



usha v <ushakrupa17@gmail.com>

Offer Letter- Accenture

1 message

Abacus-BPO_HelpDesk@accenture.com <Abacus-BPO_HelpDesk@accenture.com>
To: ushakrupa17@gmail.com
Cc: Priyanka.b.dutta@accenture.com

Fri, Sep 16, 2016 at 4:21 PM

DATE: 16-Sep-2016

Candidate Name: usha vv

Candidate Id: C2537029

Unique Reference Number/Unique Id: 577f170e-8be9-439c-9b54-2ba11748e3bc_2

Dear usha,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Services Private Limited, India.

Please find attached Offer Letter, Terms of Employment and Annexure(s) pertaining to your candidature. All these documents in entirety constitute the offer of employment. You are requested to consider these documents in detail and indicate your acceptance of these documents and confirm acceptance/ rejection of the offer by clicking on the below link within 7 days from the receipt of the offer, post which the link will be disabled:

<https://india.jobs.accenture.com/CheckOfferLetter.aspx>

You may also validate the authenticity of the offer letter using the unique reference number, along with your mobile number and candidate id to check the Offer Details on the same link.

If we do not receive your response before the expiration of 7 days from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to submit the signed copy of this Offer Letter, Terms of Employment and relevant annexures along with the documentation identified in Annexure.

Please feel free to reach out to your recruiter for further assistance.

Regards,
Priyanka.b.dutta
Priyanka.b.dutta@accenture.com
9945216478

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EMPLOYEE
(Resident)



Usha V

Date of Joining :
23 Sep 2016

Ms. Yamini S

27-Sep-16



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Ground floor, Tower 2
Block PH1, EPIP - Zone 1
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Bangalore 560 066
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Offer of Employment

Dear Yamini,

I am pleased to offer you the position of **Admin** with Capco Technologies Private Limited (hereinafter referred to as "Capco"), an Indian private limited, incorporated under Companies Act, 1956 (hereinafter referred to as "Capco"). Your joining date with Capco will be **3-Oct-16**. This offer is made subject to a satisfactory reference check. Your employment is contingent upon your medical fitness.

The terms and conditions of your employment with Capco are set forth below and in the Annexes A, B & C, copies of which you will be required to sign prior to your employment with Capco.

As part of your employment, you would also have an opportunity to work on various assignments in and outside India at locations specified by Capco, which may include client sites or sites specified by Capco's clients.

Your place of work will be Bangalore. Capco reserves its right to transfer you to any place or its subsidiary or associate company. During such transfer (if any), you shall abide by the rules and regulations pertaining to that company.

1. You will receive a total compensation package of **Rs. 3,00,000/- per annum (Three Lakhs Only)**. The breakdown of compensation and benefits applicable to you is as per Annexure A.
2. Your salary structure will include basic pay, house rent allowance, flexible benefits package, variable pay and retirement benefits as detailed in Annexure B.
3. You will be entitled to personal accident insurance coverage under Capco's group insurance plan. You and your family will also be entitled to comprehensive health insurance coverage of up to **Rs. 500000/- (Rupees Five Lakh(s) Only)**.
4. You will be entitled for 26 days of vacation leave in accordance with the Capco's policy as applicable from time to time.
5. The Company reserves the right to terminate an employee at any time without assigning any reasons thereto. However, in such a case, notice period in accordance with Capco's separation policy will be applicable. The notice period applicable for separation from Capco's services is 90 days.
6. The first 6 months of your employment will be considered a probationary or settling-in period. The probationary period is meant for you and the Company to determine your suitability for employment confirmation. Your performance will be reviewed before the completion of your probationary period. Your probationary period may be extended for at least one (1) month or up to a maximum of three (3) months if the Company deems it necessary. Such extension, if required, will be made known to you in writing before the expiry

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of the probationary period. If, in an unlikely situation of Capco having to terminate your services during the probationary period, it will be done with a notice period of three (3) months or the gross salary in lieu of one month's notice period.

7. You are required to devote yourself exclusively to the business of the Company and will not undertake any work for remuneration (part time or otherwise) with any other company during the period of your employment with Capco. This includes work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders) in any other trade or business during your employment with Capco without express written permission.
8. During your employment with Capco, you shall be subject to, and have to abide by, the rules and regulations stipulated by Capco. Capco may, at its discretion, modify, from time to time, the benefits, rules and regulations, as it deems fit, without notice.
9. In all instances, Company policy and practice will comply with any applicable laws/ordinances.

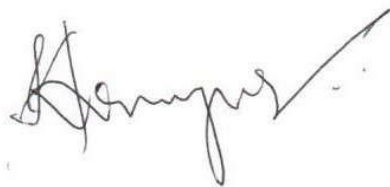
If you have any questions concerning anything in this Offer Letter, please contact your recruitment contact or Human Resources.

We are excited to have you join us and welcome you to the Capco family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter. In addition, on reporting you agree to duly execute the following documents:

- a. Employment Agreement
- b. Non-Disclosure Agreement
- c. Capco policies/ Code of Conduct

For Capco Technologies Private Limited



Hirianna K Kowshika
Partner, Capco India



List of documents to be returned with signed letter.

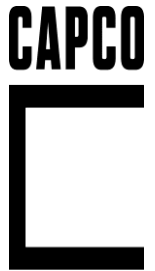
1. Copy of Passport (wherever the entries are made)
2. Copies of Certificate & Marks Card starting from St. X to Final Degree.
3. Copies of Certificate and Relieving letters from your previous employers
4. Copy of Offer letter from previous employer
5. Copy of Salary Certificate from your previous employers
6. Four Passport size photograph and two stamp size photographs

Enclosures:

Annexure A - Salary Break up

Annexure B - Individual Breakdown of Compensation and Benefits

Annexure C - Capco Terms and Conditions of Employment



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I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with Capco. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

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Annexure A - Salary Break up



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Name:	Yamini S
Designation:	Admin
Grade:	M0

Base Pay	300000
Gross Salary	281110

Components:-	Monthly (in Rs.)	Annual (in Rs.)
Basic	9370	112444
House Rent Allowance	3748	44978
Flexible Benefit Package*	10307	123688
Gross Salary	23426	281110
Statutory Benefits:-		
Employer PF Contribution	1124	13493
Gratuity	450	5397
CTC	25000	300000

Note:

a) Taxes are applicable as per statutory rules.

b) Flexible Benefit Package is payable towards salary components explained in

The Annexure B. The value of such benefits shall not exceed the amount mentioned under FBP.

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Annexure B - Individual Breakdown of Compensation and Benefits

Salary Component	Eligibility	Maximum Limit	Tax Implication *
1 Basic Salary	All grades	40%	Taxable
2 House Rent Allowance	All grades	40% of basic 50% of basic	House Rent Allowance exemption will be the least of the following: a) Actual amount of H. R. A. b) The amount by which actual rent paid by the employee exceeds 10% of your Basic salary. c) 40% of Basic salary for Bangalore & Pune. d) 50% of Basic salary for Mumbai.
3 Flexible Benefits Package (the total payments under the following headings will not exceed the overall entitlement limits given to the employee during the financial year			
a. Medical Expenses	All grades	Rs.15,000 p.a	Tax exemption for medical expenses for employee & family is exempt up to Rs. 15,000 p.a. on submission of original medical bills.
b. Telephone Expenses	All grades	50% of actual bills subject to maximum of Rs. 24,000 p.a.	Tax exemption for Telephone expenses incurred by employees will be exempt on submission of telephone bills.
c. LTA (Leave Travel Assist)	All grades	Up to 2 months of Basic salary	Conditions for claiming the exemption are detailed in the FBP declaration form.

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Salary Component	Eligibility	Maximum Limit	Tax Implication *
d. Fuel & Maintenance	All grades	(Car owned) Up to a maximum of Rs.1800 per month.	Tax exemption for fuel & maintenance expenses will be exempt on submission of bills incurred for official purpose.
e. Driver Wages	For grades M4 and above	Up to a maximum of Rs.900 per month.	Tax exemption for Drivers' wages will be exempt subject to submission of receipts.
f. Conveyance	All grades	Rs. 1600 per month	Exempt for employees not availing transport facility or reimbursement for fuel, maintenance and driver's wages will be eligible for this conveyance allowance.
4. Employee PF Contribution	All grades	12% of Basic / Location Specific	Your PF contributions enjoy tax benefit under Section 80C of the Income Tax Act 1961. There is no tax liability on you for the company's contribution to the PF scheme.
5. Variable Pay	For grades M4 and above	Paid in two instalments - September & March	Taxable

* Subject to any change in Government legislation

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Annexure C - Capco Terms and Conditions of Employment

1. Your individual compensation is strictly between yourself and Capco. This information and any changes made therein should be treated as personal and confidential.
2. If any information furnished by you to Capco is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, Capco may terminate your services without notice or compensation.
3. It is your responsibility to notify Capco of any changes to your personal information (e.g.: address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
4. If, during the course of your employment, you are provided with any Capco assets, you shall maintain the same in good working condition.
5. Upon your resignation or retirement from Capco or termination of your services, you are required to return all assets and property belonging to Capco such as equipment, data, files and books including but not limited all leased items. You shall also surrender records, correspondence and all documents connected with the business.
6. Any employee separating from the Company shall complete their exit formalities with due clearance from his/her manager and from the support departments. Dues if any shall be settled by the company or the exiting employee as the case may be.
7. Any dues owed to you upon cessation of your employment with Capco are liable to be withheld if items provided by Capco are not returned. This is in addition to exercising any rights Capco has under the provisions of the law.
8. During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the company after undergoing the training (within a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
9. You may be required to travel on Capco business and you will be reimbursed expenses as per the Capco India Travel and Expense policy. This is available from your Human Resources Representative and will be subject to change from time to time.
10. You will retire in the normal course of events from employment with Capco at the end of the month in which you reach the age of superannuation, which is 58 years.
11. You shall not at any time disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs and the like of Capco. Also, you shall not take any technical documents or information or copies thereof belonging to Capco outside the office unless specifically entrusted to you in writing.



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Date: 18th July, 2016
Ref: GKFSPL/TA/169

Trainee Appointment Letter

Employee Name : Priyanka Ganesh Shet
Employee code : GK8102
Date of Joining : 18th July, 2016
Father's / Husband's name : Ganesh Shet
Address : D/O Ganesh Shet Sri Krishna Nilaya, Chennamma Garden, 5th
Main, Raghuvanhalli, Bangalore-62.

Dear Priyanka,

Greetings & Welcome to Grameen Koota Financial Services Pvt. Ltd.,


We are pleased to appoint you as **Trainee (Grade B1)** in our organization. You will be provided on the job training for a period of **6 months** from the date of joining. You will be absorbed into our organization only after successful completion of an on job training. The performance, aptitude and adherence to the disciplinary rules are considered before absorbing into the organization.

Your CTC per month would be **Rs.12,000/- (Rupees Twelve Thousand Only)** during the Training period, deductions are applicable as per the statutory norms. You will be placed at **Head Office Bangalore**.


You are eligible for **1day Leave** per month during training period. Leave can be accumulated for a period of six months, after which the same will be lapse.

Please sign the duplicate copy and return to us as a taken of your acceptance.

For Grameen Koota Financial Services Pvt. Ltd.,


Hariharshini A
Vice President-HR

I, Priyanka Ganesh Shet acknowledge having received my Appointment Order.


(Signature with date)



GrameenKoota
financial services

Employee ID :GK8102

Blood Group :B+



**PRIYANKA
GANESH SHET**

Havi daggshini

Head-HR