

**SHRIRAM GENERAL INSURANCE COMPANY LIMITED**

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

Email: chd@shriramgi.com, Website : www.shriramgi.com

E-8, EPIP, RIICO, SITAPURA, JAIPUR (Raj.) 302 022

Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

BE INSURED... REST ASSURED  
associated with Sanlam group

HRD/APL/SGI/2025/36078

Date: 15<sup>th</sup> April, 2025

To,  
Mr. Satyam Chauhan  
Ward No. 2, Village Santokhgarh  
P.O. Santokhgarh Tehsil Una  
Santokhgarh, Santokhgarh, Una  
Himachal Pradesh - 174301  
Mobile: 8847347059

Dear Mr. Chauhan,

**Offer Cum Appointment Letter**

With reference to the interview, you had with us, we are pleased to appoint you as Executive – Marketing on the following terms and conditions:

1. Your Compensation will be Rs. 20,894/- (Cost to Company - CTC) per month and the structure is as detailed in Annexure 1 to this letter.
2. **POSTING & DATE OF JOINING:** You will be posted at our Una Branch, the address which is "Shriram General Insurance Co.Ltd., K No. 254, Min K No. 441, Min Kh No. 2765/139/2,143/2, In Mohal Behli , UNA, T/D UNA , Himachal Pradesh-174303." You are required to report at our branch on or before **16<sup>th</sup> April, 2025 at 09:30 hrs.** and submit the joining report duly signed by you to the HR Department. The date mentioned in the joining report shall be recorded as your date of joining in our records.
3. **REPORTING:** For Functional, Operational and Administrative Purposes, you will report to Mr. Amarpreet Singh – Branch-In-Charge Una Branch.
4. **PROBATION & NOTICE PERIOD:** You will be on probation for a period of Six Months and your services will be automatically confirmed on expiry of the probation period unless specifically informed about an extended period of probation. Your confirmation will depend upon the satisfactory performance during this period. Your services may be terminated without giving any notice and assigning any reason during the probation period. On confirmation, your services may be terminated with advance notice of three months. In any case you intend to leave the company **After completion of service bond;** you will have to give the Company a notice of three months, which will be mandatory in all circumstances.
5. **DRESS CODE:** You are required to attend the office in the decent & formal attire.
6. **LEAVE ELIGIBILITY:** You will be eligible for 12 Casual Leaves only on Pro-Rata basis in the First Calendar Year of service and thereafter every calendar year, which are non-cumulative in nature. On completion of One Year of service you will be eligible for 12 Sick Leave and 12 Privilege Leave on Pro-Rata basis.
7. Your services are liable to be transferred to any office of the company whether in India or abroad at the sole discretion of the Management.
8. This appointment letter is made on the understanding that the information and relevant documents provided by you are correct, true and complete. If it is found at any point of time that the same provided by you is not true, incorrect, incomplete or fraudulent in nature, your employment shall be liable to be terminated without assigning any reasons thereof or without giving any notice.

(Authorized Signatory)

Signature of Candidate

Page 1 of 1

**SHRIRAM GENERAL INSURANCE COMPANY LIMITED**

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

E-8, EPIP, RIICO, SITAPURA, JAIPUR (RAJ.) 302 022

Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

BE INSURED... REST ASSURED  
associated with Sanlam group

HRD/APL/SGI/2025/36078

Date: 15<sup>th</sup> April, 2025

9. This appointment letter is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.
10. You are debarred to discuss or to disclose by any means any matters, policies, transactions, accounts or any other information pertaining to the Company with outsiders. Further during the course of employment employee shall keep all the information of the company confidential, which may be known to him/her by any means and shall use it in officially authorized manner. Employee shall not share any of his password, security token or any information which is authorized to him/her and He/ She will be responsible and accountable for maintaining those authentications during his/her service period with the company. Upon separation of his/her service for any reason employee will return all records and other information of the company which have been given to him/her in the course of his/her employment or may have come into his/her possession by any means, employee will not attempt to make or retain copies of any data, information or records of company by any means. Breach of the same would entail criminal action which will be taken by the Company as a mark of breach of trust which is criminal in nature and would attract criminal liability as per the prevailing Indian Criminal Laws. Employee will be charged and subject to the legal actions in case of information breach during his/her term of
11. employment and even upon separation of his/her service.
12. You are also debarred, by virtue of your employment in this Organization, to get involved in any other employment or assignment, be it temporary or permanent in nature, without an explicit written permission from this Organization.
13. At any point of time if it is revealed that any of your/activities /conduct /negligence of work /disobedience of Management's decision/misbehavior with any of the colleagues/use of foul language/financial misappropriations etc., during office hours or beyond is prejudicial to the interests of the Company, your services will be terminated summarily without any Notice. You will not join any of the competitors of Shriram General Insurance Company Ltd. for a period of three months from the date of leaving the Company.
14. You will have to undergo the Licentiate exam at your own cost as an employee of Shriram General Insurance Company Limited, though necessary training for clearing the same will be provided by SGI training center.
15. You have to clear the MY COACH certification - an In-House learning module within 90 days from your date of joining. Failure to do so within 90 days from your date of joining will lead to the entire My Coach fee (Registration + Examination) deduction from your salary till the completion of MY COACH certification.
16. You will retire from the services of the Company on attaining the age of 60 years or on completion of 35 years of continuous service with the Company, whichever is earlier.
17. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this appointment letter / agreement etc. and the Courts at Jaipur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.
18. You will not take or intend to take undue influence regarding anything by any means and of anyone at any point of time (at the inception, during the employment of the company or even after separation from the company) to use as an advantage to coerce the company to make or omit any decisions pertaining to any process of the company.



(Authorized Signatory)

Signature of Candidate

Page 2 of 4

**SHRIRAM GENERAL INSURANCE COMPANY LIMITED**

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

E-mail: [hrd@shriramgi.com](mailto:hrd@shriramgi.com), Website: [www.shriramgi.com](http://www.shriramgi.com)  
E-8, EPIP, RIICO, SITAPURA, JAIPUR (Raj) 302 022

Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693



BE INSURED... REST ASSURED  
associated with Sanlam group

HRD/APL/SGI/2025/36078

Date: 15<sup>th</sup> April, 2025

19. In the event if you leave the organization due to any reason, within 12 months from their date of joining, an amount of Rs. 300 and Rs.700 for T-shirt and the laptop bag respectively, as applicable; will be deducted from the full and final settlement. In no case, either of them will be accepted back for return and non-deduction of the mentioned amount during the full & final Settlement.
20. All the information/personal particulars will be subject to validation/verification from the company or any appointed third-party agency.
21. All the disputes and differences between SGI and you, shall be resolved under the Arbitration and Conciliation Act, 1996, and by an arbitrator who shall solely be appointed by the Manager HR/Authorized Representative and whose decision shall be binding upon the parties. Further, the place of jurisdiction in all matters, including arbitration shall be confined to Jaipur only.
22. Only if you agree with all the clauses, place your signature on required place as a token of your acceptance of this appointment letter.
23. **ACCEPTANCE:** Please return the duplicate copy of this letter, duly acknowledged as a token of your acceptance of the terms and conditions.

We welcome you to Shriram General Insurance Company Ltd. and look forward to a fruitful association.

Best Wishes,



(Authorized Signatory)

I, Mr./Ms.

**SATYAM**

S/O, D/O Shri

**OM PRAVESH**

do hereby accept the terms and conditions of the Appointment Letter issued to me.

**Satyam**

**16/04/2025**

(SIGNATURE & DATE)

**SHRIRAM GENERAL INSURANCE COMPANY LIMITED**

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

Email: chd@shriramgi.com, Website : www.shriramgi.com

E-8, EPIP, RIICO, SITAPURA, JAIPUR (Raj.) 302 022

Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

BE INSURED... REST ASSURED  
associated with Sanlam group

HRD/APL/SGI/2025/36078

Date: 15<sup>th</sup> April, 2025**Annexure – 1**

Employee Name: Satyam Chauhan			
Designation: Executive			
Branch: Una			
BASIC	:	13062	Per Month
HRA	:	3630	Per Month
GROSS (Rs.)	:	16692	Per Month
BONUS / EXGRATIA (to be paid annually)	:	1400	Per Month
PF (Company Contribution)	:	1567	Per Month
ESIC (Company Contribution)	:	542	Per Month
GRATUITY	:	628	Per Month
PA	:	65	Per Month
CTC** (Rs.)	:	20894	Per Month
ANNUAL CTC (Rs.)	:	250728	

In addition, you will be eligible for petrol and mobile reimbursement (if used for official purposes) as per the following:

- Petrol Reimbursement: Maximum 30 Ltr. Per month (Subject to production of Bill and Log Book).
- Mobile Bill Expense Entitlement - As per the company's prevailing policy.

\*\*Notwithstanding what is mentioned in your Appraisal/Promotion/Appointment letter and subsequent modifications thereof, all future exgratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional Statutory payments liable to be paid by the Company because of changes in statues. Also, the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the CTC. Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] as mentioned in the above salary breakup. Your continued employment with the company is construed as your deemed acceptance to the above.

\*Your performance would be reviewed at regular intervals, as per the below mentioned target sheet. Your services would be confirmed post achievement of the below mentioned business target, failing to do so management would be free to take suitable action as it may deem fit.

S.N.	Targets	* Monthly Contribution					
		1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month
1	No. of Agent	2	2	2	2	2	2
2	Contribution	1	2	3	4	5	8
3	Volume of Business	25000	50000	75000	100000	150000	200000

(Authorized Signatory)

Signature of Candidate

Page 4 of 4