

PROVISIONAL OFFER LETTER

Letter Released Date: 02-Jul-2024

Dear Mr. Siddheshwar Vijaykumar Jadhav

SA Tech Software India Ltd. is pleased to offer you the position of "Senior Software Engineer" based at our Pune office. The CTC (Cost to Company) being offered to you for this position is **Rs. 1350012 /- Per Annum**. Please refer Annexure-1 for CTC Break-up in detail.

Date of Joining (on or before): 04/07/2024

Induction: Virtual/Online On-boarding

Place of Joining: Client's Location - Mumbai

Dress Code: Formals

Other important details are as follows.

- Your Department will be: **Technical Services.**
- Your Grade will be considered: **SA4**
- You will be on Probation for a period of 6 months. During this time your performance will be evaluated, and you will be confirmed as a permanent employee subject to the Terms and Conditions.
- Employment Termination Notice During Probation: **30 Days.**
- Employment Termination Notice after Probation: **45 Days.**

Pre-Onboarding Guidelines

Pre-on boarding process is critical and a foremost responsibility of the new joiner hence to simplify it, we would request you to follow the process mentioned below:

Joining Document Type	Keep file name of your document as per below (No spaces allowed)	Remarks
Last Two Companies Relieving / Experience Letter (if experienced) combined in one document	Separation	All the documents shall be submitted on or before joining date else joining cannot be considered.
Last 3 Months Salary Slip combined in one document (if experienced)	Salary	
Cancelled Cheque/Bank Account Information Snapshot	Bank	
Highest Education Certificate	Education	
PAN Card	PAN	All the documents should be submitted in soft copy (pdf, jpg, png) format only.
Aadhaar Card	Aadhaar	
Passport Size Photo (100*100 Pixel-Resize in Paint)	Photo	
Permanent Address Proof (Passport / Aadhaar/ Light Bill/ Rent Agreement etc)	Address	

PROVISIONAL OFFER LETTER

HRIS Form	HRIS	One document size should not exceed 1 MB.
BGV Form	BGV	
Form-F (Gratuity Nomination)	Gratuity	
Form-2 (PF Nomination)	PFN	
Form-11 (PF Declaration)	PFD	
Wage Nomination	Wage	

Please note that your Employment is conditional upon receipt of a satisfactory Background Check. Appointment Letter will be issued to you on the joining date which will have all the employment terms & conditions in details.

We welcome you to SA Tech Software India Ltd and look forward to a long and mutually beneficial association.

Annexure-1: CTC Break-Up

	CTC Components	Amount Rs. Per Annum
Fixed CTC Components	Basic Salary & DA	480000
	Housing Rent Allowance	240000
	Medical Allowance	0
	Conveyance Allowance	0
	Telephone Allowance	21600
	Petrol Allowance	36000
	LTA	120000
	Meal Card Allowance (If opted)	0
	Uniform Allowance	48000
	Other Allowance	269736
	(A) Gross Salary (Sum of above Fixed Components)	1215336
	(B) Bonus Per Annum (but Monthly Amount Paid in Salary)	39984
Employer Contribution	Provident Fund	21600
	Welfare Fund (If Eligible)	0
	ESIC/Group Insurance (Accident/Mediclaim)	0
	Gratuity (Paid as per Gratuity Act)	23088
	(C) Employer Contribution Total in CTC	84672
	(D) Variable Salary (Performance Based-Paid Annually)	50004
	(A+C+D) Total Cost To Company	1350012
Employee Deduction	Provident Fund	21600
	LWF (Slab Wise) (If Eligible)	0
	PT (Slab Wise)	2400
	Meal Card Allowance	0
	ESIC (if applicable)	0
	Canteen Charges	0
	Parking Charges	0
	Other Deduction	0
	(E) Total Employee Deduction (Also TDS as per Income Tax Slab)	24000
	(A+B-E) Net Take Home	1231320

Notes for CTC Break-up:

- **Bonus/Ex Gratia:** Above mentioned amount is Per Annum, but monthly amount will be paid in the Salary.
- **Gratuity:** Gratuity amount is payable as per Law only.
- **ESIC (if eligible):** It is for medical benefit which employee gets through Govt only.
- **Income Tax/TDS:** It will be deducted from monthly salary as per I Tax Slab/Investment declaration.
- **Labour Welfare Fund:** Amount will be deducted as per State Act.
- **Profession Tax:** Amount will be deducted as per State Act. For Maharashtra, in February month extra Rs.100/- will be deducted as PT so total Annually Rs. 2500.
- **Shift Allowance:** Shift Allowance amount is already adjusted in the above CTC and will not be paid extra unless client pays it separately.
- **Transport:** Transportation facility will not be provided by SA Tech Software India Ltd.
- **Group Medclaim Policy:** For Family (Employee, Spouse and upto 2 children).
- **Group Accident Policy:** Employee will be covered under Accident Insurance.
- All Statutory and Regulatory deductions will be done as per the prevailing regulations. The Compensation Structure is strictly confidential and must not be discussed with anyone other than your Reporting Manager/ the Human Resources Department. Please feel free to call HRD if you have any query.

Sonal Sinha

For SA Tech Software India Ltd.
HR Department

Accepted...
Pradheesh
Jadhav
03-July-2024.