

# ProKarma

Date: 16/2/2017

**Nava Teja Valluru**  
**H.No: 101,**  
**BC Colony,**  
**Saipeta,**  
**Kondapuram Mandal,**  
**Nellore District,Andhra Pradesh, 524239,**

## Sub: Offer Letter

Dear **Nava Teja Valluru,**

Congratulations!! Subsequent to our discussions, we are pleased to offer you the position of **Trainee Software Engineer - Level 2** and you will be based in **Hyderabad.**

In this context, we shall be offering you a total CTC package of **Rs. 300000/- (Three Lakhs Only )** per annum and will be subject to statutory and other deductions as per company policies and practices.

You are required to join us on or before **22/2/2017** failing which the offer stands cancelled. A detailed appointment letter with the terms & conditions and the salary breakup will be issued on the date of your joining.

We take this opportunity to welcome you as a part of our team and look forward to your valuable contribution to the organization.

Should you require any further clarifications please feel free to contact the undersigned.

Thank You

Sincerely,

**For ProKarma Softech Pvt. Ltd.,**

DocuSigned by:



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DocuSigned by:



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**Srinivas Reddy Mummadi**  
**Senior Manager – Human Resources**

**Nava Teja Valluru**

**CTC Break - UP**

Name	<b>Nava Teja Valluru</b>
Designation	Trainee Software Engineer - Level 2
Location	Hyderabad

Table 1: Compensation Details: (All Components are in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	12500	150000
House Rent Allowance	5000	60000
Leave Travel Assistance	0	0
Medical Reimbursement	0	0
Conveyance Allowance	1600	19200
Special Allowance	0	0
Telephone/ Broadband Reimbursement	0	0
Lunch Allowance	374	4488
Vehicle Maintenance	0	0
<b>TOTAL MONTHLY GROSS</b>	<b>19474</b>	
<b>2) ANNUAL BONUS</b>		<b>30000</b>
<b>3) ANNUAL COMPONENTS / RETIRALS</b>		
Provident Fund	1500	18000
ESI		11100
Gratuity		7212
Total of Annual Components & Retrials		<b>36312</b>
<b>TOTAL ANNUAL GROSS</b>		<b>300000</b>

2/20/2017

**Nava Teja Valluru**

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## Letter of Authorization

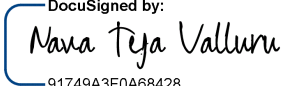
To whom it may concern

I **Nava Teja Valluru** agree and understand that ProKarma Softech Private Limited may use an outside agency to verify and validate the information I have provided part of the joining formalities including my employment, my personal background, professional standing and work history.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish ProKarma and the outside background agency all information about me.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to the current and past employers and personal references.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signature:   
Full Name: Nava Teja Valluru  
Date: 2/20/2017

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## Joining Check List

S.No.	DOCUMENTS REQUIRED
	<b>*Marked are mandate</b> <b>*Also please carry all the original academics and Experience certificates for verification</b>
1.	<b>Photocopies of Academic Excellence</b>
	a. SSC *
	b. Inter / Diploma *
	c. Graduation – Convocation / Consolidated Marks Memo / Provisional Certificate *
	d. PG – Convocation / Consolidated Marks Memo / Provisional Certificate
	e. Other Certificates
2.	Offer Letter from previous employer *
3.	Experience/ Relieving letter from previous employer *
4.	Three latest pay slips *
5.	Form – 16 / Income statement / W-2 forms *
6.	Passport Size (45mm X 35mm) Photographs Self – 05 No's in Business Formal with White or Light Color Background *
7.	Passport Size Photographs of Parents/ Spouse & Kids for Insurance – 2 Copies each *
8.	Proof of resignation (required as an alternative to Relieving letter)
9.	Bank statements (required as an alternate to Form – 16)
10.	Copy of full & final settlement from previous employer (required as an alternate to Form – 16)
11.	Copy of Passport / driving license *
12.	Copy of Pan Card/ Voter ID Card/ Aadhar Card *
13.	Copy of Local Residence Proof – Electricity bill/ Telephone bill