



14-December-2018

RELIEVING CERTIFICATE

This is to certify that **Mr. Abhijit J Dharangutte** was employed with us from **17-February-2017 to 14-December-2018**. His last designation in the organization was **Associate IT Consultant**

He has tendered his resignation on his own accord. His professional conduct during his tenure with us was good.

We wish every success in his future endeavors.

For ITC INFOTECH INDIA LIMITED

Reshama Hemant Joshi
General Manager - Talent Management

Name: Abhijit J Dharangutte



Ref: Appt/I3L/12835/2016-17

Date: 16-February-2017

Mr. Abhijit J Dharangutte
So/Do Jinagouda S Dharangutte
#340, Chandur,
Chikodi, Belagavi

Sub: Appointment Letter

Dear Abhijit,

We are pleased to offer you appointment as **Associate IT Consultant (Grade "IS2")** in the management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **17-February-2017**.

Please note that your base location will be Bangalore and work location will be Bangalore.

1. This 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.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the "Quality Certification Test" (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company's intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

Annexure

Components	Proposed Salary (Rs. Per Month)	Proposed Salary (Rs. Per Annum)
		264000/-
Consolidated Salary(Basic Salary)	22000/-	132000/-
House Rent Allowance	11000/-	246624/-
Supplementary Allowance	20552/-	156000/-
Special Supplementary Allowance	13000/-	13200/-
*Meal Coupon –Refer EN1	1100/-	19200/-
Conveyance Allowance	1600/-	831024/-
Sub Total I	69252/-	
Other Components		15000/-
Medical Expenses – Refer EN3	1250/-	31680/-
Provident Fund (Company Contribution on Basic Salary)	2640/-	18000/-
Leave Travel Allowance – Refer EN4	1500/-	62800/-
Performance Effectiveness Pay (PEP) – [20%]Refer EN5	4400/-	1500/-
ITC Products & Services discount scheme – Refer EN6	125/-	118980/-
Sub Total II	9915/-	
Total	79167/-	950004/-

Explanatory Notes:

- 1) Sodexo Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. 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 and paid along with salary after applicable tax.

- 2) 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 Lakhs**.

- 3) Medical Expenses - You shall be entitled for 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.