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### CONDITIONAL OFFER LETTER - NEERAJ KUMAR GUPTA [wipro](#)

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Cc: smahato514@gmail.com  
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☆ [N. K. Gupta](#) <neeraj.gupta615@gmail.com>  
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Sat, Jan 10, 2015 at 7:41 PM



23<sup>rd</sup> February 2013

Neeraj Kumar Gupta

This is with reference to discussion you had with us recently. We are pleased to offer you the position of **Operations Executive** on the following terms:

Place of Employment and Timing.

- 1.1 Your initial place of work will be at **Kolkata**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the Company or its affiliates conducts business. Your Date of joining will be **25<sup>th</sup> March 2013**. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend the office - except when traveling on business - during the working hours/shifts as may be decided by the Company.
- 1.4 In the event you are allowed to join the company, the release of your salary shall be subject to your submission of the documents listed in Annexure - 2.

Compensation and Benefits.



- 1.2 You will be expected to attend the office - except when traveling on business - during the working hours/shifts as may be decided by the Company.
- 1.4 In the event you are allowed to join the company, the release of your salary shall be subject to your submission of the documents listed in Annexure - 2.

### Compensation and Benefits.

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 2,40,310/- (Two Lakh Fourty Thousand Three Hundred Ten Only)**. Other Allowances **Rs 1,00,000/- (One lakh only.)**
- 2.2 You will be provided with a Comprehensive Medical and will also be covered under the Group Personal Accident Insurance, while on Company business.
- 2.3 Based on your performance during the year, you will be entitled to a performance pay varying between 0 to 2 months' basic pay, the payout for which will be dependent on parameters that the Company will determine from time to time or You will be entitled to an annual performance pay, which will be payable monthly (as mentioned in the Annexure j.
- 2.4 Retirement Benefits of the Company, namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.  
Very confidential

### **Wipro Limited**

Business Office : Plot No. 8, Block - DM, Sector - V, Salt Lake City, Kolkata - 700 091. Fax : 91-33-23675020  
Regd. Office : Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel : 91-80-28440011, Fax : 91-80-28440054



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