

4th August 2020

Ms. Shraddha Suresh
Pune

Sub: Offer Letter

Dear Shraddha,

It gives us immense pleasure to offer you appointment with the Velocis.

Your basic terms of appointment are:

- You will be designated as **Programmer**.
- The appointment would be purely on Contractual basis for a period of minimum 3 Months with our client from the date of joining. All the terms and condition of NICSI work order will apply.
- Cost to the company is as per Annexure I.

Please note that Income Tax applicable on salary & reimbursement will be as per rules under IT Act.

Kindly note that the company processes require that the information given in your Application Form / CV is correct and there is no misrepresentation of the same. Further, the company requires this information to be authenticated by an independent source for which we will take appropriate action. Any wrong information provided in your application will lead to the withdrawal of the offer letter/appointment letter at any stage as soon as the same is noticed by the company.

You are requested to join us on **5th August 2020**. In case of your not joining us on the said date, you are requested to inform us or else the offer shall deem to be cancelled.

You will get the appointment letter within 1 Month of joining mentioning all the terms & conditions.

You may kindly submit the following documents at the time of joining:

- Photocopies of your academic and professional certificates.
- Photocopies of your ID Proof / Residential Address
- Photocopies of your PAN Card
- Form 12 B, kindly fill it at the time of joining and send us with stamp & signature of previous employer or you may also provide the statement of taxable income duly certified (stamp & signature) by your previous company.
- Photocopies of your Relieving certificate / Experience Certificate from the previous organization.
- Salary Certificate with stamp & signature of previous employer
- Bank Statement/Passbook copy
- Canceled cheque

Please note that submission of these documents is mandatory. If you fail to submit any of the mentioned documents then your appointment may be cancelled. The original documents can be asked for verification at any time from you.

Your salary shall be processed against the receipt of your Monthly Attendance Report (MPR) duly signed and stamped by the authorized signatory (Reporting Manager) on the basis of your satisfactory performance.

Kindly sign the duplicate copy as a token of your acceptance of this offer.

With best wishes,

For **Velocis Systems (P) Ltd.**



Authorised Signatory

Annexure I

Name Shradha Suresh
Designation Programmer

COST TO THE COMPANY	
Components	P.M.
Basic	21500.00
HRA	0.00
Transport Allowance	1600.00
PDA	1100.00
Gross	24200.00
Statutory Benefits	
Company's PF Contribution	0.00
Company's ESI contribution	0.00
COST TO THE COMPANY	24200.00

**Note : Tax (if any) will be deducted as per the IT Act
Your PF&ESI Contribution will be deducted fom your Gross Salary(if Applicable as per IT Act)**

For Velocis Systems (P) Ltd.



Authorized Signatory

I have carefully read & understood the above terms and conditions, and agree to abide by the same.

(Signature)

(Date)