



Offer Letter

To,
Vikram Singh Rana
Swami Rama Himalayan University

Date: 12th Feb 2024

Sub - Letter of Employment

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from **19th February 2024**. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the company.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

You are requested to carry the below mentioned documents at the time of joining:

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheets for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

Venu

HR TA

Human Resources

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Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)



Annexure – A

Salary structures as under:

ANNEXURE – A			
	Salary Component	Monthly INR	Annual INR
FIXED	Basic	10,040	1,20,480
	HRA	4,016	48,192
	Transport Allowance	2,500	30,000
	Special Allowances	8,544	1,02,528
	Total Gross Salary	25,100	3,01,200
CTC	IT Allowance	0	30,000
	Business Suit Allowance	0	30,000
	Retention Bonus	0	2,88,800
	Cost to Company	54167	650000

Total Annual Remuneration: Rs Six Lakh Fifty Thousand Per Annum

Note:

* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.

* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.

* **Confidentiality:** The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non- Employees.

* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.

* You are entitled to get Business Suite after completing your one year successfully with the organization.

* Eligibility criteria for Retention Bonus is to complete one year in the organization.

* All the allowance part are subject to use. They cannot reimburse or not cashable.

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**Retention Bonus:****Please Note: -**

The eligibility criteria to avail the Retention Bonus of 2,88,800/- is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- **30% of 2,88,800 on the completion of 1st year = Rs. 86,640/-**
- **70% of 2,88,800 on the completion of 2nd year = Rs. 2,02,160/-**

Sincerely,		
Human Resources		
Acceptance		
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Signature	Name:	Date:

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Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)