deemed to have been withdrawn, and consequently you will not have any further claim for employment with us."

**We take pleasure in welcoming you to our organization and are confident that your period of association with us will be long, pleasant and mutually beneficial.**

Yours truly

for GELTEC PRIVATE LIMITED,

**SRINIVAS.**

**Human Resources**

I confirm acceptance of your above offer and will join your organization by date: \_\_\_\_\_\_\_\_\_\_\_\_



GelTec Private Limited

Regd. Office: Capsulation Premises, Deonar, Sion-Trombay Road, Mumbai-400 088.

Phone:\*91 -22-2556 8586/6647 8484 Fax: +9l-22-2556 4038/2558 NJ80. E-mail: mail/mgeltec.in

Mfg. Plant: Sr. No. 24, 26/3, 27/2, Yadavanahalli, Attibele, Bangalore - **Hosur Road,** Bangalore - 562107.

Phone : **+91-80-67478484** Fax : +91-80-67478472

**Cl1't NO 135200**

**PRIVATE & CONFIDENTIAL**

**EMOLUMENT PACKAGE**

# Name of the employee Designation

Level : 1

PRASAD RANGINENI

ASSISTANT MANAGER

Grade . S-1

|  |  |  |
| --- | --- | --- |
| A | Wage Components | Amount |
| Basic | 21160 |
| HRA | 12500 |
| Conveyance | 3725 |
| Education | 1825 |
| Personal / Special Allowance | 10000 |
| LTA | 1763 |
| Allowance in lieu or Gratuity | 1033 |
|  |  |
| Total Per Month | 52006 |
|  |  |
| Salary Per Annum (A) | 624108 |
| B | Annual Benefits |  |
| PF | 30470 |
| Exgratia /Bonus | 46126 |
|  |  |
| Total Per Annum (B) | 76596 |
| Total CTC Per Annum (A+B) | |  |

NOTE:

1. Income Tax and Surcharge, Professional Tax and other tax or levy , is applicable , shall be deducted before payment of remuneration.
2. For availing exemptions from deduction of taxes, proof of claiming deductions will be require to be submitted well in advance to enable the Company to deduct taxes suitahIy.
3. The LTA and Allowance in lieu of Gratuity or distributed in your monthly salary applicable
4. Please note that, any Statutory Payments that may become payable due to charges in the existing regulations, or due to any fresh regulations, would be adjusted within \our existing CTC so that there is an additional outgo from Company’s account.

For GELTEC PRIVATE LIMITED,



SATISH SP

VP - PLANT OPERATIONS