

**20th August, 2021**  
**Rujuta Abhijit Shinde,**  
Bengaluru,

Dear Rujuta Abhijit Shinde,

**Eurofins IT Solutions India Pvt. Ltd.**, is pleased to offer you employment on the following terms:

**POSITION:**

You will serve in a full-time capacity as **Associate Software Engineer**, at **Eurofins IT Solutions India Pvt. Ltd.**. By signing this letter of agreement, you represent and warrant to the Company that you are under no contractual commitments inconsistent with your obligations to the Company.

You shall report for duty at our head office Bengaluru, on or before **23rd August, 2021**. On joining for duty your regular appointment letter will be issued to you.

**COMPENSATION:**

Your Target Total Cost To Company (TCTC) will be **Rs. 502000/- Five Lakh and Two Thousand Only** which includes a 10% (variable) Annual Performance Pay of **Rs. 38127/-**. Allowances and variable pay are payable monthly, quarterly or annual as indicated in the Annexure I.

**RELOCATION:**

In case you are relocating into Bengaluru from any other State/City in India, you will be eligible for the following:

1. Travel Entitlement for Employee, Spouse and up to two children will be reimbursed at actuals.
2. The approved mode of travel (along with spouse & kids) is as per the following condition:-
  - i. **Below 400 Kilometers** - By Road/Railways - Deluxe AC Coach bus, AC Chair Car or 2 Tier AC or 3 Tier AC as available.
  - ii. **Above 400 Kilometers** - By Air (Economy class fare only).
3. Eligibility limit per employee is limited to actuals up to **Rs.50, 000/-** (inclusive of taxes, as applicable) for **relocation from Southern States (Karnataka, Tamilnadu, Andhra Pradesh, Telangana, Pondicherry & Kerala) to Bengaluru.**
4. Eligibility limit per employee is limited to actuals up to **Rs.70, 000/-** (inclusive of taxes, as applicable) for **relocation from Northern/Eastern/Western States to Bengaluru.**

**ACCOMODATION:**

1. EITSI will arrange company sponsored accommodation for outstation candidates for a maximum period of 15 calendar days, when they relocate from a different location in India to Bengaluru.
2. In cases, where the employee is not willing to stay in the Company provided accommodation and makes his/her own arrangements, the Company will not be reimburse any expenses incurred towards the same.

Please note that the accommodation provided by the company is over and above the eligibility amount mentioned and not included in the same.

**NOTICE PERIOD BUY OUT:**

"In case(s) when Eurofins agrees to buy your notice period from your employer, such payment comes under the ambit of current Income Tax laws. Payments made to buy notice period is considered as 'salary in lieu' and appropriate tax shall be applied while making the payment."

**WORK PLACE:**

You are initially appointed to work in our Company located at **Bengaluru**. However, you are liable to be transferred to any place of business of the Company as existing/ operating presently or acquired later in any part of India or abroad at any time. You are also liable to be deputed to any work or assigned the work of any associate/ sister concern, subsidiaries or any other Companies / concerns/ organisations/ firms with

whom the Company may make such arrangement or agreement.

**WORKING HOURS:**

You will be governed by the working hours prevailing in the establishment in which you work. At present Eurofins has a five-day working week. Actual hours may however vary depending on the nature of work and the work contingencies. The Employee may be required to work any additional hours required by the nature of the business of Eurofins. The Employee expressly agrees to work for such additional hours required by Eurofins.

Unauthorized absence for three consecutive days would lead to proceedings as per abscond guidelines.

**LEAVE ENTITLEMENTS:**

You will be entitled to **20 days** of Earned leave and **7 days** of Sick leave in the aggregate each calendar year (i.e, the period that runs from January to December); in addition, you will also be eligible for **10 public holidays** in a calendar year as notified by the Company.

As on 31st of December of every year an employee can have **maximum of 30 days of Earned leave** accumulated to his/her credit and which can be carried forward to subsequent calendar year. Earned Leave accumulated over and above the 30 days will be **encashed up to 10 days** and the remaining leave should be utilized in the same calendar year, otherwise it will lapse. **Unutilized sick leave at year end will be converted to Earned Leave & carry forwarded to next year.**

**PROBATION:**

You will be on probation for a period of **6 months** from the date of your appointment, which may be extended at the discretion of the Management. During probation period either party is at liberty to discontinue the appointment with 30 days' notice or giving any reason thereof.

**CONFIRMATION:**

On successful completion of the probation period, your service will be confirmed in writing. Thereafter, your employment will be subject to termination by three months' notice.

**PERFORMANCE INCENTIVE PLAN:**

A Performance Incentive Plan (PIP) Bonus may be payable based on Company performance and individual employee performance as per the Company's Policy, rules and regulations and should be considered a variable non-guaranteed earning. For calculations, we have taken 10% of Gross Salary that will be paid every year after the appraisal cycle upon satisfactory performance. This is subject to your employment status on the date of payment.

**REVIEW PERIOD:**

Our **Performance review period** is from **January to December** and our **Salary review** period is from **April to March**. Employees joining **on/before June 30th** are eligible for **'Prorated' Merit Increase & Bonus**. Employees joining **on/after July 1st** are eligible for **'Prorated' Bonus Payout Only**. Merit Increase and Performance bonus is paid for employees who are active, and not serving the notice during the pay-out time.

**RETIREMENT:**

You will automatically retire without any notice on your reaching the age of 60 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in lieu thereof.

**RECOVERY:**

In cases wherein the employee resigns within a period of two years from the date of joining, the entire amount of Relocation expenses reimbursed/Joining bonus paid to him/ her will be recovered as part of the full and final settlement.



**EUROFINS IT SOLUTIONS INDIA PVT LTD,**  
**A CMMI Level 3 Company**

No. 540/1, Doddanekkundi Industrial Area 2,

Hoodi, Bangalore – 560 048

Phone: +91 80 6722 3200

Website – [www.eurofins.in](http://www.eurofins.in)

Corporate Identity Number : U72200KA2012FTC062653

**PRE-EMPLOYMENT SCREENING:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that Company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the Company may be grounds for dismissal with immediate effect.

We hope that you find the foregoing terms acceptable. You may indicate your agreement with these terms and accept this offer by returning the duplicate copy of this offer letter duly signed by you. If not accepted in writing, this offer will expire in seven days from the date of receipt of the offer letter. Enclosed list of documents in Annexure III are requested to be submitted to HR at the time of joining. We look forward to you starting on or before **23rd August, 2021**.

**You are requested not to discuss/disclose salary related information to any other employee & keep it STRICTLY CONFIDENTIAL as per organizations' policy.**

Yours faithfully,

**Eurofins IT Solutions India Pvt. Ltd.**

Bineeta  
Human Resource

\_\_\_\_\_  
(Received & accepted)  
Name of the employee

### ANNEXURE - I

Name: Rujuta Abhijit Shinde  
 Band: A1  
 Designation: Associate Software Engineer

Salary Components	Amount Per Annum (Rs.)	Amount Per Month (Rs.)
Basic	156000	13000
Dearness Allowance	24000	2000
Child Education Allowance	2400	200
Employer PF @ 12% of Basic	21600	1800
Gift Coupons	4999	0
Food Coupons	18000	1500
Business Attire	36000	3000
Special Allowance	118272	9856
<b>Gross Salary</b>	<b>381270.5</b>	<b>31360</b>
Group Health Insurance	21948	-
Gratuity	8654	-
Annual Performance Pay	38127	-
Other Allowance	12,000	-
Work from Home Set up Allowance	20,000	-
Learning Wallet Benefit	20,000	-
<b>Total Cost to Company (TCTC)</b>	<b>502000</b>	<b>31360</b>

**OTHER ALLOWANCE – 12000/- INR per Annum:**

You will be eligible for a recurring allowance of INR 1000 per month towards internet/data connectivity in order to support you while at work from home/remote location.

**WORK FROM HOME SET UP ALLOWANCE – 20,000 INR as One Time Pay:**

You will be entitled to receive a onetime lumpsum benefit of INR 20,000 in your next immediate payroll that is aimed at supporting your needs for a work from home set up. This amount will be subjected to recovery if you exit within 12 months from date of payout.

**LEARNING WALLET – 20,000 INR per Annum:**

EITSI promotes the culture of learning & development and in order to support our employees to ensure they make the best investment on themselves; you will be entitled for INR 20,000 per annum through reimbursement process against valid invoice.

\* Please refer Flexi Benefit Plan for more details. If any special allowance remains unallocated to Flexi Benefit Plan, the same would be taxed as per applicable tax

**For Eurofins IT Solutions India Pvt. Ltd.**



Bineeta  
 Human Resource

I accept the above terms \_\_\_\_\_  
 Signature

**POINTS TO NOTE:**

- 1 Insurance Premium paid by the company for Employee and Family. (1 Employee + 5 Dependents)  
Amount shown here is close to actuals
- 2 Eligibility to claim Gratuity component is only after completing 5 Years of Service with Eurofins.
- 3 An Annual Performance Pay may be payable based on Company performance and individual employee performance as per the Company's Policy, rules and regulations and should be considered a variable non-guaranteed earning. 10% of Gross Salary will be paid if you meet the expectations of your role, and the set goals.
- 4 Appropriate tax will be deducted as applicable.

**ANNEXURE - II**

**TARGET TCTC INCLUDES THE FOLLOWING RETIRALS AND OTHER**

**BENEFITS**

**PROVIDENT FUND**

The company contributes 12% of your annual basic salary towards Employee Provident Fund scheme as per EPF & Miscellaneous Provisions Act.1952, which is equal to your contribution towards the provident fund.

**GRATUITY**

On completion of **five years** of service with the Company, you will be eligible for gratuity as per the payment of Gratuity Act. This amount will accrue to your account annually and payable at the time of exit.

**MEDICAL INSURANCE**

Eurofins will provide the employee and the eligible dependents (which includes spouse, parents and up to two children) group health insurance every calendar year (January to December). Please refer to the below table that illustrates the coverage as per the job band.

<b>Job Band</b>	<b>Base Coverage in INR</b>
A1 to A4	300,000
B1 to B3	500,000
C1 to C3	700,000
D1 and Above	1,000,000

Additionally, you may opt for voluntary medical top up plan, which will provide you with an option to increase the cover of your base plan under group health insurance.

**Group Personal Accident Coverage**

<b>Job Band</b>	<b>Base Coverage in INR</b>
Across Bands	3 Times of Gross Salary with minimum Sum Insured of Rs.15 lacs and Maximum Sum Insured of Rs.5 Cr

## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **BASIC, DEARNESS ALLOWANCE AND CHILD EDUCATION ALLOWANCE**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **FLEXI BENEFIT PLAN AND ALLOWANCE**

Flexi Benefit Plan is a basket of various allowances. Under this head, you are eligible to claim reimbursements in respect of LTA, HRA, Car Lease, Car Running Maintenance, Education Continuity, Furniture & Electronics, Non-Transferable Food Coupons, Gift Coupons. These reimbursements are non-taxable subject to submission of proofs as may be prescribed. Exemptions will be calculated as per the Income Tax rules applicable and will be subject to tax accordingly. The balance amount in FBP after claiming reimbursement will be paid to you as Taxable Group Allowance.

### **CAR RUNNING & MAINTENANCE (CRM)**

Employees commuting from home to office can claim their fuel, Driver and Car Insurance expenses. The Company would reimburse expense under FBP subject to submission of actual bills. Applicable limits for Band B1 and above.

would be calculated based on the interest rate prescribed under the policy. Applicable limits for Band B2 and above.

Limit for each item:

Fuel Charges: 4,000/- per month

Driver Salary: 6,000/- per month

Insurance Expense: 1,000/- per month (Bifurcation of annual amount)

Taxation on CRM:

You will be liable for perquisite tax on CRM claimed. The perquisite value is based on the cubic capacity and will be calculate as below:

If CC is more than 1.6 liters = Rs 3,300 per month (i.e. Rs. 2,400 plus Rs. 900 for drivers salary)

If CC is less than 1.6 liters = Rs. 2,700 per month (i.e. Rs. 1,800 plus Rs. 900 for drivers salary)

The perquisite value will be taxed in your hands as per the applicable tax slab rates

### **LEAVE TRAVEL ALLOWANCE**

If employees take vacation and travels within India, then travel cost can be claimed as per IT Act. This can be claimed for all dependent members of the family, this is available for 2 years in block of 4 years.

Employees shall spend during the financial year and claim the same at the year. Applicable limits for Band A1 and above.

### **HOUSE RENT ALLOWANCE**

If employee stays in rental accommodation, then rent can be claimed as per IT Act. Employees shall spend during the year and provide rental receipt at the end of the year for IT proof verification. Applicable limits for Band A1 and above.

**EDUCATION CONTINUITY**

Eligibility will be based on recommendation from Manager. The maximum eligible amount is Rs.50,000/- per annum, this amount spent by employees and reimbursed by Company. This amount will be deducted from salary on monthly basis over 12 months and the amount is reimbursed to employee by end of March. Applicable limits for Band A2 and above.

**FURNITURE AND ELECTRONICS (F&E)**

Based on the eligibility the maximum eligible amount is Rs.1,00,000/- per annum, this amount spent by

employees and reimbursed by company. This amount is deducted from salary on monthly basis over 12 months and the amount is reimbursed to employee by end of March. Applicable limits for Band B2 and above.

**FOOD COUPONS**

An amount of Rs.1,500/- per month towards purchase of Non-Transferable Gift Coupons is eligible to be reimbursed under FBP. Applicable limits for Band A1 and above.

**GIFT COUPONS**

An amount of Rs.4999/- per annum towards purchase of Non-Transferable Gift Coupons is eligible to be reimbursed under FBP. Applicable limits for Band A1 and above.

**BUSINESS ATTIRE**

An amount of Rs.3000/- is paid monthly for business attire as many employees are engaged in customer meetings and meeting with fellow colleagues from group companies and need to dress as per business etiquettes. Applicable limits for Band A1 and above.

**TELEPHONE & INTERNET**

An amount of Rs.2000 is paid monthly for telephone & internet. Employees must have access to a cell phone and internet connection to do their job in an effective and efficient manner. For example, for employees who work outside of the office and away from land line phones, communication with them during normal business hours will usually require that employee to use a cell phone for business purpose. Also employees may require to check official emails and login from home post office hours mainly due to change in geography of the reporting managers. Applicable limits for Band A2 and above.

**WITHHOLDING TAXES**

All forms of compensation referred to in this letter are subject to reduction to reflect applicable withholding and payroll taxes as applicable.

**ANNEXURE - III**  
**JOINING-TIME DOCUMENT CHECKLIST**

The following checklist indicates the document that you have to submit at the time of joining us. Originals and photocopies of the following documents should be produced on the date of joining for verification and will be returned, without which joining formalities are not done. Any concerns on this, inform the concerned recruiter.

Sl.No	Description
1	Copy of your birth certificate
2	Copy of all your Educational marks cards and certificates
3	Relieving orders from your present employer
4	Salary slips for last 2 months
5	Income Tax Computation statement for the current financial year
6	3 Nos latest passport size photographs
7	Income Tax PAN - Mandatory
8	Passport
9	Aadhaar Card - Mandatory