



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:442813

Date: December 21, 2020

**Mr R Ravi Krishanan Nair**

C/o Susheela Nair, Devi Kripa, House No: 243-A, Ward No. 5, Bharanikavo North (Kayamkulam) , Alappuzha, Kerala  
India - 690503.

**Dear R Ravi Krishanan Nair,**

We are pleased to confirm our offer of employment to you as **Software Engineer** in Grade **G2** starting **March 8, 2021**. You are requested to report to the said address on **March 8, 2021**, not later than **9:00:00 AM**.

**LOCATION**

You will be based at **Pune**. However, the company may require you to work at other company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

**COMPENSATION**

Your gross annual compensation package will be **Rs.900,000.00 (Rupees Nine Lakh Only)** the breakup for which is given in Annexure A.

Tax liability will be as per Income Tax rules. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria.

**MEDICLAIM INSURANCE**

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Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai – 400076  
Tel : +91 22 3051 1000 Fax : + 91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com

**ANNUAL LEAVE/PUBLIC HOLIDAYS**

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In case of any query please feel to contact **Aparna Srinikethan**  
MobileNumber: **9096320409**/email: **Aparna.Srinikethan@xoriant.com**.

**Sincerely**  
**For Xoriant Solutions Pvt.Ltd**

A handwritten signature in blue ink that reads 'R S Deshpande' with a stylized flourish at the end.

**Rakhi Deshpande**  
**Head-Talent Acquisition**

**Agreed & Accepted on**

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**HR Signatory**  
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**Head-Talent Acquisition**

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**HR Signatory**  
**Actual Date of Joining:**

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<b>Annexure A</b>		
<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	22,500	270,000
HOUSE RENT ALLOWANCE	11,250	135,000
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	29,002	348,019
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>66,969</b>	<b>803,619</b>
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	3,000	36,000
<b>B</b>	<b>4,250</b>	<b>51,000</b>
<b>C = A + B</b>	<b>71,219</b>	<b>854,619</b>
PROVIDENT FUND	2,700	32,400
GRATUITY	1,082	12,981
<b>D</b>	<b>3,782</b>	<b>45,381</b>
<b>CTC = C + D</b>	<b>75,000</b>	<b>900,000</b>

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## **ANNEXURE B**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **BASIC**

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

### **HRA**

HRA is given to the extent of 50 %of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

### **CONVEYANCE ALLOWANCE**

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

### **FIXED ALLOWANCE**

Taxable

### **MEAL COUPON**

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

### **GIFT CARD**

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

### **FLEXI PLAN**

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

### **MEDICAL ALLOWANCE**

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

### **LEAVE TRAVEL ASSISTANCE**

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

### **PROVIDENT FUND**

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C/o Susheela Nair, Devi Kripa, House No: 243-A, Ward No. 5, Bharanikavo North (Kayamkulam) , Alappuzha, Kerala  
India - 690503.

**Dear R Ravi Krishanan Nair,**

We are pleased to confirm our offer of employment to you as **Software Engineer** in Grade **G2** starting **March 8, 2021**. You are requested to report to the said address on **March 8, 2021**, not later than **9:00:00 AM** .

**LOCATION**

You will be based at **Pune**. However, the company may require you to work at other company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

**COMPENSATION**

Your gross annual compensation package will be **Rs.900,000.00 (Rupees Nine Lakh Only)** the breakup for which is given in Annexure A.

Tax liability will be as per Income Tax rules. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria.

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Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai – 400076  
Tel : +91 22 3051 1000 Fax : + 91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com

**ANNUAL LEAVE/PUBLIC HOLIDAYS**

You will be entitled for 24 days of paid leaves per calendar year of service, or pro-rata for partial period of service in a calendar year. You are also entitled for 11 public holidays

**NOTICE PERIOD/TERMINATION**

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**RELOCATION EXPENSES**

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In case of any query please feel to contact **Aparna Srinikethan**  
MobileNumber: **9096320409**/email: **Aparna.Srinikethan@xoriant.com**.

**Sincerely**  
**For Xoriant Solutions Pvt.Ltd**

A handwritten signature in blue ink that reads 'R S Deshpande' with a stylized flourish at the end.

**Rakhi Deshpande**  
**Head-Talent Acquisition**

**Agreed & Accepted on**

**R Ravi Krishanan Nair**

**HR Signatory**  
**Actual Date of Joining:**

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<b>Annexure A</b>		
<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	22,500	270,000
HOUSE RENT ALLOWANCE	11,250	135,000
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	29,002	348,019
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>66,969</b>	<b>803,619</b>
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	3,000	36,000
<b>B</b>	<b>4,250</b>	<b>51,000</b>
<b>C = A + B</b>	<b>71,219</b>	<b>854,619</b>
PROVIDENT FUND	2,700	32,400
GRATUITY	1,082	12,981
<b>D</b>	<b>3,782</b>	<b>45,381</b>
<b>CTC = C + D</b>	<b>75,000</b>	<b>900,000</b>

Sincerely  
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## **ANNEXURE B**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **BASIC**

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

### **HRA**

HRA is given to the extent of 50 %of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

### **CONVEYANCE ALLOWANCE**

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

### **FIXED ALLOWANCE**

Taxable

### **MEAL COUPON**

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

### **GIFT CARD**

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

### **FLEXI PLAN**

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

### **MEDICAL ALLOWANCE**

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

### **LEAVE TRAVEL ASSISTANCE**

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

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Ref:442813

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**Head-Talent Acquisition**

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MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	3,000	36,000
<b>B</b>	<b>4,250</b>	<b>51,000</b>
<b>C = A + B</b>	<b>71,219</b>	<b>854,619</b>
PROVIDENT FUND	2,700	32,400
GRATUITY	1,082	12,981
<b>D</b>	<b>3,782</b>	<b>45,381</b>
<b>CTC = C + D</b>	<b>75,000</b>	<b>900,000</b>

Sincerely  
For Xoriant Solutions Pvt.Ltd



**Rakhi Deshpande**  
**Head-Talent Acquisition**

**HR Signatory**  
**Actual Date of Joining:**

**Agreed & Accepted on**

**R Ravi Krishanan Nair**

**Agreed & Accepted on**  
**R Ravi Krishanan Nair**

## **ANNEXURE B**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **BASIC**

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

### **HRA**

HRA is given to the extent of 50 %of your Basic. HRA exemption is applicable as per IT Rules on submission of rent receipts.

### **CONVEYANCE ALLOWANCE**

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

### **FIXED ALLOWANCE**

Taxable

### **MEAL COUPON**

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

### **GIFT CARD**

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

### **FLEXI PLAN**

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

### **MEDICAL ALLOWANCE**

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

### **LEAVE TRAVEL ASSISTANCE**

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

### **PROVIDENT FUND**

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.



SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:442813

Date: December 21, 2020

**Mr R Ravi Krishanan Nair**

C/o Susheela Nair, Devi Kripa, House No: 243-A, Ward No. 5, Bharanikavo North (Kayamkulam) , Alappuzha, Kerala  
India - 690503.

**Dear R Ravi Krishanan Nair,**

We are pleased to confirm our offer of employment to you as **Software Engineer** in Grade **G2** starting **March 8, 2021**. You are requested to report to the said address on **March 8, 2021**, not later than **9:00:00 AM** .

**LOCATION**

You will be based at **Pune**. However, the company may require you to work at other company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

**COMPENSATION**

Your gross annual compensation package will be **Rs.900,000.00 (Rupees Nine Lakh Only)** the breakup for which is given in Annexure A.

Tax liability will be as per Income Tax rules. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria.

**MEDICLAIM INSURANCE**

As per company policy, you will be covered under Group Medical Insurance. The Group Mediclaim Policy will cover self and up to 3 dependents (spouse and 2 children). This insurance will start on your date of joining.

**CODE OF CONDUCT**

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

**PROFESSIONAL ETHICS**

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai – 400076  
Tel : +91 22 3051 1000 Fax : + 91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com

**ANNUAL LEAVE/PUBLIC HOLIDAYS**

You will be entitled for 24 days of paid leaves per calendar year of service, or pro-rata for partial period of service in a calendar year. You are also entitled for 11 public holidays

**NOTICE PERIOD/TERMINATION**

This contract of employment may be terminated by either party by giving sixty days written notice or gross monthly salary in lieu thereof.

Project allocation is subject to availability of positions in the respective project at the time of your joining. Kindly note that while you accept this offer, we will be initiating your reference check in parallel. In case of a negative reference check, this offer will stand cancelled. A detailed appointment letter will be issued to you on your date of joining us.

**RELOCATION EXPENSES**

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

**R Ravi Krishanan Nair**, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Aparna Srinikethan**  
MobileNumber: **9096320409**/email: **Aparna.Srinikethan@xoriant.com**.

**Sincerely**  
**For Xoriant Solutions Pvt.Ltd**

A handwritten signature in blue ink that reads 'R S Deshpande' with a stylized flourish at the end.

**Rakhi Deshpande**  
**Head-Talent Acquisition**

**Agreed & Accepted on**

**R Ravi Krishanan Nair**

**HR Signatory**  
**Actual Date of Joining:**

**Agreed & Accepted on**

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**Rakhi Deshpande**  
**Head-Talent Acquisition**

**Agreed & Accepted on**

**R Ravi Krishanan Nair**

**HR Signatory**  
**Actual Date of Joining:**

**Agreed & Accepted on**

**R Ravi Krishanan Nair**

<b>Annexure A</b>		
<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	22,500	270,000
HOUSE RENT ALLOWANCE	11,250	135,000
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	29,002	348,019
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>66,969</b>	<b>803,619</b>
MEDICAL ALLOWANCE	1,250	15,000
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