

Date: 28-Jul-2023

LETTER OF INTENT TO OFFER

Dear Samir Kumar Biswal,

Consequent to your interview with Collabera, we are pleased to inform that you have been selected as Senior Java Developer and will be joining us on 28-Jul-2023. Your contribution is imperative to assure our sustained success and growth.

Your gross annual remuneration (CTC) will be **Rs 16,00,008 /- Sixteen Lakhs Eight Rupees**. Please refer to the details of the salary break up in Annexure A.

You are initially appointed to work in **Bangalore** office of **Collabera Technologies Pvt Ltd**.

Your employment with our organization will be governed by various policies, rules and guidelines of the organization.

Please note that this selection is contingent upon successful completion of requisite background investigations & pre-employment medical test.

You are requested to complete your joining formalities by submission of all documents as mentioned in Annexure B within 3 working days from the date of receipt of offer otherwise your offer stands cancelled at the discretion of Management.

The offer letter is an intent of making an employment proposition and will be deemed concluded only on acceptance of appointment letter that will be given at the time of joining as well as on submission of all documents mentioned in Annexure B.

Again, welcome! We hope that your career here will be a gratifying one.

Best regards,

BORKAR
OMKAR
VASUDEO

Digitally signed
by BORKAR
OMKAR
VASUDEO
Date: 2023.07.28
09:14:31 +05'30'

Authorized Signatory

COLLABERA TECHNOLOGIES PVT. LTD.

CIN: U74200GJ1998PTC035036

Registered Address: Collabera House, 3rd Floor, Gotri Sevasi Road, Gotri, Vadodara – 390021, India

Phone No: +91-265-2302313 Website: www.collaberadigital.com

Annexure A

TOTAL REMUNERATION WORKSHEET		
Name: Samir Kumar Biswal Designation: Senior Java Developer Location: Bangalore		
CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS		
(all figures in Rs.)		
Description	Monthly	Annual
Basic (Basic+DA)	64,000	7,68,000
House Rent Allowance	25,600	3,07,200
Leave Travel Allowance	5,331	63,972
Management Allowance	8,029	96,348
Other Allowance	19,616	2,35,392
GROSS SALARY (A)	1,22,576	14,70,912
Company's Contribution to PF	7,680	92,160
Gratuity	3,078	36,936
TOTAL DEFERRED BENEFITS (B)	10,758	1,29,096
TOTAL CTC (A + B) = C	1,33,334	16,00,008
Note: *Net Take Home Salary is further subject to reduce by an amount equivalent to Professional Tax and TDS (Income Tax on Salary). *An equal amount will be contributed to the Fund by the employee, which will be deducted from Monthly Gross salary of the employee. *Gratuity will be payable as per provisions of Payment of Gratuity Act,1972		

I Hereby Accept the Offer and Confirm to Join On or Before : 28-Jul-2023

Signature:

Other Allowance	Max amount per month	Max amount Annually
Telephone Reimbursement	2,000	24,000
Food coupon / Meal voucher	2,200	26,400
Gift voucher	416	4,992
Professional Development	15,000	180,000

Note:

Combination of any of the above- other Allowance will be subject to a maximum amount of INR 19616.00 per month.

This amount will be paid on a monthly basis as a Taxable component. However, on submission of proofs, Tax benefit on the full eligible amount will be provided. Details of the same are provided in the subsequent pages.

1. Leave travel allowance (LTA):

This component is by default part of the CTC structure. No need to select it as part of FBP. But proofs must be submitted to claim tax benefit.

Cap	Maximum of 8.33% of Basic Salary per month
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- Employee must apply for minimum 3 days of PL and should be approved by reporting manager.
- During the leave period employee must travel anywhere within India to avail this exemption.
- Round trip only will be considered for exemption.
- Expenses incurred for travel of Self, spouse, parents and children is eligible for exemption
- Based on the mode of travel exemption will differ.
- Travel expenses only will be considered for exemption under LTA. Expenses on accommodation, food etc. will not be allowed for exemption
- Employees are allowed to claim the tax benefit for 2 trips in a block of 4 years. Current block being 1st January 2022 to 31st December 2025.
- If an employee claims only 1 trip during current block, then 1 trip can be carried forward to be claimed in next block of 4 years. For example, during 2022 to 2025 if an employee has claimed the LTA exemption only for 1 trip then, during the Block period 2026 to 2029 he can claim LTA exemption for 3 trips.
- Employee must submit the scanned copies of below mentioned documents

	In case of Travel by Air	Flight Tickets and Boarding Pass
2	In case if Air ticketed is booked through any travel agency	Invoice of Travel Agency and Boarding Pass
3	In case of Travel by Train	Train Tickets
4	In case of Travel by any other mode	Invoice of Travel Agency

- If exemption is not claimed for any financial year, then entire amount paid as LTA will be considered as Taxable for that year. Unclaimed amount cannot be carried forward to be utilized in subsequent years.

2. Telephone Reimbursement:

Expenses incurred towards Telephone bills which is for official purpose can be claimed for exemption under this heading.

Cap	Maximum of Rs.2,000/- per month
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Below details are required or to be followed for claiming the exemption

- Landline / Mobile / Broadband bills will be considered for exemption*
- Scan copy of original bills should be submitted.*
- Submitted Bill should be in the name of employee only*
- Exemption will be considered based on the monthly / quarterly / Half Yearly / Annual generated bills. Not as per Payment advice, Bank statement and statement of account.*
- Late payment fee will not be considered for exemption.*
- Will consider bill dates only, not billing period.*
- Bill dates should be in current financial year only*

3. Food coupon / Meal voucher

Employee can opt Food coupon as part of FBP and component will be treated as non-taxable component based on the below given limitations

Cap	Maximum of Rs.2,200/- per month
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- Payment will be done only into Sodexo (meal cards)*
- As the payments are uploaded on meal cards, this component will not be reflected in pay slip*
- No proofs to be submitted by employees for Food Coupons*

4. Gift voucher

Employee can opt Gift voucher as part of FBP and component will be treated as non-taxable.

Cap	Maximum of Rs.5,000/- per annum
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- Gift will be in the mode of Voucher.*
- As the payments will be in the form of voucher, this component will not be reflected in pay slip*
- If the gift voucher goes beyond 5000, then the entire amount will be considered as taxable*
- This voucher will be provided annually in the month of March every year*
- No proofs to be submitted by employees for Gift Vouchers*

5. Professional Development:

Expenses towards Purchase of books / course, which will enhance employee knowledge related with profession can be considered under exemption for professional development.

Cap	Maximum of Rs.15,000/- per month
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- Purchase of Books, Course fee will be considered for exemption*
- Scan copy of original bills should be submitted*
- Submitted Bill should be in the name of employee only*
- Bill dates should be in current financial year only*
- Bills for purchase of Magazines/ periodicals will not be considered*

Sub: Joining Formalities

As part of our joining formalities, you are requested to submit the following documents preferably before your date of joining:

1. Duly filled in enclosed Employment Application.
2. Duly filled in and signed copy of enclosed Confidentiality & Non - Disclosure.
3. Signed copy of your letter of offer.
4. Duly filled in PF Declaration Form.
5. Duly filled in Gratuity nomination Form.
6. Copy of Birth Certificate /Copy of proof of date of birth.
7. Copies of all qualification certificates and mark sheets (semester wise/Consolidated) from S.S.C onwards.
8. Highest Qualification Provisional Certificate and Degree Certificate front side and back side.
9. Copies of experience letters/ Service Certificates from current and previous Employers.
10. For Photo Identity, kindly furnish any one of the following documents: -.
 - i. Copy of your passport (ECNR stamp is a must).
 - ii. Copy of valid Indian Driving License.
 - iii. Copy of voter ID Card.
 - iv. Copy of Ration Card
 - v. Copy of Adhar Card.
11. PAN Card
12. Copy of 2 Last month's pay slip.
13. Copy of Relieving letter from your last employer.
14. Copy of your resume.
15. Copy of offer Letter from your last employer.
16. Passport size photographs Scan.