

OFFER LETTER

Date: 31 May, 2021

REF: ACH/CH/HR/OFR2021-3540

To, Mr.Soumaya Ranjan Rout At-Pahanga, Pahanga Cuttack-754004,Odisha

Contact No: 7605964945

E Mail: soumayaranjanrout88@gmail.com

Dear Mr. Soumaya Ranjan Rout.

With reference to your application and the subsequent interview you had with us, we have pleasure in informing that you have been selected for the Position of Territory Sales Officer at a CTC (Cost to Company) of Rs. 16667 *I-* Per Month (Rs 200004*I-* Per Annum) and other terms and conditions mutually discussed and agreed between us. Please refer to Annexure – A for details breakup of your CTC.

The Formal Appointment Letter will be handed over to you after completion of joining formalities.

This offer is subject to relaxation in the situation owing to Covid 19 pandemic. Accordingly your date of joining will be informed to you by Human Resources department and your offer will become effective.

On your joining, you will report to **Mr. Balkrishna Prajapati** – Human Resources, ACULIFE HEALTHCARE PVT LTD, B/505- Commerce House, Nr Vodafone House, Prahladnagar, S.G. Highway, Ahmedabad-380051, Gujarat (India) for joining formalities.

At the time of joining please ensure you are bringing all the documents required as per Annexure – B.

Please note that your appointment is subject to the verification and truth worthiness educational Certificate, approved fitness report by the medical practitioner, reference check and submission of relieving letter of present employer.

We will appreciate if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us.

Thanking you,

Yours faithfull)
For ACULIFE HEALTHCARE PVT LTD

Balkrishna Prajapati

Head HR

ACCEPTANCE

I accept employment on the terms and conditions mentioned in the letter of offer.

Place:

Signature:

Likely to join on:

Date:

Name

Annexure - A

Name: Mr.Soumaya Ranjan Rout

CTC Components	Proposed CTC (Rs.)	
	Monthly	Annual
A - Fixed Pay:		
Basic	9155	109860
HRA	4573	54876
Special Allowance	0	0
Education Allowance	0	0
LTA (Taxable)	0	0
LTA (Tax Free)	0	0
Total – A	13728	164736
B - Retirals:		
PF - Employer's Contribution (12.00%)	1099	13188
Gratuity (4.81% of Basic Pay)	440	5280
Total – B	1539	18468
C - As per Act:		
Bonus(As per Bonus Act)	1400	16800
Total – C	1400	16800
Total CTC (A+B+C)	16667	200004

D - Welfare Schemes :	
Group Personal Accident Policy (Employee)	Rs.5 Lacs (24 Hours + 365 Days)
Group Mediclaim (Employee, Spouse, 2 Dependent Children)	Rs 50000/-

Note:

The above amounts are the maximum permissible limits. On joining, you may change the same to suit your need.

Annexure - B

Name: Mr. Soumaya Ranjan Rout

- 1. 8 Recent Passport size & 3 Stamp Size Photograph
- 2. Originals with a photocopy of each of your testimonials.
- 3. Proof of age(School Leaving Certificate)
- Medical fitness certificate from a qualified doctor (as per enclosed format) along with applicable medical reports
- 5. Proof of Blood Group
- 6. Proof of past employment. (if applicable)
- 7. Proof of last salary drawn. (if applicable)
- 8. Proof of resignation and relieving letter your present Employer(if applicable)
- 9. Salary Certificate from your employer for the current financial year
- 10. Photocopy of PAN Card(5 copy)

19. Medi claim Insurance Coverage

- 11. Photocopy of ADHAR Card, Election Card, Driving License and Passport(5 copy)
- 12. 2 Photocopy of existing bank account Cheque Book or Pass Book
- 13. Reference letter duly signed by the person/s
 - a. Whose reference has been given by you in application form as per enclosed format

14. Nomination & Declaration of employees PF & Pension Scheme	(Form – 2)
15. Transfer of employees Provident Fund Account	(Form – 13)
16. Declaration under FPF & Family Pension Scheme	(Form – 11 New)
17. Gratuity Nomination	(Form – F)
18. Declaration under ESIC Scheme	(Form – 1)