

To,  
**C G Rahul,**  
Chennai

Date: March 14<sup>th</sup> 2024

### Letter of Intent

Dear **C G Rahul,**

Further to your interview with us, we are pleased to offer you the position of **Sr. Domain Expert - AR Operations**  
Your Annual CTC will be of **INR 6,28,256 /-**.

You shall be initially posted at 4D Global, Sai Sadhan Building (Chennai). You are requested to report at the following address for joining, on **March 15<sup>th</sup> 2024**.

**4D Global Medical Billing Services Pvt Ltd. Sai Supreme - 3rd Floor Thiru Vi Ka Industrial Estate, SIDCO Industrial Estate, Guindy, Chennai, Tamil Nadu 600032**

A formal letter of appointment will be issued to you at the time of your joining which will contain the detailed break up of your compensation along with the standard terms and conditions of your employment. The Organization reserves the right to verify your joining documents for background verification and the offer will remain valid subject to background verification clearance.

You are also requested to bring the following documents at the time of joining to ensure smooth completion of your joining formalities:

1. Certificates - Mark Sheets of SSC / HSC / Diploma / Graduation / Post Graduation (as applicable)
2. Relieving letter / Experience certificate from previous employer(s)
3. Last 3 month's payslip / salary certificate from current employer
4. Address proof (Passport / Electricity Bill / Ration Card / Voter ID / Lease Agreement)
5. Photo ID Proof (Passport / Pan Card / Voter ID)
6. 5 passport size recent colour photographs
7. Aadhar card Mandate

Thanking You,

Yours Faithfully,  
For **4D Global Medical Billing Services Pvt. Ltd.**



**Muthu**  
Manager – People & Culture

**Salary Annexure:**

Sr. No.	Component	Per Month (INR)	Per Annum (INR)
<b>Section A</b>			
1	Basic	23,504	2,82,048
2	HRA	11,752	1,41,024
3	Advance Statutory Bonus	1,958	23,496
4	Flexi Plan	-	-
5	Food Allowance	750	9,000
6	Special Allowance	9,044	1,08,528
<b>Section A– Total</b>		<b>47,008</b>	<b>5,64,096</b>
<b>Section B</b>			
7	Minimum Variable Incentives	-	-
8	Maximum Variable Incentives (up to)	2,000	24,000
<b>Section B–Total</b>		<b>2,000</b>	<b>24,000</b>
<b>Minimum Earning Potential (Section A Total)</b>		<b>47,008</b>	<b>5,64,096</b>
<b>Maximum Earning Potential (Total Section (A+B))</b>		<b>49,008</b>	<b>5,88,096</b>
<b>Section C</b>			
<b>Retirals &amp; Non - Monetary Benefits</b>			
9	Employer's Provident Fund	21,600	
10	ESIC		-
11	Insurance	5,000	
12	Gratuity	13,560	
<b>Section C–Total</b>		<b>40,160</b>	
<b>Total (Section A+B+C)</b>		<b>6,28,256</b>	

The above compensation package is subject to Income Tax regulations and other laws applicable from time to time. Gratuity will be paid out to the employee as per the payment of Gratuity Act, 1972. Reimbursement Flexi Plan applicable as per existing policy. GPA / GMC / GTL Insurance are prevalent as per policy

The below mentioned grid indicates that attendance that would be considered for payroll based on the performance level achieved for any given / scheduled day

<b>Productivity</b>	<b>Quality Assurance Score</b>	<b>Attendance Considered</b>
If achieved >90% of the days target	If achieved >90% of the days target	Full-day Present
If achieved 85% - 90% of the days target	If achieved 85% - 90% of the days target	Half-day Present & Half Day Loss of Pay
If achieved <85% of the days target	If achieved <85% of the days target	Full Day Loss of Pay

Please acknowledge this letter as a token of your acceptance. We look forward to building a very long term relationship with you. Welcome to the winning team of 4D Global