



Date: 09/05/2024

To

Uzma Shaheen

Dear Uzma

Subject: Offer Letter

This is with reference to your application and the subsequent interview you had with us for a career with **Crizac Limited**, we are pleased to inform that you have been selected for employment in our organisation for the post of **Junior Relationship Manager**.

Please accept our heartiest congratulations.

We are pleased to offer you an appointment as per the following terms and conditions:

1. a) This appointment shall take effect from the date you join duty- **01/08/2024**.
b) The company will expect you to work with a high standard of initiative, efficiency and economy.
2. You will be paid a **CTC of Rs. 3,08,760 per annum**.
The breakup of CTC can be availed from the HR department. It is assumed that you are aware of your in hand salary and deductions. Above payments will be made as per existing rules of the company and will be subjected to change from time to time.
3. Your working hours, weekly holidays, etc shall be regulated by the company to suit the duties entrusted to you and will be subjected to change as per the requirement of the company from time to time. It shall be in compliance with the law of the state.
4. During your services with the organisation, in the event of your resignation/ removal/termination of service , a notice of **30 Days** or basic salary in lieu there of shall be applicable.
5. In case of misconduct, theft or other criminal behaviour including revealing trade secrets, attendance issues, such as frequent absences or chronic tardiness, insubordination and related issues such as dishonesty or breaking company rules, incompetence, including lack of productivity or poor quality of work; company can be terminated immediately without any compensation or notice.
6. During your employment with the company you will be liable to be transferred or deputed to any of the offices/departments of the Company/ Associate/ Subsidiary/ Group Companies whether anywhere in India on the same or similar terms and conditions of the employment. It shall be done after due consultation with you.
7. During your employment within the company, you will be covered by the service rules and regulations of the company in force and or as introduced or amended from time to time. The same shall be communicated to you in advance.

CIN : U80903WB2011PLC156614

Crizac Limited

Constantia Bldg, Wing A, 11 Dr. U.N. Brahmachari Street, Kolkata 700017

Web - www.crizac.co.uk | Email - info@crizac.co.uk | Tel – (033) 3544 1515

8. You are required not to divulge, communicate or pass on any information in any form related to any aspect of the company to anyone not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect not withstanding any other terms mentioned in the appointment letter.
9. You are required to deal with company's money, material and document with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents of theft or of misappropriation regardless of the value involved, your services would be terminated with immediate effect not withstanding other terms and conditions mentioned in the appointment letter.
10.
 - a) You have been engaged on the presumption that the particulars furnished by you in your application/bio data are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall terminate/cancelled without any notice.
 - b) If during the period of your service, the management comes to the conclusion that you have committed any misconduct; the management may dismiss you from the service as per service rules/standing orders of the company.
11. In the event of your absence from work for more than seven days without written permission from your manager, it would be assumed that you have voluntarily abandoned the services of the organisation, and your services with the organisation would stand severed.
12. Please sign the duplicate copy of this letter and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

Wishing you all the best and welcoming you to our **Pursuit of Excellence.**

Yours sincerely

For Crizac Limited



CA MANISH AGARWAL
(Director)

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Annexure 1**GROUP 35**

Details	Maximum Take Home (A)	Deposit with Government (B)	Government Deduction (C)
BASIC SALARY	15000		
HRA	4802		
BONUS			
VARIABLE PUNCTUALITY ALLOWANCE (MIN Rs.0 to MAX Rs. 2500)	2500		
Employer PF Contribution		1800	
Employer ESI Contribution			
LEAVE ENCASHMENT(monthly/yearly as per discretion of employee)	1628		
Employee PF Contribution	-1800	1800	
Employee ESI Contribution			
Professional Tax Deduction	-130		130
Total	22000	3600	130

Cost To Company (CTC) Monthly(A+B+C)	25730
Cost To Company (CTC) Yearly	308760