

Date: 07 Mar 2025 12:21

Employee ID: P0368203

Mr./Ms. Sai Santosh C

Recruiter - HR Talent Acquisition

Appointment Letter

Dear Sai Santosh C,

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 **Recruiter - HR Talent Acquisition** 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 **06 Mar 2025**

**Access Healthcare Private Limited (HQ), A9, First Main Road
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,

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



Samuel S
Senior Director - HR

Digitally Acknowledged by me on
07 Mar 2025 12:21

.....
Signature of the Candidate

Name : Sai Santosh C
Employee ID : P0368203

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Annexure I

SALARY COMPONENTS	Amount	
	INR per month	INR per annum
Basic	10200.00	122402.00
House Rent Allowance	3000.00	36000.00
Conveyance Allowance	0.00	0.00
DA	4580.00	54960.00
SDA	0.00	0.00
Statutory Bonus	2900.00	34800.00
Special Allowance	1679.00	20148.00
Gross (A)	22359.00	268310.00

Benefits

Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Retention Incentive	850.00	10200.00
Gratuity	491.00	5892.00
Total (B)	3141.00	37692.00
Cost To Company (A+B)	25500.17	306002.00

Deductions

Gross Salary	22359.00	
Less: PF (Employee)	1,800	
Less: ESI	0	
Less: Professional Tax	208	
Less: Medical Insurance	294	
**Take Home Salary	20,057	

**Note: Income tax will be applicable as per the tax slab.

Insurance Benefits:

a) Floating Medical Insurance: Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for your 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.

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