



11-Apr, 2021

Ms. Kirti Sinha  
(Emp #XS-1854)

**Sub: Compensation Revision 2021-22**

**Dear Kirti,**

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 your Total Cost to Company (CTC) has been revised to **Rs.3,96,000 /-** per annum with effect from **01-Apr, 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 **2020-21.**

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. Kirti Sinha (XS-1854)

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

**Designation:** Testing Engineer

Details	Current	Revised
Total Cost to Company (CTC - Rs. Per Annum)	3,00,000	3,96,000

Components	Rs. Per Annum	Rs. Per Annum
Basic Pay	120000	158400
House Rent Allowance (HRA)	60000	79200
Special Personal Allowance	81000	119400
LTA	12000	12000
Communication Expenses	12000	12000
Medical Reimbursement	15000	15000
<b>Total Cost to Company (CTC)</b>	<b>3,00,000</b>	<b>3,96,000</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.

**With Best Wishes**

**For: Xapotech Systems (P) Ltd.**

**Amit Sharma**

**Manager– Human Resources**

**Employee Name:**

**Employee Signature:**

**Date:**

Cc: Personal File