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Nagarro Software Pvt. Ltd.
(CIN: U72900DL1996PTC075453)

Date: December 29, 2017

Agampreet Singh Arora,

61-A New Ashok Nagar,

Jalandhar - 144002,

(Punjab) India

Subject: Training Letter

Dear Agampreet Singh Arora,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provi appointment as **Trainee, Technology** at **Nagarro.**

You are requested to join us on or before **January 8, 2018**. During the period of training you would be paid a stipend of **In (INR) 15,000.00/-** per month.

You will be promoted to **Junior Associate, Technology** after successful completion of your training. **(refer letter of intent for criteria)**

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro**.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**

Swati Yadav
Senior Manager, HR

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Name	Agampreet Arora

Monthly Earnings	Amount in Indian Rupee (INR)	Annualized Amount in Indian Rupee (INR)
Basic Pay	15,000.00	180,000.00
HRA	7,500.00	90,000
Conveyance Allowance	1,600.00	19,200.00
Executive Allowance	6,260.00	75,120.00
Total (A)	**30,360.00**	**364,320.00**
Annual Earnings	**Amount in Indian Rupee (INR)**	
Medical Reimbursement*	0.00	
Employer's Contribution to Provident Fund	24,048.00	
Employer's Contribution to ESIC	0.00	
Leave Travel Assistance**	0.00	
Gratuity***	8,659.00	
Labour Contribution Fund	240.00	
Total Yearly (B)	**35,680.00**	
Total Fixed Compensation (A+B)	**400,000.00**	

Note:

*Medical Reimbursement can be claimed monthly on submission of bills.

**Leave Travel Assistance (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules

***Payment as per Gratuity Act

PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of month
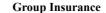
****Guidelines for entering Mediclaim Insurance Scheme:

a) An employee has a mediclaim insurance cover of 1 lac by default and he/she at the time of joining can go in for a sum insured of m lacs & cover his dependents (spouse, kids and parents). Once he is enrolled in the policy he cannot exit the policy till he leaves the co can increase his sum insured by 50% YOY subject to a maximum limit of 5 lacs.

b) Employees who are unmarried can add their dependent spouse in case of marriage after taking insurance (immediately after marria child in case of a new-born (again ASAP after child-birth). Dependent parents cannot be added mid-term during the policy. If an emp the policy without his dependent parents, there should be a minimum period of 3 years before he can get his parents enrolled in the po

c) Downward revision of Sum Insured not possible at the time of renewal.

d) Employees / dependents who have claimed in the policy , cannot exit the policy till they leave the company , neither can they decre Sum Insured.

Income Tax in respect of the above mentioned compensation package should be borne by the employee.

Group Insurance

Guidelines:-

Group Mediclaim Insurance

a) An employee has a mediclaim insurance cover of 1 lac by default and he/she at the time of joining can increase his/her sum insured lakhs & cover his dependents (spouse, kids and parents). Premium deduction details has been provided in table below.

b) Employees who are unmarried can add their dependent spouse in case of marriage after taking insurance (immediately after marri child in case of a new-born (again ASAP after child-birth). Dependent parents cannot be added mid-term during the policy. If an empl the policy without his dependent parents, there should be a minimum period of 3 years before he can get his parents enrolled in the po

c) Download revision of Sum Insured not possible at the time of renewal

d) Employee/Dependents who have claimed in the policy, cannot exit the policy till they leave the company, neither can they decrease Insured

Group Personal Accident Insurance (GPA)
The GPA Policy provides the insured a cover for disability or death caused by an accident.

a) An employee has personal accident insurance cover of 3X of his TFC by default and he/she at the time of joining can go in for a su upto 5X to 10X as per policy terms. Premium deduction details has been provided in table below.

b) Once an employee is enrolled in the policy he/she cannot exit the policy till he leaves the company.

Group Term Life Insurance (GTL)
The GTL policy provides the insured a cover in case of death.

a) Enrollment in GTL is optional and on discretion of the employee and employee can opt for a cover of upto 10X of their TFC. The common practice is to cover within 3X to 5X of your TFC. Premium deduction details has been provided in table below.

b) Exit from policy can be done before the next renewal cycle by notifying HR

Premium for Group Insurance

	Premium	Deduction
Premium Deduction for Mediclaim Insurance	Calculated Formula	In equal installments for remaining months of the financial year
Premium Deduction for GPA	Calculated Formula	From the first month salary
Premium Deduction for GTL (optional)	Calculated Formula	From the first month salary

Attachments

- Revised Terms Conditions_V2.pdf