

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

23 November, 2021

Ms. Bhavana Rani Patnaik

#28-2-42/1, Patnaik Nivas,
Jampeta, Uma Ramalingeshwara Temple,
Rajahmundry 533103.

Dear Bhavana Rani,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position: Member Technical

Grade: G2 L1

Start date: On or Before 01 July, 2022

Compensation: Gross Compensation of **INR 500,008** (Rupees Five Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would continue to be of sixty days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)



PRINCIPAL
ADITYA ENGINEERING COLLEGE
SURAMPALEM - 533 437
Associate Signature: _____

The Square, Survey No. 35, Hissa No.9+10+11+12, Nagar Road, Wadgaonsheri, Pune-411014, Ph: +91 20 6757 5444

CIN: U72200TG2015PTC101168

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Details of Compensation

Name : Bhavana Rani Patnaik
Position : Member Technical
Grade : G2 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	18,600	223,200
• House Rent Allowance	8,036	96,432
• Flexible Benefits**	3,720	44,640
B. Bonus (20% of Basic Salary Paid Monthly)	3,720	44,640
C. Standard Benefits		
• Provident Fund***	2,232	26,784
• Gratuity	895	10,740
Gross Compensation (A+B+C)	37,203	446,436

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)	0%	100%	175%
	0	53,572	93,752
Total CTC (Gross + VPI)^{##}		500,008	

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations




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