



24<sup>th</sup> May 2017

To

**Mr. R. Rajesh,**  
D.No 1-5-86/1, Near Ramalayam, Akkiredypalem,  
B.H.P.V post, Gajuwaka, VSP-530012

Dear Mr. R. Rajesh,

This is with reference to the discussions you had with us. We are pleased to offer you the position of “Junior Executive - General Practice - Software Systems Solutions” in our company.

Your work location will be **Vizag**.

You will be in probation for a maximum period of six months from the date of joining. During the probation period you will be in training which would include on the job experience. You can be confirmed any time during the probation period based on your performance as evaluated by the organization.

In respect of the services to be rendered by you, the company agrees to pay you an Annual salary of **INR 126,016.00 (Rupees One lakh Twenty Six Thousand Sixteen only)**. Your monthly take home will be after all statutory deductions as applicable. **Take note that the Performance Based Incentive\* will come into effect only from the date of confirmation.**

Your Annual salary has been structured as under:

Particulars	Monthly (INR)	Annual (INR)
Basic	3,300.00	39,600.00
Dearness Allowance	3,300.00	39,600.00
House Rent Allowance	792.00	9,504.00
<b>Total</b>	<b>7,392.00</b>	<b>88,704.00</b>
Provident Fund (12% on Basic + DA)	792.00	9,504.00
Gratuity	317.33	3,808.00
<b>Total</b>	<b>8,501.33</b>	<b>102,016.00</b>
<b>Performance Based Incentive *</b>	<b>2,000.00</b>	<b>24,000.00</b>
<b>Total CTC</b>	<b>10,501.33</b>	<b>126,016.00</b>



**\* For the Performance based incentive:**

1. Will come into effect only from the date of confirmation.
2. Key Performance Indicators (KPI's) will be defined and agreed between the individual and the organization for the coming month on or before the 25<sup>th</sup> of the existing month.
3. The performance on the KPI's defined for the immediate preceding month will be evaluated on or before the 10<sup>th</sup> of the current month.
4. Based on the performance on the KPI's, an amount (varying between 0 to 100% of the performance based incentive) will be disbursed to the individual.
5. The performance amount for the immediate preceding month will be disbursed along with the salary of the current month.

*For example:*

- a. *KPI's for the month of May will be decided on or before 25<sup>th</sup> April*
- b. *Performance on the KPI's defined for the month of May will be evaluated on or before the 10<sup>th</sup> of June*
- c. *Performance Incentive of May will be disbursed along with June month salary.*

This offer letter is valid subject to the signing of the Terms and Conditions of employment and submission of all the documents specified by the organization.

In addition to other benefits, Yalamanchili will also provide Group Accidental Insurance coverage for Rupees Three Lakhs and Med claim policy coverage for Rupees Fifty Thousand only. This will be taken within six months of your date of joining.

Your first salary credit will take place only after all the joining formalities as specified by the organization are completed. In case you decide to leave before completion of all the formalities you will not be paid any salary for the period of your stay at Yalamanchili.

Please sign in duplicate of this letter as a token of your acceptance. This offer is valid for a period of fifteen days from the date hereof and is subject to reference checks, failing which, the offer stands cancelled.

Please refer to the annexure the use of mobile phone in the organization and we request you to confirm the mobile model along with the acceptance of offer letter.

We have the pleasure in welcoming you to Yalamanchili and look forward to a lasting and mutually beneficial relationship.

Yours truly,

A handwritten signature in blue ink, appearing to read "Ramakrishna", with a stylized flourish at the end.

**Yalamanchili Ramakrishna**  
**Director**