

Date: - 16th Feb 2018

Dear Mr. Siva Kumar Mandila,

Sub: Offer Letter

With reference to the various discussions we had with you regarding your application with us for employment, we are pleased to offer a role of **“Trainee System Development”** in **“Hansa Solutions India Pvt. Ltd.”**

Your initial place of reporting will be in **Hyderabad**. We would request you to report on **2nd May 2018 i.e., Wednesday** at the following address for fulfilling joining formalities and induction training:

Hansa Solutions India Pvt. Ltd.
7A, Melange Towers, Patrikanagar,
Madhapur, Hi-Tech City,
Hyderabad. 500081.

You are entitled to an Annual Total Compensation (ATC) of Rs. **3, 50,000** (Three lakhs fifty thousand rupees only). This includes Performance Incentive of Rs. **16,000**. This amount may vary, depending on Hansa Solution's performance and your performance. The other details about your compensation are presented in Annexure- A.

Your appointment will be governed by the terms and conditions of employment. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Project Manager.

At the time of joining, please submit the following documents:

- ☐ Photocopy of your certificates and mark sheets in support of your educational qualifications (10th onwards)
- ☐ Photocopy of your passport. Please ensure that you possess a valid Indian passport at the time of joining
- ☐ Relieving letter from your previous employer and last drawn pay slip, if applicable.
- ☐ Three passport sizes and two stamp size color photographs.
- ☐ Permanent Account Number (PAN) along with the original card
- ☐ Duly signed acknowledged copy of the offer letter.

After accepting the offer, you are required to be registered with the National Skills Registry (NSR) and provide the ITPIN number within 3 months of your joining.

Please note that this appointment is subject to satisfactory professional reference checks.

We look forward to your contribution and support and built Team Hansa.

Should you have any further questions or clarifications, please reach us at hr@hansasolutions.com

For Hansa Solutions India Private Limited,

Rama Prasad KV
Executive Director

Acceptance Signature

Hansa Solutions India Pvt. Ltd.,

7A, Melange Towers, Patrikanagar, Madhapur, Hyderabad, Telangana, India 500081.

www.hansasolutions.com. Ph: +91-40-66583006.

Annexure A
CTC BREAKUP

Name	Siva Kumar Mandila
Designation	Trainee System Development
Joining Date	2 nd May 2018
Location	Hyderabad
Probation Period	06 months

Salary Components	Per Month	Per Annum
Basic	7,215.00	86,583.00
HRA	2,886.00	34,633.00
Life Style Allowance	6,734.00	80,811.00
Conveyance Allowance	1,203.00	14,431.00
Food Allowance	6,013.00	72,153.00
Monthly Gross Salary	24,051.00	2,88,610.00
Performance Incentive		16,000.00
Provident Fund		10,390.00
Medical Insurance		5,000.00
Joining Bonus		30,000.00
Cost to the company		3,50,000.00

Performance Incentive Evaluation & Payment Criteria:-

Your performance will be reviewed every month and payment will be released every quarter.

The percentage of performance incentive will be determined through KPA/KRA processes.

We take this opportunity to thank you for joining Hansa Solutions & wish a long lasting mutually beneficial association.

For Hansa Solutions India Private Limited,

Rama Prasad KV
Executive Director

Acceptance Signature

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