

**Confidential****March 31, 2021**

Emp No : AT01694  
Name : Naveen Ponguru  
Designation : Senior Software Engineer - Java  
Location : Hyderabad  
Level : 3B

Dear Naveen,

**Congratulations!**

We are pleased to inform you that, your performance for the year 2020 has contributed towards the success and growth of the organization, helping us to achieve the business goals. In recognition of your performance, we are pleased to announce

- A merit increment and a revision in your compensation effective April 01, 2021. Please refer to the annexure for details.
- Bonus of INR **128,001/-** for the performance year 2020, will be paid out in April 2021 payroll.

We take this opportunity to thank you for your contributions and look forward to your unstinted support in the years to come.

Please note that your compensation details are strictly personal, and we request your confidentiality. All other terms and conditions of your appointment shall remain the same.

For, **ATG Business Solution Private Limited****Sheetal Sawant****Head - Human Resources**

Enclosures: Annexure 1 (Revised Compensation Structure)

# ANNEXURE 1

## Revised Compensation Structure

Emp No :	AT01694
Name :	Naveen Ponguru
Designation :	Senior Software Engineer - Java
Level :	3B
Effective Date :	April 01, 2021

Particulars	Current Structure		Revised Structure	
	Per Month	Per Annum	Per Month	Per Annum
Basic Pay	66,670	800,040	73,670	884,040
HRA	33,335	400,020	36,835	442,020
Bonus	5,554	66,648	6,137	73,644
Special allowance	22,768	273,216	25,349	304,188
<b>Total Base Salary</b>	<b>128,327</b>	<b>1,539,924</b>	<b>141,991</b>	<b>1,703,892</b>
Provident Fund*	1,800	21,600	1,800	21,600
Gratuity**	3,207	38,484	3,544	42,528
<b>Total Retirals</b>	<b>5,007</b>	<b>60,084</b>	<b>5,344</b>	<b>64,128</b>
<b>Cost to Company (CTC)</b>	<b>133,334</b>	<b>1,600,008</b>	<b>147,335</b>	<b>1,768,020</b>

\* @ Rs. 1800/- or 12% of Basic Pay (Paid in accordance with the current provisions of Provident Fund Act 1952)

\*\* @ 4.81% of Basic Pay (Paid in accordance with The Payment of Gratuity Act, 1972)

For, **ATG Business Solution Private Limited**



**Sheetal Sawant**  
Head - Human Resources