

SF 7.1E: Declaration of Employer to be given with the offer letter

This undertaking should be taken from the employer as an annexure to the offer letter. While it is not compulsory, if collected would help in improving the employee awareness about the data needs and also act as a moral commitment to share data.

Annexure to the offer letter

This is to inform that we abide to provide the following information as requested in the tracking form SF 7.1B1:

- i. number of days each candidate worked in a month
- ii. salary and other benefits paid to the candidate
- iii. statutory deductions made from the salary, if applicable
- iv. give the PF and ESIC numbers of the organisation;
 - a. along with offer letter if already registered
 - b. whenever they are registered if they have plans of registering
- v. give the PF and ESIC numbers of the candidate within a month of candidate joining the organisation if the organisation is making deductions on this account

Signature of the person who is signing the offer letter

Note: Information in serial number i, ii and iii above should be mandatorily given for the first three months of employment. However, employers are requested to share the information for the first 12 months as it would help the candidates in stabilising the jobs. This would help employers in getting good students.