

SKP GREEN VENTURES PRIVATE LIMITED

Reg. Off. B2/18, 1st Floor, Gandhi Path, Chitrakoot Scheme, Vaishali Nagar, Jaipur-302021, RJ

CIN: U40106RJ2022PTC081872; **Email:** skpgreenventure@gmail.com; **Tel.** +91 9314055999

Offer Letter

Date: 25th October ,2022

Ashwani Kumar

Sector 73 Noida Uttar Pradesh Pin Code -201301, Noida, India

Dear **Ashwani Kumar** ,

With reference to your candidature for a suitable career opportunity in the organization and our subsequent discussions, we are pleased to make you an offer of appointment as Senior Engineer - Sustainable energy on the following terms and conditions:

- You will initially be located at Jaipur.
- The annual compensation applicable to you shall be Rs. 669262/- (Rupees Six Lakhs Sixty Nine Thousand Two Hundred and Sixty Two only). The compensation sheet with detailed break up has been enclosed.
- You will be on probation period for 3 months from the date of your joining. Your services will be confirmed on the basis of your satisfactory performance on the job.

As mutually agreed your date of joining would be on or before 25th October ,2022.

This is only an offer for the job and not an appointment. A formal appointment order will be issued to you on the date of joining.

The offer is valid, subject to satisfactory clearance of reference checks. Please furnish the name and contact number of 2 professional references, along with a copy of the documents as mentioned in the attached checklist.

We look forward to a mutually beneficial relationship and once again welcome you to our parivaar.

Yours Sincerely,

For, SKP Green Ventures Private Limited



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Annexure – 1

Component	Description/ Remarks
Basic + DA	This is paid on a monthly basis. Retirement benefits are linked to it.
HRA	This is paid on monthly basis, supporting are required for tax savings.
Medical Reimbursement	This covers domiciliary expenses related to medical conditions that do not require hospitalization.
Transport Allowance	This is paid on monthly basis.
Leave Travel Allowance	This covers reimbursement for travel on leave within India. It is governed by the IT Act.
Car Expense Reimbursement.	This is paid on monthly basis, supporting are required for tax savings.
Chauffeur Expenses Reimbursement.	This is paid on monthly basis, supporting are required for tax savings.
Telephone Expense	This is paid on monthly basis, supporting are required for tax savings.
Special Allowance	This is paid on a monthly basis. It is not linked to any retirement benefits of other element of compensation.
Research Allowance	This is paid on a monthly basis, supporting can be submitted on a monthly basis and tax benefit can be availed else the component is taxable
Advance Against Statutory Bonus	This is paid on a monthly basis as per Bonus Act.
PF Employer Contribution (If Applicable)	As per Statutory Rules
ESIC Employer Contribution (If Applicable)	As per Statutory Rules
Annual Leave Salary	This is paid against 21 days Leave entitlement which is en cashable proportionately on the basis of the leave availed during the year and payable at the end of financial year.

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable.

Disclaimer- Employee acknowledges that all discoveries, concepts, ideas, inventions, innovations, improvements, developments, methods, processes, programs, designs, analyses, drawings, reports, patent applications, copyrightable work (whether or not including any confidential information) and all registrations or applications related thereto, all other proprietary information and all similar or related information (whether or not patentable) that relate to the Firm's or its Affiliates' actual or anticipated business, research and development, or existing or future products or services and that are conceived, developed, contributed to, made, or reduced to practice by Employee (either solely or jointly with others) while employed by the Firm (including any of the foregoing that constitutes any proprietary information or records) ("Work Product") belong to the Firm or its Affiliates, as applicable, and Employee hereby assigns, and agrees to assign, all of the above Work Product to the Firm or its Affiliates, as applicable. Any copyrightable work prepared in whole or in part by Employee in the course of Employee's work, during employment or otherwise, for any of the foregoing entities shall be deemed a "work made for hire" and the Firm or its Affiliates, as applicable, shall own all rights therein. To the extent that any such copyrightable work is not a "work made for hire," Employee hereby assigns and agrees to assign to the Firm all right, title, and interest, including without limitation, copyright in and to such copyrightable work to the Firm. Employee shall promptly disclose such Work Product and copyrightable work to the Partners and perform all actions reasonably requested by the Partners (whether during or after the Term) to establish and confirm the Firm's or its Affiliates', as applicable, ownership (including, without limitation, assignments, consents, powers of attorney, and other instruments).

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Employee undertakes and promises that he shall never reproduce/ rework/ reinvent the discoveries, concepts, ideas, inventions, innovations, improvements, developments, methods, processes, programs, designs, analyses, drawings, reports, patent applications, copyrightable work or similar for himself or for any other person even after the termination of employment

Checklist of documents / information to be furnished within 48 Hours of the offer sent.

1. Self -Attested photocopies of all degrees/certificate in support of the educational/professional qualifications declared by you starting from Class Xth (SSC).
2. Birth-date Proof - Self attested photocopy of Birth Certificate or PAN Card or Driving License or Passport or Voter I. Card or School Leaving Certificate.
3. Identity Proof - Self attested photocopy of Driving license or Passport Copy.
4. Photocopy of Income Tax Permanent Account Number or acknowledgement receipt of PAN application.
5. Resignation acceptance letter of the previous Employer
6. Relieving letter has to be submitted within 45 days of joining
7. Pay-Slip for last three months and bank statement of last six months (If not submitted before).
8. A cancelled cheque (If you hold an account with ICICI Bank, you may continue with the same as the corporate salary account with us).
9. 1 Passport Size Photographs in white Background.
10. Address Proof - Aadhar Card Copy.

YOU ARE REQUESTED TO CARRY THE ORIGINALS OF THE DOCUMENTS ALSO FOR VERIFICATION.

Annual CTC Breakup

Component	Annual Amount	Amount Per Month
Basic+VDA	3,34,800	27,900
Medical Allowance	15,000	1,250
Special Allowance (SA)	92,900	7,741.67
HRA	1,67,400	13,950
Telephone Allowance	12,000	1,000
Advance Against Statutory Bonus	27,900	2,325
Gross	6,50,000	54,166.67
Annual Leave Salary	19,262	-
CTC	6,69,262	55,772