



Corporate Headquarters  
**Integra Software Services Pvt. Ltd.,**  
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**Date: 01 April 2021**

Emp. Name : **VIDIN SUJITH M**  
 Emp. No. : **IS7055**  
 Designation : **Sr. Programmer (B5L3)**  
 Delivery Unit : **Software Engineering 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.

We have evaluated your performance for the year 2020. This evaluation has been derived after considering various aspects of your performance during the evaluation period. You are rated "4" on a rating scale of 1 to 4, (4 being the highest score). We are pleased to revise your Gross salary from **Rs.62686/-** to **Rs.65276/-** per month and thus your CTC will be **Rs.892808/-** Per Annum effective **01<sup>st</sup> January 2021**.

Further effective from **1<sup>st</sup> April 2021**, in recognition of your performance, you are promoted as **Lead Programmer** (Band 4, Level 1) with a Annual CTC of **Rs.1391746/-**. Your gross salary has been revised from **Rs.65276/-** to **Rs.101876/-** per month, which includes **Rs.35850/-** as Market correction. Your performance linked variable bonus included in the above Annual CTC is revised from **Rs.5550/-** per month to **Rs.10000/-** per month.

Detailed breakup is given below.

**COMPENSATION STRUCTURE**

COMPONENTS	Existing Salary (P.A)	Revised Salary (P.A)	Revised Salary (P.M)
Basic Pay	225670	366754	30563
Dearness Allowance	22800	22800	1900
HRA	300893	489005	40750
Special Allowance	202869	343953	28663
Gross Salary	<b>752232</b>	<b>1222512</b>	<b>101876</b>
EPF Contribution	21600	21600	1800
ESI / GMC & PA	1896	1896	158
Gratuity Contribution *	11951	18738	1562
Bonus */Exgratia#	7000	7000	583
Performance Pay**	66600	120000	10000
<b>CTC</b>	<b>861279</b>	<b>1391746</b>	<b>115979</b>

\*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 **01<sup>st</sup> 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:  
  
 Authorized Signatory

**Received with acceptance**

DocuSigned by:  
  
 Signature of the employee

