

**Dated: 04-Jan-22**  
**Ref. No IDC/OBHR/2022/ON0057**

**Mr./Ms. Karthika Saravanan,**  
**5/163, Seethalakshmi Nagar**  
**Othakadai**  
**Madurai North**  
**Tamil Nadu - 625107**

**Letter of Intent**

**Dear Karthika Saravanan,**

We are pleased to offer you a position with **IDC Technologies Sol (I) Pvt. Ltd.** as a **Software Developer**. You may be deputed to **Client Site** as a representative of the company in order to fulfill the Company's contractual obligations, as a part of your official duties and responsibilities.

You are advised to join our organization on or before **04-Jan-22** at **Chennai**. Your gross annual compensation, inclusive of all applicable taxes shall be **INR 600000/- (Details Attached in Annexure –"A")**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents (**self-attested**) well before the time of joining:

- Complete Application form (copy enclosed).
- Form-11 (for Provident Fund), Form-2 (nomination & declaration), Form-1 (ESIC) and Form-F (for Gratuity) (all forms attached with e-mail).
- Copy of PAN card.)
- Copy of Passport.
- Copy of Aadhar Card.
- Address Proof (DL/Electricity Bill/Telephone Bill/Election Card etc.)
- Copy of the signed Non-disclosure-agreement.
- Copy of relieving/Experience letters/Resignation Acceptance from HR of the Present (original) & all previous employers.
- Copy of the appointment letter from the current & previous employers.
- Last 3 months salary slips in (original).
- Tax Certificate/Form 16 of previous employers for the current financial year.
- Six passport size photographs (Color).

On receiving the above- mentioned documents, the Appointment Letter and terms & conditions of employment would be issued to you. We assume that all the information furnished by you during the recruitment process is correct. IDC Technologies would initiate any background and employment check directly or through third party against validation the information.

This letter of intent is not an official appointment letter. All the terms and conditions of the proposed employment would be stated in the appointment letter.

If you wish to leave the services of the Company, a clear written notice of **Sixty (60)** days has to be given to the Company/client. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company/Client incurs consequent to the failure to give required written notice

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,

Your Sincerely

For **IDC Technologies Solutions (I) Pvt. Ltd.**



**Signature of Employee**  
**Karthika Saravanan**

### **UNDERTAKING**

I **Karthika Saravanan** hereby solemnly confirm that I have carefully read and considered the rules and regulations contained in the letter of intent and appointment letter and I will abide by them throughout my service. I also hereby confirm that the information I have filled in this form is correct to the best of my knowledge. In case any further information is required, I will be ready to furnish you with the same.

I further declare that I have not paid any fee (cash or kind) for any purpose (recruitment, training etc.) at any stage to **IDC Technologies Solutions India Pvt Ltd** and IDC Technologies shall not be held liable in any manner to pay compensation or otherwise.

I agree that, if found disregarding any of the conditions set forth in this documents, the company has the right to take any disciplinary action, including termination of my employment, without any notice and that I shall be solely responsible for the consequences thereof.

**Name: Karthika Saravanan**

**Date:**

**Signature:**

**"ANNEXURE-A"****Compensation Details w.e.f 04-01-2022**

<b>Name :-</b>		<b>Karthika Saravanan</b>	
<b>Designation :-</b>		<b>Software Developer</b>	
<b>Location :-</b>		<b>Chennai ( Tamil Nadu )</b>	
<b>Salary Component</b>		<b>Amount in (INR)</b>	<b>Amount in (INR)</b>
		<b>Per Month</b>	<b>Per Annum</b>
<b>A.</b>	Basic & DA	25000	300000
	Bonus	0	0
	House Rent Allowance	12500	150000
	LTA	2500	30000
	Medical Reimbursement	1250	15000
	Conveyance Allowance	1600	19200
	Special Allowance	5200	62400
<b>GROSS SALARY ( Salary of Tax) ( A )</b>		<b>48050</b>	<b>576600</b>
<b>B.</b>	Employers Contribution - Provident Fund	1950	23400
	Employers Contribution - ESIC	0	0
	Gratuity	0	0
	Insurance	0	0
<b>TOTAL ( B )</b>		<b>1950</b>	<b>23400</b>
<b>C.</b>	<b>Less Deduction</b>		
	Employee - Provident Fund	1800	21600
	Employee - ESIC	0	0
	PT	208	2496
	LWF	0	0
<b>TOTAL ( C )</b>		<b>2008</b>	<b>24096</b>
<b>Net Take Home Salary ( A ) - ( C )</b>		<b>46042</b>	<b>552504</b>
<b>FIXED CTC ( A ) + ( B )</b>		<b>50000</b>	<b>600000</b>
<b>Note: - 1) All taxes (PT, Income Tax and LWF etc.) will be applicable as per government norms.2 ) As per Government Norms if there is any changes happen in statutory limit (like EPF/ESIC etc.) than both components (employer and employee PART) will be become part of previous CTC, from effective date. 3) In the First Month Salary there will be deduction amount 2500/-of Group Mediclaim Policy (India Insure) which is mandatory as per legal compliance. It is applicable only for those who are not cover under ESIC.</b>			
<b>Karthika Saravanan</b>			
<b>Signature</b>			

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## Deputation Letter

To,

**Tata Consultancy Services**

Dear Sir / Madam,

We are pleased to depute our employee **Karthika Saravanan** at **Tata Consultancy Services-Chennai**, He / She would be working at your project site until further information from your end. Below are the details of **Karthika Saravanan** as furnished to IDC Technologies Sol. (I) Pvt. Ltd.

Full Name of the Employee: <b>Karthika Saravanan</b>	
Date of Birth: <b>11-12-1995</b>	Designation: <b>Software Developer</b>
Father's Name: <b>Saravanan Natarajan</b>	Nationality: <b>Indian</b>
Offer ID: <b>IDC/OBHR/2022/ON0057</b>	Date of Joining: <b>04-01-2022</b>
Contact No: <b>7418910811</b>	<b>5/163, Seethalakshmi Nagar ,Othakadai Madurai North,Tamil Nadu 625107</b>

For IDC Technologies Solutions (I) Pvt. Ltd.

Authorized Signatory



Signature of Employee

**Karthika Saravanan**