

Date: 05-04-2024
Ref: Offer Letter



Dear Sulakshna,

Congratulations!

With reference to your application and subsequent interviews with us, we are pleased to extend our offer as mentioned in below table. You are expected to join NIIT on or before the scheduled date of joining; failing which this letter shall stand invalid. Your detailed appointment letter will be issued to you on the date of joining.

Name	Sulakshna Prashar		
Designation	DGM		
Role	Inside Sales Lead		
Schedule DOJ	Wednesday, 8 May, 2024		
Benefit Plan	R		
Location	Gurgaon, Sector 32		
Salary Components		Amount	
Monthly			
	Basic	80,000	
	HRA	40,000	
	Communication Allowance	4,500	
	LTA	5,000	
	Meal Voucher Allowance	2,000	
	Conveyance	36,427	
	Special Allowance	9,727	
Gross Monthly Total		1,77,654	
Annual Benefits			
	PF	21,600	
	GTLI	6,560	
Annual Benefits Total		28,160	
Variable Compensation		2,40,001	As per Variable Compensation Policy
Cost to Company		24,00,009	
	Gratuity	46,154	Gratuity is paid as per Act. Not mentioned in Appointment Letter
Grand Total		24,46,163	

Explanatory notes on compensation structure :

1 a) House Rent Allowance (HRA)/Company Leased Accommodation (CLA): Amount equal to 50% of Basic Salary. Option to avail HRA or CLA based on individual needs. On avilment of CLA, actual amount of lease rental is reduced and paid to the landlord. For availing HRA benefit, rent receipt to be submitted to claim applicable tax benefits. Applicable tax benefits as per defined HRA / CLA rules.

b) Leave Travel Allowance (LTA): The LTA basket allows you to claim reimbursement against LTA expenses, as per limits specified above.

c) Communication Allowance: Monthly amount up to Rs.3,000/- towards mobile phone usage charges for post-paid connection for self based on the limits to be specified by you on the basis of the estimated usage. Internet Usage Allowance of upto Rs.1,500/- against the internet connection at residence, based on your estimated usage

d) Special Allowance: One of the salary components defined on the basis of C2C to be paid on a monthly basis.

e) Meal Vouchers: Rs. 2,000/- towards food and non-alcoholic beverages. If opted; meal e-voucher card is provided by the service provider and amount auto-credited on the 1st of every month for the previous month.

f) Conveyance Allowance: The Conveyance Allowance can be configured for the following benefits. If not configured or partially configured, the amount/balance amount will be paid as a taxable allowance

i) Vehicle Expense- Available towards company leased vehicles as well as self-owned vehicles towards fuel and maintenance expenses. Monthly limits are – for co. leased vehicles Rs.20,000 and for self-owned vehicles, Rs. 2,400/- for vehicles above 1600 cc and Rs. 1,800/- for vehicles <=1600 cc

ii) Driver Salary- Available towards company leased vehicles as well as self-owned vehicles for maintaining a driver. Monthly limits are – for co leased vehicles Rs.16,000/- and for self-owned vehicles, Rs.900/-

iii) Company Car Scheme- For company availed vehicles, the monthly usage charge will be deducted from your monthly salary against the value of the vehicle for the duration of the usage tenure.

2. Corporate National Pension Scheme (NPS) : NPS is a voluntary retirement savings scheme introduced by the Government of India. NIITians after enrollment into the scheme, can contribute an amount upto 10% of the Basic Salary earned effective DOJ or 1st April 2013, whichever is later. The amount of contribution is exempt from Income Tax under Section 80CCD(2) of the Income Tax Act, 1968.

3. Mediclaim Insurance Premium: is company sponsored. For NIITian who is single mediclaim coverage is sponsored upto 1.5 Lakhs per annum.. For married NIITian, the Mediclaim floater coverage of 3 Lacs is sponsored by NIIT. The coverage includes self, spouse & children. You can opt for a higher mediclaim coverage with or without parents by paying the differential amount. This amount will be adjusted from your gross monthly. You are advised to inform us in writing before or on the date of joining so that required changes in your appointment letter can be made. The details of the premium amount is mentioned as under -

CAT	Sum Insured	1+3 Dependents		1+5 Dependents	
		Premium with parents	Premium W/o parents	Premium with parents	Premium W/o parents
XX	1,50,000		4,300		
II	1,50,000	20,250	7,400	23,300	9,600
I	3,00,000	37,000	14,300	42,550	16,500
V	5,00,000	49,800	18,400	57,700	22,400
X	7,50,000	74,750	24,950	94,900	30,100
VI	10,00,000	95,600	31,600	1,16,850	38,350
IX	15,00,000	1,25,050	44,450	1,59,250	52,550
XII	30,00,000	2,35,750	83,000	2,96,900	92,350

4. Group Term Life Insurance (GTLI): Premium is towards the mandatory Life Cover against the unfortunate event of death of NIITian while in service. The coverage also includes identified Critical Diseases and Terminal Illness for self. The sum insured is 2 times of CTC.

5. Variable Compensation: will be paid based on the Variable Compensation policy applicable for the year 2024-2025.

6. Benefits & Policies : Modifications or revisions, if any to any of the existing Benefits & Policies applicable to you, shall be made available and communicated through the 'Benefits & Policies' link available on iNIITian.

7. Provident Fund (PF): The amount shown above is for PF towards employer contribution as per PF act. You have the flexibility to contribute to PF at 12% of Basic Salary or cap it at 1800 /- per month only at the time of joining. You also have an option to contribute an amount equivalent to 12% as Voluntary PF Contribution and the same will be deducted from your salary on a monthly basis. PF Contribution is considered for IT exemption under Section 80 C.

8. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.

9. Happy Nappy Day : Paid leave for 1 day as a compulsory holiday on birthday. In case birthday falls on holidays/Saturday/Sunday, you may avail one day off, within 30 days, from the birthdate.

10. Special Dating Allowance : 3000 Hats Off points are given to NIITian on birthday. These points can be redeemed on our Hats Off eShopping portal on iNIITian.



Leena Khokha
Head - Talent Acquisition