

## Scan-IT Solution (India) Private Limited

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CIN: U72900PN2016FTC167138



Ref. No: HR/SALARY/REV/111221/2021  
Employee Name : Shipra Pramanik  
Employee ID : 111221

Date: 23-Mar-2021

**Sub: Revision in Compensation for 2021.**

Dear Shipra Pramanik,

We are pleased to inform you that your Cost to Company (CTC) has been revised to **INR 320,028** per annum. The revised compensation will be paid as arrears from January 01, 2021. We have enclosed the details of your revised compensation package in the Annexure - A.

We would like to take this opportunity to express our sincere appreciation for your valuable contributions to the Company and we hope you will continue to contribute at the highest levels for the success and progress of our Company.

We look forward your valuable contributions and wish you all the very best for a rewarding career with the Company.

Yours sincerely,  
**For Scan-IT Solution (India) Private Limited**

**Authorized Signatory**

Note: This communication regarding your compensation supersedes all previous communication on the subject.

Please note that this revision in Cost to Company (CTC) does not constitute a waiver of any other provisions of the Appointment Agreement, Employment Handbook, policies, rules, regulations or any other agreement between the company and yourself.

You will appreciate that the information related to your salary is a matter, strictly confidential between you and the Company and you are expected to treat it with utmost confidentiality. Any violation of the same could be construed as breach of conduct and will be dealt with strictly.

This is a system generated letter, hence no signature is required.

## Annexure - A

Employee Name : Shipra Pramanik

Employee ID : 111221

Designation : Junior Associate - Graphic Designer

Your compensation structure is as follows:

Sr.No	Particulars of Heads	Salary fitment	
		Monthly	Annually
		Rs.	Rs.
1	Basic	9334	112008
2	Children Education Allowance	200	2400
3	Bonus	1120	13440
4	Scan IT-Flexible Benefit Plan	9150	109800
5	House Rent Allowance	3734	44808
A	Total Gross	23538	282456
Benefits & Employer Contributions			
1	P.F	1800	21600
2	Medical Insurance	882	10584
3	ESIC	0	0
4	Gratuity*	449	5388
B	Total Benefits	3131	37572
C	Total CTC (A+B)	26669	320028
Deductions			
1	P.F	1800	21600
2	P.T**	200	2400
3	ESIC	0	0
D	Total Deductions	2000	24000
	Net Take Home before Other Allowance (A-D)	21538	258456

- \*Gratuity is payable as per the Gratuity Act.
- \*\*Professional Tax (P.T.): There would be an additional deduction of Rs 100 in P.T. in the month of February every year according to the government norms.
- Scan-IT Solution (India) Pvt. Ltd. is compliant with all labour and employment laws prevalent in India.
- The revised CTC is subject to tax, other statutory deductions and alterations or amendments in the applicable laws and hence, is subject to change.

Best Regards,

For Scan-IT Solution (India) Private Limited

Authorized Signatory

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

Employee Name

Date

This is a system generated letter, hence no signature is required.