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ameliorate
digital consultancy private limited

06-01-2022

To,
Pooja Hole
Bavdhan

Subject: Offer Letter

Dear **Pooja Hole**,

We are pleased to offer you, the position of **Intern Research associate** with **Ameliorate Digital Consultancy Private Limited** on the following terms and conditions:

1. Your services will commence, as on **10-01-2022**.
2. Your job title will be **Intern Research associate** and you will report to Mr. Rishikesh Oza.
3. Your **Annual cost to company** will be **156000 / - pa**
4. Your shift timings will be from 9.00 a.m.to 6.00 p.m.
5. You will be operating from Kothrud/Bavdhan Office in **Bavdhan**.

For,
Ameliorate Digital Consultancy Private Limited

Sneha Abdagiri
Manager - Human Resources





| Earnings | | | | | |
|-------------------------------|---------------|---------------|---------------|---------------|--------------------------|
| DESCRIPTION | ACTUAL | EARNED | ARREAR | YTD | DESCRIPT |
| BASIC | 14,999 | 14,999 | 0 | 119,993 | Empl L. |
| Performance Allowances | 4,280 | 4,280 | 0 | 29,960 | Employee E |
| | | | | | Employer E |
| | | | | | Gratuity Contribu |
| | | | | | L. |
| Gross Salary | | | | 19,279 | Total Deduction |
| | | | | | |
| NET SALARY | | | | | |
| Amount in Words | | | | | Seventeen |
| Payment Method | | | | | |

B S Sales

48, Sahaney Sujan Park,
Bibwewadi Kondhwa Road,
Pune - 411040

October 01, 2021

Sub – Offer Letter

Dear Mr. Nayan Nanaware ,

With reference to your application and subsequent interview with us, we are pleased to make an offer as per the details appended below:

1. Designation : Crew Member
2. Place of working: Huber and Holly – Kharadi , Pune (As per organization policy, job is transferrable anywhere).
3. Date of Joining: On Oct 01 , 2021
4. The appointment is based on the inputs provided by you at the time of offer, e.g. CVs, Last Drawn Salary, Qualifications, Experience detail, etc. In case, of any irregularities found in any of the information provided by you the above appointment would become null and void and would be revoked by the company. If on verification, at the time of appointment or a later date it is found that you have furnished wrong information, in such cases your service with the company will be liable to immediate termination.
5. You have agreed to treat this Letter of Engagement as confidential. Violation of this condition by you shall empower B S Sales to cancel this letter without any intimation to you.
6. You will get one weekly off and 15 Days additional leave which will be paid in form of salary every year during Diwali. There will be additional monthly bonus linked to the sales target.
7. Resignation : The Employee may voluntarily resign from employment with the Company at any time on giving prior written notice to the company. The Company may at its sole discretion waive all or part of the or allow the Employee to pay in lieu of the notice. Any resignation would have to be accepted by the Company to become effective. Once accepted the resignation cannot be withdrawn by the Employee without the express consent of the Company. Notice Period is one month.
8. Termination with immediate effect
 - Notwithstanding anything contained in this Agreement, the Company may terminate the employment contemplated under this Agreement at any time without notice or payment in lieu of notice, for cause including but not limited to:
 - 1) inattention or negligence in the performance of duties and obligations under this Agreement
 - 2) repeated failure to comply with lawful directions of the Company and its officers
 - 3) unethical business conduct
 - 4) breach of any statutory duty or for any act or omission adversely affecting the **goodwill**, reputation, credit, operations or business of the Company.
 - 5) habitual unauthorized absence or unauthorized absence for a period exceeding 8 days
 - 6) fraud, misappropriation or dishonesty in respect of the Company's property or business
 - 7) commission of any act not in conformity with discipline or good behavior or acceptance or offering of illegal gratification

Your joining will be as discussed with you. You are requested to acknowledge a copy of this letter as a token of acceptance and return the same.

We wish you all the best and welcome you onboard.

Jigar Mehta

B S Sales
(Partner)

| <i>Strictly Confidential</i> | Annexure – 1 |
|----------------------------------|-----------------|
| <i>Name : Mr. Nayan Nanaware</i> | |
| <i>Designation : Crew Member</i> | |
| | Rs. |
| EARNINGS - In Pay Slip | |
| BASIC | 8000 |
| EDUCATION ALLOWANCE | 500 |
| ATTENDANCE ALLOWANCE | 1000 |
| MEDICAL ALLOWANCE | 1000 |
| TRANSPORTATION ALLOWANCE | 1500 |
| ATTIRE ALLOWANCE | 1000 |
| | |
| TOTAL SALARY (A) | 13000 |
| | |
| TOTAL CTC - Per Month | 13000 |
| | |

OFFER LETTER

Date: 17-Jan-2022

Name: Mr Mohan Ballal

Address:

Parsawat Nagar PARBHANI-431401,

Pune,

Maharashtra - 431401.

Dear Mohan,

This is with reference to the interviews and subsequent discussions you had with us. We are delighted to offer you employment with Orient Technologies Pvt Ltd as "**Customer Support Engineer**" effective from **18-Jan-2022**. We take pleasure to inform you that your annual compensation would be **Rs.3,00,708 per annum**. Your benefits are detailed in Annexure - I.

You are requested to join us on **18-Jan-2022**, failing which this employment offer will stand rescinded.

You are requested to submit the below-mentioned documents:

- All Educational certificates (photocopies).
- Photocopy of Certifications / Courses
- Photo ID proof – **PAN Card**
- Address Proof – **ADDHAAR Card**
- Relieving Letter & Experience certificate from the last company.
- Salary Certificate/ Salary slips/ Bank Statement of last 3 months.
- Appointment Letter
- Passport size photographs
- Passport copy.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of your joining us.

Yours Sincerely,

For Orient Technologies Private Limited.

Authorized Signatory

Your CTC working is as under:

| Components | Monthly | Annually |
|---|---------------|-----------------|
| Basic Salary | 13,500 | 1,62,000 |
| House Rent Allowance | 1,350 | 16,200 |
| Other Allowance | 6,950 | 83,400 |
| Total (Gross Salary) | 21,800 | 2,61,600 |
| Conveyance Reimbursement | 2,000 | 24,000 |
| Mobile Allowance | 350 | 4,200 |
| Total (Total Reimbursement Components) | 2,350 | 28,200 |
| Medical Insurance | 260 | 3,120 |
| Gratuity CTC | 649 | 7,788 |
| Total (Other Benefits) | 909 | 10,908 |
| Professional Tax | 200 | 2,400 |
| Total (Deductions) | 200 | 2,400 |
| Total (Net Take Home) | 21,600 | 2,59,200 |
| Total Cost To Company | 25,059 | 3,00,708 |

This is computer generated letter, signature not required.”

Orient Technologies Pvt Ltd
 502, 5th Floor, Ackruti Star, MIDC Central Road, MIDC, Andheri (E), Mumbai 400093, INDIA.
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 Website: www.orientindia.com