

Date: 30-06-2023

Ref. No. - EIPL/HR&amp;ADMIN/2023/405

To  
**Chinmay Dhande**  
Sangvi Bu Tal Yawal , Jalgaon

**Sub: Offer Letter**Dear **Chinmay**,

This is with reference to the application and subsequent interview you had with us. We are pleased to inform you that you are selected for the position of **Junior Engineer, Marketing - PED** at **Markal** in our organization.

As discussed, your Cost to Company salary will be **Rs. 4,00,000.00** per annum. This amount includes Basic + DA, HRA and other allowances as per **Annexure A** and is subject to statutory deductions like PF, ESIC, and deductions like Professional Tax, etc. Also, refer to **Annexure B** to know about the perks and benefits at Enpro in detail.


You are required to complete your medical checkup a week before the day of joining, by submitting, a medical screening letter as in **Annexure C** at our partnered hospital. Also, submit a copy of the following documents for the purpose of company records on the day of joining.

1. Date of birth Certificate
2. Educational Qualification Certificates
3. Experience Certificates
4. Relieving letter in original from the previous employer.
5. PAN Card
6. Permanent address & Current address with (MSEB bill / Telephone bill & Aadhar Card)
7. Passport

You will be joining the services on or before **03-07-2023** & will be required to report by 9:00 am at our Headquarters. A formal appointment letter will be issued to you on joining the organization.

Your acceptance of this offer on the portal will be treated as formal acceptance of the offer. We look forward to a long and fruitful association with you!

Thanking You,

**For ENPRO INDUSTRIES PVT. LTD.****Authorized Signatory**

**Annexure - A**

**Name:** Chinmay Dhande

**Designation:** Junior Engineer - Marketing- PED

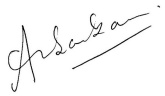
**Grade:** P3

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic+DA	17,500.00	2,10,000.00
HRA	7,000.00	84,000.00
Special Allowance	3,585.00	43,033.00
Mobile/Internet Reimbursement	500.00	6,000.00
<b>SUB TOTAL (A)</b>	<b>28,585.00</b>	<b>3,43,033.00</b>
Bonus_Exgratia	1,458.00	17,493.00
Health Insurance	317.00	3,804.00
PF - Employer	1,800.00	21,600.00
Employee Gratuity contribution	1,173.00	14,070.00
<b>TOTAL</b>	<b>33,333.33</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	1,800.00	21,600.00
<b>TOTAL DEDUCTIONS (B)</b>	<b>1,800.00</b>	<b>21,600.00</b>
<b>TOTAL (A-B)</b>	<b>26,786.08</b>	<b>3,21,433.00</b>

**Note:**

1. Bonus\_Exgratia component is paid on an annual basis at the time of Diwali.
2. Health Insurance is a perk & not paid in cash.
3. Employee Gratuity contribution amount will be paid as per Payment of Gratuity Act, 1972.
4. Professional Tax (PT) will be deducted as per the Professional Tax Act 1975, i.e. Rs. 2500 Annual.

**For ENPRO INDUSTRIES PVT. LTD.**



**Authorized Signatory**

## Annexure - B

### Perks & Benefits at Enpro

Along with an opportunity to work with a world-class team and world-class infrastructure, where learning & growth go together, Enpro offers several other perks to all its employees:

#### 1. GRATUITY:

Payment of Gratuity amount shall be governed by the Payment of Gratuity Act, 1972. i.e., Gratuity shall be payable in case of retirement/resignation only after you have rendered continuous service for not less than five years. However, if the employment is terminated due to death or disablement the clause of continuous service of five years shall not be necessary. At Enpro we provide 21 days gratuity (The government norm is of 15 days.)

#### 2. GROUP MEDICAL POLICY/HEALTH INSURANCE:

Health Insurance Facility is provided for self and dependent family (Self, Spouse & 2 children) members on a contributory basis. Please refer to Group Medical Policy for details on the benefits and the steps for availing of it. The most recent document is available under the document section of your profile on the HRMS portal.

#### 3. GROUP PERSONAL ACCIDENT POLICY:

You are covered under the Group Personal Accident Policy from your date of joining. This provides complete financial protection to the insured/nominee against uncertainties such as accidental death, accidental bodily injuries and partial/total disabilities, permanent as well as temporary disabilities resulting from an accident. Please refer to Group Medical Personal Accident Policy for details. The most recent document is available under the document section of your profile on the HRMS portal.

#### 4. BENEVOLENT SCHEME

You are covered under Benevolent Scheme (100% Enpro sponsored) from your date of joining. This provides financial protection to the nominee against uncertainties such as accidental death/pandemic death or any other reason as deemed fit by the Benevolent scheme committee. The financial support will be given on monthly basis for a period of 15 Years. The quantum of financial support to the nominee will be decided by the Benevolent scheme committee. If the nominee dies before 15 years, the next survivor/s will continue to receive the support

#### 5. CYCLE TO WORK:

To encourage employees to cycle to and from work, Enpro has adopted an environment-friendly 'Cycle to Work' initiative. Each employee will be rewarded with Rs 50/- for each day of commuting to work on a bicycle. Enpro may assist the individuals to purchase the cycle through salary advance, equivalent to 75% of cycle value or Rs. 15000/- whichever is less recoverable in 12 (Twelve) equal instalments.

#### 6. SUPPORT FOR ELECTRIC VEHICLES:

We encourage employees to go for Electric Vehicles by providing them with charging stations at our offices. These charging stations can be used by employees completely free of cost for the first year and at subsidized rates from the second year onwards.

#### 7. SPORTS ARENA:

Under the 'Wellness at Work' initiative, employees have access to a free-to-use modern 'Sports Arena' with facilities such as Badminton, Table Tennis, Carrom, Wall-climbing, Gymnasium & Yoga, etc.

**8. BUS FACILITY TO MARKAL:**

For employees based out of the Markal location, a free bus facility is available on regular basis from pre-defined routes to Markal. Free shuttle between Headquarters and Factory is also available if needed.

**9. SUBSIDIZED CANTEEN FACILITY:**

Subsidized food is available at the company canteen for all employees across locations.

**10. LIBRARY:**

Employees can enjoy reading and renting books from 'The Shelf' – Enpro's in-house library containing books across several domains like Management, Self-Help, Personal Development, Autobiographies, Fiction and Technical in multiple languages like English, Marathi and Hindi.

**11. EMPLOYEE WELLNESS:**

Subscription to health benefits platform offering services like health risk assessment, telemedicine, pharmacy, mental health, fitness etc.

**Annexure - C**

**Medical Examination Letter**

**To,**  
**Medical Officer,**  
**Dhanashree Hospital**  
**Sambhaji Nagar Chinchwad.**  
**Tel - (020) 65103234, 27370583?**


This is to introduce **Chinmay Dhande**. We have selected for the position **Junior Engineer - Marketing - PED** at the **Markal** location.

Kindly complete the regular medical examination.

We will settle the charges for the same.

Yours Faithfully

**For ENPRO INDUSTRIES PVT. LTD.**



**Authorized Signatory**