



ITC Limited
FOODS DIVISION
No. 18, Banaswadi Main Road,
Maruthiseva Nagar,
Bengaluru 560 005 India
Telephone : +91 80 4609 1100 / 1200
Fax : +91 80 4609 1977 / 78

28th July 2020

Ms. Ramya Ramanan
A3, Arun Flats, 164/72 Lake View road,
Near Hanuman Temple,
West Mambalam, Chennai

Dear Ms. Ramya Ramanan,

We are pleased to offer you employment in our Company as **HR Executive- Trainee (Grade M2)** with effect from **5th August 2020**.

This offer of employment is subject to:

- A. i) Your passing the Company's medical examination successfully;
ii) Appropriate replies from your referees;
iii) Production of acceptable certified documentary evidence of your date of birth;
- B. Declaration from you that you are /are not a relative of a Director of this Company.

Regarding A (iii), documentary evidence must be a birth certificate or a passport or an affidavit sworn out by your father, mother, or close relative. School Leaving certificates are not acceptable. This date, once accepted, will be used for all purposes in connection with your employment and no cognizance will be taken of any alterations in the future.

You will be on probation for a period of one year and at the end of that probationary period and provided your work has been found satisfactory, you will be confirmed (if you are a relative of a Director of this Company then confirmation will be subject to the approval of the General Meeting of the Company) in the Company's service.

The company guidelines on the maternity benefits, as applicable under the provisions of The Maternity Benefits Act, 1961, are attached as Annexure to this letter.

You will be eligible to join the Company's Provident Fund, known as the India Associated Tobacco Companies Provident Fund, from the date of your engagement. In this connection, will you please let us know whether you are at present, or have been, a member of any Provident Fund Scheme.

contd...2/-



You will be eligible for the following additional retiral benefits:

- a. A non-contributory Pension under the ITC Defined Contribution Pension Fund, computed based on defined contribution and payable in accordance with the applicable rules of this Fund.

And

- b. Also a Gratuity under the ITC Management Staff Gratuity Fund.

It should be clearly understood that during your probationary period, your employment with the Company can be terminated either by the Company or yourself without any notice.

If you are confirmed in the service of the Company upon completion of your probationary period, your employment may be terminated at any time by either party giving to the other three English calendar months' notice in writing of its intention to do so without assigning any reason whatsoever.

You will join the Company with effect from **5th August 2020**.

Your total monthly remuneration will be a Basic/Consolidated Salary of Rs. 9000/- (Rupees Nine Thousand Only). In addition, you will be eligible for such allowances and benefits as communicated to you by the Company from time to time.

You will retire on superannuation from the service of the Company on the day you complete 60 years of age. Your service with the Company will be governed by the Company's Rules and Regulations as applicable at the time being in force and your duties will be laid down by the Management of the Company. On reporting for duty, you will be asked to sign the Company's usual form of Service Agreement.

On completion of every twelve months service, you will be entitled to leave of absence with pay in accordance with the Company's regulations for the time being in force. Your leave of absence will be taken either before or within a reasonable time after the expiry of the said period of service as approved by the Company so as to coincide with the Company's staff requirements at the time. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company

It should be clearly understood that you may from time to time be transferred in the service of the Company to any of the Company's Branches and Divisions in India. You may also be transferred to the services of an Associate Company and the expression 'the Company' used in this letter will include any such Company by which you may for the time being be employed.

contd...3/-



In the course of your employment, you may be required to disclose relevant personal information that may be sensitive. Please note that the Company shall keep such information provided by you confidential and shall use the same for official purpose only. By accepting this offer of employment, you give your consent to the Company to collect such personal information and use the same for official purposes.

If you accept this offer as herein stated, kindly return the duplicate copy of this letter with the acknowledgement clause set out thereof duly signed and dated and also confirm that you are not related to a Director of the Company.

Yours faithfully,
ITC Limited



Amit Aggarwal

(Divisional Manager - HR)

ACKNOWLEDGEMENT CLAUSE:

I have read and understood the terms and conditions as above and I agree to abide by the same.

Signature.....

Date.....

DECLARATION:

I am a/not a relative of a Director of the Company within the meaning of Section 2(77) and 188 of the Companies Act, 2013.

Signature.....


Date.....



In the course of your employment, you may be required to disclose relevant personal information that may be sensitive. Please note that the Company shall keep such information provided by you confidential and shall use the same for official purpose only. By accepting this offer of employment, you give your consent to the Company to collect such personal information and use the same for official purposes.

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Amit Aggarwal

(Divisional Manager - HR)

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Date.....



Ms. Ramya Ramanan
HR Executive- Trainee
Grade: M2

Elements	Amount (Rs.)
Basic/Consolidated Salary	9000
Supplementary Allowance	20300
Conveyance Allowance	3800
House Rent Allowance ¹	6500
Total per month	39600
Total per annum	475200
Leave Travel Allowance ²	25000
Variable Pay ³ at 'Good' Rating	45000
Contributions to Superannuation Funds by Company on Basic/Consolidated Salary ⁴	39755
Product Sampling Reimbursement ⁵	20000
Grand Total per annum	604955

- ¹ HRA is not payable if accommodation is provided by the company. This may increase or decrease depending on the location.
- ² Leave Travel Allowance, prorated from the date of joining, payable along with salary in the month of April every year
- ³ Variable Pay, payable as per applicable rules
- ⁴ Includes contributions by Company for PF, Gratuity, Pension, as per applicable Scheme
- ⁵ Applicable for specified ITC products, prorated from the month subsequent to the month of joining, if the date of joining is after the 1st of any month
- ⁶ Medical Assistance under the ITC Medical Assistance Scheme.