



Ingram Micro India SSC Private Limited

CIN: U5110MH2012PTC237694

**Registered Office:**

Unit No. 202, 2nd Floor, Akruti Corporate Park  
L.B.S Marg, Next G.E. Gardens,  
Kanjurmarg (West), Mumbai 400078

**September 30, 2021**

To,

**Myla Sai Charan Reddy**

**Plot No:- 23, Hno:- 3-9-539/1, Sri Rama Hills Colony,  
Mansoorabad, L.B. Nagar, Hyderabad - 500068**

**Sub: Offer Letter**

**Dear Myla Sai ,**

This refers to your application and the subsequent interviews with us, we are pleased to offer you to join **Ingram Micro India SSC Private Limited** on the terms and conditions set forth below.

You will be designated as **"Trainee Software Developer"** and will be based out of **"Chennai"**.

1. Your Compensation details is set out in Annexure A. This is subject to normal applicable deductions as per Company's pay roll practice. All payments described in this letter and 'Annexure A' will be made less taxes and other applicable payroll deductions.
2. You would be on probation for a period of **6 (six) months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review.
3. This offer of employment and your continued employment by the Company, is subject to and conditional upon:
  - 3.1 Offer acceptance, should be sent within 24 hrs through email.
  - 3.2 Resignation Letter submitted in your current organization should be sent to us, within 48 hrs of the receipt of the offer letter.
  - 3.3 Resignation acceptance from your current organization should be sent to us within 7 days, from the offer acceptance.
  - 3.4 Your offer is liable to be terminated without notice, if at any time, you have been found to conceal any material information or to have given any false details, and also if you have been found to use this offer at any other organization.
  - 3.5 Reference & Background check clearance.



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4. You are expected to join on or before **11 October 2021**. Detailed appointment letter will be issued to you on your joining our organization on submission of the documents as listed below:
- 3 Passport Size photocopies
  - Educational Certificates
  - Address Proof
  - PAN Card
  - Cancelled Cheque
  - Previous 2 organization's documents

We welcome you to INGRAM MICRO and wish you a long and successful career with us!

Sincerely,

For Ingram Micro India SSC Pvt. Ltd.

DocuSigned by:

*Suman Chakraborty*

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**Authorized Signatory**



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| ANNEXURE 'A'                                                        |                        |                                   |                     |
|---------------------------------------------------------------------|------------------------|-----------------------------------|---------------------|
| Myla Sai Charan Reddy                                               |                        |                                   |                     |
| <b>Date of Offer</b>                                                |                        | <b>30 September 2021</b>          |                     |
| <b>Date of Joining</b>                                              |                        | <b>11 October 2021</b>            |                     |
| <b>Job Title</b>                                                    |                        | <b>Trainee Software Developer</b> |                     |
| <b>Job Level</b>                                                    |                        | <b>L1</b>                         |                     |
| <b>Location</b>                                                     |                        | <b>Chennai</b>                    |                     |
| Components                                                          |                        | Monthly Compensation              | Annual Compensation |
| Salary                                                              | Basic                  | 12375                             | 148500              |
| Allowances                                                          | House Rent Allowance * | 6188                              | 74256               |
|                                                                     | Conveyance Allowance   | 1600                              | 19200               |
|                                                                     | Personal Pay           | 9525                              | 114300              |
|                                                                     | Medical                | 1250                              | 15000               |
| <b>Fixed Compensation (A)**</b>                                     |                        | <b>30938</b>                      | <b>371260</b>       |
| Employer Provident Fund Contribution                                |                        | 1800                              | 21600               |
| Gratuity <sup>#</sup>                                               |                        | 595                               | 7140                |
| <b>Total Retirals (B)</b>                                           |                        | <b>2395</b>                       | <b>28740</b>        |
| <b>Total Compensation (TAC) /<br/>Cost to Company (CTC) - (A+B)</b> |                        | <b>33,333</b>                     | <b>4,00,000</b>     |

All figures are in Indian National Rupee (INR)

\*Bills/Supporting to be produced to avail tax exemption, subject to IT rules

\*\*Income Tax and P.T deductions as applicable

<sup>#</sup>Gratuity as per The Gratuity Act 1972

**For Ingram Micro India SSC Pvt. Ltd.**

DocuSigned by:  
*Suman Chakraborty*  
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**Authorized Signatory**

**Signed and Accepted by:**

DocuSigned by:  
*Sai Charan Reddy*  
54DE298BE23C4ED...

**Myla Sai Charan Reddy**