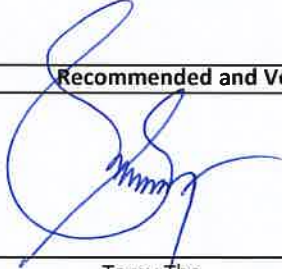





### APPROVAL NOTE FOR HIRING OF CONSULTANT

Interviewed Position	Retainer - Customer Service		
<b>FINAL DECISION</b>			
Since we need to streamline the filing system and record keeping for customer services, Mr. Vineet Nanda has proposed to hire this person on a retainership basis for 6 months as he has good experience in this field. Mr. Hans Raj Sharma can be engaged as Retainer - Customer Services on a full-time retainership basis for 6 months with effect from July 1, 2024, to December 31, 2024, at a retainership fee of Rs. 9,90,000/- per annum payable on a monthly basis. This is within the HR budget for FY 2024-25.			
<b>Job Description:</b> a) Maintain an organized filing system of documents b) Uphold a strict level of confidentiality. c) Develop and sustain a level of professionalism among staff and clients. d) Assist with administrative tasks such as filing, data entry, and maintaining records. e) Identify opportunities to streamline processes, improve efficiency, and reduce costs.			
Name	Hans Raj Sharma	Age	63 Years
Retainership Period	July 1, 2024 to December 31, 2024		
Qualification	B.A. from Delhi University.		
Profile: He has worked with Central Park, & Usha.  He has 30 years of experience in compilation of all files, handling administration works, analysis and preparation of various MIS.			
<b>Recommended and Verified by</b>			
Approved over Email			
Vineet Nanda	Tomy Thomas		Manu Gupta
<b>Approved by</b>			
			Approved over Email.
Akash Khurana	Yuji Kato		Mohit Jain

## Jyotsana Yadav

---

**From:** Vineet Nanda  
**Sent:** 24 June 2024 18:16  
**To:** Tomy Thomas  
**Cc:** Jyotsana Yadav  
**Subject:** FW: Approval Note - Hans Raj  
**Attachments:** Approval Note \_ Hans Raj.pdf

Ok jee

Warm Regards,



Vineet Nanda  
Director Sales and Marketing



Email: [nanda@krisumi.com](mailto:nanda@krisumi.com)  
Sector 36A, Gurugram



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**From:** Jyotsana Yadav <[jyotsana.Yadav@krisumi.com](mailto:jyotsana.Yadav@krisumi.com)>  
**Sent:** Monday, June 24, 2024 4:33 PM  
**To:** Praveen Gandhi <[praveen.gandhi@krisumi.com](mailto:praveen.gandhi@krisumi.com)>  
**Subject:** Approval Note - Hans Raj

Dear Praveen Sir,

Kindly get approval from Nanda sir on Hans Raj's approval note for filling.  
Kindly find the attachment.

Warm Regards,

## Jyotsana Yadav

---

**From:** Tomy Thomas  
**Sent:** 01 July 2024 14:54  
**To:** Jyotsana Yadav  
**Subject:** FW: Approval Note

---

**From:** Mohit Jain <mj@krisumi.com>  
**Sent:** Monday, July 1, 2024 2:52 PM  
**To:** Tomy Thomas <tomy.thomas@krisumi.com>  
**Subject:** Re: Approval Note

Approved



**Mohit Jain**  
Managing Director

Email: [mj@krisumi.com](mailto:mj@krisumi.com)  
Mobile: 9811041255  
Sector 36A, Gurugram



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On 1 Jul 2024, at 11:16 AM, Tomy Thomas <[tomy.thomas@krisumi.com](mailto:tomy.thomas@krisumi.com)> wrote:

Dear Mohit San,

Please find attached the approval note for hiring Mr. Hansraj Sharma on a retainership basis for 6 months to streamline the filing system in Customer Services.

Kindly approve.

Warm Regards,

<image001.png> **Tomy Thomas**  
<image002.png> *Senior Vice President – Human Resources*  
Email: [tomy.thomas@krisumi.com](mailto:tomy.thomas@krisumi.com)  
Mobile: 9811273000