

ADITYA BIRLA



GRASIM

20<sup>th</sup> July 2022

To,  
Ms. Vibha Kauraw  
28, Sunrise Residency Colony,  
Rajghat Road, Tili Dist.- Sagar,  
Madhya Pradesh 470002

**SUBJECT: OFFER LETTER**

Dear Ms. Vibha,

Welcome to the Grasim Industries Limited, Unit: Chemical Division, Nagda (M.P.) and Congratulations on being selected.

We are happy to inform you that you have been selected as "Trainee" and you will be based at Grasim Industries Limited, Unit: Chemical Division, Nagda (M.P.).

You are advised to join us in **August 2022**. Details of the date, venue and time will be shared with you soon.

A detailed appointment letter will be issued to you at the time of joining.

Please sign a copy of this letter and Annexure as your acceptance of the offer letter and return the same to us.

We welcome you to Grasim Family and wish you all the best.

Thanking you,

**For Grasim Industries Limited (Chemical Division)**

**Manish Shitut**  
**Asst. Vice President (HR)**

Grasim Industries Limited  
Chemical Division

Birlagram - 456 331, Nagda (M.P.) INDIA Tele.: +91 7366 246760-66

E-mail: grasimchem@adityabirla.com Website: www.grasim.com CIN: L17124MP1947PLC000410

Regd. Office: P.O. Birlagram, Nagda - 456 331 (M.P.) India



## Annexure A

Compensation Structure		
Candidate Name	Vibha Kauraw	
Year	2022	
Designation	Trainee	
Business Unit	Grasim Industries Limited, Chemical Division, Nagda	
Grade	ST	
Compensation effective from	Date of Joining	
Compensation Details	INR per annum	Remarks
<b>Base Salary (A)</b>	<b>1,14,545</b>	
Basic Salary	1,14,545	This is paid on a monthly basis. Retirement benefits are linked to it.
<b>Allowances &amp; Reimbursements (B)</b>	<b>1,29,230</b>	
Conveyance Allowance	7,200	This is paid on a monthly basis.
Medical Allowance	9,545	
Education Allowance	2,400	
Special Allowance	1,06,485	
Uniform Maint Allowance	3,600	
<b>Retirals (C)</b>	<b>28,952</b>	
PF	13,745	The employer contributes to the extent of 12% of basic salary. This amount is deposited with the PF Trust of the Company. Similar amount is deducted from employee's basic salary as his contribution.
PF DIFF	7,855	
ESIC	1,842	"Employees State insurance" The employees' contribution is at the rate of 0.75% of the wages payable to an employee
Gratuity	5,510	This is governed by the Gratuity Act and Group Gratuity norms. Your service will considered to be continuous on transfer from one unit to another.
<b>Bonus (D)</b>	<b>27,273</b>	
Training Completion Bonus	27,273	Paid after Training Completion
<b>Basic Salary (A)</b>	<b>1,14,545</b>	The employer contributes to the extent of 12% of basic salary. This amount is deposited with the PF Trust of the Company. Similar amount is deducted from employee's basic salary.
<b>Guaranteed Cash Compensation (A+B)</b>	<b>2,43,775</b>	
<b>Fixed Compensation w/o Housing (A+B+C)</b>	<b>2,72,727</b>	
<b>Fixed Compensation (A+B+C)</b>	<b>2,72,727</b>	
<b>Target Cost to Company (A+B+C+D)</b>	<b>3,00,000</b>	

*Law Mathur*

*Asst. Mgr.*

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I have read, understood and hereby accept the terms and conditions of this letter. No information, data, fact or any such material regarding my qualifications, credentials or personal records has been concealed or misrepresented. I am fully aware in case, the above comes to the knowledge of the organization; the organization will have full right to take disciplinary action including dismissal from the services of the organization,

Date:

**Signature of the Candidate**

**Annexure B**

**TERMS & CONDITIONS:**

- o This offer is subject to your being found medically fit. We would require you to conduct the pre-employment health checkup and submit us the approved medical fitness report by medical practitioner. Details of the medical test to be conducted has been attached (Annexure C)
- o Please note that your appointment is valid subject to submission of a provisional marksheet & certificate, verification of educational certificates, and clearance of final semester 2022 exams
- o Please bring all original and attested photocopies of all certificates and testimonials in support of your qualifications and other details, a copy of recent bio-data, aadhar card proof, pan card proof and 5 passport size color photographs, at the time of joining

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### **Annexure C**

As per the company's policy you have to submit the Pre-Employment Health Check-up report from authorized Hospital / Diagnostic Centre, which includes:

1. History Review
2. Full Examination by a Specialist
3. Electrocardiogram
4. Chest X-Ray
5. Eye Check-Up and color vision
6. Audiometry & Spirometry

### **Laboratory Tests:**

1. Urine Examination
2. Blood Count
3. Blood Group
4. Fasting Blood Sugar
5. Creatinine, BUN
6. Bilirubin, SGPT
7. Lipid profiles test

Fitness report by Medical Practitioner at the Hospital/diagnostic center needs to be submitted along with the reports. Max. Rs.2000/- will be reimbursed to you by us towards above checkup.

Please note that your appointment is subject to the verification of approved fitness report by Medical Practitioner.

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