

13 February 2020

Dear **Krishna,**

We welcome you to '**Girnarcare Pvt. Ltd.**' and are pleased to offer you the position of **Car Consultant**. We are excited about this journey and look forward to a long and mutually beneficial association where quality is engrained in the culture and an individual's growth is given utmost priority. We are confident that you will cherish the work environment and will contribute towards achieving the organizational objectives pushing us to new heights of success. We pride ourselves as a place with ample opportunity to fulfill one's career and personal goals.

Your appointment will become effective from your joining date **13 February 2020**

Details of compensation break-up along with some of the important policies are highlighted below. We look forward to your acceptance by 13 February 2020

Regards

Team HR

Compensation & Benefits

You will be paid compensation of **INR 1,92,000 Lacs per annum All Inclusive**. Your employment will be governed by the Company's standard employment agreement and is to be signed on the date of joining. A detailed breakdown of your compensation will also be provided upon execution of the agreement.

Your individual remuneration is determined based on numerous factors such as your job, skills-specific background, and professional merit, and is strictly between yourself and the Company. This information, and any changes made therein should be strictly treated as personal and confidential.

Probation Period

You will be on probation for a period of Three (3) months from the date of your joining. During the probation period, either party (Company / employee) may terminate employment by giving, notice of termination as per the applicable policies, in writing or payment of basic salary for the same period. . Post probation, either party (Company / employee) may terminate employment by giving notice of termination as per the applicable policies in writing or payment of basic salary for the same period. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

Leaves

You shall be entitled for a total of 21 Annual Leaves in a calendar year accrued at a rate of 1.75 per month. However if you join after 15th of a given month, you will accrue only 1 Leave for that month. Any Leave you are entitled to can be availed only with prior notice and proper permission of your reporting manager. Additional guidelines pertaining to leave benefits shall be available upon joining

Notice Period

Your notice period will be dependent of the grade you are at during your employment. We follow **Associate - 30 days, Associate Manager – 30 Days, Manager – 45 Days, Director – 60 Days** respectively. If during the employment your grade changes, the notice period will change accordingly.

Additional Term and Conditions

You will operate from our **Indore** office. However, your services are transferable and you may be assigned to any office of the Company, a subsidiary, or associate company. You are liable to be transferred from one job to another job or from one department to another department or from one establishment to another establishment if so required by the Management. You shall do such other work as may be assigned to you by the Management from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof.

Your appointment is contingent upon satisfactory reference and background checks including verification of your application materials, education and employment history, and your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

You will be eligible for appraisal in **April 2021**.

Your designation may be changed at the discretion of the Company depending on the work assigned to you.

You may be required to travel on Company work and the expenses will be reimbursed as per the Company policy.

Upon your resignation from the Company or termination of your services, you are required to return all assets and property including intellectual property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).

During your employment at Gimnar, any documents/templates/processes or any other intellectual property developed shall be and will remain the intellectual property of the Company only.

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion and will be communicated to you in writing.

It is your responsibility to notify the Company of any changes in your personal information/ particulars as recorded with the company within 3 working days of such change happening. All notices shall be considered duly and properly delivered to the address on file with the Company.

This employment with the Company is considered your primary duty and must not be compromised by any direct or indirect engagement in any other business or job.

Information pertaining to the Company operations, ideas, affiliations, associates and intellectual property is confidential and will be bound by a non-disclosure agreement. If any prior confidentiality agreement applies to you then you must notify the Company and indemnify the Company against any breach thereof.

If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

Relocation/Other expenses Clause

- In case the employee resigns within a period of 6 months from the date of relocation, the entire amount of relocation expenses reimbursed/paid to employee will be recovered as a part of final settlement.

- In case the employee resigns after 6 months but before completion of one year from the date of relocation, 50% of entire cost of relocation expenses reimbursed/paid to employee will be recovered as part of the final settlement.
- Under any circumstance if the employee leave us before completion of one year, any expense related to joining like joining bonus/notice period buyout/loyalty bonus/etc. will be fully recoverable.

Health Insurance

All employees will be covered either under ESI or Health Insurance scheme (as applicable) provided by the Company. Health Insurance will be provided to employees only if they are not covered under ESI.

You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Girnar group of companies, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign this Offer Letter as a token of your acceptance of the Offer and conditions of employment as specified therein, and return the same to us within 7 (seven) days of receipt of this letter.



Regards,
Pragya Kumar
Chief People Officer

ACCEPTANCE OF OFFER TERMS AND CONDITIONS:

I confirm that I have read, understood, the terms and conditions stated above, and accept the offer.

Signature:

Printed Name: **Krishna Sen**

Date: 13/2/2020

Date of Joining: 13/2/2020

Date of Acceptance
(To Confirm if not already specified)

**Annexure I
Compensation Break Up**

Name	Krishna Sen	
Designation	Car Consultant	
Entity	GCPL	
LOB	Girnar Business Services	
BU	CC Services	
SBU	Internal	
Location	Indore	
Level	Level 02/Associate I	
Fixed	1,74,000	
Annual Variable	18,000	
Variable Pay Frequency	Monthly	
State	Rajasthan	
Skill Level	Skilled	
Minimum Wage	6474	
Fixed Pay Components	Annual	Monthly
Basic Salary	77688	6474
House Rent Allowance	38844	3237
Statutory Bonus	7000	584
Special Allowance	28245	2354
Gross Salary	151777	12649
Long Term Benefits		
Gratuity	3737	312
EPF	13552	1130
ESI	4933	412
Variable (Paid Monthly in equal instalments)	18000	
Total CTC	192000	14500

- Subject to Tax Deduction at Source and deduction of all other government taxes as applicable
- Gratuity As per the company law
- Exemption to HRA is subject to the submission of rent payment receipt

Pragya Kumar

Pragya Kumar
Chief People Officer

Krishna Sen
Car Consultant

Annexure II

Document Checklist

The following documents/accompaniments will be required in original and with a photocopy on the date of joining as part of standard onboarding procedure.

- Education degree certificate (10th, 12th, Graduation, Post-Graduation). Photocopies should include both front and back sides of certificate
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for less than one (1) year with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Please ensure your employee number is mentioned in the relieving letters
- Proof of address and identity: 2 set of photocopies of any two of the following documents: passport, driving license, voter's identification card, PAN card, or Adhaar Card.
- You are requested to kindly share your Current Bank A/c Details: A/c No., Location (Preferably ICICI/ HDFC Bank).
- In case you do not have an account, we shall be facilitating you with the same on your day of joining.
- If you have ever changed your name at any point of time, please bring supporting documents for the same
- 4 passport sized color photographs