

ADITYA BIRLA



Ref: ABFRL/MC/CHR/2022-23

30th August 2022

Ms. B.Varuni Lalitha
JNTUA college Engineering

Dear Ms. Varuni Lalitha,

Sub: Offer of Employment

We are pleased to make you an Offer for the position of 'Trainee' in the 'E1 Grade' with 'Aditya Birla Garments Ltd'.

You will be based at unit 'ABGL' Madura Clothing and you will be reporting to 'Senior Manager Operation'. You will be on the rolls of Madura Clothing and all its terms and conditions will be applicable as defined.

Your employment commences from the date of your reporting, which date shall not be later than **1st December 2022**. In the event of you not joining by this date, this offer will automatically expire, unless specifically extended by Madura Clothing. You will be on probation for a period of six months from the date of joining.

A statement detailing your compensation and benefits is enclosed for your reference (**refer annexure 1**). A detailed letter of appointment will be issued to you on your joining duty and on completion of the joining formalities.

Please note your Offer of Employment is subject to your being found medically (physically and mentally) fit. Please also note that this offer of employment is subject to our receiving satisfactory references/ relieving letter from your previous employer, if any, and other references provided by you.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

We look forward to having you on board.

Yours faithfully

Aditya Birla Garments Limited

Maria Goretti

General Manager-Human Resources

ADITYA BIRLA GARMENTS LIMITED

(A wholly owned subsidiary of Aditya Birla Fashion and Retail Limited)

Unit:

Survey No.529, (Part), 530 (Part), 532 (Part)
Gundlamadugu Village, Thondur Revenue
Mandal, Pulivendula - 516421.
YSR Kadapa District, Andhra Pradesh.

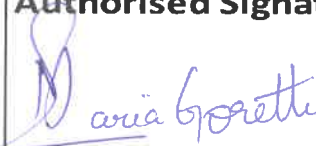
CIN : U18100MH2022PLC384566

Tel : +91 86529 05000

Fax : +91 86529 05400

Registered office:

Piramal Agastya Corporate Park, Building 'A'
4th and 5th Floor, Unit No. 401, 403, 501, 502,
L.B.S.Road, Kurla , Mumbai - 400 070.

ANNEXURE 1		
COMPENSATION AND BENEFITS FITMENT		
Date	: 30-Aug-2022	
Name	: B.Varuni Lalitha	
Job Title	: Trainee	
Grade	: E1	
Reporting	: Senior Manager Operation	
PARTICULARS		Salary PM
Payslip	Basic	15,000
	Conveyance Allowance	1,600
	Food voucher	-
	House Rent Allowance	7,000
	Medical Allowance (PM)	-
Annual	Total - 1 (Gross)	23,600
	Leave Travel Allowance (P M) paid annually	-
	Bonus - Variable	935
Statutory	Total - 2 (Annual)	935
	Provident fund (12% of Basic)	1,800
	Gratuity (4.81% on Basic)	722
	Leave Encashment (5% on Gross)	1,180
	ESI (3.25% of Total-1; Upto 21k)	-
CTC pm	Total - 3 (Statutory)	3,702
Annual CTC	Total - 4 (1+2+3)	28,237
		3,38,844
Authorised Signatory		I accept the above Offer
		
NOTES :		Signature:
<p>1.All Salary Payments are subject to Income tax, Professional tax and any other statutory deductions are applicable in accordance with the laws prevailing.</p> <p>2. Leave Travel Expense Reimbursement: You are eligible to claim Leave travel allowance on confirmation of your services with the organization.</p> <p>3. Grades : M2- Manager, M1- Assistant Manager, E7- Sr. Officer, E6- Officer, E5- Assistant Officer, E4- Sr. Supervisor, E3- Supervisor, E2- Assistant Supervisor, E1- Trainee.</p> <p>4. Mediclaim Coverage: If your not covered under ESI you will be covered under mediclaim as per the norms applicable to your grade after 30days of joining.</p>		