

November 10, 2020
MIND/HR/3122/2020

MS. PRACHI GULIHAR
SOFTWARE ENGINEER

Sub: Annual Appraisal

Dear PRACHI,

Covid-19 has caused extensive global disruption and adversely impacted the global economy. This has also led to considerable financial implications for the organization. While most organizations are either compressing salaries, downsizing manpower, or both, we are putting our people first and recognizing commitment and solidarity displayed by them in troubling times. MIND, like in the past, has emerged stronger than ever, despite unprecedented challenges.

The Management appreciates your efforts towards organizational objectives and is pleased to revise your compensation structure w.e.f. October 01, 2020 as per enclosed Annexure (appraised for 2019-20).

All other terms and conditions of your employment shall remain unchanged and we will be happy to help clarify queries about any subsequent impact to your existing tax structures.

We value your contributions towards the advancement of Organizational objectives and are confident that you will continue to deliver excellence as a new chapter unfolds at MIND.

Please consider this letter and subsequent details enclosed within the Annexure as strictly confidential.

Best Wishes,

For **Mother'sonSumi INFotech & Designs Limited.**

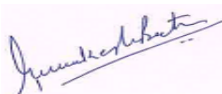
A handwritten signature in blue ink, appearing to read "Mukesh Batra", written over a light pink rectangular background.

MUKESH BATRA
HEAD – HUMAN RESOURCE

Allowance & Perquisites Details : **PRACHI GULIHAR**

 Employee Code : **3122**
w.e.f. 01 Oct 2020

Designation : SOFTWARE ENGINEER	Grade : E1.2
Particulars	Amount (Rs. Per Month)
Basic	20,237
House Rent Allowance	10,119
Leave Travel Allowance	0
Conveyance Allowance	1,600
Driving Charges	0
Medical Allowance	1,250
Project Allowance	3,300
Special Allowance	15,397
Uniform Allowance	4,000
*Maintenance Allowance	0
Reference Salary	55,903
Reimbursements	
Bonus / Exgratia	1,686
Leave Travel Assistance	1,686
Internet Reimbursement	0
Vehicle Maintenance	0
Newspaper & Periodicals	0
	3,372
Retiral Benefits	
Contributory Provident Fund (as per Provision of Act)	2,428
Contributory National Pension Scheme	0
Gratuity (Payable as per Gratuity Act)	973
Take Home	53,475
Other Benefits	
Insurance – Mediciam / Group / EDLI	314
*Variable	0
Performance Based Incentive	3,000
CTC MONTHLY	65,990
	<i>Sixty-Five Thousand Nine Hundred Ninety Only</i>
CTC ANNUAL	7,91,880
	<i>Seven Lakh Ninety-One Thousand Eight Hundred Eighty Only</i>
Remarks	
Subsidized Food	Rs 7973 /-p.a
Mediciam Insurance (As per Company Policy)	Rs 100000 /- (4 members)
Group Term Insurance	Rs 5,00,000 /-
Group Personal Accident Insurance	Rs 1,00,000 /-
EDLI Insurance	Rs 602000 /-

 for **MothersonSumi Infotech & Designs Limited**

MUKESH BATRA (HEAD - HUMAN RESOURCE)