



**Ravi Kumar**  
**India**

**Date: August 8, 2018**

Dear **Ravi 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 **Associate IT Consultant** at grade **IS2**

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 You are required to join us on or before **September 3, 2018** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.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**

**S Rajesh Chandran**

**Vice President - Talent Acquisition**



**Designation:** Associate IT Consultant

**Grade:** IS2

**Location:** Bangalore

**Qualification:** BE

**Experience:** 6.5 yrs

**Date of Birth:** January 15, 1990

**Date of Joining:** September 3, 2018

<b>Monthly Components</b>	<b>Proposed Salary (Rs pm)</b>
Basic/Consolidated Salary	15833
House Rent Allowance	7917
Supplementary Allowance	31775
Special Supplementary Allowance	13000
Conveyance Allowance	1600
Meal Coupon	1100
<b>SUB- TOTAL I</b>	<b>71225</b>
<b>Annual Components</b>	
Medical Reimbursement	1250
PF	1900
L.T.A.	1500
Performance Effectiveness Pay (PEP)	3167
ITC Products & Services	125
<b>SUB- TOTAL II</b>	<b>7942</b>
<b>TOTAL</b>	<b>79167</b>

<b>Grand Total PA</b>	<b>950004</b>
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**Explanatory Notes:**

- Sodexo Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (Eg. 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).  
\*For those locations where Sodexo meal coupons facility is not available, the same will be added to Supplementary Allowance along with salary after applicable Tax.
- Medical Insurance for Self/Family (Spouse, 2 dependent children upto age of 24 years) will be covered under Company's - Group Health Insurance scheme, with a sum insured value of Rs. 3,00,000/- per annum. Option to cover parents on payment of premium by Employee with attractive benefits. You will also be covered under the group accident insurance policy of the company, with a sum insured value of Rs.10,00,000/-.
- Medical Expenses - You shall be entitled for claiming medical expenses for self & Family(Spouse, Kids & Parents) @ Rs. 1250/- per month and shall be paid as part of monthly salary; On submission of bills/receipts, tax exemption will be given as per the IT Act as applicable.
- Leave Travel Allowance of Rs. 18000/- 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) The scheme works on the principle of 25% discount. What this implies is that for a full year of service(prorated in case where there is no full year of service) if you buy ITC's products/services for Rs. 125 /- per annum and you may submit bills and you will be reimbursed a maximum sum of Rs. 1500/-.
  - b) Bills are processed on a monthly basis on submission as per policy. 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. This is a taxable perquisite.

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



Yours faithfully,  
**ITC Infotech India Limited**

**S Rajesh Chandran**

**Vice President - Talent Acquisition**