

OFFER LETTER

CONFIDENTIAL

31-May-24

Mr. Shamsheer Singh

Address: Lahar, Duggha, Hamirpur, Himachal Pradesh - 177001

Dear Shamsheer,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Super Champ - Operations	Waknaghat, Himachal Pradesh	RL 6	312000/-
The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) RL 6.			

Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

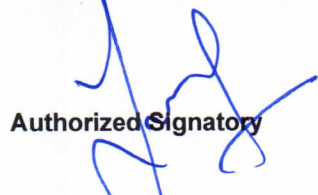
Upto 6 months from Date of Joining:	After 6 months from Date of Joining:
15 days	1 month

We expect you to join us on or before 06-Jun-24 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 03-Jun-24 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Travel Food Services (K Hospitality Group) and look forward to working with you.

Best regards,

For **Travel Food Services Pvt Ltd**



Authorized Signatory

I have read and understood the offer document and accept the offer.

Signature Shamsheer Singh Date: 6-6-24 Place: Waknaghat

Name: Shamsheer Singh

ANNEXURE - A

CONFIDENTIAL - COMPENSATION DETAILS			
Name:	Shamsher Singh	Designation:	Super Champ - Operations
Location:	Waknaghat, Himachal Pradesh	Unit:	TF SPL
Department:	Sales and Business Operations	RL:	RL 6
		DOJ:	06-Jun-24
Sr.	Particulars	Monthly	Annual
	Basic	13062	156744
	House Rent Allowance	6531	78372
	Washing Allowance	2600	31200
	General Flexible Allowance	290	3480
i	Basic and Allowances		
	Vehicle Reimbursement	0	0
	Business Attire	0	0
	Periodical & Professional Magazines	0	0
ii	Total Reimbursements	0	0
A	Gross Total (i+ii)	22483	269796
	Professional Tax	0	0
	PF Contribution by Employee	1800	21600
	ESIC Contribution by Employee	0	0
iii	Total Deduction	1800	21600
	Net Salary (A-iii)	20683	248196
B	LTA	0	0
	PF Contribution by Employer	1800	21600
	ESIC Contribution by Employer	0	0
	Gratuity	628	7536
C	Total Statutory Contributions	2428	29136
D	Fixed Compensation (A+B+C)	24911	298932
E	Stat Bonus / Performance Linked Incentive	1089	13068
F	Cost To Company inclusive of PLI (D+E)	26000	312000

You will be entitled to other Benefits including:

- Either ESIC (as applicable) OR Medclaim Insurance coverage for self and immediate family (as per Medclaim policy)
- Either ESIC (as applicable) OR Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules
- Various other benefits based on policy applicability (For eg: Leaves, Personal Financial Aid, Education Support, etc)

Performance Linked Incentive (if applicable) is paid as per company policy.

Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.

Annexure - B

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (white background)
2. One set of photo copies of the following documents together with originals for our verification:
 - a. Proof of Age (mandatory) – For eg: Birth Certificate / SSC or equivalent Pre-college Certificate
 - b. Educational Certificates (mandatory)
 - i. University Certificate OR Convocation Certificate Proof of examination passed, including the name of the Institute and
 - ii. Mark sheets, any other relevant document issued by the College / Institute, etc.
 - c. Employment Certificates (in case previous experience - mandatory).
 - i. Relieving Letter/Service Certificate
 - ii. Proof of last salary drawn with the previous employers (including the last employment).
 - iii. Performance Appraisal records/ratings/letter of last 3 years
 - d. Copy of Aadhar Card (mandatory)
 - e. Copy of PAN Card (if available)
 - f. Copy of Passport (if available)
 - g. Copy of Driving License (if available)

