

DATED: .....

To  
Payroll/Finance  
Sanchaya Staffing Services  
620,Ansal Chambers-II,  
6,Bhikaji Cama Place  
New Delhi-110066

**Subject: Authorization for receiving Payslip by Email in lieu of HardCopy and Updating of Vital Particulars.**

I hereby authorize Sanchaya Staffing Services to send my system generated payslip on my Email ID., which is (Email.I.D.) with immediate *effect*. Further to above in case there is any change in my particulars, as being updated, herein below I hereby undertake to further update in my own interest by way of intimation within 24 hours of such change in the particulars, which may be material or otherwise. In view of the above submissions, I request you to kindly update my latest vital particulars for your record accordingly as under. I am also aware that in case any of the below mentioned particulars (as applicable) are not submitted by me, then Sanchaya holds the right to withhold salary disbursement until I submit the relevant details.

FullName (Asper BankRecord) .....

Father'sName:.....

MobileNo:.....

LandlineNo.:.....

PAN No .....

BankAccountNumber:.....

Name of Bank:.....

Local/Present Correspondence Address:.....

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.....

Permanent Address: ~.....

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I

With regards,  
(Signature of employee)  
Person Code

**Enclosed Proof Photocopy of PAN Card/PAN Application Acknowledge No.**

**Note:** Please tear off this sheet neatly and submit hard copy to your SanchayaConsultant

## **XVI. ACCEPTANCE OF HANDBOOK**

In respect to my employment with Sanchaya Services on their contract with their client I have been given a copy of this hand book for reading and for understanding the guidelines. I affirm that I have read this Employee Hand Book and have understood the terms and conditions mentioned in it and am fully aware that this Hand Book is subject to amendments by Sanchaya Services in future and I will on my own keep update of all amendment hereafter. I further find the terms and conditions and guidelines to be fair and acceptable and commit to adhere to the same till the tenure of service and even thereafter as may be applicable.

Yours truly,

Signature: .

Name: .....

Date: .....

Place: .....