

28th April - 2025

Mr. Navin
Allahabad,

SUB: - LETTER OF INTENT

Dear Navin,

Subsequent to meetings you had with us, we are pleased to offer you the position of
“**RPA Developer - Support**”, in **our COE Digital team** at Noida.

Please refer to Annexure A for details of the offer.

Please note that this Offer is subject to satisfactory report from reference checks and background verification.

Attached to this Letter of Offer are the Terms and Conditions of your employment with FCM. These conditions will apply to you throughout your employment with FCM no matter what position you hold, unless FCM tells you otherwise.

Prior to commencement you are required to accept this offer electronically within 48 hours via the Flight Centre Careers Portal. First you will need to open and review the following documents:

1. Letter of Offer; and
2. Terms and Conditions

Once all documents have been opened and reviewed, you will be prompted to accept the offer electronically. Please note by electronically accepting this offer, you are also accepting these Terms and Conditions.

Your Appointment Letter will be handed over to you on the date of joining along with all necessary documents. Terms and conditions of the appointment would be mentioned in the appointment letter. Your duties, responsibilities and deliverables will be discussed and documented on joining us.

We look forward to welcoming you on board!

Yours sincerely
For FCM Travel Solutions India Pvt Ltd



Ritu Laungani

ANNEXURE-A		
Compensation Fitment Sheet		
Name	Navin Maurya	
Designation	RPA Developer - Support	
Business	COE	
Function	Digital	
Location	Noida	
Particulars	Monthly	Annually
<i>Basic</i>	30,624	3,67,488
<i>HRA</i>	15,312	1,83,744
<i>Medical</i>	1,250	15,000
<i>Conveyance</i>	1,600	19,200
<i>Special Allowance</i>	32,877	3,94,524
Gross (Sub total) A	81,663	9,79,956
<i>PF</i>	3,675	44,100
<i>Gratuity</i>	1,473	17,676
<i>Medical Insurance</i>	687	8,244
Sub Total(B)	5,835	70,020
Cost to Company	87,498	10,49,976
<i>Variable Pay</i>	8,750	1,05,000
Gross CTC (With Variable Pay)	96,248	11,54,976

1. Above mentioned Annual Performance Bonus payout is an Indicative amount and should not be considered as guaranteed amount, actual Pay-out can range from 0% to 10% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the Bonus Scheme.
2. Performance Bonus Payout is based on the agreed KPIs and subject to the individual performance along with the company performance and its achieved targets.
3. Performance Bonus Payout is subject to completion of the payout cycle, if employee resigns during the payout cycle, No performance bonus will be paid.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the Bonus Scheme.

Note (Applicable, if part of your compensation structure):

1. **Gratuity** will be paid as per the Payment of Gratuity Act, 1972.
2. **LTA** can be claimed only for domestic travel as Tax free reimbursement, twice in a block of 4 years. This shall be made subject to submitting requisite bills to the extent of the amount mentioned in the CTC breakup, LTA is not a monthly payment.
3. **Income Tax** will be computed based on the tax plan submitted by the employee and will be deductible from the above compensation as per the prevailing tax laws.
4. **Food Coupons:** Meals Vouchers is a tax saving component, and it's not payable along with monthly salary, A separate meal card will be issued to you to use to the extent of the amount mentioned the CTC breakup

In addition to the above, you are entitled to the following **Medical benefits**

In addition to the above, you are entitled to the following Medical benefits :	
Medical Insurance (For Self, Spouse, and first Two Child below 25 Years	4,00,000
Group Accident Insurance	10,00,000
Term Insurance	3 times of Annual CTC

Yours sincerely
For FCM Travel Solutions India Pvt Ltd



Ritu Laungani