



Ref: SHPL: HR: OFFER:

Date: 24th June 2024

To,
Rajeev Ranjan
Haridwar

SUBJECT: OFFER LETTER

Dear Rajeev,

Ref: The interview was held on **24th June 2024**.

We are pleased to inform you that you have been selected by our organization on a project basis for the post of "**X-ray technician**" as per the terms and conditions discussed and mutually agreed upon.

You are requested to submit below - mentioned documents within one week to our office:

- 1 Recent Photographs-2 nos. (Identity card sizes)
- 2 Evidence of date of birth.
- 3 Relieving letter and latest pay slip from existing employer.
- 4 Academic Credentials (Qualification certificate)
- 5 Photocopy of proof of residence (Ration card/ Electricity bill)
- 6 Identity proof (Driving License, voter card, bank passbook with photo)
- 7 Copy of PAN card.
- 8 Cancelled Cheque
- 9 Your appointment is subject to medical fitness certificate by a Medical Practitioner.

You will join with us on or before "**25th June 2024**" if you fail to join your duties before the stipulated date this offer will stand withdrawn automatically without any further communication.

Thanking You,

Yours faithfully,

For SAARATHI HEALTHCARE PVT LTD



Bhakti D Chavan
Manager – HR

A handwritten signature in blue ink, appearing to read "Bhakti D Chavan".



ANNEXURE - I

Sr. No.	Particulars	Monthly CTC	Annual CTC
A	Basic Salary	9500	114000
	HRA	2000	24000
	Conveyance Allowances	1800	21600
	Special Allowances	1743	20916
	Mobile Allowances	500	6000
	CCA	1500	18000
	Gross Salary	17043	204516
B	Less: Deductions		
	PT	200	2500
	Retention Amount	1000	12000
	Total Deductions	1200	14500
C (A-B)	In Hand	15843	190016
	Gratuity	457	5483
	Total CTC	17500	209999

Terms of Pay Structure

1. All statutory deductions will be deducted as and when applicable to Saarathi Healthcare Pvt Ltd and as per existing laws.
2. General: Professional tax deduction slabs are Rs. 175/200 respectively for Gross salary of Rs.7501-10000/10001 & Above.
3. Income tax(TDS), if applicable, will be calculated and deducted as per the details of investment submitted by the employee.
4. Wherever PF is applicable, the company's contribution to PF will be deducted from the CTC calculation. However, CTC shall remain the same.
5. You are expected to keep salary structure strictly confidential and not to share information regarding salary with anyone except your close family Member.
6. Divulging or discussing its contents within or outside the organization is prohibited.
7. Breach of this covenant could have serious repercussion as deserved suitable by Senior management even lead up to termination.
8. Gratuity is payable after 5 years of continuous service.
9. Apart from your salary, you are entitle to get Rs 150/- (per day) daily travel allowance (On working day)
10. Retention Bonus: Rs.1000.00/- of your salary will be reserved as Retention Bonus (every month), You will be entitled to the same on completion of 1 Year of successful service.

For SAARATHI HEALTHCARE PVT LTD



Bhakti Chavan
Manager - HR