

Date: 24th May 2025
Employee ID: 152049
Name: **Mitnasala Poorna Chandra Rao**

PRIVATE & STRICTLY CONFIDENTIAL

Subject: Annual Compensation Review

Dear **Mitnasala Poorna Chandra Rao**,

We are pleased to reflect on a successful FY25 at OneSource, marked by significant milestones in compliance, operations, delivery, and client partnerships across our sites and functions. Your dedication has been instrumental in driving this progress, and we thank you for your contributions as we look to build on this momentum in FY26.

In recognition of your performance and business requirements, we are pleased to inform you of your promotion to **Senior Team Leader**, effective April 1, 2025.

Your revised annual total compensation effective **April 1, 2025** is **₹17,28,732**, the breakup of the same is in the below table.

Salary Components (Annual)	Rs. Per Annum
Basic Pay	7,78,899
House Rent Allowance (HRA)	3,11,593
Flexible Benefit Allowances (FBA)	4,67,311
Provident Fund (Employer)	93,464
Gratuity*	37,465
Advance Statutory Bonus & Ex Gratia	-
Insurance Premium (Employer)	20,000
Food Subsidy (Employer)	20,000
Target Performance Bonus	-
Total Cost to Company	17,28,732

All salary related payments are subject to taxes in accordance with the local tax laws. *Gratuity as per Gratuity Act.

As we move into FY26, OneSource is focused on accelerating growth, execution, and operational excellence. Your role and individual goals will be vital in achieving these goals, aligned with your manager, function, and the organization.

We wish you continued success and a fulfilling career with OneSource.

Best regards,

Preeti Kalra, Corporate HR Head

Note: The terms and contents of this letter are to be maintained confidential and are not to be disclosed or discussed with anyone in any form. Violation of confidentiality will lead to disciplinary action.

*This is a system-generated document issued by the Group Compensation and Benefits CoE and does not require a signature. For any compensation structure administration related query please reach out to payroll - payroll.bso@arcolab.com