



**Private & Confidential**

July 05, 2019

**Nagarur Manohar Reddy**

**EID : 108587**

Dear Nagarur,

Congratulations!!!

You have been a valuable member in SLK's incredible journey of 19 years and we value your performance during the year 2018-19.

We appreciate and thank you for your contribution during the last year and are happy to inform that in recognition of your contribution, your compensation has been revised with effect from April 01, 2019. The details are given in the Annexure.

We are undergoing organizational transformation journey to drive our future course. We encourage you to take on the various opportunities this journey offers to further enhance your career at SLK. We believe that you will continue to learn, innovate and win at SLK and also contribute to take our organization to greater heights of success.

Wishing you the Freedom to Succeed!

Warm regards,

A handwritten signature in blue ink that reads 'Dhirendra Nath'.

**Dhirendra Nath**

**Chief Human Resource Officer**

**Regd. Office:** SLK Software Services Pvt. Ltd. "SLK1", 40/A, KHB Industrial Area, Yelahanka New Town,  
Bengaluru-560 064, India. T +91 80 4180 5721 / 6740 4721, F +91 80 4050 1921.

Name: Nagarur Manohar Reddy

Revised Annual Compensation Package with effective from April 01, 2019 .

A. Components	Current CTC (INR)	Revised CTC (INR)	Increase (INR)
Basic + VDA	1,72,000	1,82,000	
House Rent Allowance	68,800	72,800	
Bonus	32,760	32,760	
Flexible Benefits	3,060	3,063	
Ad-hoc Allowance	1,02,200	1,10,267	
<b>Total (A)</b>	<b>3,78,820</b>	<b>4,00,890</b>	
<b>B. Performance Pay</b>			
Variable Pay	21,500	22,750	
<b>Total (A + B)</b>	<b>4,00,320</b>	<b>4,23,640</b>	
<b>C. Retirals</b>			
CPF	20,640	21,840	
Gratuity fund	8,270	8,750	
<b>D. Benefits</b>			
GPA	770	770	
<b>Total (A + B + C + D)</b>	<b>4,30,000</b>	<b>4,55,000</b>	<b>25,000</b>

\* It is the portion of your salary that can be claimed against various specified expenses, to avail tax benefits. You can design your salary structure within the FBP amount.

\*\* Mediciam Insurance: ESC Premium will remain part of CTC (under Flexi Benefit Plan - FBP)



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## Total Rewards and Benefits

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

### 1. Benefits under CTC

- **Flexible Benefit Plan (FBP):** It is the portion of your salary that can be claimed against various specified expenses, to avail tax benefits. You can design your salary structure within the FBP amount, as per your anticipated expenses.
- **Group Mediclaim Insurance:** It provides pre-defined insurance coverage to you and your dependents against expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
- **Group Personal Accident (GPA) Insurance:** It offers compensation in case of disability or death directly and solely as a result of an accident. The premium of this policy is part of your CTC.
- **Executive Health Checkup:** SLK has tied up with reputed hospitals for periodic employee health checkups. You can avail the Executive Health Checkup Benefits once in 2 years.

### 2. Holidays, Paid Leave & Encashment

SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

- **National and Festival holidays:** 11 days every calendar year.
- **Paid Leaves (PL):** 24 days per annum. You get 2 days of PLs per month, every year.
- **PL encashment:** Unavailed PLs over and above 48 days shall be encashed at the end of the financial year.
- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of upto one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 9 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
- **Paternity leave:** New fathers are entitled to 5 days of paid paternity leave for the first two children.
- **Adoption Leave:** If you are adopting a child, you are eligible for 12 weeks of paid adoption leave.
- **Sabbatical leave:** Employees have an option to avail 3-12 months of leave on loss of pay as per the Sabbatical leave policy.

### 3. Other Benefits

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
- **Salary Advance Policy:** You can avail a salary advance in case of medical emergencies or marriage.
- **Sponsorship on Certifications:** You can get sponsorships to pursue certifications as per policy.
- **Group Term Life Insurance (GTLI):** It provides a lump sum benefit in the unfortunate event of Death, Total & Permanent Disability or Terminal Illness.
- **National Pension Scheme (NPS):** It is a pension scheme to provide social security for employees designed to enable systematic savings for retirement.

Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.

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