

Offer Letter

Document Ref: SIPL / OL / HRD / 09
Revision No - 00
Revision Date – 01.04.17
Department - HRD

Ref: HR/ SIPL/Offer/2021-22
Personal and Confidential

To,
G. Mahalakshmi
No. 74, Subba Rao Street,
Sholinghur

Date: 08th October 2021

Dear Mahalakshmi,

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you an employment in our organization as per the following details.

Designation: **Architect**

Group: **'O'**

Division & Location: **Design Cell - Bengaluru**

Reporting To: **Team Leader**

Your compensation and benefits (Pay, Perquisites, Allowances and Reimbursements) are detailed in Annexure – 1.

Immediately on joining your duties, you are required to submit your joining report and copies of your qualification certificates, relieving certificate, address proof, previous experience certificate/s, last salary slip along with five I-card size photographs. Also carry the original certificate for verification by HR. Only after receipt of the documents, your appointment letter will be issued to you. Please note that your appointment is subject to verification of your references and character certification.

If you fail to join your duties as above or if we do not receive confirmation of your accepting of this offer on duplicate copy of this letter within seven days from the receipt of the same the offer letter stands automatically cancelled and withdrawn.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. You are requested to report to your duties on or before **11th October 2021**.

**With Best Wishes,
Yours Sincerely,**

For Sankalpan Infrastructure Pvt. Ltd.



Atin Kulkarni
Executive Vice Chairman

**Agreed and Accepted
Name: G. Mahalakshmi**

Signature

Corporate Office Mumbai:
A-G001, Thane One, GB Road, Majiwade,
Thane (W) - 400 610, MH, India.
T: +91 22 6691 9400 | www.sankalpan.com

Registered Office: 304, Sentinel, Hiranandani Business Park, Powai, Mumbai - 400 076, MH, India.

Annexure –1

Ref: HR/ SIPL/Offer/2021-22
Personal and Confidential

Compensation and Benefits (Pay, Perquisites and Allowances)

		Monthly	Annual
I	Pay and Allowances		
a	Basic	15,000.00	1,80,000.00
b	House Rent Allowance	6,200.00	74,400.00
c	Transport Allowance	1,600.00	19,200.00
d	Medical Allowance	1,250.00	15,000.00
e	C.C. Allowance	-	-
f	Conveyance Reimbursement	-	-
	Total- I (Gross)	24,050.00	2,88,600.00
II	Annual Benefits		
g	Provident Fund	1,800.00	21,600.00
h	Gratuity	600.00	7,200.00
	Total- II (Annual Benefits)	2,400.00	28,800.00
III	Total Compensation	26,450.00	3,17,400.00
IV	Cell Phone Provision Limit	750.00	9,000.00
V	Cost To Company	27,200.00	3,26,400.00
	Gross	24,050.00	2,88,600.00
	PF	1,800.00	21,600.00
	PT	200.00	2,400.00
	Total Deductions	2,000.00	24,000.00
	Net Pay	22,050.00	2,64,600.00

- Note**
1. Compensation structure is subject to Gratuity act and company policy.
 2. Conveyance Reimbursement will be provided for the official work. No additional petrol/conveyance reimbursement above the specified limit on official transport will be provided. The specified amount stands fixed and included in the salary.
 3. Corporate group plan for cell phone usage will be provided upto the specified limit. No adjustments to the salary will be done in case the usage is below the limit specified. However exceeding the limit will bear the deduction in salary.


Atin Kulkarni
Executive Vice Chairman

Agreed and Accepted
Name: G. Mahalakshmi

Signature