

Scan-IT Solution (India) Private Limited

Registered Office:

D-5010, 5th Floor, "D" Wing, Marvel Edge, S No-
33/2A/1 & 207/1A, Wadgaon Sheri, Lohegaon Taluka
Haveli, Pune- 411023, Maharashtra, India.

Telephone: +91 7410061100

Email : info@scan-it.com.sg

Website : www.scan-it.com.sg

CIN : U72900PN2016FTC167138



Ms. Shipra Prashant Pramanik

Date: 21st Jan 2020

Shivthirth cooperative housing society,
Chinchwadgaon Pune- 411033

Dear Shipra,

Welcome to the opportunity to make a valuable difference!!!

At Scan-IT Solution (India) Pvt.Ltd, you will find that the environment is charged with enthusiasm and offers unlimited growth for individuals who live the company vision with a passion.

I am proud to invite you to join the family. You will be designated as **Junior Associate – Graphic Designer** in grade **A1** and your Total CTC will be **Rs. 3,00,000** per annum. You will be on probation for the initial period of 3 months. You would be expected to join us on **17th Feb 2020**. A detailed letter containing Salary Break Up & Terms of Employment will be given to you on your date of joining.

You are required to submit following documents prior to date of joining: -

- Recent Passport Size Photograph (2 nos).
- Experience Certificate of your previous job (if any).
- School Leaving Certificate.
- Education Certificate.
- PAN and Aadhaar Card copy.

You may be required to undergo reference check clearance in order to confirm this offer.

I look forward to your dedication and commitment as we work together and wish you many fruitful years here at Scan-IT. Please forward us a confirmation of acceptance of our offer at the earliest.

With best wishes,

For **Scan-IT Solution (India) Private Limited**

Monika Tiwari– Manager HR

I. **Shipra Prashant Pramanik** accept the above.

Employee Signature

Shipra pramanik

Employee Name

22nd Jan 2020

Date



Annexure A
Compensation and Benefits

Name: Shipra Prashant Pramanik

Position: Junior Associate – Graphic Designer

Sr No	Particular of Heads	Monthly	Annual
		Rs.	Rs.
1	Basic	8,750.00	105,000.00
2	Children Education Allowance	200.00	2,400.00
3	Bonus	1,050.00	12,600.00
4	Scan-IT Flexible Benefit Plan	8,645.00	103,743.00
5	House Rent Allowance	3,500.00	42,000.00
A	Total Gross	22,145.00	265,743.00
Benefits & Employer Contributions			
1	PF	1,800.00	21,600.00
2	Medical Insurance	634.00	7,609.00
3	ESIC	-	-
4	Gratuity*	421.00	5,048.00
B	Total Benefits	2,855.00	34,257.00
C	TOTAL CTC (A+B)	25,000.00	300,000.00
Deductions			
1	PF	1,800.00	21,600.00
2	PT**	200.00	2,400.00
3	ESIC	-	-
D	Total Deductions	2,000.00	24,000.00
	Net Take Home before other allowance (A-D)	20,145.00	241,743.00

* Gratuity is payable as per the Gratuity Act.

**PT: There would be an additional deduction of Rs. 100 in PT in the month of February every year according to the government norms.



Scan-IT Flexible Benefit Plan:

We all have different needs and hence Scan-IT has chosen to empower its employees to be the master of their destiny. You will be provided the benefit plan when you join the organization so that you can make informed allocations.

Note: - Any other perks like incentive, bonus if applicable, will be valid as per the given norms in the letter and will be recovered if employee leaves or initiates the separation of employment within 12 months from the joining date.

Best regards,

For **Scan-IT Solution (India) Private Limited**

Monika Tiwari – Manager HR

ACCEPTANCE

I have read, understood and accept the compensation and benefit package relating to my services and employment with Scan-IT Solution (India) Private Limited.

Employee Signature

Shipra pramonik

Employee Name

22nd Jan 2020

Date