



ಶ್ರೀ ಹೃದಯ ಜ್ಯೋತಿ
ಶ್ರೀ ದೇವರಾಜ್ ಅರಸ್ ವಿದ್ಯಾಸಂಸ್ಥೆ (ರಿ.)

ಫೋನ್ : 08192 - 221086

ಎ. ಆರ್. ಎಂ. ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು

ಎಸ್. ನಿಜಲಿಂಗಪ್ಪ ಬಡಾವಣೆ, ದಾವಣಗೆರೆ-577 004, ಕರ್ನಾಟಕ ರಾಜ್ಯ.

A. R. M. FIRST GRADE COLLEGE

S. Nijalingappa Layout, DAVANGERE-577004, Karnataka State.

E-mail : armfgcdvg@gmail.com

Web : www.armfgcdvg.org

ಕ್ರ.ಸಂಖ್ಯೆ : ಎ.ಆರ್.ಎಂ. ಪ್ರ.ದ.ಕಾ/

/

ದಿನಾಂಕ :

Khaleelahamed W A

LIFE GOALS. DONE.

BAJAJ Allianz

Strictly Personal & Confidential

03rd Apr 2019
Khaleel Ahammed W A
Davangere

Subject: Offer Letter

Dear Khaleel

With reference to our recent discussion and meeting, we are pleased to offer you the Relationship Manager in Grade L1B at Bajaj Allianz Life Insurance Co Ltd. ("BALIC") based at Davangere. Your CTC will be Rs. **245000/-** (Rupees **Two Lakh Forty Five Thousand**) which also includes the company's contributions towards Provident Fund and Gratuity. All with the offer letter is the annexure conveying the other benefits and terms that are not available to the employee.

We would request your confirmation and acceptance within 48 hours through email or by signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which is issued separately.

The offer of employment may be withdrawn /modified if any information or representation if you is found to be incorrect or if any material information is detected by BALIC as being supplied to you.

Please submit the following documents latest by 04th Apr 2019 for pre-joining:

- Copy of certificate & Marksheet – Highest Qualification.
- Copy of relieving letters of last to last company (In case you have spent less than your current company).
- Copy of resignation acceptance / relieving letter of current company.
- Copy of Aadhaar Card.
- Copy of PAN Card.
- Softcopy of a passport size photograph.

Thanks again for your interest in being employed with BALIC and we look forward to your joining our organization at the earliest.

Thanking you,

For Bajaj Allianz Life Insurance Company Limited

Authorized Signatory

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerwada, Pune – 411006.
Tel (+91 20) 66026777 Fax (+91 20) 66026789 Toll Free No. 1800 208 7272
E-mail: customercare@bajajallianz.co.in Website: www.bajajallianzlife.com
CIN No.: U66010PN2001PLC015959

Co-ordinator

Internal Quality Assurance Cell (IQAC)
A.R.M. First Grade College,
S.N. Layout, Davangere-577 004.



PRINCIPAL

A.R.M. First Grade College
S. Nijalingappa Layout,
DAVANGERE-577004

Shreedhar S S

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 23rd September 2021

To,
Shreedhara Sathyanarayana Shepur
Behind Chammundeswari Theater,
3rd cross, anjaneya badavane,
KSRTC road, Nittuvalli,
Davanagere - 577004

LETTER OF APPOINTMENT

We are delighted to welcome you to Axis Finance Ltd. for an exciting career of learning, development and value driven performance linked growth. Subsequent to the selection process, we take pleasure in offering you the position of **Sales Officer – CF & PL** in **Davanagere** for an annual compensation of **Rs. 3,25,365/- per annum**. The said appointment shall be governed by the under mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time.

Designation & Department

Your designation would be **Officer** in the **Retail Finance Department**.

Compensation

Your compensation break-up is attached in the Annexure – A

Terms of Employment

1.1 Conditions precedent / Joining formalities:

Your appointment and subsequent joining is subject to the following:

- a) You're being found medically fit. For this you will be required to sign the self-declaration medical fitness form which will be given.
- b) The required documents to be submitted by you is as per the Annexure B which you would be required to submit at the time of your joining.
- c) Additionally, the Company reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this letter of appointment.
- d) It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary

after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Company's Sundry Account.

1.1 Probation Period:

- a) You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Company, your employment shall be terminated on account of non-confirmation of service.
- b) On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Company.
- c) Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.
- d) Notwithstanding what is stated above, the Company reserves the right to confirm you in the services of the Company even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

2 Transfer:

- 2.1 Your services are liable to be transferred to any of the offices of the Company / Axis Group within India and / or abroad at the sole discretion of the Company and the Company reserve the right to depute / transfer you at any time during your service in the Company, to any of its subsidiaries or associates without any prior consent from you.
- 2.2 Notwithstanding the role assigned to you in terms of this letter, the Company reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 2.3 Your services can be requisitioned by the Company at any time outside the business / working hours.

3 Resignation / Termination / Retirement:

3.1 Separation during probation:

- a. **On account of Resignation** : During the period of probation, you may resign from the Company's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 30 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any),

Annexure A – Compensation

Mr. Shreedhara Sathanarayana Shepur			
Components	A	INR PM	INR PA
Basic		9620	115440
HRA		4810	57720
Fixed Allowance		9620	115440
Contributions (Employer)	B		
PF (12%)		1800	21600
Statutory Bonus (8.33% of Basic)		801	9612
Retirals	C		
Gratuity		463	5553
Total Fixed Compensation	D=A+B+C	27114	325365

Notes:

- Mobile Reimbursement Rs.600/- per month. Eligibility as per grade; paid at actuals
- Employees covered under ESIC will be availing the mediclaim benefit as per the ESIC act if applicable. In addition to the above mentioned employers contribution, the Employee's contribution towards ESIC will be 0.75% of the Total Fixed Compensation (excluding retirals and reimbursements)
- Group Term Life Insurance: Coverage - Term Plan (As per Group Term Life Policy of Axis Finance Ltd).

5 Retirals:

5.1.1 Contributory Provident Fund:

You will be covered under the Provident Fund maintained with Employees Provident Fund Organization (EPFO). You will be required to contribute to EPFO of the Company in accordance with the regulations in force. At present this is 12% of Gross (Basic and Fixed Allowance, excluding HRA). In addition, the Company will contribute 12% of Gross (Basic and Fixed Allowance, excluding HRA) to this fund.

5.1.2 Gratuity:

You will be paid gratuity as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service in the Company. As per the extant rules, the gratuity amount will be calculated @ 15 days on last drawn basic salary for each completed year of service, subject to a maximum amount of 20 lacs.

ACCEPTANCE

Kindly note that you are required to convey your acceptance within 15 days from the date of this letter, as agreed, your date of joining will be on or before **23rd Dec 2021**. You are required to communicate your acceptance by signing and returning a copy of this letter as acknowledgement of receipt and acceptance of all terms and conditions as stated herein. In case you do not communicate your acceptance within the time and manner prescribed above, the appointment contained in this letter shall stand automatically cancelled, unless specifically extended by Axis Finance Ltd, in writing.

For any further information / clarifications please feel free to contact the **HR on 022-62260138/ 62260118**.

Yours faithfully,



Claudia Fernandes
Senior Manager - Human Resources

Acknowledgement

I acknowledge and accept the terms and conditions mentioned in the appointment letter and also would abide by the company code of conduct. I would be joining Axis Finance Limited on the said date _____

Name:

Signature:

Date:

Location:

Corporate Office
Axis Bank Limited, 'Axis House', C-2, Wadia International Centre,
Pandurang Budhkar Marg, Worli, Mumbai - 400 025
www.axisfinance.in




Co-ordinator
Internal Quality Assurance Cell (IQAC)
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Prathibha G S

TO WHOMSOEVER IT MAY CONCERN

CERTIFICATE OF EXPERIENCE

This is to certify that Prathibha G S, M.com. D/o Sri. Shivakumar G B, Residing at Hiriyuru, Holalkere (Tq), Chitradurga (dist), Andanuru (P), aged about 26 years, has undertaken service in Taxation, GSTR Filing, Accountancy, Tally and Computer Application in my office as assistant and she got good experience and knowledge about the Taxation and Accounting procedure and belief she bears good moral character.

His conduct is good and satisfactory during the course of his service.

Place: Davangere,

Date: 28.02.2022

B. VINAY KUMAR B.Com., MBA,
Auditor & Tax Practitioner
46, 1st Floor, Murugharajendra Complex
Jayadeva Circle, Channarayana Road
DAVANGERE-577002.

SIGNATURE

Co-ordinator

Co-ordinator
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Principals
PRINCIPAL
A.R.M. First Grade College
S. Nijalingappa Layout,
DAVANGERE-577004.

ManojKumar Uppin



Emp. Code: 10438
Blood Group: O +ve
Emergency Contact: +91 98865 32644

**IF FOUND, PLEASE RETURN THIS CARD
TO THE ADDRESS BELOW**

No. 52, 1st Floor, 100ft Road, 2nd Block,
Koramangala, Bangalore - 560 034.
Phone: +91 80 25630686 / 7

Co-ordinator
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Principal
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