

Ref: Ash/HR/CL/2017/778

Date: 29<sup>th</sup> May 2017

**Mr. Abhijit Sharma**  
Architect  
ID No. ASH -2197

**Subject: Confirmation of Service**

Dear Mr. Abhijit Sharma

You have successfully completed your probation period and we are happy to confirm your appointment as "Architect" with effect from **04<sup>th</sup> June 2017**.

You have acquainted yourself with the ethos of Ashiana, and we trust that you will carry out your responsibilities with dedication, professionalism and in keeping with the Ashiana value system.

You will be governed by the Terms and Conditions outlined in your Letter of Appointment, the Service Rules and Regulations of the Company that are already in force and any that may be issued in the future.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate copy of this letter.

Our best wishes to you for a great career at Ashiana.

Sincerely,

  
29/5/2017

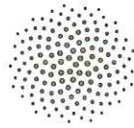
Bhupender Sharma  
Senior Manager (Corporate HR)

**DECLARATION**

I have carefully read and understood the above terms and conditions contained in the "Confirmation Letter" and I confirm having accepted the same.

Signature .....

Date .....



Confluence

CCS/APL/14-15/608

7 April 2014

Mr. Abhijeet Sharma  
A-34, Street No.3,  
North Block,  
Vipin Garden,  
Uttam Nagar,  
New Delhi-110059

### APPOINTMENT LETTER

Dear Abhijeet,

Welcome to **Confluence** family!

With reference to your application & subsequent interview you had with us, we are pleased to appoint you as an Assistant Architect, in our firm with effect from 7 April 2014.

We have an exciting workplace full of challenges. We expect you to follow the below given principals at all times in our journey towards business excellence.

- The customer must be given best possible services at all times.
- Excellent and superior performance must be perused in all areas of operations.
- Cost consciousness must be followed in all areas of operations.
- Individual must be respected.

This appointment is based on the following terms and conditions: -

1. **COMPENSATION AND BENEFITS**

Your compensation/Cost To Company (CTC) shall be Rs. 22,000/- (Rupees Twenty Two Thousand Only ) Per month and which shall be subject to all such statutory deductions as are applicable from time to time that the Company is required to make.

2. **PERQUISITES/BENEFITS/ALLOWANCES**

Perquisites, benefits and allowances as per your eligibility and Company Policy will be provided to you. Details of these monthly / annual emoluments are described in the Salary Annexure to this letter. Detailed policies/procedures/rules and regulations governing the monthly/annual allowances, benefits and perquisites, whether existing or adopted in future, will be provided to you and you shall be governed by the same.

# OFFICE FOR ALTERNATIVE ARCHITECTURE

ARCHITECTURE INTERIORS LANDSCAPE URBAN DESIGN

D-118, SECTOR-8, DWARKA, NEW DELHI-110075 PHONE - 011 45683416, FAX - 01145683415

Website : [www.oaa.co.in](http://www.oaa.co.in) E-mail : [info@oaa.co.in](mailto:info@oaa.co.in)

Ref. No. OAA/14/3262

Dated 28/02/2014

## To Whom It May Concern

This is to certify that Abhijeet Sharma S/o Mr. M. L. Sharma working with us as an Architect since 21<sup>st</sup> May 2013 to 20<sup>th</sup> Feb. 2014. During his employment, we found him to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements. He has successfully completed many projects which include Institutional, Residential and Commercial buildings.

We wish him for bright future and every success in his life.

For

Office for Alternative Architecture

Ramneek Hooda  
Principal Architect

Ramneek Hooda

(ARCHITECT)  
CA/99/24417

