

Date: 12-11-2025

Subject: Offer Letter for Employment

Virat Kohli
A-22, Sector 12
Surya Nagar,
Maha Laxmi Nagar, Maharashtra, 452066
Mob: 8899898989
Mail: Virat@gmail.com

Dear Virat Kohli,

With reference to your application and the subsequent discussions we had with you, we are pleased to offer you the position of **Program Manager** with our company. You will be posted at **Ahmedabad** and your date of joining would be **17-11-2025**.

You will be placed at: Rigved Infotech Pvt Ltd; however, your services are transferable to any location of the company or client site as and when required.

Your annual compensation package set at **INR 14,00,000/-** (Rupees Fourteen Lakh Only)

The detailed salary break up is given in the attached **Annexure A**

Your employment will be in accordance with the rules, regulations, and policies of the company from time to time.

This offer of employment is conditional upon your being medically fit and free from any contractual restrictions that may preclude you from accepting employment with us and passing our background verification checks. This offer of employment is valid for **two days** by which date, we hope you will send your acceptance of this offer via email. We look forward to your joining the **RIGVEDIT** family and hope you have a rewarding and successful career with us.

Name: Virat Kohli

Yours faithfully

Rigved Infotech Private limited
Dr. Nitin Pitty
Director



Annexure: A

Employee Name	Virat Kohli
Location	Ahmedabad
Designation	Program Manager
PF Applicability	Full
Annual Compensation (INR)	14,00,000

Compensation Components	Annually (INR)	Monthly (INR)
Basic	4,48,000	37,333
HRA	2,24,000	18,667
Statutory Bonus	-	-
National Pension Scheme (NPS) (Optional)	44,800	3,733
Voluntary Provident Fund (VPF) (Optional)	53,760	4,480
Reimbursable Flexible Benefits (Table A)	1,83,400	15,283
Special Allowance	2,76,039	23,003
Total Fixed (A)	12,29,999	1,02,500
Variable Pay (B)	64,737	5,395
Net Salary C=(A+B)	12,94,736	1,07,895
Provident Fund (Employer Contribution)	53,760	4,480
ESIC (Employer Contribution)	-	-
Gratuity	21,504	1,792
Insurance Coverage	30,000	2,500
Total Benefits (D)	1,05,264	8,772
Total Compensation E=(C+D)	14,00,000	1,16,667
Provident Fund (Employee Contribution)	53,760	4,480
ESIC (Employee Contribution)	-	-
Profession Tax	2,500	200
Total Deductions from Fixed Salary	56,260	4,680

Other Benefits: Also, we offer you a joining bonus of INR 60000/- (Rupees Sixty Thousand Only). This bonus will be disbursed along with your 3rd(third) month's salary at RigvedIT.



Table A: Reimbursable Flexible Benefits

Reimbursable Flexible Benefits	Annually (INR)	Monthly (INR)	Remark	Declaration / Proof required
Child Education Allowance	2,400	200	1200/child, Max 2 Child	Based on declaration, Proof to be submitted
Child Hostel Allowance	7,200	600	2400/child, Max 2 Child	Based on declaration, Proof to be submitted
Leave Travel Allowance	50,000		Capped at 50,000 Annually	Against Proof
Books, Periodicals, Self-Certification	50,000		Capped at 50,000 Annually	Against Proof
Sodexo / Meal Coupon	26,400	2,200	2200/Month (100 per Working Day)	Based on declaration, Proof to be submitted
Fuel Car Reimbursement	21,600	1,800	1800 / Month	Based on declaration, Proof to be submitted
Driver Reimbursement	10,800	900	900 / Month	Based on declaration, Proof to be submitted
Mobile Reimbursement	15,000	1,250	1,250 / Month	Based on declaration, Proof to be submitted
TOTAL	1,83,400			

