



Corporate Headquarters
Integra Software Services Pvt. Ltd.,
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Date: 11 March 2022

Emp. Name : **KUNDHAVI BALASHANMUGAM**
 Emp. No. : **IS8434**
 Designation : **Lead Instructional Designer (B4_L1)**
 Delivery Unit : **DIGITAL & eLEARNING SERVICES**

Sub: Annual Appraisal

We appreciate your contribution towards meeting Integra's objective of serving its customers steadily during the unprecedented times of COVID pandemic. As businesses worldwide, including our customers, reel through the aftereffects of the crisis, we have been committed to providing timely salaries and job security to our employees. It is time for reviewing your annual performance as we step back to normalcy gradually.

We have evaluated your performance for the year **2021**. This evaluation has been derived after considering various aspects of your performance during the evaluation period. You are rated **"4"** on a rating scale of 1 to 4, (4 being the highest score).

We are pleased to revise your Gross salary from **Rs.102688/-** to **Rs.104938/-** per month and thus your CTC will be **Rs.1381020/-** Per Annum effective **01st January 2022**. Detailed breakup is given below.

COMPENSATION STRUCTURE

COMPONENTS	Revised Salary (P.M)	Revised Salary (P.A)
Basic Pay	31481	377777
Dearness Allowance	1900	22800
HRA	41975	503702
Special Allowance	29581	354977
Gross Salary	104938	1259256
EPF Contribution	1800	21600
ESI / GMC & PA	158	1896
Gratuity Contribution *	1606	19268
Bonus */Exgratia#	583	7000
Performance Pay**	6000	72000
CTC	115084	1381020

*As per Statute # As per Company Policy **Quarterly Variable Pay

All payments are subject to tax as applicable.

We would like to remind you that during the period of your employment with us, either employee or employer may terminate the employment by giving to the other 2 months' notice in writing or pay in lieu without assigning any reason thereof. You may notice that the Non-Disclosure Agreement & Non-Compete Agreement signed by you at the time of joining our services remain unchanged & reconfirmed hereby.

Your next appraisal will fall on **01st January 2023**.

Please maintain the confidentiality of this communication.

For Integra Software Services Pvt. Ltd.

Nitesh Iswalkar

Authorized Signatory

Received with acceptance

kundhavi

Signature of the employee

