

16/09/2022

To,

Mr. Ravindra Kumar Sharma

S/o Brijpal

House No. B-2, Plot No. 218, Shakti Khand-3,

Indirapuram, Sahibabad, Ghaziabad

Uttar Pradesh - 201010

SUB: LETTER OF INTENT FOR THE POSITION OF "TECHNICAL ARCHITECT – PLATFORM ENGINEERING"

Dear Mr. Sharma,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you a position of **"Technical Architect – Platform Engineering"** in our organization on the terms and conditions as mutually discussed and agreed upon.

Your **annual remuneration** would be as under:

Rs 22,00,000/- (Rupees Twenty Two Lakhs Only) CTC.

We now look forward to your joining with us on or before 22/09/2022, failing which this offer stands withdrawn.

Letter of appointment shall be issued to you on joining organization.

You are requested to bring with you the following documents at the time of joining:

- Two Recent Passport size photographs
- Date of Birth Certificate
- Salary Slip (last two months)
- Relieving letter from last employer
- Experience Certificates
- Address & ID Proof

Best wishes!

Yours Sincerely,

For Saro Tech Solutions Pvt. Ltd.



(AUTHORISED SIGNATORY)

Signature _____

Name _____

P.S: This letter of Intent is subject to the verification of the details provided in your Curriculum Vitae
You should not divulge sharing your salary details with anyone in the organization.

COMPENSATION PACKAGE

Company : Saro Tech Solutions Pvt. Ltd.

Employee's Name : Mr. Ravindra Kumar Sharma

Designation: Technical Architect – Platform Engineering

SR. NO.	COMPONENTS	PER MONTH (Amount in Rs.)	Annual CTC	REMARKS
I	BASIC PAY	59918	719016	
II	HOUSE RENT ALLOWANCE	29959	359508	
III	CONVEYANCE	17120	205440	
IV	SPECIAL ALLOWANCE	43326	519914	
V	BONUS	1812	21744	
VI	TELEPHONE RE- IMBURSEMENT	2360	28320	On Actual Billing
VII	FOOD COUPONS	2200	26400	
VIII	FUEL REIMBURSEMENT	12500	150000	On Actual Billing
IX	DRIVER SALARY REIMBURSEMENT	0	0	
X	BOOKS & PERIODICAL	2000	24000	On Actual Billing
XI	GROSS SALARY	171195	2054342	
XII	Net Take Home - After Employee's PF Contribution	169395	2032742	
Employee Benefits				
XIII	PF Contribution - Employer	1950	23400	
XIV	GRATUITY	2881	34572	Payable on completion of 5 years of continuous Service.
XV	MEDICAL COVERAGE	2314	27768	
XVI	LTA	4993	59918	Twice in 4yrs Caping(Exempted Itax)/ Monthly/Yearly(Taxable)
XVII	Car Lease	0	0	Payble to Agreement person/Agency
XVIII	TOTAL	12138	145658	
XIX	CTC	183333	2200000	

NOTE :

1. If an employee joins our company in mid of the year (other than starting of the financial year), he / she shall submit Form No. 16 / salary certificate along with the Tax saving documents to the Finance and Accounts dept for Income Tax calculation purpose. If not submitted income tax may be deducted based on the same income for full year. 2. Net Take home shall be calculated from the monthly gross salary after deduction of employee's PF contribution and Income Tax.


HR - DEPARTMENT

EMPLOYEE SIGNATURES