

OUR REF: PM/HRD/OFFER/APRIL/02/2019

April 11, 2019

To,
Mr. Roshan Ramesh Salvi
A/P Kudal Mathewada
Nitin Parab House, Near Laxmi Nakshtra Tower
Tal Kudal
Sindhudurg 416520

OFFER LETTER

Dear Mr. Roshan,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "Sales Officer- Head Quarter –Kankavali " on the terms & conditions mutually agreed upon and you will join your duties on or before 10/04/2019.

Regular Appointment letter will be issued to you with all terms and conditions of appointment at the time of joining the duty.

You are required to submit the following at the time of joining.

- Five recent Passport size Photograph with red background.
- Final Clearance Certificate from your present employer, if you are employed.
- Copies of your Certificates and Testimonials.
- Birth Date certificate.
- Copies of your Aadhaar Card (with complete DOB) & PAN Card is essential.
- Two Reference letters from non-relatives.
- Address & Identity proof.
- Self Bank Account cancelled cheque with IFSC code.
- UAN No. of PF for Previous Employment if any.
- For ESI Nomination your two I-Card size photos.
- Xerox copy of Aadhaar card for Family Members

We welcome you to this young and growing Organization and look forward for a long and fruitful association.

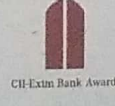
If you do not join by the stipulated date, this offer stands canceled automatically.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above.

Thanking You,
For **PRAVIN MASALEWALE**

Pravin Masalewale
16/4/19.

AUTHORISED SIGNATORY



PRAVIN MASALEWALE

REF NO.: PM/HRD/APP/APRIL/06/2019

APRIL 10, 2019

To,
Mr. Roshan Ramesh Salvi
A/P Kudal Mathewada
Nitin Parab House, Near Laxmi Nakshtra Tower
Tal Kudal
Sindhudurg 416520

Emp. Code – P5061

APPOINTMENT LETTER

Dear Mr. Roshan,

This has reference to your application and the subsequent interview you had with us; we are pleased to appoint you as **"Sales Officer - Head Quarter – Kankavali"** in grade **T - 1**. You are required to join on or before April 10, 2019.

The terms and conditions are given below:

1) Your remuneration will be as follows:

SR.NO.	DETAILS	AMOUNT (in Rs.)
1	Basic	9900.00
2	HRA	3960.00
3	CONV	140.00
Monthly Gross Salary		14000.00

- A) Coverage under Personal Accident Policy
- B) Coverage under P.F, E.S.I, Gratuity and Bonus as per the provisions of the P.F, ESI, Gratuity and Bonus Act respectively.
- 02) The disbursement of Ex-Gratia over and above Bonus will be done at the discretion of the Management.
- 03) The Management reserves the right to reconstitute the total remuneration payable to you under various sub-headings or allowances and any decision taken by the Management in this regard will be binding upon you.

HRD

1 – 3



PRAVIN MASALEWALE

44 Hadapsar Industrial Estate, Pune 411013, India. Tel +91 20 26871686 Email contact@suhana.co.in www.suhana.co.in

- 04) You will be under probation for a period of six months and your services will be Confirmed at the end of the probation period or extension thereof.
- 05) If your performance, attendance or behavior found to be unsatisfactory and not up to the mark, in such event your services will be terminated.
- 06) Immediately after joining the Company, you will be required to furnish to the Company, proof of age, for the purpose of Company's record.
- 07) You are appointed for our **Pravin Masalewale- Kankavali** location. However, your service is transferable to any other office of the Company within this country. The Company shall be at liberty to depute or utilize your services as and when deemed necessary and advisable in any of their Organizations or sister concerns.
- 08) You should perform all the duties that are attached to '**Sales Officer - Head Quarter – Kankavali**' location and also any duty that may be assigned to you by your supervisors at their discretion.
- 09) During probation your services can be terminated by a notice of One day, on either side. After confirmation your services are terminable by either side with one-month notice. However, the Company shall have the option to terminate the services by paying one month's pay in lieu of notice.
- 10) The age for retirement or superannuation of the Employee is fifty-eight years and you will retire or superannuate at the age of 58 years.
- 11) During your employment with this Company you will not directly or indirectly get yourself involved, engaged, concerned or interested in any Trade, Business, Occupation or Consultancy of any nature, unless specifically permitted by the Company in that behalf.
- 12) Any process, discovery & invention and/or patent made by you during the tenure of your service with this Company will belong to the Company.
- 13) All documents, plans, drawings specifications, photo prints, reports, statements, correspondence etc., or information & or instructions that will pass through you, will come to you or to your knowledge will be treated as strictly confidential. On no account the secrecy and/or confidentiality of such papers, documents, instructions etc., shall be divulged or passed on to anyone except in the course of rightful discharge of your duty.

- 14) In case of your termination or your resignation you should hand over charge to any official designated in this behalf & obtains a clearance certificate from him & your accounts can be settled only on production of such certificate.
- 15) In availing of your leave earned or due it would be necessary for you to procure prior sanction of the Company in writing. In case of sick leave, if it is more than two consecutive days then supporting certificates from the prescribed medical practitioner shall be very invariably be necessary for sanction of such leave.
- 16) The Company reserves the right to take appropriate action in case the personal details of past employment furnished by you & found to be untrue.
- 17) Over & above all these, you would be subject to service rule of the Company as may be applicable from time to time.
- 18) In case of dispute or disagreement about terms of this agreement, dispute resolution will be subject to courts of Pune jurisdiction.

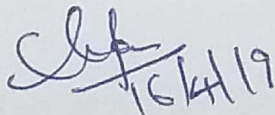
Please confirm your acceptance of these terms & conditions by signing & returning the duplicate copy to us, together with a copy of letter of resignation to your present employment.

We welcome you to this young and growing Organization and look forward for a long and fruitful association.

Thanking you,

Yours faithfully,

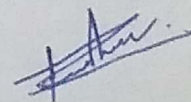
For **PRAVIN MASALEWALE**



16/4/19

AUTHORISED SIGNATORY

The above terms & conditions of employment are acceptable to me.



NAME / SIGNATURE