

Appointment Letter

To,
Mr. Harikrishna
S/O. Mr. Srinivasalu
Door No: 3/25, addalameda village
Pehatur Mandal,
Chittoor Dist- 517587.

Date: 07/08/2019

Dear Mr. Harikrishna

Based on our selection process, we are pleased to inform you that you are selected for the position of "Surveyor Assistant" on the following terms and conditions.

"A Hearty welcome to M/s. Geo Info Media Family"

➤ **Commencement of Employment :**
Your Employment will be effective, as of "12.08.2019". If you are not absent on 12.08.2019 (Monday). This Appointment Order will be cancelled.

➤ **Job Role :**

" Surveyor Assistant"

➤ **Salary Break Up:**

M/s. Geo Info Media - Salary Breakup	
Descriptions	Per Month (Rs.)
Basic	4000.00
HRA	---
Conveyance	---
Medical Allowance	---
Food Allowance	---
Performance Pay	2000.00
Other Allowance	---
LTA	---
Attendance Allowance	2000.00
Special Allowance	8,000.00
Total Fixed Cost (A)	
PF- Employer Contribution=(12%)	480.00
ESI- Employer Contribution=(4.75%)	190.00
Retrials (B)	---
Total Fixed Pay(A+B)	8697.00

- After successful completion of the probation period (3 Months), your salary will be revised based on your performance and benefits provided by you.
- We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be extensive, pleasant and of mutual benefit.
- Regular performance review will be conducted to assess your performance and suitability.
Your continued employment at M/s. Geo Info Media is dependent on your successful completion of the probationary period. You will be entitled to all allowances and benefits what so ever decided by the management.

For Geo Info Media



S. Chockalingam.
Managing Director

Please Note:

- One month notice period required to relieve from the job and to provide Experience Letter.
- Minimum of one year Employment required.
- If relieving required before the probation or uniformed notice period. Then penalties will be collected as per industrial norms.


Candidate Signature

Attached Document List:-

1. PUC Certificate - ID No: R141291
2. SSC Mark Sheet - Roll No: 1419109760