



4th June 2024

S.Amrith

Chennai

Dear S.Amrith

Welcome.

It gives us immense pleasure to have you as part of the MANA HC Info team.

Your designation at MANA HC Info will be '**Junior Software Engineer**' and you will be reporting to **Director**.

MANA HC Info's work ethic rests on teamwork resulting in synergies that will act as force multipliers in our effort to achieve our goals.

We look forward to working with you and hope that you will find working at MANA HC Info a rewarding experience.

Enclosed are the terms and conditions of your employment. Please confirm that the terms are acceptable to you by signing a copy of the same.

Once again, Welcome.

With Best Wishes

For **MANA HC Info Private Limited**

Director.

MANA HC Info Pvt Ltd
New No.163/2 Old No.70/2, Luz Church Road 2nd Street,
Mylapore, Chennai – 600004.



Terms and Conditions

Your appointment with us is subject to the following terms and conditions:

1. Your appointment is effective from 13th May 2024
2. Your Annual Cost to company will be **Rs.3,60,000/-**
3. The monthly breakup is as follows:

Name: S.Amrith	Designation: Junior Software Engineer
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Sl. No.	Description	Monthly	Annual
1	Basic	10,000	1,20,000
2	HRA	5,000	60,000
3	Special Allowance	5,000	60,000
4	Conveyance Allowance	4,800	57,600
5	Medical Allowance	4,000	48,000
6	Company's contribution of PF @ 12 percent of the Basic	1,200	14,400
	Annual Total Compensation	30,000	3,60,000

Your take home will be Rs.27,392/

The Salary is subject to Income Tax deduction and other statutory levies as may be required from time to time

4. You will be on probation for an initial period of 6 months, after which you will be due for confirmation. During this probation period, you are required to give a notice period of 15 days, in the event of your resigning from the services of the company. However, the notice period will be one month after confirmation. Further, this employment can be terminated by MANA HC Info by serving you either a 15 days' notice during the time of your probation or 15 day's Salary in lieu of notice or one-months' notice or one month's salary in lieu of notice, during the period of employment.

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5. On joining, you will be given a list of key result areas for which you are responsible to your immediate superior in the organization.
6. You are entitled to take leave as per the leave policy of the Company.
7. You shall diligently and faithfully carry out any responsibility, which may be assigned to you time to time to ensure results. You will be expected to work extra hours to achieve the set targets, whenever the job so requires.
8. During your tenure of service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.
9. You will not at any time, without the consent of the Team Leader, disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.
10. In the event of your resignation/termination, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature or records etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items.
11. Need to cooperate with the company and its partners and clients to do the background check and pass.

I agree to accept employment on the terms and conditions mentioned in the above.

I shall be reporting for duty on _____

Name

Signature

Date

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