



11/08/2018

**Ms. U. Indumathi**  
**Bangalore.**

**Dear U. Indumathi,**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Executive** in **Compliance processing Department** of our organization. You will be posted at **Bangalore**.

**Your On Target Earnings will be Rs.2,50,000 /- per annum consisting of Rs.2,25,000 /-per annum Fixed Pay on a cost to company (CTC) basis and an On Target Variable of Rs.25,000 /- per annum. The detailed salary break up is given in the attached annexure**

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you on your joining us not later than **13/08/2018**. This is also conditional upon you being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining. We will keep the offer open for you until **11/08/2018** by which time, we hope you will send your acceptance letter to us.

We welcome you to TeamLease family and hope you have a challenging and successful career with us.

Thanking you,

Yours faithfully  
For **TeamLease Services Ltd.**

**Ashok Reddy**  
**Managing Director**

Read and accepted

Signature with date

**Annexure forming part of offer letter dated 11/08/2018**  
**issued to Ms. U. Indumathi**

<b>Particulars</b>	<b>Monthly(Rs)</b>	<b>Annually(Rs)</b>
Basic	7500	90000
HRA	3000	36000
Conv	1600	19200
Stat Bonus	1120	13440
Empr ESI	809	9708
Special Allowance	3821	4582
PF	900	10800
<b>Total (A)</b>	<b>18750</b>	<b>225000</b>
<b>Performance and Productivity Incentive (At Met Expectation/On Target) (B)</b>		<b>25000</b>
<b>On Target Earnings (A+B)</b>	<b>18750</b>	<b>250000</b>

**Net Pay Annexure**

<b>EARNINGS</b>	<b>(Amount in Rs)</b>
Basic	7500
HRA	3000
Conv	1600
Stat Bonus	1120
Special Allowance	3821
<b>Gross Earning</b>	<b>17041</b>
<b>Deduction</b>	
Emp PF	900
Empr ESI	200
PT	298
<b>Total Deduction</b>	<b>1398</b>
<b>Net Salary</b>	<b>15643</b>

Variable pay will be paid out as per your department's variable pay plan as applicable to your role. The plan will be communicated by your manager.

- Net salary also attracts professional tax based on the job location as applicable.
- Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961
- Annual components (like LTA, Medical Allowance) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year

**Note:** This statement is only for the purpose of information and is illustrative in nature.

Over and above the compensation package, you will be also covered under the following Schemes.

- Medical Insurance Scheme for self-up to an amount of Rs.50,000 per annum
- Accident Insurance Scheme up to an amount of Rs.5,00,000
- Group Term Life Insurance Scheme for death coverage for Rs.5,00,000

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Documents to be furnished at the time of joining:

- Relieving letter from the previous employer or Resignation acceptance letter
- Last pay slip
- Adhar Card (Mandatory)
- Educational Certificates – Original & 1 set of Photocopy (Original copy for verification)
- 3 passport size photographs
- Cancelled photo copy cheque of any of the below mentioned Bank account to which your salary is to be credited (HDFC, ICICI, SBI, KMB, CITI, SCB, FEDERAL BANK, AXIS)

**Please note that in case you do not furnish all of the above documents, your joining will be deferred till such time as you furnish the relevant documents.**