



# Armatrics Applications

**Mr. Prasandeep Sutradhar**

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**Our Ref.** July/23/Offer/Prasan

**Date.** 11-July-2023.

**Sub: Offer Letter**

Dear Mr. Prasandeep Sutradhar,

With reference to your interview with us, we are extremely pleased to offer you an opportunity to work with us in our organization, on the terms and conditions stipulated as here under,

1. You are offered a position as **Executive – Networking and Automation** in the organization at office or site anywhere in India or abroad.
2. The company will be judging during your initial period of probation for 3 months about your management and technical skills and result orientation on the jobs being handled by you. In addition, the attitudes and soft skills will be closely monitored. You are expected to be committed in all aspects of any assignment given to you. You have to be a keen team member, a solution provider and will always try to enhance the organization spirit in line with ARMATRICS management goals.
3. Your joining CTC will be Rs.2,33,226 (Rupees Two Lakh Thirty Three Thousand Two Hundred Twenty Six Only) per annum.

The break-up of the CTC (monthly component) is given below:

- a. Rs. 10,000 - Basic Salary
- b. Rs. 2,500 - House Rent Allowance
- c. Rs. 2,000 - Medical Allowance
- d. Rs. 1,000 - Conveyance Allowance
- e. Rs. 300 - Special Allowance
- f. Rs. 1,375 – City Compensation Allowance
- g. Rs. 1,702 – Employer's contribution of PF\*

\*Provident Fund – The Employer's PF contribution will be applicable as per government norms which includes administrative & EDLI expenses

Your Accident Insurance is covered by the company

4. During your employment you will also be entitled to other perquisites in accordance with the prevalent rules of the organization.
5. During your employment it will be obligatory in your part to associate with the organization in such a manner that will always uphold the esteem and goodwill of ARMATRICS both within and outside the boundaries of the organization. Your conduct during this period will be in compliance with the applicable Rules & Regulations of the Company.
6. During your employment you will be entitled for further specialized and/or on the job training arranged and at the cost of the company for the purpose of enabling you to become professionally viable to the company and



for gainful utilization of the special skills and knowledge so obtained, to further company's business and its retention with the company for a reasonable period of time.

In such cases when the training involves considerable expenditure - both direct and indirect, financial and unliquidated - related to faculty, computer techniques, time, support facilities, logistics etc. the company expects a commitment from the employee to recover its expenditure or seek a penalty for non-fulfillment of the same by entering into an agreement bond with the company. This will be executed in due occasions and will be informed to you accordingly.

7. You will devote your whole time, energy and attention in whatever is instructed by your superior and you will not in any manner divulge any secret or information connected with the organization's business.
8. You shall obey, observe and comply with all directions and instructions given to you from time to time by your superior in regard to the performance.
9. During continuance of employment you shall not employ yourself or be directly or indirectly connected or concerned with any business, trade or transaction, which infringes with the business of the organization.
10. The company's management based on your performance and suitability will solely govern your promotion/ demotion in service grade during your employment.
11. The management of the company for any reason deemed necessary, reserves the exclusive right to terminate this employment at any point of time.
12. Your confirmation of permanent employment and its continuation will be subject to your full acceptance of all Terms and Conditions given by the Company at any point of time and made applicable for you.
13. In the event of termination of service, either you or the company must give notice of intention to terminate the contract of service before a period of 60 days minimum. All project information handled by you shall be properly documented and transferred to the person/s appointed by the organization for takeover of these jobs, before the release can be effective from the company.
14. In the event of termination, all commercial dues will have to be settled before release can be effective. The company reserves the right to deduct/recover the amount of dues from any balance amount payable to you from the company at the time of release.
15. You will not seek employment from a client of ARMATRICES while you are serving the client being in employment with ARMATRICES. You shall agree not to join services with a client of ARMATRICES directly or indirectly within six months from the termination of employment with ARMATRICES.
16. For any non-compliance of the agreement on your part amounting to financial or material loss of the company, the same will be liable to be fully compensated by you.

Kindly return the duplicate copy of this letter duly signed by you as a token of your acceptance of all the terms and conditions stipulated above. We expect you to accept and kindly **confirm your earliest date of joining** within five days of receiving the offer letter.

Looking forward to your long and prosperous association with **Armatrics Applications**. Wish you all the best!

Thanking You. Yours sincerely,



**Abhijit Kr. Maitra**

(Director)

I agree with and accept the above.

Signature & Date:

