



SWARNA PRAGATI HOUSING

SPHM/HR/23-24/10

12<sup>th</sup> April'2023

Offer Letter for the Post of Sales Executive

To,  
Mr. Bhagwan Kiran Kangane,  
At / Post- Dodi Bk,  
Tal- Sinnar,  
District- Nashik,  
Maharashtra- 422606

Dear Mr. Bhagwan,

Thank you for your interest in association with **Swarna Pragati Housing Microfinance Private Limited** (hereinafter 'SPHM' or "Company").

With reference to our discussions with regards to the aforesaid position and the curriculum vitae shared by you with regards to your experience and qualifications, we are pleased to confirm your selection as **Sales Executive**. The position will be based at **Sangamner Branch** and you will report to the **Area Manager**.

**Job Description**

**Job Title: Sales Executive**

As a Sales Executive, your duties are (the below captured list is not exhaustive):

1. To generate leads.
2. To enhance the in-house sourcing APP post day-to-day interactions with customers.
3. Adhering to the company code of conduct.
4. Enhancing the sales function.
5. Achieving the monthly sales target of disbursement of a minimum of Rs. 15 Lakhs.

We are delighted to set out below the terms and conditions of your employment with the company.

1. Your employment with the company commences on **17<sup>th</sup> April'2023**.
2. You will be eligible for an annual CTC of **Rs. 2,14,200 PA (Rupees Two Lakh Fourteen Thousand and Two Hundred Only)**. The components of the compensation package are illustrated in **Annexure I** of this Offer Letter.

**Others Terms:**

1. You shall be on Probation for a period of 6 months w.e.f Date of Joining.  
The employee on probation is required to undergo necessary training and satisfactory performance during the period of probation. SPHM reserves the right to terminate the





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- employee during the time of probation period exclusively based on performance criteria; and without any further notifications to the employee.
2. An employee on probation shall comply with HR policy and notifications of SPHM from time to time without any deviation.

This offer is contingent on your joining the services of the company no later than **17<sup>th</sup> April' 2023** at-  
**Swarna Pragati Housing Microfinance Private Limited,**  
**Roshan Complex, 2nd Floor,**  
**Shop Number 09, Near Bus Stand,**  
**Nagar Manmad Road,**  
**Gokul Colony, Rahuri,**  
**Taluka- Rahuri, District- Ahmednagar,**  
**Maharashtra- 413705**

Please note that the employment will be considered only after the successful completion of mandatory reference checks. Kindly provide the names of three professional contacts that we may contact for completing the reference checks.

This Offer Letter is valid for 7 days following the date of this letter.


We trust that you are pleased with our offer and we look forward to having you join our team.

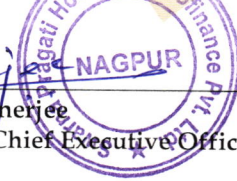
Please confirm your acceptance of our offer by completing and signing the final page of this document as indicated, and sending the signed copy back to HR Representative's attention **along with the documents mentioned in Annexure II.**

We look forward to receiving your acceptance of this offer. If you have any questions, please do not hesitate to contact the HR Representative.

Sincerely,

For Swarna Pragati Housing Microfinance Pvt. Ltd.

  
Prashant Banerjee  
Director & Chief Executive Officer



Acceptance of the Offer

I, hereby, accept the above offer.

\_\_\_\_\_  
Bhagwan Kiran Kangane



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Annexure I


Please find below details of your offered salary structure:

Particular	Per Month	Per Annum
Basic	8,324.00	99,888.00
HRA	7,997.00	95,964.00
<b>Gross Salary</b>	<b>16,321.00</b>	<b>1,95,852.00</b>
PF Employee Contribution	999.00	11,988.00
ESIC Employee Contribution	122.00	1,464.00
Professional Tax	200.00	2,500.00
<b>Net Salary</b>	<b>15,000.00</b>	<b>1,79,900.00</b>
PF Employer Contribution	999.00	11,988.00
ESIC Employer Contribution	530.00	6,360.00
<b>Fixed CTC</b>	<b>17,850.00</b>	<b>2,14,200.00</b>

Please note that the Company reserves the rights to modify the elements of the compensation package structure without affecting the total CTC offered. All payments are subject to taxation as applicable under law.

For Swarna Pragati Housing Microfinance Pvt. Ltd.

  
Prashant Banerjee  
Director & Chief Executive Officer



## Annexure II

Please provide the contact for three professional contacts for the verification of your credentials and representations.

Sr. No	Name of Reference	Contact No	Email ID	Designation and connection to the Candidate

Prior to issuing the Appointment Letter you are required to submit the following documents for our record.

1. Four (4) copies of your recent passport size photograph.
2. Self-attested copies of your academic qualifications and experience certificates. The Company may require originals and the same shall be returned post verification.
3. Salary Slip for the last month of your employment with your current employer
4. Relieving letter from your present employer
5. Address Proof: One of Aadhar Card, Voter ID or Passport
6. PAN Card
7. Cancelled cheque for bank account details
8. Recent CIBIL Report.