STRICTLY PRIVATE AND CONFIDENTIAL

**23-05-2023**

**Ms./ Mr. Prachi  Shinde**
D/O of Sanjay Shinde
mu. kati po. ta. Digras, Kati
Yavatmal- 445203
Maharashtra

**Subject: Offer of Employment**

Dear **Prachi,**

Congratulations! Further to your application and discussions held, we are pleased to offer you a position of **Trainee Software Engineer**.

Your total compensation will be **Rs. 400000/-** per annum, the details of which are specified in Annexure A.

You are required to join us on or before **03-07-2023**, failing which this offer stands cancelled.

2 days before your joining, you will be sent an onboarding link where you will be required to complete your onboarding and upload documents as needed by the company. We will need the following documents – Aadhar Card, PAN Card, Experience and relieving letters from your previous TWO companies, highest educational qualification (certificate + marksheet), Photocopy of Provident Fund (PF) & UAN (along with company code - which should be available on your salary slip). Inability to complete the onboarding process before your joining might result in your offer of employment being withdrawn. Your association with the company will be subject to a successful background verification check.

Our salary accounts are with HDFC and ICICI Banks. If you have an existing account with these banks, you can transfer these accounts to a salary account.

You are required to send us your acceptance of this offer within 3 calendar days from the date of offer, failing which the offer automatically stands cancelled.

The contents of this offer letter are confidential information of the company. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be

construed as a serious breach and the Company may initiate appropriate action against you.

A detailed appointment letter will be issued to you on the day of your joining, and your association will begin after you accept this letter and all other terms and conditions of the company.

On your joining date, please report to the Talent Management team for the joining formalities.

**Prachi,** we look forward welcoming you onboard, and look forward to a long rewarding and fulfilling career with us.

With best wishes,

*Nikhil Gadgil*

**Nikhil Gadgil**
Senior Management – Talent Management

| Cost to Company | | |
|---|---|---|

W.E.F: **03-07-2023**
**Name : Prachi  Shinde**

**Designation: Trainee Software Engineer**
**Group Company: Harbinger Systems Private Limited**

| Component | Monthly | Annual |
|---|---|---|
| Basic | 15,000 | 1,80,000 |
| House Rent Allowance (HRA) | 7,500 | 90,000 |
| City Compensatory Allowance (CCA) | 1,479 | 17,746 |
| Basket Reimbursements (Petrol , Telephone/ Mobile/ Broadband / Books & periodicals- Optional Component as per entitlement)* | 0 | 0 |
| Ex-Gratia / Bonus (Paid in advance) | 3,000 | 36,000 |
| Leave Travel Allowance (LTA) | 3,000 | 36,000 |
| **Fixed Salary (A)** | **29,979** | **3,59,746** |
| **Statutory / Other Benefits (B)** | | **40,254** |
| Provident Fund (Employer's contribution) | 1,800 | 21,600 |
| Gratuity as per act | | 8,654 |
| Insurance Benefits (Indicative annual average amount) | | 10,000 |
| ESIC (As per Act if applicable) | | 0 |
| | | |
| **Annual Cost to Company (A+B)** | | **4,00,000** |
| Group Mediclaim Policy, Group Personal Accident Insurance, Group Term Life Insurance (as per policy) | | |
| *Basket Reimbursement needs to be opted for within the first 2 months of joining. By default, your Basket Allowance will be set as Zero. The option chosen by you will continue till your next salary review | | |
| The above compensation will be subject to the standard deduction of income tax and other statutory deductions at source as per the applicable laws | | |
| In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC | | |