

To,

Ms. Battula Durga

Hyderabad

Dear Durga,

We refer to your application and subsequent interview you had with us. The management is pleased to offer you a position of “**Trainee Process Associate**” in our organization, on the following terms and conditions:

1. You will join as early as possible as but not later than **16-Oct-2019**
2. Your annual cost to the company (CTC) will be **INR 2,04,539 (Per Annum)**
3. You will be on probation for a period of Six months from the date of joining
4. Your compensation package has been mutually agreed upon.
5. Your appointment is subject to finding you medically fit and on receipt of copies of all your certificates, testimonials and salary details from your existing / previous employer and references from the referees, photo id proof and experience letter from previous employer.
6. Kindly bring along with you six passport size photographs.

With best wishes and looking forward to a long, happy and mutually beneficial association.

Kindly acknowledge duplicate of this ‘**OFFER LETTER**’ as a token of your acceptance of our offer.

For Infinx Services Pvt. Ltd.

Bhushan Khutwad

Manager - Human Resources

Received and Accepted By Name & Signature:

Name: Durga

Annexure I			
#	MONTHLY SALARY COMPONENTS	Amount	Amount
		(Rs. Per Month)	(Rs. Per Annum)
1	Consolidated Salary	9792	117504
2	House Rent Allowance	3187	38244
3	Personal Allowance/ Special Allowance	0	0
4	Process Allowance	0	0
		12979	155748
5	ESIC-Employer's Contribution	422	5064
6	PF – Employer's Contribution	1273	15276
A	Total Gross (1 to 8)	14674	176088
	Statutory Components		
a	Statutory Bonus / Ex Gratia	816	9792
b	Gratuity	471	5652
c	LWF	1	7
B	Total Statutory (a to c)	1288	15451
C	PERFORMANCE LINKED VARIABLE PAY (Annual/Half Yearly/Quarterly/Monthly as defined in KRA sheet)	1000	12000
D	Grand Total (A+B+C)	16962	203539
	Other Company Benefits		
F	Production incentive	0	0
G	Medical Insurance (GMC & GPA)		1000
	TOTAL ACHEIVABLE AMOUNT(D+E+F)		204539

For Infinx Services Pvt. Ltd.

Bhushan Khutwad

Manager - Human Resources

Received and Accepted By Name & Signature:

INFIX SERVICES PVT. LTD.

(Earlier known as Tandon Information Solutions Pvt. Ltd.)

CIN NO.: U30000MH1996PTC099112

JT HOLDING PVT LTD SEZ, LEVEL 1, TOWER 2, UNIT 101, IT PARK, HARDWARE PARK, RAVI RYALA VILLAGE, MAHESWARAM, PAHADESHERI, HYDERABAD - 500005



Detail explanation about the Annexure 1

COMPENSATION AND BENEFITS COMPONENTS EXPLAINED		
#	MONTHLY SALARY COMPONENTS	EXPLANATION
1	Consolidated Salary	This is fixed payment made to employees monthly. This doesn't include any variable perquisites, incentives, bonuses or other fringe benefits. Calculated at 40% on total CTC.
2	House Rent Allowance	HRA is 50% of their basic salary.
3	Personal Allowance/ Special Allowance	All other balance payment as per CTC entitlement will be covered under this component. This is Taxable component.
6	Process Allowance	Process centric allowance defined based on complexity of the process. It will be applicable to only select processes and is paid to employees only till the time they are part of the process.
7	PF – Employer's Contribution	Contribution of 12% of basic salary + EDLI and Admin Charges from employer and Contribution of 12% of basic salary from employee.
8	ESIC - Employer's Contribution	Employee State Insurance Corporation (ESIC) is deducted on gross salary which is 1.75% from the employee contribution & 4.75% from the employer contribution as per ESIC norms.
a	Statutory Bonus	As per Bonus Act. Paid yearly as per company policy.
b	Gratuity	Gratuity to be paid as per Payment of Gratuity Act 1972
c	LWF	Contribution towards Labour Welfare Fund as directed by Labour Welfare Fund Act
	PERFORMANCE LINKED VARIABLE PAY	Disbursement of variable Incentive is linked to Individual & Company performance per targets accomplished against mutually set business parameters/goals to be reviewed monthly/quarterly/half yearly/annually as defined in KRAs.
	Medical Insurance (GMC & GPA) *	Benefit provides as per the grade For ESIC – ESIC Benefits & 3 Lakhs GPA Benefits For Non ESIC – GMC Benefits up to 4 lakhs and GPA benefits up to 7 Lakhs GMC covers SELF+SPOUSE+2 CHILDREN (up to 25 years)

For Infix Services Pvt. Ltd.
Bhushan Khutwad

Manager - Human Resources

Received and Accepted By Name & Signature:

INFINX

INFINX SERVICES PVT.LTD



DURGA BATTULA

INFX07495

PRE AUTH