



SONATA SOFTWARE LIMITED



26-Feb-21

Ref: SSL/20-21/MS-AX/REG/18335

Name – Ms. Shaik Nigar Salma
Emp. Id -18335

Sub: Promotion & Compensation Revision.

Dear Ms. Shaik Nigar Salma ,

In line with the Company's continued commitment to align its compensation with the best practices in the industry, we are pleased to inform you that on review of your performance, you are promoted as Senior Systems Analyst in the B2 band effective **01-Jan-2021**. Your revised salary is as detailed in the Annexure.

Please note we have given you two options in line with the Code of wages and Provident fund rules.

1. Increasing the take home component, by taking into account the prevailing Provident Fund provisions.
2. Keeping the PF at the same level as current and aligned with the proposed new wage code.

We have assumed you would prefer option 1 and accordingly we shall be processing your salary based on option 1. We have enclosed the salary annexure under both the Options for your reference.

In case you prefer option 2 please confirm to us within 3 days of receipt of this letter, by mail to savio.sequeira@sonata-software.com, giving your Employee Id, Name and that you prefer option 2 instead option 1.

Sonata appreciates and acknowledges your commitment and performance. As Sonata continues on its path of aggressive growth, we look forward to your unrelenting support and wish you an enriching and fruitful career ahead with us.

Your other terms and conditions of employment not specifically altered by this letter remain unchanged. Your terms of employment are confidential at all times. Please note that sharing of such information is considered a breach of confidentiality.

Should you have any clarifications, please contact your Manager or the HRBP.

Wishing you the very best.

Yours truly,
For Sonata Software Ltd (SSL)

Raju P V S N
Executive Vice President

ANNEXURE – Option 1

Figures in Rs.

		Figures in Rs.
Name	Ms. Shaik Nigar Salma	
Employee ID	18335	
Band and Level	B2	
Designation	Senior Systems Analyst	
Effective Date	01-Jan-2021	
Monthly Benefits		
Basic		21,000
HRA		16,800
Conveyance Allowance		7,350
Meal Allowance (Refer Note No.1)		2,500
Supplementary Allowance(Refer Note No.2)		1,956
Monthly Gross Earnings		49,606
Company contribution towards Retirement Benefits - Annual		
Provident Fund		21,600
Gratuity		13,136
Total Retirement Benefits		34,736
CTC (Annualised Monthly Gross+Retirals)		630,008
Other Benefits		
Hospitalization & Personal Accident Insurance Premium (Refer Note No.3)		6,774
Total Cost to Company		636,782

Notes:

1. Meal cards can be opted for by the employee. In such event, Meal allowance will not be paid as part of salary.
2. Supplementary Allowance includes LTA amount as eligible for your band. As and when you travel on leave and submit the expenses statement with supporting receipts, benefits of Sec 10(5) under the Income-Tax Act will be given to you.
3. Hospitalization Insurance cover of Rs. 2 Lakhs p.a under the family floater cover (Employee, spouse and children) and Personal Accident Insurance cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance cover for you of Rs.5 Lakhs as per rules governing the same.

The company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

ANNEXURE – Option 2

Figures in Rs.

Name	Ms. Shaik Nigar Salma	
Employee ID	18335	
Band and Level	B2	
Designation	Senior Systems Analyst	
Effective Date	01-Jan-2021	
Monthly Benefits		
Basic		21,000
HRA		16,800
Conveyance Allowance		7,350
Meal Allowance (Refer Note No.1)		2,500
Supplementary Allowance(Refer Note No.2)		606
Monthly Gross Earnings		48,256
Company contribution towards Retirement Benefits - Annual		
Provident Fund		37,800
Gratuity		13,136
Total Retirement Benefits		50,936
CTC (Annualised Monthly Gross+Retirals)		630,008
Other Benefits		
Hospitalization & Personal Accident Insurance Premium (Refer Note No.3)		6,774
Total Cost to Company		636,782

Notes:

1. Meal cards can be opted for by the employee. In such event, Meal allowance will not be paid as part of salary.
2. Supplementary Allowance includes LTA amount as eligible for your band. As and when you travel on leave and submit the expenses statement with supporting receipts, benefits of Sec 10(5) under the Income-Tax Act will be given to you.
3. Hospitalization Insurance cover of Rs. 2 Lakhs p.a under the family floater cover (Employee, spouse and children) and Personal Accident Insurance cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance cover for you of Rs.5 Lakhs as per rules governing the same.

The company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.