



**PRIVATE AND CONFIDENTIAL**

**Ref. No.: BBL/HR/MT031/2018-19**

**Date: 02-July-2018**

**Ms. Prajnya Paramita Senapati,  
M.B.A, Utkal University,  
1/45 Patasuridarpur, Astaranga,  
Kakatpur, Puri ,Odisha -752109.**

Dear Ms. Senapati,

Greetings from Bandhan.

With reference to your application and subsequent discussion, we are pleased to offer you a 'Management Trainee-Human Resource' position with Bandhan Bank. You are hereby appointed under the following terms & conditions, subject to successful completion of your course of studies:

1. You shall be required to join at **Head office** on or before **11-July-2018**.
2. You will be paid monthly salary and allowances as under:

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 8,750	₹ 105,000
HRA	₹ 4,375	₹ 52,500
Special Allowance	₹ 7,825	₹ 93,900
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
<b>Gross Salary</b>	<b>₹ 25,000</b>	<b>₹ 300,000</b>
<b>Benefits</b>		
PF(Employer Contribution)	₹ 1,151	₹ 13,808
Gratuity #	₹ 421	₹ 5,051
Insurance Valuation - Medclaim, Term Life and Accidental Benefit	₹ 171	₹ 2,052
<b>Cost to Company(CTC)</b>	<b>₹ 26,743</b>	<b>₹ 320,910</b>

\* The above-mentioned 'Gross Salary' shall be liable to: Provident Fund (Employee Contribution), Professional Tax and other statutory deductions (as applicable).

# Payable as per the Payments of Gratuity Act.

In addition to the above, you shall also be eligible for the following benefit as per the **AM-grade** entitlement/s:

- Medclaim benefits
- Term Life and Accident policy
- Mobile bill reimbursement
- Business Travel Allowance

*Pratibha*



3. You will be under probation for '**One Year**' and basis '**performance feedback**' from your reporting manager, you will be confirmed as an **Assistant Manager** after satisfactory completion of the probation period.
4. During the course of your probation period, you will be posted at any of the Bandhan Bank – Branches / DSC-office. Your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
5. You will be accountable for duties & responsibilities to any such person in Company as may be indicated to you from time to time, with respect to the duties assigned to you.
6. While working, you shall act with utmost fidelity and shall not disclose or divulge any confidential information to third parties or make use of such information for your own benefit or otherwise howsoever.
7. You will be governed by the leave rules and other benefits as mentioned in the HR Policy.
8. Either party may terminate this appointment by giving the other one month notice in writing or one month salary in lieu of notice period.
9. During the employment with the organization, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties.
10. You will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
11. You must abide by the rules and regulations of the Organization and any defamatory comments against the Organization or questionable behavior on your part will tantamount to termination of your services from the organization.

We would like to take the opportunity here of Welcoming you to Bandhan and trust that your association and involvement with the Organization will be beneficial and satisfying to both of us.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**

  
Santanu Banerjee  
Head - Human Resources

Agreed and Accepted: \_\_\_\_\_  
(Candidate Name) (Candidate Signature)

