

18<sup>th</sup> January 2024

To,

Suneel Yadav

Dear Suneel,

We are pleased to offer you opportunity to work in Green Flame Pvt Ltd., Pune. We feel that you will be a valuable asset to the team!

Please go through the details of employment as below –

**Job Title – Energy Analyst**

**Responsibilities**

1. Energy Performance Assessment for various utilities – Chilled water & HVAC system, Boiler & Steam system, Compressed air system, Electrical System (as per project scope)
2. Identifying gaps in performance and opportunities for improvement
3. On-Site Measurements & data collection during energy audit
4. Energy audit report preparation & presentation
5. Assisting the lead auditors/ consultants for conducting energy audits

**Compensation**

Salary - INR 30,000 per month with reduction of professional tax of about Rs 250 per month.

**Joining Date**

1<sup>st</sup> February 2024.

**Data confidentiality**

Office data to be kept confidential as we have Non-Disclosure Agreement with customers

**Tax Liability**

Income tax to borne by you, if applicable

**ESI PF**

Not applicable as we have headcount less than 20

**Travelling, Lodging & Boarding during site visits**

To be taken care by the company

**Notice Period**

45 Days after your resignation

***We look forward to welcoming you at Green Flame!***

Authorized Signatory,



Vinay Mulay