



HRD/RECTT/2015/7949

Date : 12. September 2016

To,

Anshuman Singh
Hno. 100, Near Sector -2 Market,

Subject: Appointment Letter

Dear Anshuman

With reference to your application and subsequent interview, we are pleased to appoint you as Service Coordination(E1) with initial posting at Gurgaon under following terms and conditions.

1. Date of joining: Your date of joining shall be 12. September 2016

2. Monthly and Annual CTC is as per the enclosed annexure.

3. Probation

You will be on probation for a period of **six months** from the date of joining. Your continuance in service will be subject to your performance(work and conduct) being found satisfactory by the competent authority. In case the performance of probationer is not up to the mark/expected level the service of probationer will be dispensed after taking necessary action.

4. Notice Period

During the initial or extended period of probation,your service will be terminable on either side by 15 days notice or payment of salary in lieu thereof, without assigning any reason. After confirmation, your service will be terminable as per below;

- a. **Before completion of 1 year of service in company:** Your services can be terminated/you may resign from services of the company by giving 30 days of written notice or salary in lieu thereof, subject to management discretion.
- b. **After completion of 1 year in company** Your services can be terminated or you may resign from the services of the company by giving 60 days of written notice or salary in lieu thereof, subject to company discretion.

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However, if any of the information furnished by you through your bio-data/application form or any other document in connection with your employment with us is found to be incorrect OR it is found at any time that you have not revealed any relevant information your service shall be liable to be terminated forthwith without any compensation whatsoever.

However, the formalities of submitting proper letter of resignation and obtaining "No - Dues certificate" from all concerned shall have to be complied with before getting released from the Company failing which nothing is claimable from Team Computers Private Limited

"An employee shall not be absent without obtaining prior approval in writing of the Departmental Head. In the event the employee is absent without such proper approval for a period of more than 7 days, it will be deemed that the employee has left the services of the organisation. In such cases, the company will be free to take such action against the employee as it may deem fit, including levying penalty on the employee for such actions."

5. Other Terms

- a. You will devote your whole time in the service and for the benefit of the Company and shall not take up any other employment or engage yourself in private business etc. You will also not make yourself directly or indirectly interested in the business of any other person or concern.
- b. The management will have the discretion of assigning you with any work suitable to your qualifications and / or experience.
- c. You can be deputed/transferred to any place of business of the Company, whether existing or acquired later on, anywhere in India.
- d. You will be responsible for safe keeping and return in good condition all the office properties, equipments, instruments, tools, books, etc., which may be given to you for your use, or under your custody or charge. In the event of your failure to account for the aforesaid properties etc., the company shall have the right to deduct / recover the money from your dues and / or take such other action as the Company may deem proper.
- e. You shall observe strict secrecy respecting all transactions and activities of the Company. Accordingly, you shall not, except in performance in good faith of the duties assigned to you, disclose, communicate or part with any confidential or technical information, know how, details or data etc. To any other person including any other employee of the Company at any time during your employment with us.

Failure to observe this condition of employment entitles the Company to summarily dispense with your service without any prior notice.



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f. The rules and policies are subject to change and you will be governed by policies in force updated and as on date. Such policies will override the policies mentioned in this letter.

g. You shall retire from service of the company on attaining the age of fifty eight years. You may be retired earlier, if found medically unfit.

h. In case our offer of appointment on the terms and conditions set out above, is acceptable to you, please return to us before the joining date, the duplicate copy of this appointment letter, duly signed by you in token of your acceptance as otherwise this offer is liable to be withdrawn.

Looking forward to a long and happy association with you.

Yours faithfully,
For Team Computers Private Limited

Prakas Pal
Authorised Signatory

(On duplicate copy and office copy)

I have fully understood the terms and conditions of my appointment and accept the same without any reservation. In token of my acceptance, I have signed on the duplicate copy of this offer of appointment.

Signature :

TMC : 7949

Name :

Address :

NO: HRD/ 7949/2016
Date: 12. September 2016

| ANNEXURE | | |
|--------------------------------------|----------------------|-------------------|
| TMC | 7949 | |
| Name | Anshuman Singh | |
| Band | E1 | |
| Function Name | SERVICE COORDINATION | |
| SBU | INS | |
| Components | PER MONTH | PER ANNUM |
| BASIC | 9,500.00 | 114,000.00 |
| HRA | 0.00 | 0.00 |
| Transport Allowance | 1,600.00 | 19,200.00 |
| Flexi Benefit Plan* | 3,760.00 | 45,120.00 |
| Bonus | 2,000.00 | 24,000.00 |
| Gross Salary(A) | 16,860.00 | 202,320.00 |
| Member Contribution | | |
| PF | 1,140.00 | 13,680.00 |
| ESIC | 0.00 | 0.00 |
| Total (B) | 1,140.00 | 13,680.00 |
| Take Home | 15,720.00 | 188,640.00 |
| Company Contribution | | |
| PF | 1,140.00 | 13,680.00 |
| ESIC | 0.00 | 0.00 |
| Gratuity | 457.00 | 5,484.00 |
| Mobile Reimbursement ** | 0.00 | 0.00 |
| Health & Accidental Insurance | 500.00 | 6,000.00 |
| Total (C) | 2,097.00 | 25,164.00 |
| Performance Linked Pay (D)*** | 0.00 | 0.00 |
| Sales Incentive(E) # | 0.00 | 0.00 |
| Assured Incentive(E) # | 0.00 | 0.00 |
| Product Incentive(E) # | 0.00 | 0.00 |
| Total CTC | 18,957.00 | 227,484.00 |

* Flexi Benefit Plan - Please refer enclosed explanation of Compensation Components.

** Mobile Reimbursement shall be increased or decreased based on the usage & business need .

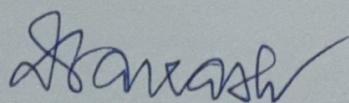
Gratuity Insurance cover as on date Rs .180972.

*** Performance linked Incentive amount may vary based on individual and SBU performance and it shall be disbursed on quarterly basis.

Sales Incentives shall be paid quarterly, based on the defined target achievement and as per the scheme .

PF , ESIC , Gratuity , Bonus , PT & TDS are applicable as per respective acts .

Individual Health Insurance benefit cover of Rs. 200000.00 & Accident Insurance benefit cover of Rs. 1000000.00


Authorised Signatory