



Pro Laboratories Pvt. Ltd

Office Address: 162-Sector D2, Sanwer Road, Industrial Area, Indore (M.P) 452015

OFFER LETTER

Date: 21- October-24

Name - RADHEYSHYAM YADAV
H . Q - ALWAR (RAJASTHAN)
AREA - ALWAR DIST.

Mob.no – 9649302045
Email id – radheshyamyadav5239@gmail.com

Subject: Offer for the employment in our company for the Post of “Sales Officer”.

This has reference to your application and subsequent interview you had with us; we are pleased to offer you a job in our company as a Sales Officer with Head Quarter **ALWAR** & Area Covered **ALWAR DIST.** and with the terms and conditions mutually agreed upon at the time of interview and as mentioned below.

As discussed, your salary shall be- 16,500/-. The detailed bifurcation of salary shall be given at the time of your joining.

ALLOWANCES	SALES OFFICER (SO) Amount
<i>Head Quarter</i>	200
<i>Ex - Head Quarter</i>	250
<i>Out Station</i>	Not Applicable
<i>Meeting Day Allowance for HQ Under 75 KM</i>	250
<i>Meeting Day Allowance for HQ Beyond 75 KM</i>	600 (Hotel Bill to be presented for claim)
<i>Travelling Fares From 25 to 75 Km (One-way Ex-station)</i>	2.50/KM
<i>Fare beyond 75 Km (One way)</i>	III AC/ Actual Bus Fare (With Supporting) Or Rs 1.75/KM Without Supporting
<i>Travelling fares for Meetings</i>	III AC/ Actual Bus Fare (With Supporting)
<i>Communication Allowance (Telephone /Printing /Internet etc)</i>	600
<i>Post / Courier</i>	Actual Normal Courier

This offer letter is for your joining on date- **21.10.2024**, but not later than **25.10.2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

This Offer of Employment is subject to receipt of satisfactory references. Kindly sign the copy as a token of your acceptance of the offer and return us the same. Probation period will be of twelve months and job confirmation will be done after that only. During probation period, if you leave the organization, you will have to serve one month notice & if you leave the organization without prior one month notice, your one-month salary will be withheld and will be adjusted against notice period.

We look forward to have a meaningful and long mutually beneficial association.

Yours sincerely,

For PRO LABORATORIES PVT LTD



Pro Laboratories Pvt. Ltd

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Note: At the time of joining kindly, Submit the following documents: (Photocopies along with original documents)

1. Birth certificate, PAN Card, Aadhar card & Address Proof of temporary if any (telephone bill / gas connection/ Rent Agreement any one)
2. All academic testimonials.
3. The minimum Retail Sales Target. 3-5 Lakh per month.
4. Details of Bank account number (Passbook copy or Cancel Cheque)
5. Copy of Resignation given to current employer duly accepted by him.
6. Three -stamp size-colored photographs.

Agreed and accepted all above-mentioned terms and condition.

I will join on _____

(Signature)_____

Name of candidate: -

Date:



****Expense Reimbursement Policy- SO/TSM****

Objective:

To define and establish a policy for travel-related expenses of field employees to ensure effective and safe execution of daily activities.

Coverage:

This policy applies to all Sales Officers (SO) and Territory Sales Managers (TSM) of Pro Laboratories Pvt. Ltd.

Process:

1. Tour Program:

- Official tours are planned one month in advance and must be submitted via the app for approval by the immediate superior.
- The tour program for the subsequent month should be submitted on or before the 25th of the current month.
- Daily reports should be submitted in the app by 11:30 PM each day.

2. Expense Statements:

- All expense statements must be approved and Signed by the immediate manager.
- **All SO will send their Expenses to Managers and ASMs or RSMs will check and submit all team Expenses to HO after approval.**
- Monthly expense statements should be submitted to ASMs or RSMs by the 8th of each month.
- Approved expense statements must be sent to HO Admin by the 15th of the subsequent month for processing. **Any Expense received after 20th (5 days extended grace period included) will be reimbursed in next month strictly.**
- HO Admin will audit and verify the expense statements, and reimbursement will be processed accordingly. Any non-compliant expenses will be deducted or rejected with appropriate reasons communicated to the employee.
- Employees must claim expenses monthly. Travel expenses for more than two months (the last and preceding months) will not be reimbursed.



Allowances:

1. Head Quarter (HQ) Allowance:

- Definition: The town or place where the employee is based.

Employee Status	Amount INR (per working day)
SO/TSM	200

2. Ex. Head Quarter (Ex. HQ) Allowance:

- Definition: A town or place more than 25 km (one way) from the HQ where the employee does not stay overnight and returns to the HQ the same day. One way travel distance should not cross 100km, if required then Manager approvals required.

Employee Status	Amount INR (per working day)
SO/TSM	250

3. Out Station (OS) Allowance:

- No Outstation working Allowed to any SOs for Field work. In special case if required, prior written approval to be taken from RSM.

4. Metro Allowance:

- Definition: Fix Metro City allowance as per metro classification.

Metro Classification	Amount INR (per working day)
<u>Metro A Class</u> - Mumbai, Delhi, Chennai, Kolkata.	300
<u>Metro B Class</u> – Will Define	

- Note: Traveling fare is not applicable to A & B class metros. Metro City SOs are entitled for only Metro City allowances.

- Travelling Fares For Metro Cities - Monthly season pass : (Railway / Bus)- Mumbai, Delhi, Chennai, Kolkata ; - **Actual 1st Class Pass (Photocopy to be enclosed / Approval Chart).**



5. Travel Allowance:

- Paid on a per-kilometer basis for travel to Ex. HQ using a two-wheeler. Not applicable if other public transport (bus or train) is used .

Employee Status	Distance	Amount INR
SO/TSM	Upto 75 Kms One Way	INR 2.50 per Km
SO/TSM	Beyond 75 KmsOne Way	III AC/ Actual Bus Fare (with Supporting) ORRs. 1.75 per KM(without supporting)

6. Travel Classification for Ex. HQ or OS:

- Train (SL) or Bus Fare can be claimed for official travel (General Trains, non-Tatkal). Reimbursement is made against the submission of original tickets.

7. Allowance During Meeting/Conference: (For Non-Metro HQs)

- Definition: Claimed during company-organized meetings or conferences.

Employee Status	Daily Allowance	Remark
SO/TSM	INR 600 (Hotel Bill to be presented for claim)	Meeting Day Allowance For HQ Beyond 75 KM
SO/TSM	INR 250 per day	Meeting Day Allowance For HQ Under 75 KM

Travel Allowance For Meeting; III AC/ Actual Bus Fare (with Supporting Only)

8. Other Allowances:

Employee Status	Head	Amount INR
SO/TSM	Communication Allowances (Mobile, Internet, stationery, Xerox, Print/Scan)	Rs 600/- Per month



*- Courier expenses can be claimed on actuals using ordinary courier service/Speed Post.
Noexpress or premium services will be considered.*

**- Any other Expenses will be deducted if charged in the name of
Printing/Mobile Recharge/ Stationary etc.**

Power to Amend:

*The management reserves the right to make changes to this policy at its discretion as itdeems fit
from time to time.*

All The Best.