

MISS. ANKITA SURYAKANT SUTAR
SECTOR NO 7, PLOT NO 60,
B/2/ FLAT NO A-102, ANAND SAGAR,
INDRAYANI NAGAR, 411026

20-06-2022

Sub: - Letter of Appointment

Dear Ankita,

This is in continuation to 'Letter of Intent' dated 03/06/2022 & your subsequent joining on 20-06-2022.

As conveyed, please find enclosed herewith your 'Letter of Appointment' inclusive of salary detail along with other terms & conditions of appointment as an Annexure.

Please sign on the duplicate copy (on each page) in token of having received & agreed to the same.

for Lumax Industries Limited,



Pooja Avasthi
Head – HR, IR & Administration

Encl. : Appointment Letter

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20-06-2022

**TERMS & CONDITIONS OF APPOINTMENT
AS POST GRADUATE TRAINEE - DESIGN & DEVELOPMENT(OPTICS)
AT LUMAX INDUSTRIES LIMITED, CHAKAN**

The Salary break-up will be as under: -

BASIC PAY	11667
HOUSE RENT ALLOWANCE	5834
CHILDREN EDUCATION ALLOWANCE	800
CONVEYANCE ALLOWANCE	1600
UNIFORM ALLOWANCE	1000
SPECIAL ALLOWANCE	4949
Total 'A'	25850
PF (12% of Basic Pay) ☆	1800
Medical Reimbursement ☆☆	972
L.T.A. (1/12 th of Basic Pay) ☆☆	972
BONUS ☆☆	2541
MEAL COUPONS ☆	1200
Total 'B'	7485
Total CTC (A + B)	33335
Annual CTC	400020

- a) ☆ Monthly Employer's Contribution (b) Yearly Payment. ☆☆
c) Production Incentive – Not applicable

1. In addition to above, other facilities like Leave, Gratuity and Canteen etc. would be applicable as per Company Policy.
2. **The Probation period will be of six months.** During the period of probation, your services can be terminated by giving one month notice or pay in lieu thereof from either side. The Management can extend the probation period in case your performance during the period is found to be unsatisfactory.
3. Employee will be deemed as confirmed for this post if not intimated for extension of probation period in writing by the Company. The confirmation in Appointment will be subject to your satisfactory performance during the period of probation. Subsequent to confirmation the services may be terminated by giving **two months' notice** or pay in lieu thereof. Similarly, in case you resign, you will have to give **two-month notice** period or pay in lieu thereof and during the notice period you must attend the office on regular basis.

Pooja

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