



**Amrutha S M**  
**India**

**Date: October 10, 2019**

**Dear Amrutha S M,**

It was a pleasure meeting you to explore a career opportunity for you with ITC Infotech India Limited.

Based on our discussion, we are pleased to offer you the position of **IT Executive** at grade **ISA**

1. Your annual gross salary along with the break-up of salary is enclosed at the end.
2. You are required to join us on or before **October 14, 2019** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
3. You are requested to report at 9.30 AM to complete the joining formalities. Your initial place of posting will be at **Bangalore**. At the time of joining you are requested to submit the copies of documents as per the checklist enclosed.
4. For any further clarifications, request you to communicate with the concerned recruiter contact.

**Your appointment is subject to**

- Your passing the Company's medical examination successfully. The decision of Company's medical team in this regard will be final.
- The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.



- Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, Copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

Welcome to ITC Infotech India Limited and look forward to a long and mutually beneficial association.

Yours faithfully,  
**ITC Infotech India Limited**

**Anand Talwar**

**Chief Human Resources Officer**

**Designation:** IT Executive  
**Grade:** ISA  
**Location:** Bangalore  
**Qualification:** BE  
**Experience:** 0.5 yrs  
**Date of Birth:** August 19, 1996  
**Date of Joining:** October 14, 2019

Monthly Components	Proposed Salary (Rs pm)
Basic/Consolidated Salary	5100
House Rent Allowance	2550
Supplementary Allowance	8347
Special Supplementary Allowance	6000
Meal Coupon	1100
<b>SUB- TOTAL I</b>	<b>23097</b>
<b>Annual Components</b>	
PF	612
L.T.A.	500
Performance Effectiveness Pay (PEP)	1020
ITC Products & Services	104
<b>SUB- TOTAL II</b>	<b>2236</b>
<b>TOTAL</b>	<b>25333</b>
<b>Grand Total PA</b>	<b>303996</b>

**Explanatory Notes:**



- Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary).

Meal Coupon is a location based amount available in Bangalore as optional Sodexo Meal Card, If not opted and for those locations where Meal Coupons facility is not available, the same will be paid along with the salary after applicable tax.

- Medical Insurance for Self/Family (Spouse, 2 dependent children up to age of 24 years) will be covered under Company's Health Insurance scheme, with a sum insured value of **Rs.3,00,000/-** per annum.

You will also be covered under the Group Accident Insurance scheme, with a sum insured value of **Rs.10 Lakhs/-** per annum.

Option to cover parents / parents-in-law on payment of premium by employee with attractive benefits. Option has also been provided to cover your family under the Critical Illness Program, additional Group Accident Insurance for yourself and Group Medical Insurance for your family by paying a nominal top up premium by yourself.

- Leave Travel Allowance of Rs. 6000/- is paid as per company policy, Prorata for the previous financial year along with April salary of the following financial year.
- ITC Products & Services - this scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy.
  - a) You are eligible to claim reimbursement towards the purchase up to **Rs. 1250 /-** per annum, prorated in case where there is no full year of service).
  - b) The Reimbursement amount are based on assumption that you are availing the benefit upto the entitlement as per the respective policy. If you do not avail the benefit, the amount mentioned is non-encashable / not carried forward to the next financial year.
- Performance Effectiveness Pay (PEP) - You are entitled to PEP not exceeding 20% of the Consolidated Salary (Basic Salary) earned for the accounting year. PEP payout will not be a part of salary for purposes for calculating separation / retirement benefits.
- You will also be eligible for Gratuity as per the Payment of Gratuity Act.



Yours faithfully,  
**ITC Infotech India Limited**

**Anand Talwar**

**Chief Human Resources officer**