

12 October, 2024

Mr. Utkarsh Pal ,
S/o Arvind Pal,
134, Banganga Main road
Indore - 452015 (M.P.)

Sub: Letter of Offer for Employment: Supervisor - Operations

Dear Utkarsh,

Following our recent discussions, we are delighted to offer you the position of “**Supervisor - Operations**” in **Band A2** with Our Organization based at **INC** in Madhya Pradesh. Upon your joining, you will become part of a fast-paced and dedicated team that works together to provide our Customers with the highest possible level of services enabled through People and Technology.

As a member of our organization team, we would ask for your commitment to deliver outstanding quality and results that exceed expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

The detail of your compensation is attached to this letter under Annexure-I.

You are advised to join the services of the Company on or before **15nd October, 2024**.

Please note this offer stands valid subject to completion of background verification report.

We welcome you on board and look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Yours Sincerely,

For Ecom Express Limited



Rajesh Sharma
Regional Manager- Human Resource (West)

ECOM EXPRESS LIMITED

(Formerly known as Ecom Express Private Limited)

Corporate Office : 10th Floor, Ambience Corporate Tower - II, Ambience Island, Gurugram, Haryana - 122002, India
Registered Office : Ground Floor, 13/16min, 17 min, Samalka, Old Delhi - Gurugram Road, Kapashera, New Delhi - 110037, India
CIN : U63000DL2012PLC241107 | Tel. : 0124-6488888 | Email : corporate@ecomexpress.in | www.ecomexpress.in

Annexure- I			
Name		UTKARSH PAL	
Designation		SUPERVISOR - OPERATIONS	
Band		A2	
Department		OPERATIONS	
Location		THI	
Component		Monthly (Rs.)	Annually (Rs.)
A	Basic Salary	9,240	1,10,880
	House Rent Allowance	4,620	55,440
	Washing Allowance	420	5,040
	Cash Handling Allowance	1,008	12,096
	Shipment Risk Allowance	672	8,064
	Compensatory Field Allowance	-	-
	Site Allowance	840	10,080
	Personal Allowance	-	-
	Mobile Allowance	200	2,400
	Gross Salary-Total A	17,000	2,04,000
	B	Employer Provident Fund	1,109
ESIC Contribution		587	7,044
Advance Statutory Bonus		1,034	12,408
Statutory Benefits-Total B		2,730	32,760
Total Fixed Compensation = A+B		19,730	2,36,760
C	Gratuity		5,334
Total Compensation = A+B+C			2,42,094

Note:

Gratuity is payable as per the Payment of Gratuity Act, 1972

Provident Fund Contribution is applicable on the Basic Salary and is limited to Rs. 1800 i.e 12% of Rs. 15000. There would also be deduction for other applicable social security schemes, such as ESIC, LWF and Profession Tax and any other taxes as applicable.

Advance Statutory Bonus is paid as per provisions of the Payment of Bonus Act, 1965

Benefits (as per the applicable policy)	Limit	Description
Health Insurance Benefit	As per ESIC Act	As per ESIC Act

R.D. SHARMA

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