

STRICTLY CONFIDENTIAL

10th February 2023

Swapnil Sangram Boyewar
Jeevan Nagar Rahivasi Sangh,
Veera Desai road
Andheri West - 400058

Subject – Offer of Appointment

Dear Swapnil,

With reference to your application and the subsequent discussions you had with us, we are pleased to offer you the position of **Associate Media Analytics Manager** at **Skale 40, Grade E1** with **Analytics Practice, Mumbai** on the terms and conditions mutually agreed upon. A formal letter of appointment will be issued to you upon your joining and submitting the Employment Form on or before **13-Feb-2023**.

Your Annual Total Compensation will be **INR 7,05,000/-** and the break-up is presented in Annexure A.

Your appointment will be governed by the terms and conditions of employment. You will also be governed by the rules and regulations 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 Manager.**

We request you to accept this offer within 3 days of offer release and join us on or before **13-Feb-2023**.

Please note that we reserve the right to cancel this offer in case of failure to submit your acceptance by mutually agreed date or subject to non-clearance of background verification as per the company policy.

At the time of joining, please bring the following originals and 1 set of photocopies:

- Four passport size photographs
- Photocopy of Aadhaar Card
- Copies of all Education Documents (10th, 12th, Consolidated Mark Sheets/Final Semesters Mark Sheets of Graduation/Post Graduation)
- Relieving letter from your past employer
- Latest Increment Letter from your past employer which gives complete details of your CTC
- Last three months' Payslip
- Permanent Address Proof (Issued by Government)
- PAN Card Copy
- Copy of Experience/Service Letter

We welcome you to **Kantar IMRB** and hope to have a successful association with us. Please do not hesitate to call us for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours Sincerely,



Shweta Gaur
TA Lead, Insights, South Asia
For and on behalf of [Hindustan Thompson Associates Private Limited Division Kantar IMRB]

Encl: CTC Statement (offered) Annexure 1

Annexure 1

COMPENSATION DETAILS

NAME	Swapnil Sangram Boyewar
SKALE	40
GRADE	E1
OPERATING COMPANY	Kantar IMRB
UNIT	Analytics Practice
DESIGNATION	Associate Media Analytics Manager
LOCATION	Mumbai

S.No	Components	Approx. Max	
1	FIXED COMPONENTS	MONTHLY (Rs.)	ANNUAL (Rs.)
a)	Basic Pay	20,563	246,750
b)	House Rent Allowance	10,281	123,375
c)	Special Allowance	24,450	293,396
	SUB TOTAL	55,293	663,521
2	FLEXIBLE COMPONENT*		
3	RETIRALS_(Employer Part)		
a)	Provident Fund	2,468	29,610
b)	Provision for Gratuity	989	11,869
	SUB TOTAL	3,457	41,479
4	COST TO COMPANY	58,750	705,000

*In addition, you will also be eligible for Group Medclaim, Personal Accident Insurance Cover and Group Term Life cover as per company policy.

**As per company policy, if you wish to leave the organization within one year of joining, you would need to refund already paid allowances.

Yours Sincerely,



Shweta Gaur

TA Lead, Insights, South Asia

For and on behalf of [Hindustan Thompson Associates Private Limited Division Kantar IMRB]

* Kindly Check Annexure 2 for details of your flexible components.

You can give your preferences for the same on date of joining

Note: The amount mentioned in Annexure 2 are the maximum eligibilty as per the skale level. The total of this flexible component should remain within the special allowance.

Annexure 2			
2	Flexible Component	Details	Maximum (Annual)
a)	Children Education Allowance	100 per school going child, per month. Maximum of 200 per month.	2,400
b)	Telephone & Internet	Fixed monthly sum, scales with skale.	12,000
c)	Books & Periodicals	Fixed monthly sum, Rs. 500 or Rs. 1000 per month.	18,000
d)	Gift Voucher	Fixed amount gift voucher, given once annually around Diwali.	5,000
e)	Research Education	Capped Amount to be claimed with verified bills.	100,000
f)	Meal Voucher	Can take Rs. 1100 or 2200 or 3300 per month.	39,600
g)	Leave Travel Allowance	Capped Amount to be claimed with verified bills, scales with CTC.	20,563
	SUB TOTAL		197,563