Rama Infotech Pvt. Ltd.

Registered Office- Lower Ground Floor,
Block B-1, Raja Ram Kumar Plaza,75,
Hazratganj, Lucknow -226001,U.P., India

CIN NO. U72300UP1998PTC122928
GST No-09AABCR5886R1ZB
Tel: 91-0522-4259259
E-mail: info@ramaipl.com
Website:www.ramaipl.com

Date: 30th Aug 2025

To,

Indrojit Mondal,

S/o Mr. Bholanath Mondal,

Add-Mankar Yard, Mankar,
Barddhaman, West Bengal,
West Bengal-713144
Phone: 96-35-94-0202
Mail: indrojitmondal98@gmail.com
Subject: Offer Letter

Dear **Indrojit Mondal,**

Rama Infotech Private Limited would like to offer you a position of Project Engineer **at our Client Radius Synergies international private Ltd , Noida, U.P.**

The annualized CTC compensation for this position is Rs. 3,60,000/- (Rupees Three Lac Sixty Thousand Only).

Your reporting manager will be Mr. Amit Porwal **of Radius Synergies International Private Ltd.,** and your job location is **Alipurduar.**

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subject to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

You will serve a notice period of 30 days from the date of sending written resignation. In this period, you will not be entitled for any kind of full day or partial day leaves. This notice period is applicable only if the company is informed about the resignation through a written resignation letter and verbal notice of resignation will not be accepted. The notice period can be extended up to 1 additional month based upon the nature of project.

Indrojit mondal

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On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.

2. Relieving letter & experience certificate from previous employer[s].

3. Salary Slip from previous employer.

4. Original & copy of your Passport (If you have)

5. Original & copy of your Aadhar Card.

6. Original & copy of your Pan Card.

7. Three passport size colored photograph.

Your date of joining will be **29 Aug 2025.**

Kindly sign and return to us the duplicate copy of this letter as your Acceptance.

Rest of the detail annexure A, B, C Attached.

Wish you all the best.

**Rama Infotech Private Limited
Rajesh Mehrotra,
DGM-HR**

**Employee
Indrojit Mondal,
Project Engineer**

Indrojit Mondal.

Signature

Signature

Annexure: -A

Monthly Break-Up of Gross Salary

Name of Employee: Indrojit Mondal	Emp. Code: -19416	Location: Alipurduar
Designation: Project Engineer	Department: Meter Installation	Date of Joining: 29 Aug 2025

Salary Details

Particulars	Gross Salary (INR)	Deductions	Amount (INR)
CTC	30,000	P. F. (Employee)	-
		P.F.(Employer)	-
		E.S.I.C(Employee)	-
		E.S.I.C(Employer)	-
		T.D.S.	-
		Leave	
		Total deductions:	-
Total Salary (Per month):	30,000/-	Total in Hand Salary:	30,000/-

Employee's Name & Signature

INDROJIT MONDAL

Indrojit Mondal.

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Annexure: -B

Your Entitlement Leave as below: -

CASUAL LEAVE:

- Person is entitled for Casual Leave of 6 working days in a year.
- An employee is entitled for CL from the date of joining on pro rata basis i.e., 0.5 per month
- Advance leave credited for Cycle April – Sep – 3 CL and Cycle Oct – March -3CL.
- Balance CL remaining unutilized as on 31st March of each year will lapse.

SICK LEAVE:

- All employees are entitled for Sick Leave of 6 working days in a year.
- An employee is entitled for SL from the date of joining on pro rata basis i.e., 0.5 per month
- Advance leave credited for Cycle April – Sep – 3 SL and Cycle Oct – March -3SL.
- If SL extends beyond 3 days, it has to be accompanied with a medical certificate.
- Balance SL remaining unutilized as on 31st March will lapse.

LEAVE WITHOUT PAY:

- An employee can apply for leave without pay when there is no leave remaining in the employee's leave account.
- If an employee is on leave without pay for continuous period of 2 days or more, weekly off/Holiday coming between the continuous absent period, shall be counted as leave without pay.

COMPENSATORY OFF:

- Compensatory off has to be claimed within succeeding 30 calendar days of working on a holiday. If not claimed within succeeding 30 calendar days, the comp-off entitlement will automatically lap Compensatory offs cannot be accumulated/clubbed, nor carried forward, nor can be inter- changed for a leave previously taken, nor can be exchanged for any absence from work, nor can it be encased.
- An employee cannot avail more than 2 compensatory offs at a stretch and cannot avail of more than 4 compensatory offs in a calendar month.
- An employee needs to work for a minimum of 7 hours on a holiday to be eligible for compensatory off.

Employee's Name & Signature

Indrojit mondal.
Indrojit mondal.

Annexure: -C

Contract Staff Confidentiality Agreement

As a condition of my assignment by the Rama Infotech Pvt. Ltd. to Radius Synergies International Pvt. Ltd., I hereby agree as follows:

I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at Client or which I learn about during such an assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to Client or its operating methods and procedures that come to my attention as a result of this assignment.

Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of Client.

I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.

The obligations of this Agreement will survive my employment by Service Provider.

Indrojit Mondal
EMPLOYEE

Indrojit mondal.
Signature