



Date: 30.07.2025

To,
Pooja Jadhav,
Bharuch

Subject: Appraisal cum Revised Appointment Letter

Dear Pooja,

We are pleased to inform you that there is an increment in your remuneration. We have noticed your dedication and contribution to our company, we are pleased to appoint you at the position of Enterprise Sales Manager with our organization "D-Tech Solution Integrators Private Limited".

1. Your appraisal will be effective from 01 August 2025.
2. Your job title will be "Enterprise Sales Manager", and you will report to Mr. Dhaval Desai (GM-Sales).
3. Your total CTC will be Rs. 6,21,600/- as per Annexure-1.
4. You will be entitled to 12 (Total Annual Paid Leaves), working days leave per annum, subject to approval from your reporting manager(s)/department per financial year. The balance leaves neither encash nor carry forward to the next year.
5. As per the D-Tech terms, you will be part of D-Tech Solution Integrators Pvt. Ltd. for Minimum 02 year.
6. Please also note that all the contents of this appointment are strictly confidential between you and D-Tech Solution Integrators Private Limited. In the event that is it determined that this trust & confidentiality has been breached, D-Tech Solution Integrators Private Limited reserves the right to take action as deemed appropriate.
7. You are whole time employee of the Organization and shall not engage in any work or business or profession directly or indirectly, either honorary or otherwise, without the written permission of the management.



D-Tech Solution Integrators Private Limited
8, Shalimar Complex, Behind Shalimar Hotel
Station Road, Bharuch-392001
Gujarat, India
GSTIN: 24AAHCD1661N1ZI

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8. You will be solely responsible for the safe keeping, in good condition and order, all the Organization's property, which may be in your custody, care or charge if any.
9. As of now, the Annual Compensation Review is conducted during every 2 years for the preceding financial year.
10. This appointment can be terminated by giving 45 days of notice period by either party subject to approval from your reporting manager. However, the full & final settlement will be paid including last month's payout after successful completion of the defined notice period only. In case of shortfall in the notice period, the amount of balance working days shall be adjusted accordingly.
11. Over and above the normal guidelines, terms & conditions related to separation, in the event that an employee decides to separate from the services of the Company before the completion of one year from the Date of Joining, then any amounts paid by the Company for the benefits / facilities related to Joining, as well as onetime cost of Uniform's would be recovered in full, in the Full & Final Settlement of the employee.
12. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

Please confirm your acceptance of this appointment letter by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely

For,

D-Tech Solution Integrators Private Limited

Hilpa Patel

Sr.HR Executive



ANNEXURE-1: SALARY STRUCTURE

CTC Components	D-Tech Solution Integrators Private Limited	
	in INR p.m.	in INR p.a.
Basic	25000	300000
House Rent Allowance	10000	120000
Conveyance	11967	143604
Medical Allowances	0	0
Other Allowances	0	0
Bonus	2083	24990
Leave	1250	15000
Gross Fixed Pay (A)	50300	603600
Provident Fund - Employer	NA	NA
Variable Salary **: Incentive (if any)	1500	18000
Any kind of Insurance	NA	NA
Other Benefit (B)	1500	18000
Total CTC (C=A+B)	51800	621600
Provident Fund	NA	NA
Professional Tax	200	2400
Total Deduction (D)	200	2400
Total Take Home (A-D)	50100	601200

****Variable Salary: Incentive (if any)**

Terms and Conditions:

1. Make daily marketing calls to at least **5 new customers** for lead generation.
2. Ensure timely follow-up with clients for sales closure.
3. Independently manage cases with a goal of achieving a monthly closure of ₹15 Lakhs.
4. Maintain a **proactive approach** towards closures.
5. Ensure effective coordination with Dhaval Sir and the team to achieve the monthly target of ₹1.5 Crore.
6. Share daily tasks with Dhaval Sir by **09:30 AM** and provide an updated Excel sheet at the end of the day.



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Incentive Structure:

- If you meet all the above conditions, you will be eligible for a **variable incentive of ₹1500/-**.
- Performance will be reviewed monthly, and payments will be released on a quarterly basis.

Acceptance by employee:

I have read and understood the above terms and conditions governing my service/employment with the organization and the same are acceptable to me in totality.

Employee Name: Pooja Jadhav

Place: Bharuch

Sign:

Date: 30.07.2025