

6th September, 2021

Mr. Gautam Kumar Sharma
House 80, Shiv Mandir Ke Pass
Chhatabaad, Dhanbad
Jharkhand - 828113

Dear Name **Mr. Gautam Kumar Sharma,**

With reference to your application, and the subsequent interview you had with us, we are pleased to appoint you as **Cluster Manager** on the following terms and conditions:-

1. Your place of posting will be **Dhanbad - Jharkhand**
2. You will be reporting to **Assistant Regional Manager.**
3. You will be paid a salary of **Rs. 4.50 Lacs per annum** for which, the following is the breakup:

Compensation Heads	Amount in Rs. (per month)	Amount in Rs. (per annum)
Basic Pay	15,652	187,824
House Rent Allowance	7,826	93,912
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Other Allowance	3,575	42,900
*Statutory Bonus	1,400	16,800
Gross Salary	31,303	375,636
Co's contribution to PF	1,878	22,536
Gratuity	753	9,036
Co's contribution to Insurance	566	6,794
Petrol	2,000	24,000
Mobile Reimbursement	1,000	12,000
Total CTC	37,500	450,000

*Statutory Bonus indicated above will be paid as per the Payment of Bonus Act. Please note the same is being paid in advance on monthly basis. Gratuity is payable as per the Payment of Gratuity Act.

4. In addition to the above the following benefits will be applicable to you as per company policy.
 - a) Group Term Insurance.
 - a) Group Personal Accident.
 - b) Group Mediclaim Insurance/ ESIC covering your dependents.
5. You will be on probation for a period of Six months from the date of joining. During probation period, your services shall be terminated without giving any notice / reasons whatsoever. However, after confirmation of your services, **2 months notice (One month mandatory)** shall be given on either side at the time of leaving the organization or in the event of Termination of services.
6. You will be eligible for other statutory benefits as admissible from time to time
7. Company reserve its right to terminate the employee without any due notice, if it found that employee is involved in any act of unethical business practices

8. The Company may come out with target based incentive scheme to drive key business parameters. The incentive would be applicable to you only upon you qualifying the required criteria as per the incentive scheme. The target based Incentive pay-out applicable to employee will be paid only if the employee is on rolls of the Company and should not be serving notice period on the day of the incentive pay-out.
9. Your services are liable for transfer from one station to another station in India, wherever we have the business interests and also from one Company to another Company of the group.
10. You will appreciate, compensation details are strictly confidential and hence you are requested to refrain from discussing the same with others due to its sensitivity. The management takes a serious view on any one sharing his/her compensation with other employees.

We advise you to report for joining the services of the Company on or before **15th September, 2021** at the following address:

**Shriram Life Insurance Company Ltd,
Dhanbad - Jharkhand**

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

Please bring the following documents at time of Joining, failing which your salary will not be processed till such time where-in all the below documents are submitted.

1. Copy of certificates, in proof of your Age & Qualifications.
2. 3 copies of passport size photographs
3. Copy of Relieving letter of all the previous organizations, you have worked in.
4. Last 2 months' salary slips.
5. Copy of PAN Card.
6. Copy of Aadhaar Card
7. Duly filled Joining Forms. (Joining Report, Bank Form along with cancelled cheque, Family Particular Form, Photo Id Form and Form 11).

for Shriram Life Insurance Company Ltd



Shishir Chandra Jain
AVP-HR

ACCEPTANCE OF THE EMPLOYMENT

I have read and understood the enclosed Service Terms and Conditions forming part of appointment and accept the same.

Place:

Date:

Signature
(Gautam Kumar Sharma)