

HRD/MML/O/16170/18

17/Apr/2018

Mr.Debi Prasad Sahoo

At/Po - Badakanjia/Sakhigopal

Ps- Satyabadi

Dist- Puri

Pin: 752014

Dear Mr.Debi Prasad Sahoo

It gives us pleasure in offering you a position with the **Muthoot Microfin Limited**. This offer is in pursuance with the discussions we had with you recently.

### **Terms & Conditions**

#### **1. Job Title :**

You will be designated as **Branch Relationship Manager-Operations**

#### **2. Reporting:**

You will be reporting to the **Area Manager**

#### **3. Location:**

Your first posting will be at **Bhubaneswar MM**

#### **4. Remuneration:**

Your Annual Total Employment Cost to the company would be **Rs.190668.00** /- (**Rupees One Lakhs Ninety Thousand Six Hundred Sixty-Eight Only**) the details of which are been given in the Annexure attached

## **5. Job Description**

Your duties and responsibilities will be given separately

## **6. Posting/Transfer:**

Even though your first posting will be at **Bhubaneswar MM** during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

## **7. Probation/Confirmation:**

You will be on Probation for a period of 12 months. Your performance will be evaluated after the completion of probation period. Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period

## **8. Notice Period:**

In case you decide to leave the company's services, you will be required to give 90 days' notice. The company in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the company the gross salary for the notice period so reduced/waived off.

## **9. Medical Fitness:**

Your offer is subject to your being found medically fit for employment.

## **10 . Information:**

This Offer Letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio- data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this position, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

## **11. Responsibility:**

With acceptance of this letter, you are undertaking the following responsibilities

- I.. You will abide by the rules and regulations/Certified Standing Orders of the Company as may be in force from time to time
- II. During your services with the Company, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with the written permission from the Management.
- III .You will not during your services with us or any time, thereafter disclose to any persons, firm or Company, information regarding the Company, the disclosure of which may damage the interest of the Company.

**12.You are advised to join us latest by: 1-May-2018**

13. You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 2 days from the date of this offer failing which the offer will stand void.

- Proof of age;
- Proof of educational qualification;
- Proof of work experience;
- Police Verification Certificate;
- Copy of last drawn pay slip;
- Proof of incentives drawn (if any);
- 8 stamp/passport size photographs;
- Relieving Order from the present Employer;
- ID/Address Proof;

**While welcoming you to Muthoot Pappachan Group, we hope you will excel in your endeavours and help make Muthoot Microfin a success story.**

**For Muthoot Microfin Limited.**

**Subhransu Pattnayak  
Vice President - HR**

<b><u>SALARY BREAK UP</u></b>		
<b>Designation</b>	<b>Branch Relationship Manager-Operations</b>	
<b>Grade</b>	<b>OFFICER III (O III)</b>	
<b>Location</b>	<b>Bhubaneswar MM</b>	
<b>Salary Breakup</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic plus DA	8000.00	96000.00
HRA	5002.00	60024.00
Others Allowance	1250.00	15000.00
Gross Salary (A)	14252.00	171024.00
<b>Deductions</b>		
Provident Fund	960.00	11520.00
ESI	250.00	3000.00
Net Salary (B)	13042.00	156504.00
ESI(ER Share)	677.00	8124.00
Provident Fund(ER Share)	960.00	11520.00
Total (C)	1637.00	19644.00
Cost to The Company (A+C)	15889.00	190668.00

**For Muthoot Microfin Limited.**

**Subhransu Pattnayak**  
**Vice President - HR**