



Corporate Headquarters
Integra Software Services Pvt. Ltd.,
 100 Feet Road (ECR), Pakkamudiyanpet,
 Pondicherry – 605 008, India.
 Phone : +91 413 4212124
 Fax : +91 413 4212190
 Email : info@integra.co.in

Date: 17th May 2021

Emp. Name : **IS7074**
 Emp. No. : **SUGUMAR S**
 Designation : **Programmer - Trainee (B5L1)**
 Delivery Unit : **DIGITAL & eLEARNING SERVICES**

Sub: Annual Appraisal

We appreciate your contribution towards meeting Integra's objective of serving its customers steadily during the unprecedented times of COVID pandemic. As businesses worldwide, including our customers, reel through the aftereffects of the crisis, we have been committed to providing timely salaries and job security to our employees. It is time for reviewing your annual performance as we step back to normalcy gradually.

With reference to your training letter dated 01.11.2018, we hereby confirm that your training is completed effective 31st March 2021 and you are enrolled into regular employment effective 1st April 2021.

In View of the above, your gross salary is revised from **Rs.19500/-** to **Rs.20500/-** per month. Your revised CTC will be **Rs.308133/-** per annum effective **01st April 2021**. and you are designated as **Programmer** in Band **5** Level **2**.

Detailed salary break-up is as below.

COMPENSATION STRUCTURE

COMPONENTS	Revised Salary (P.M)	Revised Salary (P.A)
Basic Pay	6150	73800
Dearness Allowance	1900	22800
HRA	8200	98400
Special Allowance	4250	51000
Gross Salary	20500	246000
EPF Contribution	1476	17712
ESI / GMC & PA	731	8775
Gratuity Contribution *	387	4646
Bonus */Exgratia#	583	7000
Performance Pay**	2000	24000
CTC	25677	308133

*As per Statute # As per Company Policy **Quarterly Variable Pay

All payments are subject to tax as applicable.

As per our new HR initiatives, we made some changes in the Performance Management System and communicating you that, your next appraisal will fall on **01st January 2022**.

We would like to remind you that during the period of your employment with us, either employee or employer may terminate the employment by giving to the other 2 months' notice in writing or pay in lieu without assigning any reason thereof. You may notice that the Non-Disclosure Agreement & Non-Compete Agreement signed by you at the time of joining our services remain unchanged & reconfirmed hereby.

Please maintain the confidentiality of this communication.

For Integra Software Services Pvt. Ltd.

DocuSigned by:

 Nitesh Iswalkar
 Authorized Signatory

Received with acceptance

Signature of the employee

