



OFFER LETTER

Dear Priya Shakti C,

We are pleased to inform you that you have been selected to be a part of our organization Guru and Jana, Chartered Accountants.

Designation: Member

Team: Audit and Assurance

Location of work: Bangalore

Expected date of joining: 5-Feb-2024

1. REMUNERATION & BENEFITS:

Your consolidated CTC will be **INR 2,64,000/- (Rupees Two Lakhs Sixty Four Thousand Only)** per annum.

The break-up of the same is as under:

COST TO COMPANY BREAK-UP

SALARY COMPONENTS	ANNUAL INR	Terms
FIXED COMPONENT	2,40,000	Assured Salary
ANNIVERSARY BONUS	24,000	If you work for 12 months, an anniversary bonus for 12 months will be paid in the 12th month if you are in employment at the end of 12th month. This is an assured payment, and not linked with performance.
TOTAL CTC OFFERED	2,64,000	.

2. OTHER BENEFITS & FINANCIAL TERMS

- **Guru & Jana Meri Jaan Award:** Awards depending on performance; will be paid at the discretion of the Firm. These awards could range between INR 10,000 to INR 50,000 [10% of the Members get these awards].
- **Bharatiya Award:** Awards depending on performance; will be paid at the discretion of the Firm. The award would range between INR 3,000 to INR 30,000 [20% of Members get these awards].
- **Gratuity:** As per the Payment of Gratuity Act, 1972.
- **Insurance coverage:** For those Members and their family members who are above 35 years of age, on a cost-sharing model.
- **Leave encashment:** Accumulated leave would be encashed in the month of January every year for the accumulated leave during the period worked.
- **Salary Revision:** After 1 year from your actual date of joining as per this letter, your salary will be reviewed at the Firm's discretion based on clearly laid out and documented KRA [Key responsibility areas] and KPI [Key performance Indicators].

41, Patalamma Temple Street, Basavanagudi, Bangalore- 560 004 | +91-80 42 202020 | www.gurujana.com

PRINCIPAL
INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE

Sy. No.88, Chembanahalli, Near Dommasanadra Circle,
Srinagar Road, Bangalore 562 125 INDIA





- **Salary Cycle:** We follow 26th to 25th salary cycle and salary will be paid monthly on 1st of every calendar month.
- **Withholding:** All remuneration, perquisites and payments made to you shall be liable to deduction of tax at source, as per the prevailing tax laws and rules.

Your working hours will be from 9:30 am to 6:00 pm from Monday to Friday. All Saturdays of every month are holidays. We follow a business casual dress code for weekdays.

Please confirm the acceptance of this offer on or before **4-Feb-2024**, after which date this offer shall lapse. In case of acceptance before the said date, you will be required to enter into an Employment Agreement with the Firm containing the specific terms and conditions of your employment with us. If this offer is acceptable to you, we also require you to furnish the following scanned documents by **4-Feb-2024**. Original should be provided on the date of joining for verification. This offer is contingent upon your ability to provide us with these documents.

- Copies of certificates and mark sheets of your educational qualifications.
- Relieving letter & payslip of last 3 months drawn salary of previous company (if applicable).
- A copy of your PAN card, address proof and ID proof.

Below is our **Bangalore** office address:

No 41, Patalamma Temple Street Near South End Circle

Basavanagudi Bangalore 560004

We are confident that you will make a significant contribution to the success of our Guru & Jana family and in this process, have a successful career. Please let us know in case of any queries or clarifications you may have.

Please note that the date of joining as stated at the beginning of this letter is only tentative and may be modified at the sole discretion of the Firm based on its internal schedule of events. However, in no case shall such a date of joining be extended by the Firm 30 days beyond the date originally stated hereinabove.

In the event of you failing to join duty on the agreed date of joining after acceptance of this letter, you hereby agree to reimburse the Firm the recruitment costs and loss of opportunity, which is equivalent to 30 days of the CTC mentioned in this letter. Without prejudice, please note that Firm reserves the right to withdraw this offer made to you, on or before receipt of your acceptance of the same, without providing any reasons to you.

Guru & Jana, Chartered Accountants

Feb 02 2024 10:13 IST
Partner

Feb 02 2024 12:22 IST



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