



June 23, 2022

Talapagala Bairava Siva Prasad Reddy
+91-7416537196
sivaprasadreddytalapagala@gmail.com

Dear Talapagala Bairava Siva Prasad Reddy,

Sub: Letter of Offer

With reference to your application and subsequent discussion you had with us, we are pleased to offer you a position of '**Engineer – Software Engineering**' in our organization.

1. Your CTC (Cost to the Company) will be **Rs.5,50,000/-** (Rupees Five Lakhs Fifty Thousand only) per annum inclusive of all allowances, refer to Annexure - I.
2. A detailed appointment letter will be issued upon your joining with the company and upon furnishing the documents as per check list provided in the following page.
3. We expect you to join on July 5, 2022.
4. You are requested to complete your joining formalities at our below address in Pune at 10 A.M.

Calsoft IT Park,S.No: 320/1/C,Bavdhan (B),
Near Toyota Showroom,Taluka Mulshi,
Pune 411021

We look forward for a long term association!!!

Thanking you,

Pallavi Garimella
Director – Human Resources

Continued.....

Calsoft Private Limited

Calsoft IT Park,S.No: 320/1/C,Bavdhan (B),Near Toyota Showroom,Taluka Mulshi,Pune 411021
Phone: 020-66544444, www.calsoftinc.com



Check - List

You are requested to bring the following documents in original along with a copy of each on the date of your joining.

- (a) Certificates supporting your educational qualifications along with mark sheets
- (b) Schooling certificate (SSLC/ICSE) in support of your age or Birth Certificate
- (c) 12th class / Intermediate certificate
- (d) Your latest salary slip or salary certificate
- (e) Your last 6 months Bank statement
- (f) Your offer & relieving letter from your present & previous organization
- (g) Service certificate from present & all previous employers
- (h) Form 16 or taxable Income Statement duly certified by previous employer (Statement showing deductions & taxable Income with break-up)
- (i) 4 colored Passport size Photographs (with white background)
- (j) Valid Passport details
- (k) PAN card

Please bring all the certificates supporting your educational qualifications along with mark sheets in ORIGINAL for verification only.

At any time, company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to co-operate with the company representatives, your offer will be terminated immediately.

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Annexure - I.

Talapagala Bairava Siva Prasad Reddy
sivaprasadreddyatalapagala@gmail.com
91- 7416537196

<u>SALARY STRUCTURE</u>	<u>Per Month</u>	<u>Per Annum</u>	<u>Payable</u>
Cost-to-Company (CTC)	45,833	5,50,000	
Monthly Earnings:-			
Basic Pay	16,500	1,98,000	Monthly
House Rent Allowance	6,600	79,200	Monthly
Fixed Travel Allowance	1,600	19,200	Monthly
Provident Fund	1,800	21,600	PF account
Gratuity	793	9,516	As per act
Statutory Bonus	583	6,996	Annually
Special Allowance	12,124	1,45,492	Monthly
Performance Linked Pay (Variable Pay):-			
Company Performance Linked Pay @ 10% on CTC	4,583	54,996	Monthly
Total A	44,583	5,35,000	
Flexible Benefit Plan:-			
Medical allowance	1,250	15,000	Monthly
Total B	1,250	15,000	
Total CTC (A+B)	45,833	5,50,000	

I. Flexible Benefit Plan

i) Medical allowance to a tune of Rs.15,000 pa paid monthly
(To claim tax exemption, bills for the above amount should be submitted during the financial year)

II. Optional Benefits

i) Group Medical Insurance - Rs.2,00,000 pa covering self+spouse+2kids (Floater) and parents. GMC is an optional benefit and payable by self, also you have top-up facility till Rs.3lacs
ii) Meal card can be converted to cash

III. Other Benefits

i) Group Personal Accident - Rs.10,00,000 pa for self
ii) Group Term Life – Rs.10,00,000 for self

Eligibility for bonus.- Every eligible employee shall be entitled to be paid bonus in an accounting year, in accordance with the provisions of this Act, provided he/she has worked in the establishment for not less than thirty working days in that accounting year.

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