

LETTER OF OFFER
Private and Confidential

18 June 2021

Mr. Dinesh Kumar Y
No: 28, Subba Street
Choolai Chennai
Tamil Nadu – 600112.

Dear Dinesh,

Congratulations!!!

We are pleased to offer you as “**Trainee**” in **Innova Solutions Private Limited** at **Chennai** location. We look for professionals like you who could contribute to the growth of our Organization.

Your date of joining is **21 June 2021** (Monday), beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

The details of your compensation is mentioned in Annexure I.

You are required to produce all the original certificates/testimonials for verification on the date of your joining besides submission of photocopies of the same. The details of certificates/testimonials are mentioned in Annexure II.

The letter of Appointment will be issued to you on the date of your joining.

Kindly sign the duplicate copy of our offer as a token of your acceptance and look forward to your joining.

Looking forward to the pleasure of working with you.

For Innova Solutions Pvt. Ltd.

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RAOCHIGURUP
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MALLIKARJUNA
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Date: 2021.06.18 21:57:34
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Mallikarjuna Rao Ch
EVP – International Operations

Accepted & Agreed

Sign: _____
Name: _____



Annexure I:

Salary Compensation

Detailed CTC Breakup for Mr. Dinesh Kumar Y

Particulars	Month	Annual
Basic	10000	120000
HRA	5000	60000
Life Style Allowance	2750	33000
Bonus Act*	2000	24000
Special Allowance	2369	28428
Gross Salary	22119	265428
Add: Employer's Contributions		
Provident Fund	1800	21600
Gratuity	481	5772
Medical Insurance Premium	600	7200
Cost to Company	25000	300000

Note:

- Gratuity - In accordance with the Payment of Gratuity Act 1972, and rules of the company.
- Mediclaim - Coverage with Insurance Company for INR 5 Lakhs as floater for self, spouse and up to 2 children.
- Group Term Life Insurance (GTLI) Coverage – You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the employees by paying a lump sum benefit of INR 10 Lakhs to the beneficiary on the unfortunate death of the employee.
- Group Personal Accident Insurance (GPAI) Coverage – You would be enrolled under the company's GPAI scheme with a cover of up to INR 5 Lakhs payable to the beneficiary on the unfortunate death of the employee.

For Innova Solutions Pvt. Ltd.

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MALLIKARJUNA
RAOCHIGURUPATI
Date: 2021.06.18 21:58:40
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Mallikarjuna Rao Ch
EVP – International Operations

Accepted & Agreed

Sign: _____
Name: _____



Annexure II:

Below documents photocopy mandatory to submit on onboarding day.

S.No	Documents
1	Resume
	Employment Documents – Previous Company
2	Offer Letter
3	Pay slips & Bank Statement (last 6 months)
4	Relieving Letter
5	Experience Certificate
	All Employment
6	Offer Letter
7	Relieving Letter
8	Experience Letter
	UG/PG
9	All Semester Marksheets
10	Consolidated Marksheet
11	Provisional Certificate
12	Degree Certificate
	ID Proof/Address Proof
13	PAN CARD
14	Aadhar Card (E-Aadhar)
15	Driving License/ Voter Id
16	Passport
17	Passport Size Photograph (5 copies)
18	Stamp Size Photograph (1 Copy)
19	EPF Passbook

