

Date: 05/01/2024

Mr. Sriram Chakravarthy M

Dear Sriram,

This is with reference to your application and to the subsequent interviews. We are pleased to offer you the position of **Senior Engineer** level of **E2** in our organization.

Your salary (Cost to Company) will be ₹ 2,200,000 P.A (RupeesTwentyTwo Lakhs Only).

In order to facilitate your joining, we request you to bring the original and photocopies of the following documents on the date of joining:

1. Copy of Mark Sheets (10th.12th, Diploma, UG & PG)
2. Copy of All Degree Certificates (Convocation Certificates)
3. Copy of all the Previous & Present companies' Appointment Order
4. Copy of all the Previous & Present companies' Relieving Letters
5. Copy of Income drawn last (Payslips)
6. Form - 16 / Salary certificate for the current financial year
7. Copy of Passport with ECNR clearance
8. Copy of PAN card & Aadhaar card
9. 2 Photographs (white background)

We will return your original documents after proper verification on the same day.

A detailed appointment letter will be issued to you on your joining our services. This offer is subject to background verification. If the outcome of background verification is negative, the offer will be revoked.

Please sign the duplicate copy of this letter as a token of your acceptance of this offer and reach it to the Human Resources Department within 2 days from the date of issue of the offer letter. This offer is valid till the date of joining as indicated by you.

Thanking you in anticipation for opting to join us.

Welcome to GAVS Technologies Pvt. Ltd.

Yours sincerely,



Sam Suresh K
Group Manager – Talent Acquisition

Accepted Date of joining: 08/01/2024

(Reporting Time: 9:30 AM)

Signature of the candidate:



Salary Components	Monthly	Annual
Fixed (A)		
Basic	55,000	660,000
HRA	27,500	330,000
Meal Allowance	2,200	26,400
Total A	84,700	1,016,400
Reimbursement Components (B)		
Vehicle Maintenance Reimbursement	5,000	60,000
Communication Reimbursement	1,500	18,000
LTA	9,167	110,000
Books & Periodicals	1,000	12,000
Gadget Reimbursement	5,000	60,000
Total * (B)	21,667	260,000
Special Allowance (C)	67,721	812,654
Gross (D = A+B+C)	174,088	2,089,054
Retiral Benefit (E)		
PF- Employer's Contribution		79,200
Gratuity **		31,746
Annual CTC (G = D+E)		₹ 2,200,000
* Eligible for Tax Exemptions		
** As per the Gratuity Benefit Act		



Sam Suresh K
Group Manager – Talent Acquisition