

29 June 2023

Emp Name: Venkataramanaiah Katabathina

Emp ID: **21799**

Designation: Developer - Applications

### **Salary Increment and Progression Letter**

Dear Venkataramanaiah,

In recognition of your persistent efforts & significant contributions in the past year, and the potential displayed to take on more, I am delighted to share that you have been elevated to **P2B, Senior Developer - Applications**, effective **1-July-2023**.

**Congratulations on your well-deserved Progression!** I wish you continued success, and count on your commitment to enable Microland to make digital happen for enterprises with a laser focus on services that are more relevant to our clients and prospects than ever before.

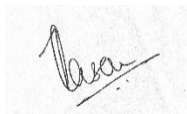
Effective **1-July-2023**, your Total Earning Potential has been revised from **INR 1,077,110** to **INR 1,253,541**. Please refer to the annexure for details.

I wish you continued success, and count on your commitment to enable Microland to make digital happen for enterprises with a laser focus on services that are more relevant to our clients and prospects than ever before

I am confident that you will continue to learn, grow and have a fulfilling career at Microland, and wish you all the best for the rest of the year.

This communication supersedes all prior understanding - oral, written and implied - between you and Microland with respect to Compensation. All other terms and conditions of your employment remain unchanged.

Warm regards,  
For **Microland Limited**,



**Srinivasan T R**  
**Chief People Officer**

Annexure		
Name	Venkataramanaiah Katabathina	
Emp ID	21799	
Designation	Pre-Revision	Post-Revision
	Developer - Applications	Senior Developer - Applications
Level & Layer	P2, P2A	P2, P2B
Salary Structure effective 1-July-2023		
Components	Monthly in INR	Annual in INR
Basic	29,818	357,820
House Rent Allowance	11,928	143,133
Flexible Benefit Plan (i)	51,435	617,226
<b>GROSS</b>	<b>93,182</b>	<b>1,118,179</b>
Provident Fund [Company's Contribution] (ii)	3,578	42,938
Gratuity	1,434	17,211
<b>COST TO COMPANY (CTC)</b>	<b>98,194</b>	<b>1,178,329</b>
Bonus 1 (iii)		75,212
<b>TOTAL EARNING POTENTIAL (TEP)</b>		<b>1,253,541</b>
Group Medical Coverage Premium [Company borne]		8,183
<b>TOTAL EARNING POTENTIAL + BENEFITS (TEPB)</b>		<b>1,261,724</b>

Benefits	Insured Amount (₹)
Group Medical Insurance for Self, Spouse, 2 Dependent Children (iv) <i>[Tenure more than 5 years in Microland as on the Insurance period]</i>	600,000
Group Medical Insurance for Self, Spouse, 2 Dependent Children (iv) <i>[Tenure less than 5 years in Microland as on the Insurance period]</i>	400,000
Group Personal Accident Insurance	2 * Annual CTC (Minimum of 1,000,000)
Group Term Life Insurance	3 * Annual CTC (Minimum of 1,600,000)

**Annexure (continued)**

- [i] Payable monthly, as per your customized allocation towards: Leave Travel Allowance (LTA), Conveyance, Medical, Vehicle, Meal Vouchers, Child Education; enabling you to plan your tax outflow in an optimum manner. The balance amount, post allocation, will be paid out as Special Allowance.
- [ii] An equal amount will be deducted, as your contribution, as per Provident Fund (PF) guidelines.
- [iii] Calculated as a % of TEP based on the sub-band and Payable annually, if eligible, based on your and your unit's Performance measured during the Appraisal Cycle and Target Achievements as per KRAs set for the Performance Evaluation Year, on a pro-rata basis. You should be employed with the company and not serving notice, as on 31<sup>st</sup> May 2024 and should have also complied with all the mandatory security & compliance requirements to be eligible for payment of performance bonus.
- [iv] Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted monthly.