



HTC Holdings Private Ltd.

(Group of HTC Global Services)

SDF-II, Phase-II, MEPZ - SEZ

Tambaram, Chennai-600 045, INDIA

Ref.No.: HTC/2018/16723

Date: 31-Jan-18

Name: Mr.Naveen Ponguru

Emp ID: 16723

We are pleased to inform you that your new compensation applicable in HTC with effect from 01-Jan-18 is as follows:

Compensation:

Heads	Monthly (in Rs.)	Annual (in Rs.)
Basic Salary	11000	132000
Special Pay	6080	72960
HRA	5500	66000
Conveyance Reimbursement	1600	19200
Special Onsite Allowance	7114	85368
Meal Pass/Allowance	0	0
T&M Incentive * subject to the terms specified below	1600	19200
Project Allowance * subject to the terms specified below	1000	12000
Total	33894	406728
PF (12%)* company contribution towards EPF		21600
ESI		0
MEDICAL		15000
L.T.A		0
Variable Pay*		0
BONUS * accrues and becomes payable upon completion of your services year based on performance, business & continuity of your service.		8500
CAR Scheme * terms & conditions as per car policy-refer ehandbook and the agreement signed.		0
Group Medical Insurance Premium		6380
Group Term Life Insurance		250
National Pension Scheme		0
GRATUITY		6346
TOTAL		464804

Terms governing Project Incentive:

You are eligible for Project incentive only for the period you are deployed to a billable project for the number of hours billed during a month on that project as per the following terms:

- The first 160 hours billed in a month will attract an incentive of Rs.10/- per hour.
- The hours billed in excess of 160 hours will attract an incentive of Rs. 20/- per hour.
- This is payable approximately 30 days after the end of the month. e.g. Incentive for July month will be paid by 31st of August
- If you are deployed in a fixed project then your individual rating, Project performance & business performance will be considered for releasing the payments

Project Allowance: You are eligible for Project Allowance only if you are allocated to a project. This is payable approximately 30 days after the end of the month e.g. Incentive for July month will be paid by 31st of August

- The Company's policy requires you to keep your remuneration confidential.
- All other terms and conditions that are in force remain unchanged.
- Your next appraisal will be in 01-Jan-19.

Regards,

For HTC Holdings Private Ltd

R Bhaskar Rao

Authorised Signatory

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