



PAN NO. AHOPG6586A
M.NO. 501886
FIRM REDG. NO. 021295N

ARUN GARG & CO.

H.O. H.NO. 30, GREEN CITY COLONY, GREEN PALACE ROAD, BATHINDA-151001 (PUNJAB)
Email Id: - aruncal975@gmail.com.

Mob. No. 9876595022 & 9417196729

Harpreet Singh

Vill: - Kattianwali,

Sri Muktsar sahib,

Punjab-151210

Sub: - Offer Letter for the post of Office executive

Dear Harpreet,

DATE: - 02.01.2021

This is with reference to the interview held in our office as on 28.12.2020 we are please to offer of employment for the position of "Office Executive" with M/s Arun Garg & Co. (Chartered Accountants). Please review the terms and conditions for your anticipated employment with us. Terms and conditions are as under:-

1. We confirm your appointment, as Office Executive, which will be effective from 10.01.2021, on which you have to report to Proprietor of our company Mr. Arun Garg (FCA), at Bathinda.
2. You will be paid a consolidated salary of Rs. 8,000/- (Rupees Eight Thousand only) per month which includes H.R.A., Conveyance, Perks and other benefits and no accommodation will be provided separately.
3. You will be on probation for a period of Three months and the same period may be extended. You shall continue to remain on probation thereafter till your service is confirmed in writing.
4. Grant of increment shall be considered on yearly basis and subject to satisfactory completion of probation period and subsequent satisfactory performance year after year and shall not be considered as matter of right of routine.
5. You shall devote your whole time to your duties and shall not carry-on or be concerned in any other business or occupation whatsoever. And you have to work 48 Hours in a week.
6. Your services can be terminated without notice during the probation period and thereafter by 30 days' notice in writing by either party without assigning any reason.
7. You cannot leave the job without giving notice in writing prior to three months of leaving the job or you have to pay the amount equal to three months' salary in lieu of notice.
8. For all other matters you will be governed by the rules and regulations issued/amended from time to time.
9. We are issuing you this letter in duplicate, please sign and return duplicate copy in token of your accepting all the terms and conditions.

Please confirm your acceptance of this offer letter by signing and return this letter by 05.01.2021. We are excited to have you join our team.

Yours faithfully

M/s Arun Garg & Co.,

CHARTERED ACCOUNTANTS

(Arun Kumar Garg)

PROPRIETOR

30, Green City Colony,

Green Palace Road,

Bathinda-151001(Punjab)

M.No: 9876595022





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Date: - 30.04.2022

TO WHOM IT MAY CONCERN

Experience Letter

This is to certify that Mr. Harpreet Singh S/o Sr. Harbans Singh is working as office executive with our company since 10.01.2021. He is our full time employee and working 48 Hours a week. His Last drawn salary is Rs. 8000/- PM as per our records. During his working, he performed under mentioned job duties:-

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Managing agenda for top management
- Supervising administrative staff and assigning job responsibilities to secure performance.
- Manage phone calls and correspondence (e-mails, letters and other correspondence etc.)

He is very hardworker and diligent person who is dedicated to his work. He handled all the assignments very efficiently given to him during his job. We always wish him success in life.

Thanking You.

Yours faithfully

M/s Arun Garg & Co.,
CHARTERED ACCOUNTANTS
(Arun Kumar Garg)
PROPRIETOR

30, Green City Colony,
Green Palace Road,
Bathinda-151001(Punjab)
M.No: 9876595022
E-mail:- arunca1975@gmail.com





ARUN GARG & CO.
CHARTERED ACCOUNTANTS

H.O.:- (Off 0164-2302914) 9417196729,9876595022
30, GREEN CITY COLONY, GREEN PALACE ROAD,
OPP. TEACHER COLONY, BATHINDA (PUNJAB) 151001

M.NO. 501886
FIRM REG. NO. 021295N
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SALARY SLIP

DATE:- 30.04.2022

NAME OF EMPLOYEE:- HARPREET SINGH
DESIGNATION:- OFFICE EXECUTIVE
SUBJECT :- SALARY SLIPS FOR LAST SIX MONTHS
MODE OF PAYMENT CASH

Sr. No.	Particulars	Oct., 2021	Nov., 2021	Dec., 2021	Jan. 2022	Feb., 2022	March, 2022
1	MONTHLY SALARY	8000	8000	8000	8000	8000	8000
2	NO DAYS IN MONTH	31	30	31	31	28	31
3	LEAVES OTHER THAN SUNDAYS & HOLIDAYS	4	2	3	1	3	2
4	DAYS FOR SALARY	27	28	28	30	25	29
5	TOTAL SALARY	6968	7467	7226	7742	7143	7484
6	BASIC SALARY 60%	4181	4480	4335	4645	4286	4490
7	HRA 20%	1394	1493	1445	1548	1429	1497
8	CONVEYANCE 10%	697	747	723	774	714	748
9	OTHER ALLOWANCE 10%	697	747	723	774	714	748
10	TOTAL SALARY PAYABLE	6968	7467	7226	7742	7143	7484

PLACE:- BATHINDA

DATE:- 30.04.2022


For ARUN GARG & CO.
(Chartered Accountants)



(ARUN KR. GARG)
Proprietor