



Date: 11th December, 2023

Dear Elaka Venkata Raja Ramesh,

Congratulations! We are pleased to inform you that you have been selected for the position of a **Assistant Manager in BAND II** at Hexaware Technologies Limited, **Nagpur**. Your date of joining will be **21st December, 2023**. Your compensation structure is as follows:

COMPENSATION AND BENEFITS ANNEXURE		PM	PA
A: Monthly	1.1 Basic	INR 35,417	INR 425,000
	1.2 HRA	INR 14,603	INR 175,233
	1.3 LTA	INR 2,951	INR 35,417
	1.4 Food Allowance	INR 3,000	INR 36,000
	1.5 Fuel Expenses	INR 7,500	INR 90,000
	Total (A)	INR 63,471	INR 761,650
B: Benefits	2.1 Provident Fund	INR 1,800	INR 21,600
	2.2 GLIP & Mediciam Coverage	INR 250	INR 3,000
	Total (B)	INR 2,050	INR 24,600
C: Variable	.1 Target Variable Pay	INR -	INR 63,750
TOTAL CTC: FIXED + VARIABLE [A+B+C]		INR 65,521	INR 850,000
Net Take Home		INR 61,471	

VARIABLE COMPONENT PAYOUT	
Performance Rating	Quarterly
0 - 1.49	INR -
1.5 - 2.49	INR 9,563
2.5 - 3.49	INR 12,750
3.5 - 4.49	INR 15,938
4.5 - 5	INR 19,125

Notes regarding components above:

2.2 The company has a Group Life Insurance Policy and a Mediciam Policy in case of any medical emergencies. A premium of Rs.250/- per month is paid by the company and hence is provided as a benefit as shown in the above table. As per the policy, the coverage limit under Mediciam is Rs.1,50,000/- (Self + 1 Spouse or Child) & the coverage under GLIP is Rs. 12,00,000/-.

2.4 Variable Performance Allowance will be paid based at a default rating of 3 for the first quarter or during training period for Band 2. These ratings will be given for your performance in line with your KRAs. The amount will be paid in the month following the quarter. In case you exceed performance and get a rating of 4.5 and above you will be entitled to make more than your Target Variable Pay as mentioned above in the structure.

Additional Notes:

i The above salary is subject to income tax deductions & is calculated based on the Statutory provisions & Labour Legislations prevailing at the time of issuance of this letter which may change from time to time as per Government rules and regulations. You will be notified as and when such changes happen in the legislations governing the compensation.

ii Salary information is to be kept confidential and is governed by the Non-Disclosure and Confidentiality clause mentioned in your appointment letter. All other terms & conditions will remain the same as per company policy.

- Policies

Leave Entitlement -

Rules related to Earned Leaves and Sick Leaves
Eligibility & Procedure

	Earned Leave	Sick Leave
Entitlement for confirmed employees	21 days per calendar year of service, or pro-rata for partial period of service in a calendar year	7 days per calendar year of service, or pro-rata for partial period of service in a calendar year.

* The employee will be eligible for Mediciam and GLIP benefits under this scheme **from the date of joining**.

For Hexaware Technologies Limited.



Mohd Shabazz

General Manager-TAG

ACCEPTANCE

I, E V Raja Ramesh, have read and understood the above terms and conditions governing the services and employment at Hexaware Technologies Limited., and the same are acceptable to me.

Place: Visakhapatnam

**Signature: E V Raja
Ramesh**

Date:12/11/2023