

Date: 24-Apr-2023

AL No. SFPL/2023/ (Letter No-3254)

PRIVATE & CONFIDENTIAL

To,

Mr. Sumit Gill
Address: House No.-108 , MadanGiri Village,
New Delhi, Distt: New Delhi - 110062
Contact Number: 9205363481

Subject: Offer Cum Appointment Letter

Dear Sumit Gill

With reference to your application and subsequent interview you had with us, it gives us great pleasure to invite you to be part of Subhlakshmi Finance Pvt. Ltd. (hereinafter to be referred as "Company") on following terms and conditions:

You would join us as **Executive (Support) at Head Office, Haryana**. We expect you to assume duty on or before 01-May-23. Your duties may be reasonably modified at the Company's discretion from time to time.

- Place of Employment:** Your place of posting will be at Head Office, Haryana. The company is vested with the right to transfer/post your services to any other centre/location or its associates anywhere in India in consistence with the business interest. You may be required to travel as a part of your duties at any location or centre as per the requirements of business. The travel expenses will be appropriately reimbursed to you by the company as per the travel policy of the company.
- Normal Working days and hours:** You will be governed by the normal working days and hours of the company at your job location.
- Compensation:** Your monthly cost to company is **Rs-21953/- (Rupees Twenty One Thousand Nine Hundred Fifty Three)**. The structure includes PF, ESI, (Employer) Gratuity, Fuel & other benefits as applicable). The compensation is subject to Income tax as per the Central or state laws along with other benefits as applicable from time to time. Your compensation is strictly private and confidential hence, you are not allowed to share your compensation details with any other person within the company. The salary breakup of your compensation is mentioned in Annexure - An enclosed.
- Probation and Confirmation:** The Company follows the policy of probation and confirmation of an employee. You are on a probationary period of **180 Days** from the date of employment with the company. The period of probation is subject to extension at the Company's discretion, as required. On successful completion of your probationary period and achieving your relevant targets, your services will be confirmed, and a letter of confirmation will be issued. You will be entitled to other benefits offered by the company after receiving confirmation letter.
- You will be a whole-time employee of the company and will not engage yourself in any work, profession or employment, either honorary or otherwise, directly or indirectly, during your period of employment with the company. If it finds out that you have engaged in any such activity you will be terminated forthwith.
- Privacy and Confidentiality:** You will maintain complete secrecy of documents and information entrusted to you during the period of your service and thereafter which may

SUBHLAKSHMI FINANCE PVT. LTD. (CIN: U67120PB1996PTC017604 & GSTIN: 06AACCP1968P1ZV)
Corporate Office: Unit No. 904A & 904B, 9th Floor, Tower-A Unitech Cyber Hub, Sector -21, Gurugram, Haryana- 122003
Regd. Office: H. No. B336, Guru Nanak Colony, Gali No-2, Sangrur, Punjab 148001

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