

Date: 4th July, 2022  
Ref.No.:HR/PMS/July22/EMP 30176/0459

**Private & Confidential**

Name : Ms. Khushboo P Raghani  
Employee Id : 30176  
Location : Gandhinagar

Dear Khushboo,

In the past year, AutoFacets LLP and the group companies took several initiatives to stay at the forefront of technology and management practices. These included positioning Gateway group as a Global Information Technology Solution Company, expanding the geographical spread, developing stronger customer intimacy, assimilating new technologies and strengthening internal systems and processes.

Recognizing your effort and performance, we are pleased to inform you that with effect from **1st June, 2022**, your Total Annual CTC is 880956 (comprising of Fixed Annual CTC **Rs. 660000 /- ( Six Lakh Sixty Thousand Rupees only)** Efficiency Linked Monthly Bonus (PMS 3.0) of **Rs 120000 /- ( One Lakh Twenty Thousand Rupees only)** and Annual Performance Based Bonus (PMS 2.0) **Rs. 100956 /- ( One Lakh Nine Hundred Fifty Six Rupees only)** per annum).

Your salary details are strictly private and confidential and details in this letter must not be disclosed and discussed to others. Please acknowledge your acceptance of the revised terms by signing a copy of this letter.

We take this opportunity to place on record our appreciation of your contribution during the past financial year and we look forward to your continued support in future.

Best Regards,  
For, AutoFacets LLP



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Pratik Mehta  
Authorized Signatory

**Autofacets LLP**

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## ANNEXURE

**Name : Khushboo P Raghani**

Designation : Engineer - Software Development

Effective Date : 1st June, 2022

Total Fixed Salary : 55000 /- Per Month CTC ( Fifty Five Thousand Rupees only)

	Particulars	Rs (p.m)	Rs (p.a)
<b>(A)</b>	<b>Salary</b>		
	Basic Salary	15000	180000
	HRA	12000	144000
	Service Allowance	24079	288946
	Interim Bonus	1400	16800
	Total(A)	<b>52479</b>	<b>629746</b>
<b>(B)</b>	<b>Retirement Benefits</b>		
	Employer's Share of PF	1800	21600
	Gratuity	721	8654
	Total (B)	<b>2521</b>	<b>30254</b>
(C)	<b>Total Fixed ( A + B )</b>	<b>55000</b>	<b>660000</b>
(D)	<b>Efficiency Linked Monthly Bonus</b>	<b>10000</b>	<b>120000</b>
(E)	<b>Annual Bonus</b>		<b>100956</b>
(F)	<b>Total (C + D + E)</b>	<b>65000</b>	<b>880956</b>

- Amount would be entitled to be paid as per the Payment of Gratuity Act, 1972, only after your completion of 5 years of continuous service from the date of your joining in the Organization.
- Your compensation package & structure is unique to you & is not liable for comparison with any other employee of the company. Matter of your compensation is confidential information of the company, governed by the confidentiality & nondisclosure agreement signed by you with the company. Any discussions or disclosure of your compensation with anyone other than your Departmental Head or Human Resource Department will be treated as a breach of agreement by you.

As a part of the performance management system applicable to you, your Total CTC has the following components:

- Fixed Remuneration (paid monthly on the 7th of each month)
- PMS 3.0 -Efficiency Linked Bonus (paid monthly on the 7th of each month along with the subsequent month's salary)
- PMS 2.0 - Annual Bonus (paid annually after completion of 15th month from the applicable date)
- Special Bonus upto 15 days Net salary\* (paid annually after completion of 15th month from the applicable date)

The criteria for evaluation of these aforementioned bonuses have been shared with you and is available on your dashboard in GIS.

Any Bonus/ variable pay is paid on achievement of applicable criteria which is as per the company policy applicable from time to time. However, to support our dynamic business models, it may change as per below scenarios but not limited to:

- Business Needs and incentive models applicable from time to time
- Transfer of Location/SBU/Client Locations
- Performance Reviews

If your resignation date from the company or on termination of employment for any reason is in-between Payout period or before the planned Payouts, you would not be entitled to the incentive/bonus payable to you. In case your separation (i.e., relieving date), the below shall become void & will get reversed while processing your Full and Final settlement -

- a. Appraisal difference, in case the separation falls within 6 months from the effective date/joining date.
- b. Monthly bonus of past 6 completed calendar months, calculated based on your relieving date

You are required to serve 90 days' written notice in case you would like to terminate your employment with the company.

- You are requested to return the signed copy as a token of your acceptance to the above terms. In case we do not hear back from you within the 2 working days, it shall be deemed that you have read and accepted the above terms.

**For, AutoFacets LLP**

**Read & Accepted**



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**Pratik Mehta**  
Authorized Signatory

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**Khushboo P Raghani**

**Autofacets LLP**