



NEW Pooja INSTRUMENTS

"A" Class Electrical Contractor

Instrument & Electrical Erection, Calibration Testing, Commissioning
& Repairing of All Types of Electronic & pneumatic Instruments and supply of skilled man power

58, Himmat Singh Avenue, Majitha Verka By-Pass, Opp. Mali Bu Garden, Amritsar-143001 (Punjab)
Tel.: 0183-2570711 Mobile: 092161-53107 Website: www.newpoojainstruments.com
E-mail: snsrivastava@newpoojainstruments.com, newpoojainstrument@yahoo.com

Ref. No.....

Dated.....

To

Gaurav Srivastava
Head Accountant
New Pooja Instruments
Amritsar

Sub: Regarding Acceptance of Resignation
Ref: Your Letter no. nil dated 01.05.2022
Dated : 05.05.2022

Dear Mr. Gaurav,

This is to acknowledge receipt of your letter wherein you have tendered your resignation from the position of **Head Accountant**, citing your decision to pursue a full-time MBA program at the Indian Institute of Management (IIM) in order to enhance your professional skills and advance your future career prospects.

Following due consideration of your request and discussions held with the management, we hereby accept your resignation.

We appreciate your contributions to the organization during your tenure and wish you continued success in your academic and professional endeavors.



New Pooja Instruments
Manager-HR

Subject to Amritsar Jurisdiction Only

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Ref. No.....

Dated.....

NPI/22-23/HR/09

Dated 31.05.22

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Gaurav Srivastava was being serving in our organization as an Head Accountant since May 2020 to May 2022 with entire satisfaction.

During this period, we found him a sincere, hardworking & dedicated employee with professional attitude and a very good job knowledge.

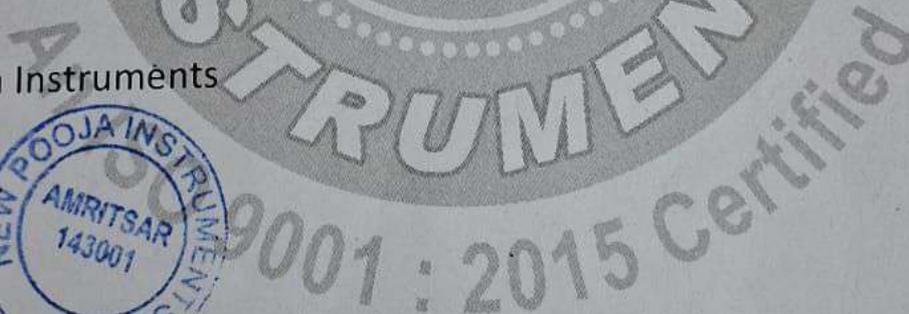
We wish him best wishes for his future endeavors and ever success in life

Thanking you,

Sincerely,

For New Pooja Instruments

31.05.2022



NEW POOJA INSTRUMENT

PLOT NO 58 HIMMAT SINGH AVENUE

MAJITHA VERKA BYE PASS

AMRITSAR

Salary Slip for the period of March-2022

GAURAV SRIVASTAVA

S/o S/O SRI NARAYAN SRIVASTAVA

Department

P.F Number

KPM

Emp Code

Designation

E.S.I Number

063

2913596084

Additions Details

Overtime Amount	0.00	Arrear	0.00
Allowances	0.00	Leaves WithWages Amount	0.00
Travelling Expenses	0.00	Incentives	0.00

Deductions Details

Advance	0.00	L.W.F	0.00
Voluntry Provident Fund	0.00	Provident Fund	1166.00
Family Provident Fund	514.00	Employee State Insurance	105.00
Tax Deduction On Source	0.00		

Salary Calculations

Basic Rate	14000.00	Basic Salary	14000.00
Worked Days	31.00	Total Additions	0.00
		Gross Salary	14000.00
		Total Deductions	1785.00

Net Payment 12215.00

Allowances Details

Total Allowances 0.00

NEW POOJA INSTRUMENT

PLOT NO 58 HIMMAT SINGH AVENUE

MAJITHA VERKA BYE PASS

AMRITSAR

Salary Slip for the period of April-2022

GAURAV SRIVASTAVA

S/o S/O SRI NARAYAN SRIVASTAVA

Department

P.F Number

KPM

Emp Code

Designation

E.S.I Number

063

2913596084

Additions Details

Overtime Amount	0.00	Arrear	0.00
Allowances	0.00	Leaves WithWages Amount	0.00
Travelling Expenses	0.00	Incentives	0.00

Deductions Details

Advance	0.00	L.W.F	0.00
Voluntry Provident Fund	0.00	Provident Fund	1250.00
Family Provident Fund	550.00	Employee State Insurance	135.00
Tax Deduction On Source	0.00		

Salary Calculations

Basic Rate	18000.00	Basic Salary	18000.00
Worked Days	30.00	Total Additions	0.00
		Gross Salary	18000.00
		Total Deductions	1935.00

Net Payment 16065.00

Allowances Details

Total Allowances 0.00

NEW POOJA INSTRUMENT

PLOT NO 58 HIMMAT SINGH AVENUE

MAJITHA VERKA BYE PASS

AMRITSAR

Salary Slip for the period of May-2022

GAURAV SRIVASTAVA

S/o S/O SRI NARAYAN SRIVASTAVA

Department

P.F Number

KPM

Emp Code

Designation

E.S.I Number

063

2913596084

Additions Details

Overtime Amount	0.00	Arrear	0.00
Allowances	0.00	Leaves WithWages Amount	0.00
Travelling Expenses	0.00	Incentives	0.00

Deductions Details

Advance	0.00	L.W.F	0.00
Voluntry Provident Fund	0.00	Provident Fund	1250.00
Family Provident Fund	550.00	Employee State Insurance	135.00
Tax Deduction On Source	0.00		

Salary Calculations

Basic Rate	18000.00	Basic Salary	18000.00
Worked Days	31.00	Total Additions	0.00
		Gross Salary	18000.00
		Total Deductions	1935.00

Net Payment 16065.00

Allowances Details

Total Allowances 0.00