

4 September, 2019

Ms. Mounika Jyothsna Sidda

#5-82, Ravikampadu,
East Godavari, Andhra Pradesh 533406
6301954155

Dear Mounika,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

Position:	Trainee Software Engineer
Date of Joining:	July, 2020
Compensation:	Gross Compensation During the Training Rs.2,40,000/- (Rupees Two Lakh Forty Thousand only) Gross Compensation Upon successful completion of the training, Rs.4,50,000/- (Rupees Four Lakh Fifty Thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
Place of Work:	Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing the offer letter and sending it across to us within 5 days, failing which this offer of employment is liable to be invalid.

Note: Please find the details of the terms & conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.

We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,



Anju Singh
Senior Manager – Human Resources

-Copy-

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Anju Singh
Senior Manager – Human Resources

Signature:

Dated:

Details of Salary**Name:** Mounika Jyothsna Sidda**Position:** Trainee Software Engineer**Compensation Details (INR)**

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	86,400	7,200
2	HRA	34,560	2,880
4	Professional Development Allowance	8,640	720
5	Special Allowance	44,463	3,705
6	Leave Travel Allowance	7,197	600
7	Telephone & Internet Expenses	12,000	1,000
B	Performance Allowance**	24,000	2,000
C	Standard Benefits		
6	Provident Fund*	21,600	1,800
7	Gratuity	4,156	346
D	Gross Compensation	240,000	20,000

*PF will be deducted as per the statutory norms.

**The Performance Allowance is paid every month and it is linked to your individual performance.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. Employees with career experience of less than 2 years are expected to work on the 1st and 3rd Saturdays of every month.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining us regarding your Employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Educational Qualification

This offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews.

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws and company policy as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, applicable as per statutory laws.

8. Health Insurance

You and your dependents will be covered as per the existing Group Insurance Policy facilitated by the organization.

9. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

10. Background Checks

Background checks (Address, Criminal and Education, Employment or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Address, Criminal and Education & Employment from the time the associate turned 18 till present) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

11. Tax Benefit Components

The available tax benefit options are House Rental Allowance, Professional Development Allowance, Leave Travel Allowance and Telephone & Internet Expenses. Employees can avail these tax benefits upon submission of the relevant documents as needed. The claim and reimbursement process will be as per the Company policy

Leave Travel Allowance and Professional Development Allowance components will be paid to you as a part of your salary every month. However if you would like to opt for it as a tax benefit, the same should be declared in prior in the Income Tax Declaration Form shared by our Finance team. The respective amount will be deducted monthly and will be reimbursed after submission of relevant documents as per the policy. It may be pertinent to note that the Leave Travel & Professional Development Allowance exemption under the Act is restricted to the travel and Certification/Course cost only.

In case the employees have declared the components under tax benefit and failed to submit the documents the same amount will reimbursed or paid back only after the tax cycle and the respective amount is taxable.

Employees can also claim Telephone & Internet Expenses and HRA under tax exemption and the relevant documents have to be submitted as needed. There will not be a monthly deduction on these components.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.