



GANGANAGAR *motors*

11, Transport Nagar, Jaipur - 302003

+91 73000-86007 | sales@gnmotors.org | www.gnmotors.org

Date: 07/05/2025

Dear **Mr. Tofik Qureshi**,

Congratulations! We are pleased to confirm you have been selected to work for **Ganganagar Motors**. We believe your skills & experience are an excellent match for our Company, and we are delighted to offer you the position of **MIS Manager** in accordance to the following terms and conditions:

i. Reporting Date & Work Timings

Your joining date will be date **10th June 2025** and the work timings will be 09:30 hrs. To 18:30 hrs. Sunday will be granted as the weekly off.

ii. Compensation/ CTC

You will be entitled to a **CTC ₹45,000/- Per Month (₹40,000 Monthly CTC + ₹5,000 Retention*)**, subject to statutory deductions from time to time that the Company is required to make

***Please note that there is monthly retention amount of ₹5,000 will be accumulated separately. This amount will be disbursed after completion of 12 months.**

iii. Perquisites/ Benefits/ Allowances

Perquisites, benefits, and allowances as per your eligibility and Company Policy will be provided to you. Detailed policies/procedures/rules and regulations governing the monthly/annual allowances, benefits, And perquisites, whether existing or adopted in the future, will be provided to you and you shall be governed by the same.

iv. Probation Period

You will be on probation for 03 (three) months from the date of your joining. The probation period may be extended for such term as may be considered appropriate by the Company. Upon satisfactory completion of your probation, your services may be confirmed by the Company. However, if performance is not satisfactory, then company can terminate your services without any notice.

v. Leave Policy

After the probation period, you will be given the privilege to avail leaves as per the Company's leave policy. You will be entitled to 12 Casual Leaves (CL) and 12 Privilege Leave (PL) in a calendar year, proportionate from the date of your confirmation (after end of probation). For availing these leaves, you need to apply for leaves in advance in the prescribed format and will be given subject to approval. In case of absence

without prior approval, it will not be considered for CL/PL, and it will be marked as Leave without Pay (LWP).

vi. Resignation

It is clearly understood that in case you want to resign from the employment, then you have to serve the notice period of 1 month (30 days) after giving the resignation, else Company will be entitled to withhold/recover any payments to be made to you. Your F&F settlement will be clear after 45 days. That should be counted from your last working day.

Please send us an acceptance to this offer **on or before 09/05/2025**, failing which it will be presumed that you have no interest in the offer and the same will be treated as cancelled and withdrawn.

We are confident you will be able to make a significant contribution to the success of our Ganganagar Motors, and look forward to working with you.

For Ganganagar Motors

Bhuvnesh Sharma
HR Manager

Declaration by Employee

I have read, and understood the terms of Offer mentioned above. I accept the above Offer and I do hereby confirm to abide by the Company's policies, rules & regulations.

Employee Name:

Employee Signature:

Date: