

Date: 09-01-2023

PRIYANKA BHIMRAO SAWANT,
Mumbai, Maharashtra, India, (Branch)

Dear PRIYANKA

Subject: OFFER LETTER

This has reference to your application and subsequent interview with us. We are pleased to offer you an opportunity of **Asset Executive - L1** with the initial posting at **Mumbai**.

The terms and conditions have already been discussed during the interview.

You are requested to report on **10-01-2023**. The Formal Appointment Letter shall be given to you on joining. The address of the same is as under:

Reporting Time: 9:30 AM

Contact Person: Neha Singh

Venue: 30 Parsi Panchayat Road, Andheri (East)

At the time of joining, please bring below mentioned documents with you.

- Five copies of your latest Passport size.
- Your certificates, testimonials etc. (in original with one photocopy) in support of your qualifications and experience.
- Relieving Letter from Last Employers.
- Last salary certificate, if applicable.
- Name and Contact Number of the last two employers, if applicable.
- Residence & Identity proof required in Bank account opening process as per RBI guidelines.

We look forward to a mutually rewarding and a long-term career association with you.

Our organization has a lot of energetic and passionate people, and I am sure you will vibe well within the team and the organization, at large.

Please note - TDS as applicable, company is not liable for the Taxes and TDS will be calculated as per the legal and statutory compliance.

Salary Breakup may change as per new Government rules.

This is computer generated offer letter and does not require signature.

ANNEXURE	
Name	PRIYANKA BHIMRAO SAWANT
Grade	L1
Designation	Asset Executive
Business Unit	Infrastructure Managed Services

SALARY COMPUTATION		
Components	Per Annum	Per Month
PART A Salary		
BASIC	168000	14000
HRA	67200	5600
Flexi Benefits Plan	50400	4200
Bonus	16800	1400
Gross Salary	302400	25200
PART B Deductions		
Employees Contribution to PF	21600	1800
Total Contributions	24000	2000
Take Home	278400	23200
PART C Benefits		
Employers Contribution to PF	21600	1800
Gratuity	8076	673
Health and Personal Accidental Insurance	12000	1000
Total Benefits	41676	3473
PART D Incentive		
Cost to Company	344076	28673



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- Flexi Benefit Plan - Please refer enclosed explanation of Compensation Components.
- Mobile Reimbursement shall be increased or decreased based on the usage & business need.
- Performance linked Pay amount may vary based on individual and SBU performance and it shall be disbursed on quarterly basis depending upon the performance rating received.'
- Sales Incentives shall be paid quarterly, based on the defined target achievement and as per the scheme.
- PF, ESIC, Gratuity, Bonus, PT & TDS are applicable as per respective acts.
- Individual Health Insurance cover of Rs. 3,00,000 / Family health insurance Cover Rs. 5,00,000 & Group Accidental Insurance cover of Rs. 20,00,000

Ahmedabad
Bengaluru
Bhubaneswar
Bhopal

Chennai
Cochin
Delhi NCR
Dehradun

Guwahati
Hyderabad
Jaipur
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