



CR/HR/2018/120

February 28, 2018

To,

Name: Gurubux Singh Gill

Emp Code: 1727

Dear Gurubux,

In recognition of your performance and your valuable contribution to the company for the period ending January, 2018, we are glad to announce that you are promoted to **Consultant**, effective February, 2018.

We are also pleased to inform you that your compensation has been revised to **Rs.336,000/- per annum** w.e.f February, 2018.

The details of your compensation and related benefits are enclosed in Annexure A to this letter.

This Designation and Salary change supersedes all the previous communication received by you on this subject.

The other terms and conditions of employment remain unchanged.

We wish you all the best for a rewarding and growing career with us and look forward to your accomplishments at MindCraft.

With best wishes,

For MindCraft Software Pvt. Ltd.

Deepti Ashar
Head, Human Resources

Annexure A: Compensation Breakup

Name: Gurubux Singh Gill

		Effective Feb '18
	Total Cost to Company:	28,000
A	Fixed Salary:	
	Basic	9,800
	HRA	4,900
	Conveyance	1,600
	Total of A	16,300
B	Flexible Benefit Plan:	9,890
	Special Allowance	
	Meal Coupons	
	Medical Reimbursement	
	LTA	
C	Retirals:	
	Gratuity	473
	Employer Contribution to Provident Fund	1,176
	Total of C	1,649
D	Other Benefits:	
	Medical Insurance Premium	145
	Accident Insurance Premium	16
	Total of D	161

You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

For the Provident Fund, you will also have to contribute an equal amount as employer's contribution from your salary.

You can split the FBP as per your tax plans based on the eligibility. The HR facilitator will help you fix up the FBP. Please ensure that you declare the FBP selection by March 10, 2018.