

AVALON FOOTWEARS PVT. LTD

20/1-EAST TOPSIA ROAD, KOLKATA- 700046

SALARY PAY SLIP

Salary Advice for the Month

MARCH 2019

EMPLOYEE NAME : WAJEHA KHANAM ATTENDANCE: 31

FATHERS NAME :

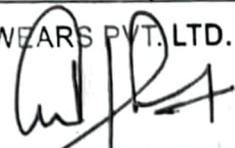
DATE OF JOINING

UAN NO. OUT OF COVERAGE E.S.I CODE NO OUT OF COVERAGE

RATE OF SALARY		ACTUAL EARNED	DEDUCTION		PAYMENT
BASIC & DA	23000.00	23000.00	E.P.F	0.00	RECEIVED
House Rent Allowance	0.00	0.00	E.S.I	0.00	22870.00
			P.TAX	130.00	
TOTAL	23000.00	23000.00		130.00	

Office Use

AVALON FOOTWEARS PVT. LTD.



Director

SIGNATURE OF THE EMPLOYER

AVALON FOOTWEARS PVT. LTD

20/1-EAST TOPSIA ROAD, KOLKATA- 700046

SALARY PAY SLIP

Salary Advice for the Month

JANUARY 2019

EMPLOYEE NAME : WAJEHA KHANAM

ATTENDANCE: 31

FATHERS NAME :

DATE OF JOINING

UAN NO.

OUT OF COVERAGE

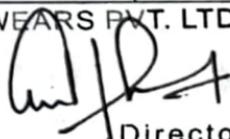
E.S.I CODE NO

OUT OF COVERAGE

RATE OF SALARY		ACTUAL EARNED	DEDUCTION		PAYMENT RECEIVED
BASIC & DA	23000.00	23000.00	E.P.F	0.00	22870.00
House Rent Allowance	0.00	0.00	E.S.I	0.00	
			P.TAX	130.00	
TOTAL	23000.00	23000.00		130.00	

Office Use

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Director
SIGNATURE OF THE EMPLOYER

AVALON FOOTWEARS PVT. LTD

20/1-EAST TOPSIA ROAD, KOLKATA- 700046

SALARY PAY SLIP

Salary Advice for the Month

FEBRUARY 2019

EMPLOYEE NAME : WAJEHA KHANAM ATTENDANCE: 28

FATHERS NAME :

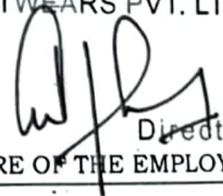
DATE OF JOINING

UAN NO. OUT OF COVERAGE E.S.I CODE NO OUT OF COVERAGE

RATE OF SALARY		ACTUAL EARNED	DEDUCTION		PAYMENT RECEIVED
BASIC & DA	23000.00	23000.00	E.P.F	0.00	22870.00
House Rent Allowance	0.00	0.00	E.S.I	0.00	
			P.TAX	130.00	
TOTAL	23000.00	23000.00		130.00	

AVALON FOOTWEARS PVT. LTD.

Office Use



Director

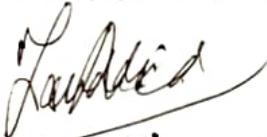
SIGNATURE OF THE EMPLOYER

To Whom it may concern

This is to certify that **Miss Wajeha Khanam** worked as a 'Management Accounts Trainee' from the period 2.7.2018 to 31.3.2019. She performed various Accounting work pertaining to Debtors and Creditors control including maintenance of Cash Book, Sales and Stock Record. She showed active interest in all her work and contributed immensely to the proper maintenance of records. Her work was neat and accurate. During this period she also took part in discussion which took place for improvement in Debtor collection and timely payment of Creditors. She participated in various other Accounting function like Inventory Control and Cash Management. We found her very diligent and keen in all aspects of accounting function. She had picked up various procedures very well and also contributed towards strengthen the system.

We wish her success in her future endeavour and would advise her to carry out her work honestly and intelligently.

For Avalon Footwears Pvt. Ltd



Ziauddin Ahmed (FCA 11034)
Financial Advisor
Chartered Accountant

Date : 10th May, 2019

Place : Kolkata

company can be – reproduced, used, disposed-of, or otherwise utilized by the company in any that the company deems appropriate.

10. **Confidential Information:-** The policy/clause is intended to avoid conflict between personal interests of an employee and the interests of the company in dealing with its suppliers, customers, and all other organizations or individuals doing or seeking to do business with the company. You are expected never to do any such thing as may go against the interest of the company.

11. General

- You will diligently, faithfully and to the best of your ability serve the company, with your best endeavor to promote the interest of the company.
- You are expected to have full commitment to your assigned goals and objectives.
- You will perform all duties that may be entrusted to you from time to time and for the performance of all such duties , use all the knowledge , skill, and experience which you posses to the entire satisfaction of the management.
- You agree to abide by the office Timing fixed by the company from time to time.
- You will be governed by and abide by the service rules and regulations of the company that are in force or will be introduced /reframed from time to time.
- The company believes in a congenial work atmosphere, with strong emphasis on team sprit while providing maximum scope for the independent individual development.

We welcome to our Organization and trust that we could mutually build a meaningful career for you in our company.

Please sign and return the attachment duplicate copy of this letter in confirmation of your having read, understood and accepted the employment on the above terms.

Yours truly,

For Avalon Footwears Pvt. Ltd



Director

Date: 1st June 2018

To,

Wajeha Khanam

P-283, Darga Road

Kolkata- 700 017

Sub: Appointment Letter

Dear Ms Wajeha Khanam

With reference to your application, information provided by you and subsequent interview, we are pleased to appoint you as Management Accounts Trainee in our company on the following terms and condition.

1. **Designation:-** You will be designated as Management Accounts Trainee
2. **Salary:-** You shall be entitled to yearly Gross Salary of Rs 2,76,000/- PA. (Two Lac Seventy Six Thousand Only) less statutory deduction as applicable.
3. **Probation Period:-** On probationary period for Three months. After satisfactory completion of probation period you will be confirm.
4. **Notice Period:-** The notice period required from either side is 15 days.
5. **Date of Joining :-** 02.07.2018
6. **Performance Appraisal:-** Your performance will be subject to appraisal at regular intervals on the basis of Key Performance Indicators relevant to your assignment and personal strengths.
7. **Change in address:-** Any change in your residential address should be intimated to the company. All communication will be addressed to you at the last address communicated to the company.
8. **Secrecy:-** During the terms of your employment, you may become aware of, or be in possession of confidential or proprietary information relating to the company, business, finances, transactions or affair of the company or any of its subsidiaries or its customers or principals. Such information will be used only for performing. You will not directly or indirectly use or authorize anyone else to disseminate, divulge, disclose, lecture upon, or

Publish any article concerning any confidential or proprietary information of the Company.

9. **Protection of Interest:-** All report, data, information, or other work/product by you during your employment will become and remain the sole right and property of the