

CONFIRMATION FOR S
Kore
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Dear Sir

Contractor

REQUEST FOR S
I the undersigned Shri/smt

request you to
/20

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one Hundred Eighteen C

Rs.:

calibehr
PEOPLE · PROCESS · TECHNOLOGY



Akshay Vitthal Hargude
Branch Relationship Executive

Employee Code : 241310
Department : Staffing
Gender : Male
Date of Birth : 22-Dec-97
Date of Joining : 1-Jun-23
Date of Issue : 5-Jun-23
Location : Pune

Asale Service Provider for
SBI Cards



Vihaan
Care & Support

NETWORK OF MAHARASHTRA BY
PEOPLE LIVING WITH HIV / AIDS (NMP+)
(Sec. Reg. No. Mh/658/2001/Pune)



Priyanka Gosavi
Peer Navigator
8007249738

Authorised Signatory

Office : 401, Ganga Prestige Arcade, Plot No. 612/A,
Nana Peth, Opp. Ghodepeer Bus Stop,
Near Alpana Theater, Laxmi Road, Pune - 411042.

Email : nmpplus@gmail.com Website : www.nmpplus.net



Kavita Patil,

Sub: Job Offer Letter

Dear **Kavita,**

This is with reference to the recent interview we had with you and your desire to seek employment in our organization.

We are pleased to inform you that we have provisionally selected you for the position of Lead Generation Executive at Infinity Innovation Pvt Ltd and offer you the same for a total employment of **Rs.2,76,000** /- per annum.

The detailed appointment letter will be issued to you in due course, after the receipt of acceptance of this offer from you and completion of other joining formalities.

Failing this we reserve our right to hold/deduct your salary in full or in part without prior intimation.

Please sign the duplicate copy of this letter (attached) as a token of your acceptance of this offer and return it to our office.

As discussed, you will join us at the earliest, and not later than **17-02-2023**.

NOTE: You are hereby requested to kindly submit your required documents with the Company as per the attached checklist within 10 days from the date of joining, Failure to supply adequate documents to satisfy the employment term will attract direct termination from services.

In addition to any duties allocated by the Employer from time to time, your position will involve the duties set out below:

- Providing information to customers and staff.
- Updating customer details into the CRM before transferring the call to the required agent.
- Lead generation.

Probationary Period

Your employment is subject to the satisfactory completion of a probationary period of one month.

The probationary period is designed to grant the Employer time to assess whether you are able to fulfil your role with the Employer.

During the probationary period, your employment may be terminated by either you or the Employer upon providing 1-week written notice.

Hours of Work

(a) As a full-time employee, you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement.

(b) You will not be entitled to receive any remuneration for work performed outside the hours referred to in sub-clause (a) above.

Salary and Benefits

(a) Your annual salary will be Rs.2,76,000 (Two lakhs and Seventy Six thousand)

	Monthly	Annually
COST TO COMPANY	23,000	2,76,000
A. Fixed Salary		
Basic	19,000	2,28,000
Statutory Bonus	2,000	24,000
Fixed Gross- Total (A)	19,000	2,28,000
B. Variable Allowance		
Night Shift Allowance	2,000	24,000
Total(A+B)	23,000	2,76,000
Employee Payroll Deductions		
Professional Tax	200	2,400
TOTAL DEDUCTIONS	200	2,400
PROJECTED NET SALARY(Subject to Income Tax)	22,800	2,73,600

(b) This salary will be paid by the 2nd of every month and incentives will be credited on every 25th in the following manner: deposit into a nominated account.

(c) The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the Employer directly or indirectly to or on your behalf, whether as salary or otherwise.

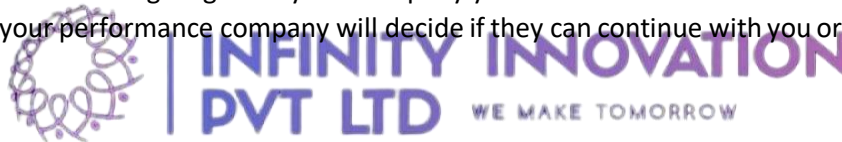
Leave

- (a) You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company.
- (b) Only two paid leaves will be allowed in a month.
- (c) Leaves without permission not be approved it will lead to salary deduction for that particular day.
- (d) No leaves will be allowed during the probation period.
- (e) Holidays taken on Monday or Friday will lead to the deduction of four days of respective salary.

Company Policies

a. You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

b. If you don't fulfill the targets given by the company you will be in PIP for two weeks, Depending on your performance company will decide if they can continue with you or not.



c. If you don't fulfill the given targets when you are in PIP, Company will not pay your respective salary.

Confidentiality and Intellectual Property

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

Termination

(a) During your employment, either party may terminate this agreement by providing written notice of one month (or payment in lieu of notice) to the other party.

(b) Not with standing sub-clause (a) above, the Employer may terminate this agreement by notice effective immediately without payment (except salary accrued to the date of termination)where

you have committed an act of wilful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

(c) No salary will be given after termination.

(d) Three warnings will be issued verbal warning, a warning, and a final warning after that ask to leave.

(e) Three break exceeds and three late logins will lead to a half-day, also salary for that day will bededucted.

Yours faithfully,

Nikhil Rane.

Managing Director

Infinity Innovation Pvt. Ltd.

(+91)8623041521

I hereby declare that, Mr. **Kavita Patil**, designated as Team Leader with **Infinity Innovation PVT. LTD.** I further state that this employment is accepted by me with my free will and personal interest. I hereby acknowledge and agree that this Declaration is issued by me onmy own accord and without coercion, intimidation, guidance, or undue pressure. Thankingyou,

Name of Employee: **Ms. Kavita Patil**

Designation: **Lead Generation Executive.**

Signature:





Shri Siddhi Enterprises

ADD- Office No. 310, 3rd Floor, F M Reality, Near Life Line Hospital,
Wagholi, Tal - Haveli, Dist - Pune 412207
Contact : 9850400021 Email :-Shri.siddhi71@Gmail.Com

PAYSIP FOR	Nov-23	EARNINGS (INR)		DEDUCTIONS(INR)	
		DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
ECODE:		BASIC	15000	PF EMPLOYEE CONTRIBUTION	-
NAME	Seema Rohidas Gaikwad	HRA	-	ESIC EMPLOYEE CONTRIBUTION	-
DESIGNATION :	Accountant	CONVEYANCE	-	PROF TAX DEDUCTION	-
BANK A/c No.	-	SPECIAL ALLOWANCE	-		
BANK NAME:	-	OTHER ALLOWANCE	-		
PAN CARD No.	-	MEDICAL	-		
ESI IP No.	-	REIMBURSEMENT	-		
EPF A/c No.	-				
DATE OF JOINING	25-01-2021	(GROSS PAY)	15000	TOTAL DEDUCTIONS	0
DATE OF BIRTH	28-03-1998				
LOSS OF PAY DAYS 0.00	0				
PAID LEAVE 0.00	5	TOTAL EARNINGS	15000		
PAID HOLIDAYS - NH/FH 0.00	5	NET PAY	15000		
WEEKLY OFF 4.00	4	RUPEES:-FIFTEEN THOUSAND RUPEES ONLY			
DAYS WORKED FOR THE MONTH 26.00	26				

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AUTHORIZED SIGNATORY

SIGNATURE OF THE EMPLOYEE