

Scan-IT Solution (India) Private Limited

Registered Office:

Unit 602, 603, Sai Radhe, Plot no. 100 + 101, Kennedy
Road, Behind Sheraton Hotel, Pune, Maharashtra,
India – 411001.

Telephone: +91 020-26058881

Email : info@scan-it.com.sg

Website : www.scan-it.com.sg

CIN : U72900PN2016FTC167138



Ms. Yashwanti Sanjay Godbole

Date: 18th Apr 2021

603, Matoshri Appartment, behind ST stand,
Mangaon, Raigad - 402104

Dear Yashwanti,

Welcome to the opportunity to make a valuable difference!!!

At Scan-IT Solution (India) Pvt. Ltd., you will find that the environment is charged with enthusiasm and offers unlimited growth for individuals who live the company vision with a passion.

I am proud to invite you to join the family. You will be designated as **Junior Associate - Software Engineering** in grade **A1** and your Total CTC will be **Rs.3,50,000** per annum. You will be on probation for the initial period of 3 months. You would be expected to join us on **19th April 2021**. A detailed letter containing Salary Break Up & Terms of Employment will be given to you on your date of joining.

Appointment Agreement: The Employee, as part of the consideration for the training, hiring efforts and costs involved, agreed to sign the Appointment Agreement containing the Retention Policy for not leaving the services of the Company for a period of 2 years from the date of his/her joining the services of the Company.

You are required to submit following documents prior to date of joining: -

- a. Recent Passport Size Photograph (2 nos).
- b. Experience Certificate of your previous job (if any).
- c. School Leaving Certificate.
- d. Education Certificate.
- e. PAN and Aadhaar Card copy.

You may be required to undergo reference check clearance in order to confirm this offer.

I look forward to your dedication and commitment as we work together and wish you many fruitful years here at Scan-IT. Please forward us a confirmation of acceptance of our offer at the earliest.

With best wishes,

For Scan-IT Solution (India) Private Limited

Monika Tiwari
Senior Manager - HR

I. **Yashwanti Sanjay Godbole** accept the above.

Employee Signature

Employee Name

Date



Annexure A
Compensation and Benefits

Name: Yashwanti Sanjay Godbole

Position: Junior Associate – Software Engineering

Sr No	Particular of Heads	Monthly	Annual
		Rs.	Rs.
1	Basic	10,208.00	122,500.00
2	Children Education Allowance	200.00	2,400.00
3	Bonus	1,225.00	14,700.00
4	Scan-IT Flexible Benefit Plan	10,278.00	123,332.00
5	House Rent Allowance	4,083.00	49,000.00
A	Total Gross	25,994.00	311,932.00
Benefits & Employer Contributions			
1	PF	1,800.00	21,600.00
2	Medical Insurance	882.00	10,579.00
3	ESIC	-	-
4	Gratuity*	491.00	5,889.00
B	Total Benefits	3,172.00	38,068.00
C	TOTAL CTC (A+B)	29,167.00	350,000.00
Deductions			
1	PF	1,800.00	21,600.00
2	PT**	200.00	2,400.00
3	ESIC	-	-
D	Total Deductions	2,000.00	24,000.00
	Net Take Home before other allowance (A-D)	23,994.00	287,932.00

* Gratuity is payable as per the Gratuity Act.

**PT: There would be an additional deduction of Rs. 100 in PT in the month of February every year according to the government norms.

Retention Bonus: This **onetime** bonus amount of **INR 50,000** will be disbursed at the end of 24 months of service completion assuming your employment is in good standing with the organization at the time of disbursement.



Scan-IT Flexible Benefit Plan:

We all have different needs and hence Scan-IT has chosen to empower its employees to be the master of their destiny. You will be provided the benefit plan when you join the organization so that you can make informed allocations.

Best Regards,

For **Scan-IT Solution (India) Private Limited**

Monika Tiwari
Senior Manager - HR

ACCEPTANCE

I have read, understood and accept the compensation and benefit package relating to my services and employment with Scan-IT Solution (India) Private Limited.

Employee Signature

Employee Name

Date