**Annexure**

|  |  |  |
| --- | --- | --- |
| **Name:** ${EMPLOYEE\_NAME} | **Designation: ${EMPLOYEE\_DESIGNATION}** | |
| **Location:** ${EMP\_LOCATION} | **Date of Joining: ${DOJ}** | |
|  | **Annual** | **Monthly** |
| Salary | ${SALARY} | ${MON\_SALARY} |
|  |  |  |
| Basic Salary | ${ANNUAL\_BASIC\_CTC} | ${MON\_BASIC\_CTC} |
| HRA(50% of Basic) | ${ANNUAL\_HRA} | ${MONTHLY\_HRA} |
| Special Allowances | ${SPL\_ALLOWANCE} | ${MON\_ALLOWANCE} |
| Conveyance (10%) | ${A\_CONVEYANCE} | ${MON\_CONVEYANCE} |
|  |  |  |
| **Gross Salary** | **${ANL\_GROSS\_PAY}** | ${MON\_SALARY} |
|  |  |  |
| Company Contribution towards Provident Fund | ${CCPF} | ${MON\_CCPF} |
| Company Contribution towards ESIC | - | - |
| Medical Insurance | - | - |
| Professional Tax | - | - |
| **Variable Pay /Year end bonus** | ${ANL\_VAR\_PAY} | ${MON\_VAR\_PAY} |
|  |  |  |
| **Total Cost to the company** | **${ANNUAL\_TOTAL}** | ${MONTHLY\_TOTAL} |

**NOTE:**

|  |
| --- |
| **\*PF CONTRIBUTION:** Both Employee and Employer will equally contribute the amount mentioned in offer break up towards the provident fund account. Employee can contribute additional amount on their accord, under the voluntary PF contribution. |
| **\*\*Family Medical / Parental Insurance:** This includes premium contribution for availing the insurance only for Employee. For adding other family members of the employee, employee has to pay separately (on an optional basis). |
| **\*\*\*Variable Incentive:** The payment due date will change based on the date of joining. All incentive will be payable based on accomplishing the task, individual performance and business performance. The incentive are not part of fixed pay but are considered taxable income. The employee understand that the variable pay will be forfeited if the employee fails to report to  work or no longer in the position to which hired or if the performance is not satisfactory. |
| **\*\*\*\*FBP PLAN:** Post joining the organization Employee can elect any of the FBP components of their choice from the FBP plan |

# For Sibay Techno Solutions Pvt ltd.

**Accepted Agreed and Accepted**

# Authorized Signatory Name