

Date: 20 Sep 2021

Employee ID: L0932644

Mr./Ms. Vovya

Client Specialist - QA

Appointment Letter

Dear Vovya,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Client Specialist - QA** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact **HR Team** at the following address to take on your assignment on **20 Sep 2021**

**Access Healthcare Private Limited (Kochar), SP-31A, 3rd Floor
Ambattur Industrial Estate, Chennai - 600 058. Tamil Nadu, India.**

In case you need any further clarification / assistance, please get in touch with the under signed.

Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team".

With best wishes,

Yours sincerely,



Samuel S
Director - HR

**I accept this appointment and the Terms and
Conditions attached.**

.....
Signature of the Candidate

Encl.:

1. Remuneration Details and other benefits.

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	14433.00	173200.00
House Rent Allowance	7217.00	86600.00
Conveyance Allowance	1600.00	19200.00
DA	0.00	0.00
SDA	0.00	0.00
Statutory Bonus	1985.00	23820.00
Special Allowance	7153.00	85836.00
Gross (A)	32388.00	388656.00

Benefits

Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Medical Reimbursement	0.00	0.00
Retention Incentive	1202.00	14424.00
Gratuity	693.00	8316.00
Total (B)	3695.00	44340.00
Cost To Company (A+B)	36083.33	433000.00

Insurance Benefits:

a) Floating Medical Insurance: Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for you and a maximum of three dependents

Default Coverage limit: Rs.100,000/- per annum

b) Personal Accident Insurance: This provides you with round the clock financial protection in case of an accident anywhere in India. **Coverage limit: Rs.100,000/-**

Retirement Benefits:

a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.