

Date : June 03, 2021

Ref No.: SBIGIC/HR/OF/21-22/0692

Ms. Pallavi G S
Pallavi G S D/O,
Suresh G K Goravale Dudda (H),
Mandya - 571401
Mobile No. - 9136850909

Madam,

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Manager - Bancassurance in the grade of Executive Assistant** in SBI General Insurance Co. Ltd. You will be reporting to the Cluster Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

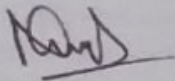
2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of Rs.200000/- (Rupees Two Lakhs Only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
3. Your initial posting will be in Mysore Branch. However, the company reserves the right to utilize your services at any other place within or outside the country.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:
 - i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
 - ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

SBI General Insurance Company Limited

Corporate & Registered Office: 'Natraj', 301, Junction of Western Express Highway & Andheri - Kurla Road, Andheri (E), Mumbai - 400 069 | CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in
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5. The Company shall carry out background verification before expiry of the probation period described in the Letter of Appointment and your appointment shall be voidable at the sole discretion of the company in case the outcome of the background verification is not satisfactory to the Company.
6. The remuneration offered to you is confidential in nature. This should not be disclosed to any other employee of SBI General nor should it be discussed with them. In case of breach of confidentiality of remuneration, the offer made by us will be voidable at our sole discretion irrespective of its acceptance at your end
7. While in service, you will not work for anybody else for remuneration, honorarium or for any other consideration without the written permission of the company.
8. In case of your resignation or termination by SBI General Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of any incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.
9. In case you resign before your confirmation, no other incentive would be payable.
10. The normal age of superannuation shall be 60 years.
11. Validity of the offer is 15 days from the date of letter i.e. till 18 June, 2021.

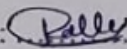
Yours faithfully,



Niranjana Parida
Lead - HR Operations

I have read the above terms and conditions and hereby accept the offer.

Expected date of joining: 07.06.2021

Signature: 

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Salary Annexure of Ms. Pallavi G S

CTC Structure

CTC Component	Amt in Rs. (Monthly Gross)	Amt in Rs. (Annual)
Basic	10582	126984
HRA	1058	12698
Statutory Bonus	882	10578
Special Allowance	2018	24221
Employer Provident Fund		19414
Gratuity Provision		6105
Total CTC	14540	200000

Other Benefits *	Eligible Cover
<p>Mediclaim Insurance Cover:</p> <p>i) Hospitalization expense which require 24 hours hospitalization for Self, Spouse, Parents (partial contribution from the employee) & up to 2 dependent children (below 25 years of age) is payable on a family floater basis.</p> <p>ii) Specified Day Care Treatment which does not require 24 hours hospitalization is also payable.</p> <p>iii) Maternity Benefit, new born baby and Pre-existing illnesses covered from the day of joining.</p>	Rs.250 lakh/-
<p>Group Personal Accident Insurance cover:</p> <p>All employees are covered 24 hours, under this policy. The policy covers an employee in the event of bodily injury due to an accident. It also covers temporary or permanent disability caused due to the accident.</p>	Rs.30 lakh/-
<p>Group Term Life Insurance cover:</p> <p>Group Term Life is payable to the nominee of the deceased employee in case of unfortunate event of natural death.</p>	Rs.20 lakh/-

* These benefits are available to all the employees of the company as per HR Policy as in force

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Instructions on the Day of Joining

Reporting Time: 9.30 AM

Office Timings: 9.30 AM to 5.30 PM

Location Address for joining formalities:

First Floor, Rukmini Plaza, 1A, Srirampura Main Road, Vivekananda Circle, 80 Ft Road, Madhuvana Layout, Srirampura, Mysore 570 023 (Karnataka)

Please submit the following documents when you join the company (original and 1 set of photocopy):

A. Education Qualifications:

1. SSC & HSC Mark-sheet
2. Graduation & Post Graduation Mark-sheet & Passing Certificate
3. Any Other Additional Qualifications' Mark-sheet & Certificate (if any)

B. Work Experience Letter from Previous 2 Employer as follows

1. Appointment letter / Offer letter
2. Copy of Relieving letter / Experience letter

C. Proof of Birth Identity & Address

1. PAN Card (Mandatory)
2. Aadhar Card (Mandatory)
3. Passport / Driving License / Election ID / Ration Card / Utility Bill or any other appropriate document issued by competent authority

D. Three Passport size color photographs

E. Copies of the Income tax Returns for last 3 years filed by you along with copy of form 16A

F. Copy of pay slip (last 2-3 months)

G. Increment Letter (if any) from the last organization

H. Acknowledgment copy of SBI General Offer Letter

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You are requested to contact the following official(s) for necessary advices regarding submission and scrutiny of your documents;

Name : Mr. Ratikesh Dattaram Kamble
Address : SBI General Insurance Company limited (HR Department),
301 "Natraj", Junction of Western Express Highway,
Andheri Kurla Road, Andheri (East), Mumbai - 400 069
E - Mail ID : Ratikesh.Kamble@sbigeneral.in

* Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.

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