

April 15, 2016

Sandeep Kumar Reddy Kambham  
+91- 988-533-4237  
[sandeepkambham27@gmail.com](mailto:sandeepkambham27@gmail.com)

Dear Sandeep,

**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-Devops**' in our organization.

1. Your CTC (Cost to the Company) will be **Rs.4,30,000 /-** (Rupees Four lakhs thirty 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 April 21, 2016.
4. You are requested to report at 10 A.M at our office in Waverock SEZ, Gachibowli.

**We look forward for a long term association!!!**

Thanking you,

**Pallavi Garimella**  
**Director – Human Resources**

**Continued.....**

## 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) 12<sup>th</sup> 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.

## Annexure - I.

Sandeep Kumar Reddy Kambham  
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<u>Salary Structure</u>	<u>Per Month</u>	<u>Per Annum</u>	<u>Payment period</u>
<b>Cost-to-Company (CTC)</b>	<b>35,833</b>	<b>4,30,000</b>	
<b>Monthly Earnings:-</b>			
Basic Pay	12,900	1,54,800	Monthly
House Rent Allowance	5,160	61,920	Monthly
Fixed Travel Allowance	1,600	19,200	Monthly
Provident Fund	1,548	18,576	PF Account
Gratuity	620	7,440	As per Act
Special Allowance	9,172	1,10,068	Monthly
Company Performance Linked Pay @ 10% on CTC	3,583	42,996	Monthly
<b>Total A</b>	<b>34,583</b>	<b>4,15,000</b>	
<b>Flexible Benefit Plan:-</b>			
Medical Reimbursement	1,250	15,000	Monthly
<b>Total B</b>	<b>1,250</b>	<b>15,000</b>	
<b>Total CTC (A+B)</b>	<b>35,833</b>	<b>4,30,000</b>	

### **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. Other Benefits**

- i) Group Medical Insurance - Rs.2,00,000 pa covering self+spouse+2kids (Floater) and parents. This is an optional benefit and payable by self
- ii) Group Personal Accident- Rs.3,00,000 pa for self by Employer
- iii) Group Term Life-Rs.3,00,000 for self by Employer
- iv) Meal coupons can be converted to cash