

**HTC Holdings Private Ltd.**

(Group of HTC Global Services)

SDF II, Phase II, MEPZ - SEZ

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CIN: U72200TN2005PTC056545

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November 21, 2016

Mr.Gopinath Mahalingam  
No.595/1, Plot No.30, T.H Road,  
Wimco Nagar, Ernavoor, Chennai-600057

Dear Gopinath,

With reference to the interview(s) you had with us, we are pleased to appoint you in our Company as **UI Developer**. The terms and conditions of your appointment are given below:

Heads	Monthly (in Rs.)	Annual (in Rs.)
Basic Salary	9479	113748
House Rent Allowance	4740	56880
Conveyance Reimbursement	1600	19200
Meal Pass / Allowance	2000	24000
Other Allowance	1298	15576
Project Allowance <sup>*1</sup>	1000	12000
Project Incentive <sup>*2</sup>	3200	38400
Medical Reimbursement /Allowance <sup>*3</sup>	417	5004
<b>Monthly Gross</b>	<b>23734</b>	<b>284808</b>
LTA <sup>*4</sup>		2504
Bonus <i>accrues and becomes payable upon completion of your service year based on individual and business performance and continuity of your service</i>		7000
HTC Group Medical Insurance <sup>*5</sup>		4266
Term Life Insurance Premium		250
PF (12%) company's contribution towards EPF <sup>*6</sup>		20703
Gratuity <sup>*7</sup>		5469
<b>Annual Gross</b>		<b>325000</b>

Salary will be paid on the last day of every month, which may be delayed due to delays in timesheets submission/approvals and also in case of discrepancies in attendance. Conveyance reimbursement will be made upon furnishing a declaration that you have actually spent, said amount on commuting to work.

**Project Allowance <sup>\*1</sup>:**

This allowance is applicable to all technical resources in a project. This is payable approximately 30 days after the end of the month e.g. Allowance for the month of July will be paid by 31st of August based on the project allocation.

**Project Incentive <sup>\*2</sup>:**

This incentive is applicable to all technical resources and this is calculated based on the individual's effort in a given project. This is payable approximately 30 days after the end of the month. e.g. Incentive for the month of July will be paid by 31st of August.

**Medical Reimbursement/Allowance <sup>\*3</sup>:**

The employee will be eligible to claim the medical reimbursement /allowance on pro-rata basis every financial year. The amount will be considered as reimbursement and paid on submission of bills. If it has to be considered as an allowance the associate needs to raise a request to the payroll based on which it will be considered as a taxable component (wherever applicable) and paid along with the monthly salary.

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