



**ml Outsourcing Services Pvt. Ltd.**

MFAR Silverline Tech. Park, 3rd Floor, Plot No. 180, EPIP Area, II Phase, Whitefield, Bangalore - 560 066.  
Phone : 080 - 6782 1200, Fax : 080 - 41157055

Ref: MLOSPL/HR//NR/OL- 08/19

August 2<sup>nd</sup>, 2019

Rashmi Magal,  
#1270, 2nd Main, Siddartha Hostel Road, Krishna Murthy Puram, Mysore - 570004.

**SUB: OFFER LETTER**

Dear Rashmi Magal,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be **INR 14,30,000/- (Rupees Fourteen Lakh And Thirty Thousand Only)**. Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications.

You are requested to join us at the earliest, but not later than **September 2<sup>nd</sup>, 2019**. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before September 2<sup>nd</sup>, 2019. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you.

Yours faithfully

For ml Outsourcing Services Pvt. Ltd

Garima Khosla  
Talent Acquisition

**ANNEXURE**

Annual/Monthly CTC		
	Annual	Monthly
<b>Salary:</b>		
Basic Salary	572,000.00	47,666.67
<b>Total Salary (A)</b>	<b>572,000.00</b>	<b>47,666.67</b>
<b>Allowances:</b>		
HRA	228,800.00	19,066.67
Bonus	-	-
Other Allowances	479,400.00	39,950.00
<b>Total Allowances (B)</b>	<b>708,200.00</b>	<b>59,016.67</b>
<b>Flexible Benefit Plan</b>		
FBP CAR	21,600.00	1,800.00
FBP DRIVER	10,800.00	900.00
MEAL COUPONS	26,400.00	2,200.00
FBP TELEPHONE	24,000.00	2,000.00
FBP TECH BOOKS	12,000.00	1,000.00
LTA	25,000.00	2,083.33
<b>Total FBP (C)</b>	<b>119,800.00</b>	<b>9,983.33</b>
<b>Total Gross Salary (A+B+C)</b>	<b>1,400,000.00</b>	<b>116,666.67</b>
<b>Other Benefits</b>		
Family Medical Insurance	8,400.00	700.00
Provident Fund	21,600.00	1,800.00
<b>Total (D)</b>	<b>30,000.00</b>	<b>2,500.00</b>
<b>Total CTC (A+B+C+D)</b>	<b>1,430,000.00</b>	<b>119,166.67</b>

**Note:**

- 1) Medical Insurance is for up to Rs. 400,000/- for family (i.e, Self + Spouse + 2 Kids).
- 2) HRA will be exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the original rent receipts.
- 3) Employee contribution to Provident Fund which is equal to the employer's contribution will be deducted from the monthly gross salary every month.
- 4) Any changes to the above would have to be confirmed in writing by the company. Income Tax will be deducted on the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any Tax saving instruments, you are requested to declare the same in writing at the time of joining and in the April month of subsequent years, in order to compute the appropriate amount of Tax.

**ml Outsourcing Services Pvt. Ltd.**



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**Garima Khosla**  
Talent Acquisition

**Agreed and Accepted**

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**Rashmi Magal**  
Account Manager