



Offer Letter Issue Date- 16<sup>th</sup> December 2021

**To,**

Name : Prashant Pal

S/O Mr. Surendra Pal

Address : Damodar Puram, Purani Chandmari, Subhash Nagar,  
Bareilly, UP, 243001

Contact : 8279552305

**OFFER LETTER**

**Dear Mr. Prashant,**

With reference to your subsequent interviews and your keen desire to join our progressive organization, we are delighted to offer you the position of **Field Officer (Grade F3)** with Biowell Universe Pvt. Ltd. If you join Biowell Universe Pvt. Ltd., you will become part of a fast-paced and dedicated team that works together to provide world class quality products in affordable price to our consumers and exponential growing business opportunity to our channel partners.

As a member of Biowell Universe Pvt. Ltd. team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Biowell Universe Pvt. Ltd. In return, we are committed to providing you the opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident, you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Designation: Field Officer (Grade F3)**

**Location: Badaun (UP)**

This job is transferable in nature; you can be transferred to any other location/ territory or moved partially or permanently to any other venture, branch, and sister concern of company as per requirement.

**Date of Joining:** You can join up to 16<sup>th</sup> January 2022(*Your activation date will be your joining date*)

**BIOWELL UNIVERSE PVT.LTD.**

1<sup>st</sup> Floor, Rajni Ratan Tower Near Satellite Bus Stand, Bareilly (U.P.)-243001  
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Bareilly

*SK*  
Director  
Human Resource  
Bareilly



**CTC (Annual): Rs. 156000/ (Rupees One Lac Fifty Six Thousand Only),**

Which will be inclusive of Basic Salary, HRA, Medical Allowance, Special Allowance, Conveyance & Travel Expenses and such other elements as may be applicable from time to time. In addition to above mentioned CTC, you will also be eligible for performance-based variable incentives as per the Company policy.

**\*Employee will not be entitled for salary if he/she is not able to complete one month after joining successfully.**

**Training period: First 90 Days from Joining Date,**

**Probation: For next 180 days after successfully completing training period.**

**Minimum Contract Period: Minimum contract period will be of 1 complete year after training and probation period i.e. 1 year 9 month.**

**Reporting Manager: Mr. Bhupender Singh (DSM)**

### **Leaves Summary:**

There are 12 (twelve) casual leaves available in a year, one leave will be credited into employee's account every month after three months of joining. If employee has any important personal task then only he/she can avail these leaves. But this it is mandatory to take prior approval through HR One app from reporting authority before 72 hours of first leave date.

#### **Note:**

- 1. No CL is allowed within first three months from date of joining.**
- 2. LWP (leave without pay) will be marked if proper approval of C L is not taken from authority**
- 3. If Employee remains absent for continuous two days then one LWP extra will be marked for every two days of absent.**

**Your Date of Joining will be considered from the date of Activation of given Task.**

### **Secrecy**

- 1. You will be required to act in the best interest of the Company at all times, you shall not discuss, divulge or make public to any person / third party at any time during your service with the Company or thereafter any information. Transaction, secrets relating to the Company, which may come in the possession in the course of your work.**
- 2. Management reserves the right to suspend this offer at any time in training /probation period without any prior notice.**
- 3. You shall keep confidential all the information and material provided to you by the Company or its clients concerning their affairs, in order to enable the Company to perform the service.**
- 4. You will not enter in any commitment or dealing on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous section of the Company or those in authority over you.**
- 5. You will be responsible for the safe keeping and return in both condition and order of all the properties of the companies, which may be in your use, custody, care or charge.**

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### Key Responsibility Areas / Goal Sheet

Being An **Field Officer** here are your Key Responsibility Areas-

1. Meet with farmers and convincing them by telling benefits of Kisan Suvidha Card and telling them about product so that they can purchase it.
2. Visiting Jaivik Krishi Kendra and looking after their sale.
3. Making proper visits to the field of different crops and taking feedback about the product results and guiding farmers about how he can avail more benefits in their crops by using our products.
4. Maintain trusting relationships with suppliers, customers and colleagues.
5. Attending kisan gosthi of the particular area.
6. Reporting timely to the reporting manager every day.
7. Attending and organizing soil testing camps if required.
8. Presenting you proper in uniform in the field and maintaining the reputation of Organization in the field.
9. Coordinate with other departments to ensure compliance with established policies.

You have to perform the tasks assigned by your seniors without failure.

#### Goal Sheet Of Field Officers -

Quarter-2	Target	Quarter-3	Target	Quarter-4	Target
Jan-22	Sale-300000	April-22	Sale-400000	July-22	Sale-500000
	KSC-200		KSC-200		KSC-200
Feb-22	Sale-300000	May-22	Sale-400000	Aug-22	Sale-500000
	KSC-200		KSC-200		KSC-200
Mar-22	Sale-300000	June-22	Sale-400000	Sept-22	Sale-500000
	KSC-200		KSC-200		KSC-200

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

**Biowell Universe Pvt. Ltd.**

I accepted the offer Letter.



**Authorized Signatory**

Name: Sarika Sharma (HR Head)

Signature & Date:

Name: Prashant pal

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