INFO SERVICES
ISO 9001 : 2000 CERTIFIED

No. 505-07, 4th Floor, Oxford House,
Rustam Bagh Main Road, Old Airport Road,
Bangalore - 560 017. Ph 4350 5050
website : www.ibmesp.com

APR 19, 2011
Saravanan S
Emp no. ibi445
Bangalore

Dear Mr.Saravanan S

This is in reference to your letter dated **17th March 2011** resigning from the services of our Company. We inform you that your resignation has been accepted and you are relieved from the services of the company on **17th April 2011**.

Your full and final settlement of account will be done on receipt of the duly filled in 'Exit Clearance Form'.

We thank you for your association with Info Services and would like to take the opportunity to wish you the very best in your future endeavors.

For Info Services,

For Himani Gupta
HR Manager

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Salary Offered

SALARY STRUCTURE	
BASIC PAY	Rs 3,012/-
HRA	Rs 1,506/-
CCA	Rs 1,506/-
Medical Reimbursement	Rs 1,606/-
Special Allowance	Rs 1,606/-
Travel allowance	Rs 803/-
Mobile Allowance	Rs 300/-
GROSS PAY (A)	Rs 10,339/-
DEDUCTION	
PF @ 12% OF BASIC	Rs 361/-
ESI	Rs 0/-
PT Deduction	Rs 0/-
Total deduction(B)	Rs 361/-
NET PAY	Rs 9978/-
COST TO THE COMPANY	
Gross Pay	Rs 10,339/-
PF Contribution from the company	Rs 361/-
ESI	Rs 0/-
Accident Insurance	Rs 300/-
TOTAL BENEFIT	Rs 11,000/-

Note: The statutory deductions like TDS, Prof. Tax, ESI, Provident Funds Etc. will be done as per the laws applicable from time to time.

You are advised to report at	:	**On Mobile**
You are advised to report to	:	**Mr. Javid / Mr. Prasanta**
For Administrative details	:	**E-mail ID: managerhr@ibmesp.com**
For Salary details	:	**E-mail ID: accountsblrexe@ibmesp.com**

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website : www.ibmesp.com

Date :29/12/09

IS/Blr/Appointment Letter/ **IBI 445**

Dear Saravana.S,
Address: #47/36, 2nd A main road, 2nd floor,
Ayyappa temple street, Venkatapura, Koramangala 1st block,
Bangalore-54

Dear Saravana.S,

We take great pleasure in appointing you in our Company as **DC Operator** at **SMC (EGL).**

Please note that the employment terms contained in this letter are subject to company policy.

APPOINTMENT

a) Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **29th December 09**.
b) Your posting at the site explained is purely performance based. You may be transferred to other projects, as and when required by the company. You shall observe 6 working days per week or as applicable to the project site assigned to you.
c) You will not take up any other assignment other than those assigned by Info Services from time to time. During the course of your assignment you will not accept / negotiate any other employment offer during the continuity of the assignment. In event of leaving the organization a notice period of minimum of 30 days need to be submitted else the salary will not be paid for the month.
d) You will have to work with Info Services for minimum of 1 year. In case of resignation before the said period is over, you would need to pay 2 months salary.
e) After joining, you will be on probation for a period of three months. You will be eligible to PF, ESI, Leave encashment according to the company norms

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19th April 2011

TO WHOM SO EVER IT MAY CONCERN

*This is to certify that **Mr. Saravanan S** worked at **Info Services (exclusive service providers of IBM)** from 29th December 2009 till 17th April 2011.*

*He was designated as "**Data Center Engineer**" and deputed in IBM Client site.*

Through out his tenure with us, he was successful in handling his responsibility with sincerity and with good Mannerism.

We wish you all the best for your future endeavors.

With Best Wishes

For Info Services

For Hinduni Gupta
HR Manager

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