



OFFER LETTER

REF: BIS/2022

Date: 11 Mar 2022

Madhumathi D

Chennai

Dear Madhumathi D,

This has reference to your application & subsequent interview with us. We are pleased to appoint you as "**Specialist- Credit Balance**" in our Organization on the following terms and conditions mutually discussed and agreed upon during your interview with us.

Your Annual CTC shall be **Rs. 2,35,608 /-** (Rupees Two Lakh Thirty Five Thousand Six Hundred Eight Only)

You shall be joining our **Chennai** office on or before **09 May 2022**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **May 09, 2022**. The appointment stands automatically terminated or withdrawn thereafter unless the date is modified or extended and communicated to you in writing by the Company.

Please send acknowledged copy of offer letter latest by **12 Mar 2022**.

You will be given a detailed letter of appointment on your joining our organization.

Yours faithfully,

FOR BUSINESS INTEGRITY SERVICES PVT. LTD.

DR. EMILI VALANTINA

SENIOR DIRECTOR - HUMAN RESOURCES

Annexure 1

Salary Working						
Name:	Madhumathi D					
Designation:	Specialist - Credit Balance	Grade:	E1			
	Explanatory Notes		Monthly	Annual		
FIXED COMPONENTS (A)						
Basic Pay	50%	on TGC	10,900	1,30,800		
House Rent Allowance	50%	on Basic Pay	5,450	65,400		
Statutory Bonus	As per the Act		1,892	22,704		
Leave Travel Allowance (LTA)*	As per policy		-	-		
Special Allowance	Balancing Component		6,392	76,709		
	TOTAL (A)		24,634	2,35,608		
STATUTORY BENEFITS (B)						
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600		
Gratuity	As per the Act		-	11,641		
	TOTAL (B)		1,800	33,241		
	TOTAL (A+B)		26,434	3,17,208		
OTHER EARNINGS (C)						
Retention Bonus (MONTHLY)	0		0			
Festival Bonus (ONE TIME PAYOUT)	0		0			
	TOTAL (C)		0	0		
CONDITIONAL ALLOWANCE (D)						
Conditional Night Shift Allowance (US) # 22 days	0		0			
Joining Bonus (Applicable for a window period)	0		0			
	TOTAL (D)		0	0		
	TOTAL (A+B+C+D)		26,434	3,17,208		
Approximate Net Take Home Salary						
	24,634					
BENEFITS						
Personal Accident Cover			10,00,000			
Personal Accident Disability Cover			5,00,000			
Group Term Life Insurance Cover			10,00,000			
Employee Direct Linked Insurance Cover			7,00,000			
Hospitalization Insurance for Self, Spouse & 2 Dependent children			1,50,000			
DEDUCTIONS						
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules						
Tax Exemption on LTA will be provided as per prevailing IT Rules on production of proofs.						
Applicable only if working in US time zones and is subject to number of days worked.						
Joining Bonus - Applicable for a window period						
Maximum Incentive based on accomplishment of targets & individual performance Rs.10,750/- per month. (Applicable for staff below "D2")						
Gratuity as per prevailing rules						
TDS applicable for staff falling under the tax slab						



Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY:

Kindly ensure that the photocopy of the following documents is submitted on Day 1.

Copies and Original of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs – 4 Numbers for self (White Background)

3. From previous employment(s) (For Experience)

i) Last 3 months salary slips and/or copy of last salary revision ii)

Relieving letter from last employer iii) Service certificates iv)

References of two people with whom you have worked.

v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details

i) Copy of Valid Passport and Valid Visas ii) Copy of PAN Card iii) Copy of Aadhar Card iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Offer Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND/SUPERANNUATION FROM PREVIOUS COMPANY

If already a member of a Provident Fund PF with previous employer, then: - Employer's name

Dates of joining and leaving service with them Name

and address of the Regional Provident Fund Office

Personal PF account No.

Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme