



Suraksha Gold Industries Pvt. Ltd.
432 FF, Bhera Enclave, Delhi- 110087
Email:- info@surakshagoldindustries.com
Website:- www.surakshagoldindustries.com

Ref: SGIPL/2023-2024/UP-3756

Dated: 30th AUGUST 2023

MR. MUKESH NATH TIWARI

OFFER LETTER

Dear,

With Reference to the interview, you had with us in the company, we are pleased to inform you that you are selected as **Area Development Manager with HQ-KANPUR DEHAT Along With JALAUN (UTTAR PRADESH)** this letter is effective from **04th Day of SEPTEMBER 2023** on the following terms and conditions.

On joining the company, you will be reviewing by the company all the time, based on your performance and achievement.

During your engagement with the company, you would be on PROBATION period for 6 months from today where your duties may be varied from time to time and services are transferred, either temporarily or permanently to any of our affiliate's subsidiaries or their branches or your services can be terminated without any prior notice or information during your probation period and you shall comply with all direction and instruction in that behalf.

Being the employee of the company, you will not be permitted at any time during your employment with us to take on any other employment or work of any nature without the written consent to the management.

You are bounded by all the existing rules and regulations of the company and to those that may be framed time to time.

You shall always maintain confidentiality of all technical, procedural, organizational, managerial academic sand other important matter.

You will also keep us informed to any changes in your residential address, your family status or any other personal particular relevant to your employment.



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The company will be deducted taxes as per appropriate and consistent with the Indian tax regulations. You will be responsible for your taxes liabilities under all applicable tax and regulations.

You will govern by the term and conditions of services applicable to the employee of our organization that are either in operation or may be brought into force from time to time.

Keep all records of the observation and information during tour and send reports there to us from time to time. Your salary calculation may be varied as per your performance on target.

You shall be full professional disciplined, in its right perspective in office as also during negotiations and discussions with the clients, expected from professional. You will be on notice period for 15 days which you will have to serve from the day of resignation. If not then you can't claim for full & final. Your salary with expenses will be variable as per attendance mark during your working tenure in the company. Your salary and expenses calculation will be calculated as per presence mark in attendance sheet based on DAILY VISIT REPORT TERMS & CRITERIA (WRITTEN BELOW). If your daily visit and reporting systems not as per company norms then that day will be considered as absent day and of that day salary and expenses will be deducted. A fix expense of 5k will be given till appointment of distributor but and it will be variable post appointment of distributor but the calculation of it will be based on DAILY VISIT REPORT TERMS.

1. DAILY VISIT REPORT TERMS & CONDITIONS-

- Candidate will have to visit at-least 10 clients/day if not then that day will be considered as absent day.
- If visit is less than 10 clients, then candidate will have to produce solid reason for fewer visits along with proof.
- Candidate will have to submit DVR (Daily Visit Report) through mail and real time visit report in allotted area whatsapp group on daily basis. If any gap in report is found then that gap day will be considered as absent day.
- Leave will be applicable only after prior approval of senior. Casual leave will be granted only after submission of genuine and valid proof.
- Candidate can get 15 days more in case of failing to appoint distributor within 1 MONTH. (Subjected to approval of immediate reporting manager), but if he still fails to appoint distributor then he can't claim for any expense for grace period working. Candidate will be entitled to receive basic salary only of one month only if he does not appoints the distributor but report and visit are as per company norms. If his visit report is not as per company visit report terms then he can't claim any salary and expenses and also company will not liable to give any salary or expenses to candidate.
- The company looks forward to a mutually fruitful association between us for year to come.



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Job Responsibilities:-

1. Primary and Secondary Sales i.e. to appoint distributors/dealers & retailers.
2. Need to widen and maintain our dealer-distribution network
3. Promotion all activities through Dealer-Painter meeting, Wall-painting, flex board etc.
4. You are responsible to handle the sales and marketing activities of allocated areas/districts.
5. Your T.A and D.A will be calculated according to be low mentioned sheet after appointment of distributor. -
 - (A) T.A & D.A at H/Q-Rs 210/day
 - (B) T.A & D.A at outstation-210/day
 - (C) Fooding and lodging (in case of night stay only)-900/night
 - (D) Actual bill of bus ticket/train ticket (three tire/chair class) from H/Q to out station.
 - (E) If using own vehicle then-2.00rs/km. (Applicable only for out-station)



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Minimum Visit- 10-12 counters/client/day with local sales executive/sales manager or self, If not then the same day may be calculated as absent day and hence it may affect salary calculation. (Applicable)

6. In both H/Q and OUT-STATIONVISIT)

- 7 Only Sunday is holiday. Leave without prior information and head office approval can't be granted.
- 8 Maintaining of DSR/tour programme/daily visit report and real time reporting in what's-up group on per day basis is mandatory.
- 9 All visited report should be recorded and maintained in DSR/DVR on daily basis
- 10 DSR/DVR should be sent to Corporate Office by next day till 11:00 AM through mail...
- 11 Office sales coordinator/Immediate reporting manager will call to all visited clients from Corporate Office after receiving of DSR/DVR. If any wrong entry and information is found then that working day is also considered as absent day.
- 12 Provide timely feedback to senior management regarding performance.
- 13 Need to submit advance tour programmer of every coming week through mail to your reportingManager on weekly basis. If not, then will affect your salary.
14. Planning, Implementation and execution of secondary sales strategies to enhance the performance.
15. Conduct self-tour/visit programs as per requirement of market and take consent from immediate reporting manager. Or you are bounded to abide by the order related to tour programme given by head office also.
16. Provides product, promotion, and pricing information by clarifying client/customer request, forwarding appropriate information, answering questions.
17. Meeting with company's given target through BDEs (IF ANY) or self.
18. Violation of any of above written instructions will affect the salary and expenses calculation.



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We look forward to your positive response and wish you every best. We trust that your knowledge, skills and experience will be among our most valuable assets.

You are requested to return the enclosed duly signed copy as a token of your acceptance of the terms and conditions of your employment.

Hope that you will be the beginning of a long and successful career

with us. ANNEXURE-1

Compensation Structure:

Components	<u>INR</u>
Basic	Rs.15,000/-per month
H.R.A&D.A	Rs.10,000/-per month
OTHER EXPENSES (MOBILE ETC)	Rs.8,000/-per month
Fix Travelling Exp.	Rs.7,000/-per month

Note- Your CTC is fixed at 4.80 lakh/annum.

You will be entitled to [get incentive@0.5%above](#) achievement on given target.

Your target is - 10 lakh/Per Month.

For SURAKSHA GOLD INDUSTRIES PVT. LTD.

**HRD
(SIGNATURE)**

**Accepted to abide by
the above terms & condition
(Signature of Employee)**

I accept the terms and condition and agree to join latest by.....



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