

11-Jul, 2021

Ms. Ritu Saini  
(Emp ID :XS-1623)

**Sub: Compensation Revision 2022-23**

**Dear Ritu Saini,**

The past year has been an incredibly demanding and yet rewarding year for **Xapotech Systems (P) Ltd.** In appreciation of your capabilities, commitment and performance, we are pleased to inform that you has been confirmed as **Quality Documents Experts** and also your Total Cost to Company (CTC) has been revised to **Rs.330000 /-** per annum with effect from **01-Jul, 2021**.

We have enclosed the details of your revised compensation package in the Annexure1. This communication regarding your compensation and employee benefits supersedes all previous communication on the subject. Please note any information related to your salary is strictly confidential between you and the organization and you are requested to treat the same accordingly.

In the near term and long term, we need to embark upon ways and means to sustain the success that we have achieved. Increasing Costs continue to be a concern area and all of us need to work on improving our operating efficiencies. The internal and external challenges that face us in the near future can affect our performance baselines and influence our future growth and we need to collectively work to manage it.

Thank you once again for your contribution and commitment in the year **2021-22**.

I look forward to working, winning and achieving new milestones together in the coming year.

With Best Wishes  
For : Xapotech Systems (P) Ltd.



**Amit Sharma**  
(Manager- Human Resources)

## Annexure 1 - Ms. Ritu Saini (XS-1623)

### Salary Structure with effect from 01-Jul, 2021

**Designation:** Quality Documents Experts

Details	Current	Revised
Total Cost to Company (CTC - Rs. Per Annum)	264000	330000

Components	Rs. Per Annum	Rs. Per Annum
Basic Pay	105600	132000
House Rent Allowance (HRA)	52800	66000
Special Personal Allowance	66600	93000
LTA	12000	12000
Communication Expenses	12000	12000
Medical Reimbursement	15000	15000
<b>Total Cost to Company (CTC)</b>	<b>264000</b>	<b>330000</b>

For computation of the above, the year considered will be financial year. Tax liability, if any will be to the employee's account.

Management appreciates your continued services and commitment towards organizational success.

Other terms and conditions of your appointment will remain unchanged and will be as per your Appointment Letter and any subsequent changes notified by the management.

**Employee Name:**

With Best Wishes  
For : Xapotech Systems (P) Ltd.



**Amit Sharma**  
**Manager- Human Resources**

**Employee Signature:**  
**Date:**