

Subject – Letter of Offer

Date: 8th April, 2024

Ms.Tanisha Kamble

Plot No -10,kunjjalpeth, Roopnagar,
Near manavata High school
Rameshwari Road,Ajni Nagpur -440027

Dear Ms.Tanisha Kamble,

We are pleased to offer you the position of **Backoffice- Executive** at **IDEAL ENTERPRISES**. We feel confident that you will contribute your skills & experience towards the growth of our organization.

As per the discussion, your starting date will be on **8th April, 2024**. The starting salary is 6000/- per month & is paid on a monthly basis.

Please confirm your acceptance of this offer by signing & returning the copy of this offer letter.

We look forward to welcome you on board.

Please let me know if you have any queries or I can provide any additional information.

Yours Sincerely,

For Ideal Enterprises.

Roshan Nimkar

Director

Sign: _____

I accept the above terms & conditions

STANDARD TERMS AND CONDITION OF EMPLOYMENT

1) Office timing will be 10.00 AM to 7.00 PM.

2) Lunch timing will be 1.00 PM To 1.30 PM and 15 minutes Tea Time.

3) Hours of Work

The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10.00 AM to 7.00 PM and you are expected to work not less than 9 hours each week and if necessary for addition hours depending, on your responsibilities.

4) Leave / Holiday

- You are entitle to casual leave of 12 days
- You are entitle to 6 working days of paid sick leave
- The company shall notify a list of declared holidays in the beginning of each year

5) Nature of Duties

You will be responsible to:

- Perform task and duties as assigned by the reporting Team Lead.
- Ensure daily/weekly/monthly targets are achieved in a time bound manner.
- Provide EOD (End of the day) reports to the reporting team lead regarding day's activities.
- Interact with team members regularly, to facilitate closures and to achieve team/operational targets.
- Perform due scrutiny of all documents received for BGV, report any insufficiencies found to the reporting team lead for timely action.
- Initiate the appropriate checks (through emails/calls) to the applicable Employment verification.
- Update all actions taken during case initiation in the proper excel sheet with remarks if required.
- Ensure all cases are initiated are followed up daily to achieve closures with the TAT.
- Ensure all the above responsibilities are performed in accordance with the information security and the Quality policy as laid down by the management.

6) Company Property

You will always maintain in good condition property which may be entrusted to you for official use during the course of your employment and shall return all such property to company prior to relinquishment of your change, falling which the cost of the same will be recovered from you by the company.

7) Termination

- Your appointment can be terminated by company without the any reason by giving you not less than 30 days prior notice in writing on salary in lieu therefore the purpose of the clause, salary shall mean basic salary.
- You may terminated your employment with company, without any causes, by giving not less than 30 days prior notice salary for unsaved period, left after adjustment of pending leave, as on dates.
- Your full & finalsettlement there will be after 45 to 90 days of notice period.
- The company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has responsible ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the company.
- On the termination of your employment for whatever reason, you will return to the Company all property, documents and paper, both original and copies there of including any samples, literatures, confidential information, in your possession or under your control relating to your employment or to clients business affairs.

8) Applicability of Company Policy

The company shall be entitled to make policy declaration from time to time pertaining to matters like leave entitlement, maternity leave, employment benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion all such policy decision of the company shall be binding on you and shall override this Agreement to the extent.

9) Acceptance of our Offer

Please confirm your acceptance of these contracts of employment by signing and returning the duplicate copy. Please check below notes

- Audit call note it is necessary to do audit call in every cases if you were not doing any audit call and Client will implement any penalty our company that penalty will deducted from your salary.
- Office timing is 10.00 AM to 7.00 PM if employees login late it means after 10.30 penalty will be apply for 200Rs per late login

- If the employee asks the company to leave before writing a day then the company will not impose any penalty on it., if it is left unannounced, then it will have to pay a fine of 500 Rs and under the company policy, there will be no penalty on the missed 12 of the year if the missed day if remaining, then the payment will be added accordingly to your basic salary, if the employee misses the notice, then the payment will be deducted accordingly to the day from the basic salary.

Agreed By:

(For Ideal Enterprises)

Mr. Roshan Nimkar

(Director)

Sign: _____

I accept the above terms & conditions

Date: -

Place: - Nagpur

(Ms.Tanisha Kamble)

