



S. Nagendra Kumar
India

Date: October 22, 2020

Dear **S. Nagendra Kumar**,

It was a pleasure meeting you to explore a career opportunity for you with ITC Infotech India Limited.

Based on our discussion, we are pleased to offer you the position of **Lead Consultant** at grade **IS4**

1. Your annual gross salary along with the break-up of salary is enclosed at the end.
2. You are required to join us on or before **November 16, 2020** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Bangalore**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed.
4. For any further clarifications, request you to communicate with the concerned recruiter contact.

Your appointment is subject to

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.



- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

Welcome to ITC Infotech India Limited and look forward to a long and mutually beneficial association.

Yours faithfully,
ITC Infotech India Limited

Suchismita Burman

Chief Human Resources Officer



Designation: Lead Consultant
Grade: IS4
Location: Bangalore
Qualification: B.Tech
Experience: 8.0 yrs
Date of Birth: August 8, 1989
Date of Joining: November 16, 2020

Monthly Components	Proposed Salary (Rs pm)
Basic/Consolidated Salary	40000
House Rent Allowance	20000
Supplementary Allowance	115725
Meal Coupon	1100
SUB- TOTAL I	176825
Annual Components	
PF	4800
L.T.A.	2167
Short Term Incentive (STI)	16000
ITC Products & Services	208
SUB- TOTAL II	23175
TOTAL	200000
Grand Total PA	2400000

Explanatory Notes:



- Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary).

Meal Coupon is a location based amount available in Bangalore as optional Sodexo Meal Card, If not opted and for those locations where Meal Coupons facility is not available, the same will be paid along with the salary after applicable tax.

- Medical Insurance for Self/Family (Spouse, 2 dependent children up to age of 24 years) will be covered under Company's Health Insurance scheme, with a sum insured value of **Rs.5,00,000/-** per annum.

You will also be covered under the Group Accident Insurance scheme, with a sum insured value of **Rs.10 Lakhs/-** per annum.

Option to cover parents / parents-in-law on payment of premium by employee with attractive benefits. Option has also been provided to cover your family under the Critical Illness Program, additional Group Accident Insurance for yourself and Group Medical Insurance for your family by paying a nominal top up premium by yourself.

- Leave Travel Allowance of Rs. 26000/- is paid as per company policy, Prorata for the previous financial year along with April salary of the following financial year.
- ITC Products & Services - this scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy.

a) You are eligible to claim reimbursement towards the purchase up to **Rs. 2500 /-** per annum, prorated in case where there is no full year of service).

b) The Reimbursement amount are based on assumption that you are availing the benefit upto the entitlement as per the respective policy. If you do not avail the benefit, the amount mentioned is non-encashable / not carried forward to the next financial year.

- Short Term Incentive (STI) You are entitled to target STI up to 40% of the Consolidated Salary (Basic) earned for the accounting year subject to applicable factors and meeting the eligibility criteria at your grade and role per the applicable plan or as per the Payment of Bonus Act, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year. Above payments will not be part of salary for purposes of calculating separation/retirement benefits.

- You will also be eligible for Gratuity as per the Payment of Gratuity Act.



Yours faithfully,
ITC Infotech India Limited

Suchismita Burman

Chief Human Resources officer