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| **India Manager Letter**  Beneficiary’s Name, Designation - Domain  Month Year |
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**Version**

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| **Date** | **Version** | **Author** | **Description** |
| Month DD, YYYY | 1.0 | Beneficiary’s Name | Initial Draft |
| Month DD, YYYY | 1.1 | Visa Team | Reviewed and sent it to Beneficiary for updates |
| Month DD, YYYY | 1.2 | Beneficiary’s Name | Updated and sent it to the Visa team for review |
| Month DD, YYYY | 1.3 | Visa Team | Re-reviewed and sent to Attorney for review |
| Month DD, YYYY | 2.0 | Visa Team | Approved |

**Reviewed By**

|  |  |
| --- | --- |
| **Date** | **Name** |
| Month DD, YYYY | Visa Team – Level 1 |
| Month DD, YYYY | Visa Team – Level 2 |

# India Job Duties

<The content provided in yellow highlights should be changed based on Beneficiary’s skill sets, knowledge, and experience on Synechron’s Proprietary tool.>

I was The Beneficiary’s manager in India from \_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ during all relevant events, and therefore, I have personal knowledge of the following facts:

### The Beneficiary’s acquisition of specialized knowledge in the Petitioner’s unique tool

The Beneficiary joined our company in (month and year). The beneficiary was in the U.S. during these exact dates:

* From \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_ in \_\_\_ status
* From \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_ in \_\_\_ status

### He was paid more, due to his specialized knowledge:

The Beneficiary’s salary in India has been X,XX,XXX rupees per annum, whereas the average salary for his classification is only XX,XX,XXX rupees per annum. This premium salary was due to his advanced knowledge of Synechron’s Tool/Framework.

Due to the Beneficiary’s specialized knowledge, he was paid \_\_\_\_ rupees per annum, whereas the average salary for his classification is only \_\_\_\_ rupees per annum.

**(If the Beneficiary helped to design the tool)**

**Comparing and Contrasting His Tool Design Duties**: The Beneficiarygained that advanced knowledge by designing (name of tool) for our company from \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_, and by subsequently applying it to project work outside the United States.

From \_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_, the Beneficiary worked to design that tool on our design team.

His title on our company’s design team was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Beneficiary gained more advanced knowledge of our tool compared to his/her fellow team members because the Beneficiary designed the following modules or parts of the tool:

* \_\_\_\_\_\_ (\_\_ % of time spent on each module and duration)
* \_\_\_\_\_\_ (\_\_ % of time spent on each module and duration)
* \_\_\_\_\_\_ (\_\_ % of time spent on each module and duration)
* \_\_\_\_\_\_ (\_\_ % of time spent on each module and duration)
* \_\_\_\_\_\_ (\_\_ % of time spent on each module and duration)

Whereas the Beneficiary’s fellow team members had only the following job responsibilities:

* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)

The Beneficiary’s tool design duties, which gave him more knowledge of that tool compared to his team members, could be divided into the following percentages of work time:

* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)

His design team members’ names were:

* \_\_\_\_\_\_
* \_\_\_\_\_\_
* \_\_\_\_\_\_
* \_\_\_\_\_\_
* \_\_\_\_\_\_

Their duties, which gave them substantially less knowledge of our tool, were as follows:

* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)
* \_\_\_\_\_\_ (\_\_ % of work time)

**(If the beneficiary did not help to design the tool, but took a training course in it)**

* The beneficiary got advanced knowledge of \_\_\_ (name of tool) by completing our training classes for it, \_\_ hours per day from \_\_\_\_\_\_ until \_\_\_\_\_\_, and then using it on projects outside the U.S.
* Here is a list of everyone who received training on this tool: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Here is a list of our employees who gained advanced knowledge of that tool: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Here is a list of anyone else who gained advanced knowledge of that tool, and their employer: (person’s name; employer’s name); (person’s name; employer’s name); etc.
* The Beneficiary gained additional knowledge of \_\_\_\_\_\_\_\_ (name of tool) by using it for project work outside of the United States, as described below.

# Project Details

Provide more detailed information that should be specialized/advanced knowledge on the tool, which the beneficiary has utilized in various projects outside the U.S.

The Beneficiary applied his/her specialized knowledge in the company’s tools to the following projects outside the U.S.:

The content provided in Project 1, is a sample for your reference.

### Project 1: Project Name, Location

**Name of Client Company:** XYZ

**Duration:** Month Year – Month Year

**Role/Designation:** The Beneficiary’s title on our project team (E.g.: Lead – Technology)

His advanced knowledge of Tool/Framework modules and architecture, Business process modeling expertise, Oracle server, SQL Server, Apache Tomcat web server, Pega, Java, Python programming enabled him to perform the following tasks on that project, which his fellow project team members were unable to perform:

Worked with business to analysis application server, Access Protocols (including Development, QA and Production), design data integration processes, design distinct Entitlement repository for user’s lookup and develop algorithms to Grant Right role and access to an individual profile.

* **His team members were:** XXXX XXXX, XXXX XXXX, XXXX XXXX, and XXXX XXXX
* **His job duties on this project:**
  + **Tool/Framework** **implementation and Setup**:Elaborate this job duty in detail *(40% of his daily work time)*
  + **Asset Migration Wizard Implementation**: Elaborate this job duty in detail *(20% of his daily work time)*
  + **Workflow Performance Optimization**: Elaborate this job duty in detail *(20% of his daily work time)*
  + **Authentication and authorization mechanism Development**: Elaborate this job duty in detail *(20% of his daily work time)*

<The Beneficiary’s job duties should be high profiled and more technical and specialized>

Mr. XXXX XXXX relied solely on his advanced knowledge of Tool/Framework in performing these duties on this project.

**Compare and Contrast His India Team’s Duties:**

Mr. XXXX XXXX’s India team consisted of XXXX XXXX, XXXX XXXX, XXXX XXXX, and XXXX XXXX. Their duties, which did not require or convey any advanced knowledge of Synechron’s Syne-ELM, were as follows:

Their duties, which gave them substantially less (name of tool) knowledge, were as follows:

1. \_\_\_\_\_\_ (\_\_ % of work time) –This duty did not require any use of (name of tool).
2. \_\_\_\_\_\_ (\_\_ % of work time) –This duty did not require any use of (name of tool).
3. \_\_\_\_\_\_ (\_\_ % of work time) –This duty did not require any use of (name of tool).
4. \_\_\_\_\_\_ (\_\_ % of work time) –This duty did not require any use of (name of tool).

<The team members job duties should be low profiled as compared Beneficiary’s job duties>

### Project 2: Project Name, Location

(Please use the same format as above to describe his/her Projects 2, 3, 4, 5, and 6)

# The Unique and Complex Quality of the Petitioner’s Tool

\_\_\_\_ (name of tool) is a unique and complex tool, designed by our company. It is the only tool that can perform the following tasks:

* \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, etc.

Advanced knowledge of it can’t be obtained in less than **(months & years).** It includes these modules:

1. \_\_\_\_\_\_\_\_\_\_\_ module (it performs these tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
2. \_\_\_\_\_\_\_\_\_\_\_ module (it performs these tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
3. \_\_\_\_\_\_\_\_\_\_\_ module (it performs these tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
4. \_\_\_\_\_\_\_\_\_\_\_ module (it performs these tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

The complexity of this tool is summarized in the following simplified diagram:

\* (Insert a diagram of the tool’s methodology here, including the tool’s name) \*

This tool is specifically valuable to our company because it will enhance our image with the \_\_\_\_\_\_\_\_\_\_\_\_\_ industry, especially in the project to which the Beneficiary is assigned.

# Organizational Chart

### The U.S. Project Site – Organizational Chart

### India Project Site – Organizational Chart

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the India manager who signs) (Date signed)

(Position with your company in India)