



May 11, 2021

Ram Sai Karthik Unnam
302 Home Sree Towers, Kukatpally,
Hyderabad, Telangana 500072

Sub: Offer Letter

Dear Ram Sai Karthik,

Thank you for exploring career opportunities with ProKarma. Following our discussions, we are pleased to offer you the position of **Consultant** at ProKarma, **Hyderabad**.

In this context, we shall offer you a gross CTC of **Rs. 950,000.00 Nine Lakhs and Fifty Thousand Only** per annum. Annexure - 1 provides you with a break-up of the compensation package. The compensation will be subject to statutory and other deductions as per company policies and practices.

The offer is valid until **August 9, 2021**. Please let us know as soon as possible the date of your joining. A detailed letter of the employment agreement will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Should you require any further clarifications, please feel free to contact us.

Thank You

Yours Sincerely,

For ProKarma Softech Pvt. Ltd.

Srinivas Reddy Mummadi
Associate Vice President – Human Resources

Annexure - 1

Name	Ram Sai Karthik Unnam
Designation	Consultant
Location	Hyderabad

Table 1: Compensation Details: (All Components are in INR)

	Monthly	Annual
1) Fixed Compensation		
Basic Salary	31,667	380,000
House Rent Allowance	12,667	152,000
Leave Travel Assistance	2,638	31,654
Special Allowance	23,956	287,472
Lunch Allowance	1,500	18,000
Telephone Allowance	1,500	18,000
Vehicle Maintenance	0	0
TOTAL MONTHLY GROSS	73928	
Bonus		0
2) ANNUAL COMPONENTS / RETIRALS		
Provident Fund	1,800	21,600
Medical, Personal Accident Insurance/ESI		23,005
Gratuity		18,269
Total of Annual Components & Retrials		62,874
TOTAL ANNUAL GROSS		950,000.00

Letter of Authorization

To whom it may concern

I, **Ram Sai Karthik Unnam** agree and understand that ProKarma Softech Private Limited may use an outside agency to verify and validate the information I have provided part of the joining formalities including my employment, my personal background, professional standing and work history.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish ProKarma and the outside background agency all information about me.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to the current and past employers and personal references.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signature:

Full Name: **Ram Sai Karthik Unnam**

Date:

Joining Check List

S.No.

***All are mandate**

***Also please carry all the original academics and Employment documents for verification**

1. Photocopies of Academic Excellence

- SSC
 - Inter / Diploma
 - Graduation – Convocation / Consolidated Marks Memo / Provisional Certificate
 - PG – Convocation / Consolidated Marks Memo / Provisional Certificate
 - Other Certificates
2. Offer Letter from previous employer
 3. Experience/ Relieving letter from previous employer
 4. Three latest pay slips
 5. Form – 16 / Income statement / W-2 forms
 6. Passport Size (45mm X 35mm) Photographs Self – 05 No's in Business Formals with White or LightColor Background
 7. Passport Size Photographs of Parents/ Spouse & Kids for Insurance – 2 Copies each
 8. Proof of resignation (required as an alternative to Relieving letter)
 9. Bank statements (required as an alternate to Form – 16)
 10. Copy of full & final settlement from previous employer (required as an alternate to Form – 16)
 11. Copy of Passport / driving license
 12. Copy of Pan Card/ Voter ID Card/ Aadhar Card
 13. Copy of Local Residence Proof – Electricity bill/ Telephone