



OFFER LETTER

REF: BIS/2022

Date: 04 Mar 2022

Srinath V
Chennai

Dear Srinath V

This has reference to your application & subsequent interview with us. We are pleased to appoint you as "**Senior Specialist- Insurance Collections**" 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. 5,25,099 /-** (Rupees Five Lakhs Twenty Five Thousand and Ninety Nine Only).

You shall be joining our **Chennai** office on or before **2 May 2022**.

Your scheduled date of joining or commencement of employment with the Company shall be on or before **May 02, 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 The appointment stands automatically terminated or withdrawn thereafter unless the date is modified or extended and communicated to you in writing by the Company.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 **05 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: | Srinath V | | | |
| Designation: | Senior Specialist - Insurance Collections | Grade: | D3 | |
| | Explanatory Notes | Monthly | Annual | |
| FIXED COMPONENTS (A) | | | | |
| Basic Pay | 50% | on TGC | 21,879 | 2,62,549 |
| House Rent Allowance | 50% | on Basic Pay | 10,940 | 1,31,275 |
| Statutory Bonus | As per the Act | | - | - |
| Leave Travel Allowance (LTA)* | As per policy | | 1,250 | 15,000 |
| Special Allowance | Balancing Component | | 7,890 | 94,675 |
| TOTAL (A) | | | 41,959 | 5,03,499 |
| STATUTORY BENEFITS (B) | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| Gratuity | As per the Act | | - | 12,629 |
| TOTAL (B) | | | 1,800 | 34,229 |
| TOTAL (A+B) | | | 43,759 | 5,25,099 |
| OTHER EARNINGS (C) | | | | |
| Retention Bonus (MONTHLY) | | | 3,647 | 43,758 |
| Festival Bonus (ONE TIME PAYOUT) | | | 1,823 | 21,879 |
| TOTAL (C) | | | 5,470 | 65,637 |
| CONDITIONAL ALLOWANCE (D) | | | | |
| Conditional Night Shift Allowance (US) # 22 days | | | 3,300 | 39,600 |
| Joining Bonus (Applicable for a window period) | | | 2,083 | 25,000 |
| TOTAL (D) | | | 5,383 | 64,600 |
| TOTAL (A+B+C+D) | | | 54,612 | 6,55,336 |
| Approximate Net Take Home Salary | | | 46,897 | |
| 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 | | | | 2,50,000 |
| 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 applicalbe 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