



## Salary Certificate

This is to certify that Mr. **Bhanu Sharma S/o Mr.PC Sharma** has worked with our esteemed organization as a **Software Developer** in the **IT Department**.

His cash salary details for the month of **July 2021** are as follows:

<b>Actual Gross Pay</b>	25,000
Basic Wage	15,000
HRA	3000
Conveyance Allowances	1600
Medical Allowances	1250
Other Allowances	4150

This certificate has been issued on the request of the employee and it can be used for procuring loans and other official purposes.



For the Grok Solution

*Jaswant Singh*

Authorized Signatory



## Salary Certificate

This is to certify that Mr. **Bhanu Sharma S/o Mr.PC Sharma** has worked with our esteemed organization as a **Software Developer** in the **IT Department**.

His cash salary details for the month of **August 2021** are as follows:

<b>Actual Gross Pay</b>	25,000
Basic Wage	15,000
HRA	3000
Conveyance Allowances	1600
Medical Allowances	1250
Other Allowances	4150

This certificate has been issued on the request of the employee and it can be used for procuring loans and other official purposes.



For the Grok Solution

*[Handwritten Signature]*

\* Authorized Signatory



## Salary Certificate

This is to certify that Mr. **Bhanu Sharma S/oMr. PC Sharma** has worked with our esteemed organization as a **Software Developer** in the **IT Department**.

His cash salary details for the month of **September 2021** are as follows:

<b>Actual Gross Pay</b>	25,000
Basic Wage	15,000
HRA	3000
Conveyance Allowances	1600
Medical Allowances	1250
Other Allowances	4150

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For the Grok Solution

*[Handwritten Signature]*

★ Authorized Signatory



## Salary Certificate

This is to certify that Mr. **Bhanu Sharma S/o Mr.PC Sharma** has worked with our esteemed organization as a **Software Developer** in the **IT Department**.

His cash salary details for the month of **October 2021** are as follows:

<b>Actual Gross Pay</b>	25,000
Basic Wage	15,000
HRA	3000
Conveyance Allowances	1600
Medical Allowances	1250
Other Allowances	4150

This certificate has been issued on the request of the employee and it can be used for procuring loans and other official purposes.



For the Grok Solution

*Jaswan Singh*

Authorized Signatory



## Salary Certificate

This is to certify that Mr. **Bhanu Sharma S/o Mr.PC Sharma** has worked with our esteemed organization as a **Software Developer** in the **IT Department**.

His cash salary details for the month of **November 2021** are as follows:

<b>Actual Gross Pay</b>	25,000
Basic Wage	15,000
HRA	3000
Conveyance Allowances	1600
Medical Allowances	1250
Other Allowances	4150

This certificate has been issued on the request of the employee and it can be used for procuring loans and other official purposes.



For the Grok Solution

*Jeswant Singh*

Authorized Signatory





## Salary Certificate

This is to certify that Mr. **Bhanu Sharma S/o Mr.PC Sharma** has worked with our esteemed organization as a **Software Developer** in the **IT Department**.

His last cash salary details for the month of **December 2021** are as follows:

<b>Actual Gross Pay</b>	<b>25,000</b>
Basic Wage	15,000
HRA	3000
Conveyance Allowances	1600
Medical Allowances	1250
Other Allowances	4150

This certificate has been issued on the request of the employee and it can be used for procuring loans and other official purposes.



For the Grok Solution

Ludhiana

*Josephant Singh*

Authorized Signatory



05 March 2018  
Mr. Bhanu Sharma  
S/O Mr. P C Sharma  
Village - Doh, P.O. Badhani  
Distt. – Hamirpur, HP

Dear Bhanu Sharma

We are glad to issue you an appointment letter for the position of Junior Software Developer subsequent to your selection in Grok Solution after successfully clearing the recruitment process. You have been selected for the position of as per following terms and conditions.

1. Your gross emoluments per annum shall be INR 36,000(Thirty-six thousand only) Please note the salary structure of the firm may be altered at any time without any prior notice and accordingly your remuneration package may be modified from time to time. Appropriate tax and other deductions shall be made as per government rules.
2. Your will be based at our office at Ludhiana and requested to join your duties from Monday, 05 March 2018. In the performance of your duties you shall take and comply with instructions of your superiors as appointed by the firm a s promulgated from time to time. Your responsibilities can be changed at any time based on the needs of the firm. The firm has and shall have absolute discretion to make changes in your responsibilities based on the needs of the firm.
3. Your salary package is confidential and should not be discussed with any other employee. in case such disclosure is discovered strict action up to and including termination is likely a s per the rules of the firm formulated from time to time.
4. You will be on probation for a period of 3 months with effect from your joining date during which your services are liable for termination with a notice of fifteen days OR salary in lieu of 15 days' notice period without assigning any reason. However, in case you resign within this period the notice period has to be one month or salary of one month in lieu of notice period. The probation will be deemed to be over on expiry of three months if not notified or extended in writing. On satisfactory completion of probation, your services are terminable by the firm or from your side by giving a notice of 45 days or salary of 45 days in lieu of notice period (in case your superior is convinced).
5. You are required by firm's rules not to undertake any employment, occupation consulting or other business activity related to the business of the firm anywhere else, even one-part time basis for or without consideration. You shall also not engage in any other activity with conflicts with your obligation to the firm. Any contravention to this shall lead to the termination of your employment. Further this shall be deemed as voluntary resignation and no notice shall be given.





6. During employment with the firm and thereafter you will, at all times, hold in strictest confidence, are not use, except for the benefit of the firm or disclose to any person, firm, firm or corporation without written authorized from the firm. any confidential information of the firm or related corporation, etc. Confidential Information means proprietary information of the firm or any related corporation, etc. including technical data, trade secret, and know-how, including but not in any way limited to research, product or project plans, products, services, customer lists customer, marketing finance, or any other information disclosed to you by the firm or its related corporations, etc. either directly or indirect in writing, orally or by drawings or inspections of parts or equipment. You will be responsible for the protection and furtherance of the firm' s best interests all times, including after you cease to be on the firm's role.

7. During your employment with the firm, if you are imparted training in-house, training in the country or sent abroad on the firm's expense, after completion of such training / deputation abroad you will continue in the services with the firm for a minimum period of six months. In case, you choose to part with the firm before the expiry of this period, all expenses and training costs a s applicable shall be recovered from you.

8. During the course of your employment (or outside working hours if you are using the firm's premises or equipment) all inventions, discoveries and novel designs whether or not remittable as designs or patents, all writings including programs, works of art, and any other copyright works created by shall belong to the firm. In addition to disclosing any inventions, discoveries, designs and copyright works you shall disclose and if required by the firm, assign to the firm any other inventions, discoveries, designs and copyright works devised or created by you during your employment which relate to or touch upon the future or present business or products or projects of the firm or its related corporations, etc.

9. If you are absent without leave or remain absent beyond the period of leave originally granted to you or subsequently extended, you shall be considered Lo have voluntarily terminated your employment without notice unless you.

1. Return to work within eight days of commencement of such absence OR
2. Give an explanation to the satisfaction to the organization regarding absence.

10. The working hours of the firm vary from time to time a s per project requirements. But every employee has to put in a minimum of nine hours of work daily. This does not include lunch time. This does not in any way imply that your job is over after completion of nine hours. You may have to work more than the required number of hours depending on the project and requirements of the firm.





**11.** As per firm rules you are entitled to 12 leaves in year. In case extra leaves are availed in a month salary shall be deducted accordingly. All leaves pending to your account as on December 31st can be encashed. All leave application with leave in subject line should be sent to [info@groksolution.com](mailto:info@groksolution.com). This address may be changed at a later date. In case leave not applied, salary shall be deducted.

**12.** You will be governed by the firm's rules and regulation (as well as practices) as enforced from time to time in respect of matters not in respect of matters not covered by this letter of appointment. The firm's decisions on all such matters shall be final and binding on you.



01 March, 2019

Bhanu Sharma

GS 014018

Subject: Appraisal Letter

Dear Bhanu Sharma,

We are pleased to inform you that you have been promoted to the designation Software Developer. Your gross emoluments per annum would be Rs 1,44,000 (One lakh forty-four thousand only).

All the other terms and conditions of your employment remain unchanged.

We appreciate the efforts put in by you and expect that you would continue to do so in future.

Sincerely

*Jaswant Singh*

Director





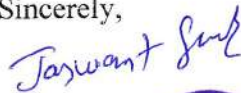
28 December, 2021

To Whomsoever It May Concern

This is to certify that Mr Bhanu Sharma (Employee Code : GS 014018) was employed with Grok Solution from 05 March 2018 to 28 December 2021. At the time leaving, he was designated as Senior Software Developer.

During his tenure, his work and conduct was satisfactory. We wish him all the best for his future endeavours.

Sincerely,



Director

