



September 29, 2021

Ayan Kumar Mondal
Palpara. Hatiara Road.
Kolkata - 700157

Dear Ayan,

Offer to join LSAS Services Private LTD.

This has reference to the various meetings and discussions we had. We are pleased to offer you the position as **Engineer – O&M** at LSAS Services Private LTD. As discussed, this offer will be subject to following terms and conditions.

1. You will receive an Annual Guaranteed Pay (AGP) of **Rs. 492000 pa** (Rupees Four Lakhs Ninety-Two Thousand only). This will be disbursed to you as per the prevailing rules and guidelines of LSAS Services Private LTD.
2. This offer is subject to your joining us on or before **1st November 2021** and successful clearance of the Pre- Employment medical examination and Background Verification Check. Once you join the Company you will receive our appointment letter illustrating the standard terms and conditions of service with LSAS Services Private LTD.
3. The Medical Covering Letter and the Background Verification Form is also enclosed. Please go through the Medical letter and Background Form carefully and complete the Formalities. Send us the background verification form and medical reports along with the medical form as soon as possible.
4. You are requested to bring the documents attached in Annexure - A along with you on your date of joining as part of our joining compliance.
5. The initial joining expense, relocation cost, notice pay or any other such expenses if reimbursed, during joining of company will be recovered, if you resign from services of company within six months of joining.

We are glad that very soon you will be part of our team. We look forward to your long and meaningful association with us.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Raksha Hegde", is written over a light blue circular stamp.

Raksha Hegde
Head HR & Admin – South Asia

This offer is received, terms and conditions are accepted
Date:

Linde South Asia Services Private Limited
Mercury 2B Block, 6th Floor, Prestige Technology Park, Outer Ring Road, Marathahalli, Bangalore-560103 |
Tel: +91 80 3799 1000
CIN: U74999KA2020PTC133007
Registered address
102, Haudin House, Haudin Road, Bangalore 560 042 | Tel: +91 80 41515161



Annexure 1

Name	Ayan Kumar Mondal
LGG	11
Designation	Engineer – O&M
Location	Jamshedpur

Components	Amount (PA)	Amount (PM)
	(Rs)	(Rs)
Basic	1,72,200	14,350
Flexible Benefit Package (Refer Annexure 2)	3,19,800	26,650
Annual Guaranteed Pay (A)	4,92,000	41,000
Provident Fund	20,664	1,722
Gratuity	8,279	690
Retiral Benefits (B)	28,943	2,412
Total (A+B)	5,20,943	43,412
Target Variable Compensation	13% of Annual Guaranteed Pay	

Note:

- Variable Compensation is based on Company performance and individual performance (pro-rated). No particular payout amount is guaranteed.
- Medclaim Insurance coverage as per policy.
- Group Life and Accident Insurance coverage as per policy.



Annexure 2

Below are some of the important details & information about the Flexi Pay components:

Flexible Benefits Plan

LSAS provides a competitive benefits program as part of our total compensation package. Below summarized are some of the Flexible Components which you may choose to opt for availing Tax benefits.

Components	Applicable Level	Taxability	Exempted Amount / Limit	Bills Submission
Basic	ALL	Fully Taxable	NA	NA
HRA (FC)	ALL	Exempted with Proofs	40% or 50% (for metro cities) of Basic	Rental Receipts. Landlord PAN mandatory if rental >Rs.1 lakh p.a
Food Plus Card (FC)	ALL	Fully Exempt	Can be availed in denominations of 500 or 1000 or 1500 or 2000 or 2200	NA
Leave Travel Allowance (FC)	ALL	Exempted with proofs	Up to 25% of Annual Basic salary	Travel Bills (Air, Bus, Train bills for self, spouse and immediate family)
Petrol Reimbursement - (FC)	ALL	Fully Exempt	Rs.1800/- p.m (<1600 CC) and Rs.2400/- p.m (>1600 CC) (bills and vehicle registration in the name of employee)	Petrol Bills
Special Allowance	ALL	Fully Taxable	Residual amount after allocation of all Flexi Pay components	NA

*FC = Flexible Component



Annexure A

Documents to be submitted at the time of joining

1. Copies of all educational certificates right from SSC
2. Proof for Date of Birth (Birth certificate / SSC mark sheet)
3. Copies of all previous experience certificates (if any)
4. Copy of Relieving / Release letter from last employer (if any)
5. Copy of Resignation Acceptance from last employer (if any)
6. Copy of Passport and **PAN card (Mandatory) and Aadhaar Card (Mandatory)**.
7. Passport size color photographs with **white background** - 3 Nos.
8. Medical Examination Report (duly signed and stamped)
9. Copy of Accepted Offer Letter & CTC structure
10. Copy of Appointment Letter

You are also requested to carry originals of all the above-mentioned documents/ credentials for verification.



PRE EMPLOYMENT MEDICAL TEST

Dear Ayan,

1. All employees are required to undergo a medical examination before they join the organization. These may be carried out at any recognized hospital / nursing home / clinic of your convenience. On completion of the test you are requested to send across your Medical Report along with the bills to the HR Dept., at the earliest. The HR dept. will then forward the reports to our Medical Consultant at the HO. Reimbursement with regard to the bills will be made to you after you join us.

The medical examinations to be conducted are as following:

- (a) Chest x-ray (PA View)
- (b) Urine (Routine)
- (c) Stool (Routine)
- (d) Blood TC / DC, ESR, Fasting Sugar, PP, Cholesterol, and Uric Acid.

For the other examinations, our medical format is attached. You are requested ensure the form complete in all respect by a Medical Officer of a recog. Govt. Hospital or any Doctor not below MD. Also ensure that his personal stamp & Registration Number is put in the Form. Ensure that you should also have signed in the form Prospective employees who are currently employed elsewhere are expected to resign from the services of your company only after clearing your medicals with us.

Duly completed Medical form along with all supporting Medical test reports needs to be sent across to: Ms. Somdatta Saha

Linde South Asia Services Pvt. Ltd.
Oxygen House, P-43 Taratala Road,
Kolkata 700 088, India
Phone +91.33.66158427

For any clarifications / guidance etc feel free to contact our HR dept. You may call or mail at the following:

Somdatta.saha@linde.com / 98304 79638

Note: - Please keep the Medical Test cost well within Rs. 1100/-