



6th June, 2017

Mr. Lalit Batra,
#3051, Sector-44 D,
Chandigarh.

Letter of Offer

Dear Lalit Batra,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **Senior Software Engineer I/P3 (Global Title: Programmer Analyst II)**
- 2) Place of Posting: FIS (I) Pvt. Ltd, 5th Floor, Landmark Plaza, (F3 Tower)
Quark City (SEZ), Industrial Focal Point,
A-40A, Phase VIII Extension Mohali, Punjab
- 3) Date of Joining **24th July, 2017**
- 4) Compensation & Benefits
Annual Fixed Pay : **Rs 704545/-**
Performance Pay : **Rs 70455/-**
Total Compensation(TC): Rs. 775000/-
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our HR Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining

We look forward to having you on board with Team FIS.

Yours sincerely

Mamta Wasan
Sr. Vice President - Human Resources

I hereby accept the above offer

Candidate's Name & Signature
Lalit Batra

**ANNEXURE - Compensation and Benefits****Name:****Lalit Batra****w.e.f.****24-Jul-17****FIXED PAY**

Particulars	Amount (PM)	Amount (PA)
Basic Salary	17,620	211,440
House Rent Allowance	8,810	105,720
Flexi Benefit Plan [^]	30,167	362,005
Employer's contribution to Provident Fund	2,115	25,380
BASE PAY (FIXED PAY)	58,712	704,545
Performance Bonus*		70,455
TOTAL COMPENSATION (TC)		775,000

ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	10,171
Premium paid by the employer for Group Health Medical Insurance**	14,000
Premium paid by the employer for Accident Insurance policy	204
COST TO COMPANY (CTC)	799,375

* Your Performance Bonus represents the target amount (at 100% payout). Actual quarterly payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

Signature of Signing Authority**Signature of Associate**



ANNEXURE 2

Dear Lalit Batra,

Congratulations for successfully clearing all the rounds!

You are requested to submit following documents at the earliest,

[A] Academic Qualification

- ✓ **SSC certificate & Mark sheets**
- ✓ **HSC certificate & Mark sheets**
- ✓ **Graduation certificate & Mark sheets**
- ✓ **Post-Graduation certificate & Mark sheets**
- ✓ **Other Courses certificate & Mark sheets**

[B] Work Experience Certificate (Not applicable in case you are fresher)

- ✓ **Experience Letter/Relieving Letters from last two organization(s)**
- ✓ **Current Company appointment letter**
- ✓ **Latest 3 months' Salary Slips**

[C] 4 Passport sized colored photographs

[D] Address Proof (Any of the following)

- ✓ **Ration Card**
- ✓ **Passport copy**
- ✓ **Utility Bills**

[E] Proof of Date of Birth (Any of the following)

- ✓ **Birth Certificate**
- ✓ **School Leaving Certificate**
- ✓ **Passport copy**

[F] Photo ID proof (Any of the following)

- ✓ **Passport copy**
- ✓ **Driver's License**
- ✓ **Pan Card**

You are required to submit originals and 1 photocopy of the above documents. HR will retain the photocopies and return you the originals immediately. In case you are not able to submit the originals then attested photocopies from a Gazette Officer will be a must.



ANNEXURE 3

Dear Lalit Batra,

You are also requested to submit us the filled up documents, as detailed below, on **24th July, 2017**.

- Joining forms
- Payment of Gratuity form
- Family Health Declaration Form
- Employee Confidential Agreement
- Nomination and Declaration form (two original copies)
- Relieving letter of your last employer

Wishing you a great career ahead in FIS!!!