



Micro Plastics Private Limited

"One Stop Solution"

GST Code :29AABCM9971E1Z3
PAN NO :AABCM9971E
Web :www.microplasticsindia.com



Regd. Office & Unit-III: Plot No. 318-G, 2nd Phase,
KIADB Harohalli Industrial Area, Kanakapura Taluk,
Ramanagara District, Karnataka - 562 112.
Ph : +91-80-22191600

Unit-I: Khata No. 170/1, Sy. No. 330/3, 324, 331,
323, 333/1 & 334/1, Subharam Indl. Estate,
Marsur Gate Post, Kasaba Hobli, Anekal Taluk Bangalore,
Karnataka - 562 106. Ph : +91-80-27827738

Unit-II: Plot No. 264/B, 2nd Phase,
KIADB Harohalli Industrial Area,
Kanakapura Taluk, Ramanagara District,
Karnataka - 562 112, Ph : +91-80-29760776

Unit-IV: Sys No. 778/2, 2nd Phase,
Harohalli Industrial Area, Kanakapura Taluk
Ramanagar District - 562 112, Karnataka, India

MPPL/HR/OL/0461

11/02/2022

Mrs. ROJA
Maddur

Dear Mrs. ROJA

Subject: Offer for Employment "WELFARE OFFICER - HR"

Congratulations!

With reference to your application and the subsequent discussions you had with us, we are pleased to offer you the position of "WELFARE OFFICER - HR" in our organization.

We invite you to join our organization on or before **14th March 2022 at 09:00 AM.**

MICRO PLASTICS PRIVATE LIMITED

UNIT - IV

SY NO 778/2, 2nd phase

KIADB HAROHALLI INDUSTRIAL AREA

KANAKAPURA TALUK, RAMANAGARA DISTRICT - 562 112.

KARNATAKA, INDIA

PHONE: 080-22191600

- On the day of joining, please carry in Originals and Photocopies of the following:
- Copies of Educational Certificates and Testimonials
- Copies of Previous Company - Experience Certificates, Offer / Appointment Letter with CTC Break-up
- Relieving Letter and Services Certificates
- Passport Size Photos - 8 Nos

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- P.F – Number and ESI IP ID Number
- EPF UAN Number
- Aadhaar Card
- Election Card
- Pan Card
- Bank Account Number (Passbook Copy)

Your CTC has been fixed as per the discussion we had in our office (Details Attached) and a detailed appointment letter will be issued on the day of joining.

Your appointment is based on the previous employment and educational credentials information provided by you. In the event of any such information provided by you found to be incorrect, falsified, or willfully suppressed by you, the Company reserves all the right to terminate you with immediate effect and recover the damages.


We welcome you to our MPPL family and look forward to your complete co-operation in keeping the image of our MPPL flying high forever.

Please send us your confirmation mail along with your reporting date.

Thanking you

With Best Regards,

For **MICRO PLASTICS PRIVATE LIMITED**



RAGHAVESHA K
MANAGER - HR



Micro Plastics Private Limited

"One Stop Solution"



COST TO COMPANY DETAILS

ANNEXURE-I

NAME	ROJA
DEPARTMENT	HR
DESIGNATION	WELFARE OFFICER
GRADE	P-X
MONTHLY GROSS SALARY	23000.00
TOTAL ANNUAL CTC	388968.00
SALARY COMPONENTS	RS.
BASIC+DA	15000.00
HRA	5000.00
CA	0.00
MEDICAL ALLOWANCE	0.00
FOOD VOUCHER	0.00
EDUCATION ALLOWANCE	0.00
LTA	1250.00
MOBILE ALLOWANCE	450.00
OTHER ALLOWANCE	1300.00
Total Gross Salary	23000.00

P.F. (EMPLOYER)	1950.00
ESI (EMPLOYER)	0.00
MEDICLAIM	643.00
BONUS	1500.00
GRATUITY	721.00
MONTHLY CTC	27814.00
PERFORMANCE LINKED INCENTIVE	4600.00
ANNUAL CTC	388968.00

**TERMS AND CONDITIONS TO AVAIL PERFORMANCE LINKED INCENTIVE

- 1) The amount mentioned in Performance Linked Incentive is for 100% achievement.
 - 2) Performance Linked Incentive shall be paid on Quarterly Basis.
 - 3) P L I will be decided based on Your & Company's performance.
 - 4) P L I shall be calculated based on the number of Month's served during the Quarter.
 - 5) The P L I can vary from 0% to 20% Per quarter of your Fixed Gross Salary for Per Month.
 - 6) Employees who are onroll shall be eligible for P L I.
 - 7) Employees who had resigned or have resigned & serving notice period shall **NOT** be eligible for P L I.
 - 8) Employees joined in between of the quarter, shall be eligible for PLI from subsequent quarter of the year.
- E.g : If joined In April 2021, PLI shall be applicable in second quarter (July to Sept)

For MICRO PLASTICS PRIVATE LIMITED

RAGHAVESHA K
MANAGER - HR

