

Date : 15.07.2019

To,

Ar. Sonali Verma,
Plot No. 14, S.No. 14,
New DP Road, Vishal Nagar,
Jagtap Dairy,
Pune.

Sub : Relieving Letter

Dear Sonali,

This refers your resignation letter dated 13th June, 2019.

In line with your request, you are hereby relieved from service with effect from cease work of 15th July, 2019.

It is certified that there are no dues pending against you.

Our relationship of employer and employee ends after office hours.

Wishing you all the best for your future.

For ARCHITECTS UNITED




NAMITA S. MUJUMDAR, B.ARCH.
REGISTERED ARCHITECT, CA/2001/27529

No. GEL /9092
15th July, 2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ar. SONALI VERMA was working in our organization from 16th July, 2018 to 15th July, 2019 as a 'Junior Architect'.

During this period, she was involved in designing & detailing for Architectural Projects and has carried out various projects with dedication.

The Architectural Projects on which she has worked ranges from residential, healthcare & Industrial sectors. She has worked on conceptual plans, working drawing, presentation drawing & detailing etc.

We wish her success in all her future endeavors.

For ARCHITECTS UNITED,




NAMITA S. MUJUMDAR, B.ARCH,
REGISTERED ARCHITECT, CA/2001/27529

GEN/
Date -29/11/2018

CERTIFICATE : (SALARY)

This is to certify that **SONALI VERMA** is working with us as
Architect since 16.07.2018. Her Current remuneration is **Rs.16000 /-**
(Rupees.Sixteen Thousand Only) per month . Details
of salary for the month of October 2018 mentioned below ..

DATE	CHEQUE AMOUNT	TAX DEDUCTED AT SOURCE	PROFESSIONAL TAX	TOTAL
06.11.2018	16595.00	0	200.00	16795.00


Ar. Namita Mujumdar
Partner

Architects United
NAMITA S. MUJUMDAR, B.ARCH
REGISTERED ARCHITECT, CA/2001/27529
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GEN/
Date -29/11/2018

CERTIFICATE : (SALARY)

This is to certify that **SONALI VERMA** is working with us as
Architect since 16.07.2018. Her Current remuneration is **Rs.16000 /-**
(Rupees.Sixteen Thousand Only) per month . Details
of salary for the month of September 2018 mentioned below ..

DATE	CHEQUE AMOUNT	TAX DEDUCTED AT SOURCE	PROFESSIONAL TAX	TOTAL
06.10.2018	17727.00	0	200.00	17927.00


Ar.Namita Mujumdar
Partner
Architects United



NAMITA S. MUJUMDAR, B.ARCH.
REGISTERED ARCHITECT, CA/2001/27529

GEN/
Date -29/11/2018

CERTIFICATE : (SALARY)

This is to certify that **SONALI VERMA** is working with us as
Architect since 16.07.2018. Her Current remuneration is **Rs.16000 /-**
(Rupees.Sixteen Thousand Only) per month . Details
of salary for the month of August 2018 mentioned below ..

DATE	CHEQUE AMOUNT	TAX DEDUCTED AT SOURCE	PROFESSIONAL TAX	TOTAL
07.09.2018	16824.00	0	200.00	17024.00


Ar. Namita Mujumdar
Partner
Architects United



NAMITA S. MUJUMDAR, B.ARCH.
REGISTERED ARCHITECT, CA/2001/27529

16th July, 2018.

To,

**Ar. Sonali Verma,
Plot No. 14, S.No. 14,
New DP Road, Vishal Nagar,
Jagtap Dairy,
Pune.**

Dear Sonali,

Further to our discussions, we have pleasure in giving you this letter of appointment, setting out the details of your employment with our company. You are being appointed to the position of " Jr. Architect ", this appointment takes effect from your date of joining and on following terms and conditions.

- 1 Designation : Jr. Architect
- 2 Consolidated Salary
During Training Period : Rs. 16,000/- per month
(Rupees Sixteen Thousand Only)

Date of Joining : 16th July, 2018.

- 3 Training, Probation & Confirmation :

You will be on training for a period of three months.

- 4 Working Days, Leaves and Weekly Off :

Your working hours will be from Monday – Saturday & (Saturday Half day) subject to the actual timings of duty being fixed by the management from time to time. You may be required to work for extra hours in case of requirements by your superiors in the interest of the company. You will not be eligible for any kind of leave during this period. Weekly off only on Sunday. You can get one paid leave only after six months (from the date of your joining).

- 5 Data Security & Confidentiality :

You shall not give out to any one, by word of mouth or otherwise, particulars of details of our methodologies, technical know – how, security arrangements, administrative or organizational matters of confidential nature, which may be your personal privilege to know by virtue of being our employee. In case you do so, company will have the right to take the necessary action.

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6 Termination :

- a. Your services after confirmation can be terminated on one month's notice on either side or salary in lieu thereof. The services can also be terminated without any notice or pay in lieu thereof, if the management finds that the particulars supplied by you in the application form or at the time of interview are incorrect. During the confirmation period, if you wish to leave the organization, you shall have to give (1) one month's notice in writing.
 - b. Your services shall be liable to be terminated :
 - i. If you are found to be medically unfit or you remain absent due to continued ill health. You will have to undergo medical examination as per company's advice in such a situation.
 - ii. By the company at any time without notice, if you are indulged in act of insubordination, interference, corrupt practices, any misconduct, breach of trust, non – compliance with the administrative orders or provision of services rules, regulation & conditions.
 - iii. By the company without notice if any time it has been found that the declarations or information including that given for seeking employment furnished by you proved to be false and or misleading or it has been found that you had willfully suppressed any information to the company.
- 7 You will work diligently, honestly and in painstaking fashion in the interest of the company and at all times do your best to see that any discrepancies or indiscretions on the part of any staff are brought to our office.

If the above terms and conditions are in acceptance to you, please sign the duplicate copy of this letter of appointment in token of your acceptance and return it to the HR Department immediately.

Thanking You,

dhNaika

Yours faithfully,
For Architects United