

**LETTER OF OFFER**  
**Private and Confidential**

16 December 2019

**Mr. KSVM Chandra Sekhar**  
#34, SVB Residency  
Bangalore – 560043.

**Dear KSVM Chandra Sekhar**

***Congratulations!***

We are pleased to offer you as “**Senior Software Developer**” in Innova Solutions Private **Limited** at Chennai location. We look for professionals like you who could contribute to the growth of our Organization.

Your date of joining is 26 March 2020 (Wednesday), beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

The details of your compensation is mentioned in Annexure I.

You are required to produce all the original certificates/testimonials for verification on the date of your joining besides submission of photocopies of the same. The details of certificates/testimonials are mentioned in Annexure II.

The letter of Appointment will be issued to you on the date of your joining.

Kindly sign the duplicate copy of our offer as a token of your acceptance and look forward to your joining.

Looking forward to the pleasure of working with you.

**For Innova Solutions Pvt. Ltd.**

**Accepted & Agreed**

**Mallikarjuna Rao Ch**  
**EVP – International Operations**

**Sign:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Annexure I:**

## Salary Compensation

**Detailed CTC Breakup for Mr. KSVM Chandra Sekhar**

Particulars	Month	Annual
Basic	63333	760000
HRA	31667	380000
Life Style Allowance	17417	209000
Health Club Reimbursement	1000	12000
LTA	5278	63333
Special Allowance	31501	378011
<b>Gross Salary - I</b>	<b>150195</b>	<b>1802344</b>
<b>Monthly Benefits</b>		
Food Coupon	2500	30000
<b>Gross Salary - II</b>	<b>2500</b>	<b>30000</b>
<b>Gross Salary (I &amp; II)</b>	<b>152695</b>	<b>1832344</b>
<b>Add: Employer's Contributions</b>		
Gift Voucher	375	4500
Provident Fund	1800	21600
Gratuity	3046	36556
Medical Insurance Premium	417	5000
<b>Cost to Company</b>	<b>158333</b>	<b>1900000</b>

## Note:

- Health Club Bills should be submitted on Monthly basis else it is taxable.
- Gratuity - In accordance with the Payment of Gratuity Act 1972, and rules of the company.
- Mediclaim - Coverage with Insurance Company for Rs. 3 Lakhs as floater for self, spouse and up to 2 children.
- Personal Accident Insurance - Rs.5 Lakhs

**For Innova Solutions Pvt. Ltd.****Accepted & Agreed****Mallikarjuna Rao Ch**  
**EVP – International Operations****Sign: \_\_\_\_\_**  
**Name: \_\_\_\_\_**

**Annexure II:**

Below documents photocopy mandatory to submit on onboarding day.

Sl.No	Documents
1	Resume
	<b>Employment Documents-Previous Company</b>
2	Offer Letter
3	Pay slips & Bank Statement (last 6months)
4	Relieving Letter
5	Experience Certificate
	<b>All Employment</b>
6	Offer Letter
7	Relieving Letter
8	Experience Letter
	<b>Education documents</b>
9	X Marksheet
10	XII Marksheet
	<b>UG/PG</b>
11	All Semester Marksheets
12	Consolidated Marksheet
13	Provisional Certificate
14	Degree Certificate
	<b>ID Proof/Address Proof</b>
15	PAN CARD
16	Aadhar Card
17	Driving License/ Voter Id
18	Passport
19	Passport Size Photograph (5 copies)
20	Stamp Size Photograph (1 Copy)

