

OL/2010-2011/0085

20th September 2010

**Ms. Muthusubramanian M**  
**No-35, Kurukkal Madam**  
**Vellemadam Post**  
**Kanyakumari - 629305**

**Re: Employment Offer**

**Dear Ms. Muthusubramanian M,**

With reference to the discussions that we had with you, we are pleased to offer you a position of **Software Engineer** with **Coromandel Infotech India Ltd** and welcome you to be a part of a high performance team whose focus is on providing a high quality enterprise - wide IT solutions and consulting services to its clients.

The following set out the significant terms concerning your employment with the company.

1. Your Annual Total Compensation will be **Rs.128000/-** (Rupees One Lakh Twenty Eight Thousand Only). Our company believes that, while maintaining the cost of the employee to the company at agreed levels, the structure of payment can be tailor-made to suit the specific needs of the employee within the norms set out in the company policy. You are requested to finalize the structure in consultation with our HR department immediately on joining.
2. Your Reporting Authority & KRAs will be communicated at the time of joining.
3. We believe that you will, **given your skills and experience, make a valuable contribution** to the company's success. We would like you to understand and appreciate that, in order to provide our customers with exceptional professional counseling on the latest relevant technology, continuity of personnel is very important, and it is expected that you will respect this tenet as an associate. Hence this offer of employment is expressly contingent upon your employment commitment to the company.
4. You will be based in **Chennai**. You may, however, be assigned to other locations to work either at other offices of the company or at customers site. In such situations, you will be responsible for working during the normal business hours and complying with the rules as applicable at the site. You may be transferred temporarily or permanently to another place within the country or outside. The employment terms will then be modified, if necessary, to reflect the requirements of the new postings. For short term assignments and during travel a per diem will be paid to cover your daily expenses. You will be entitled to other benefits as stipulated in the Personnel Policy Manual of the Company.
5. In case of **Overseas deputation**, as the company will be spending significant amount of time and money for your deputation/Secondment abroad you will be required to sign a deputation agreement with the company which will cover issues like commitment to complete the project, returning to India after the completion of the project and serving the company for a stipulated period.





6. **Notice Period & Termination of Employment:** Either Party may terminate the employment agreement by giving 30 days notice to the other party without assigning any reason.
7. **Annexure – A** Compensation Structure
8. **Annexure – B** Provides you with the list of documents you need to submit.
9. **Annexure – C** Pre-Medical Authorization Letter
10. You are required to join us on or before **27th September 2010**.

Please note that this appointment is subject to

1. You being found medically fit
2. Satisfactory professional Reference checks.
3. Background Verification Clearance
4. Signing of Non-Disclosure Agreement.

As a token of acknowledgment and acceptance to the above terms and conditions, Please return a copy of this letter duly signed. The Offer is valid for 30 days from the date of issue. Looking forward to your continued support and commitment towards building our Company.

Yours Sincerely,

**Ananda Narayanan G**  
**Vice President**

Encl: Annexure A, B & C

*I accept the terms and conditions set forth in the Appointment order.*

**(Muthusubramanian M)**

Date: 27-09-2010



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## ANNEXURE-A

Compensation Structure

Associate Name : Muthusubramanian M  
Designation : Software Engineer  
Gross CTC PA (in Figures) : Rs. 128000/-  
Gross CTC PA (in Words) : Rupees One Lakh Twenty Eight Thousand Only

Category	S.No	Components	PM (Rs.)	PA (Rs.)
Fixed	1.	Basic Pay	4267.00	51200.00
	2.	HRA	2133.00	25600.00
	3.	Special Allowance	599.00	7189.00
	4.	Medical Reimbursement	1000.00	12000.00
	5.	Conveyance Allowance	800.00	9600.00
	6.	Lunch Allowance	1000.00	12000.00
	7.	Education Allowance	0.00	0.00
	8.	Business Attire Reimbursement	0.00	0.00
	9.	Car Maintenance Allowance	0.00	0.00
	10.	LTA	356.00	4267.00
	11.	PF – Employer Contribution	512.00	6144.00
	12.	Annual Loyalty Bonus*	NA	.00
Total			10667.00	128000.00

Please acknowledge receipt and submit a copy duly signed for our Records.

\*Annual Loyalty Bonus payable on completion of one year of service with Coromandel Infotech India Ltd.

  
Authorised Signatory

  
Signature of the Associate

RO/2012-2013/090

07th November 2012

Mr. Muthu Subramanian M  
Associate #: I0651

Dear Muthu Subramanian M,

With reference to your decision to resign from Coromandel Infotech India Ltd and your resignation letter dated 01st November 2012, we are in acceptance of the same and you would be relieved of your duties from the closing hours of 07th November 2012.

You have been an integral part of the Coromandel Infotech India Ltd growth and we appreciate your contributions during this journey.

While we wish you that this association could have been longer, we hope you achieve every success in your future endeavors. We also draw your attention to your continuing obligation of confidentiality with respect to any proprietary and confidential information of Coromandel Infotech India Ltd that you may have had access to during the course of your employment.

Yours sincerely,

**For Coromandel Infotech India Ltd**

  
**Rajesh V**  
**Assistant Manager - HR**

FFS/2012-2013/090

05th January 2013

Mr. Muthu Subramanian M, I0651  
No:35,Sivagnanapuram  
Sahaya Nagar,  
Kanyakumari 629305

Dear Mr. Muthu Subramanian M,

**Sub: Full & Final Settlement**

Kindly find enclosed the following: -

1. Service Letter
2. Last month Pay Slip
3. Cheque No. 091872 dated 12/31/2012 for Rs.12060/- on IDBI towards full & final settlement, as per of break-up given below: -

<b><u>Month</u></b>	<b><u>Amount</u></b>
November 2012	3966.00
	.00
	.00
Leave Encashment	8087.00
Ex-gratia Payment	-
Annual Bonus	-
Deductions (Notice Period Shortfall)	.00
<b>Total Payable</b>	<b>12053.00</b>

**Remarks:**

Notice Period Waived Off

For Coromandel Infotech India Limited



Nijy PV  
Sr. Executive-HR

Encl. a/a

SC/2012-2013/090

07th November 2012

**Service Certificate**

**Name of the Employee** : Mr. Muthu Subramanian M  
**Designation** : Software Engineer  
**Date of Joining** : 27th September 2010  
**Date of Relieving** : 07th November 2012  
**Last Drawn Salary** : Rs. 225000/- (Per Annum)

**For Coromandel Infotech India Ltd**



**Rajesh V**  
**Assistant Manager - HR**