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1st April, 2023

To,

Ms. Anusha Nandam,

Subject: Appointment Letter

Dear Anusha,

We have the pleasure of appointing you as **Junior Data Engineer** with effect from **1st April, 2023**. This letter sets forth the terms of our appointment, will govern your employment. Please note, your employment with us is conditional and contingent upon your acceptance of this appointment.

Based on our discussions, the specific terms and conditions including your compensation and benefits details of your appointment are as follows:-

1. You may be posted in any other capacity or may be transferred to any department or branch offices of the Company or any other Company or subsidiary organization, if any, when formed or executed or any project undertaken by the Company and you will submit to the regulations in force in that other establishment. You may be required to work in different shifts at the sole discretion of the Company. Upon such transfer, to the extent necessary and subject to prior notice, Company may modify the terms of your employment to reflect the requirements of the new location. You may be required to work in different shifts at the sole discretion of the Company.
2. As mentioned in the service agreement signed by you, you agree to serve the Company for a minimum of 2 years from 1st April 2023.
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. Details of your compensation are contained in Annexure I. Your compensation shall be paid in accordance with the Company's policies. You will be solely liable to pay all your income related taxes as per the prevalent local laws. These taxes will be deducted from your salary as withholding as required by law. Revision in salary will not be automatic and will depend on your performance and the overall performance of the organization

5. As an employee, in addition to salary, your compensation package will include eligibility to receive the benefits which are offered to all ANBLICKS employees.
6. The Company reserves the right to modify or alter its working hours and you may be required to work in shifts. Also, this is a position of continuous responsibility and does not entail payment of extra time or overtime.
7. You may be eligible to participate in the Company's annual appraisal cycle conducted twice a year in the month of April and October. You should have completed 6 months of service and should be confirmed as the permanent employee of ANBLICKS to be eligible to be considered in any of this cycle which would eventually lead to annual appraisal thereafter. The appraisal shall be done as per the Company policy.
8. Your appointment is made on the basis of your having furnished to the Company, information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employer and other particulars on or before your day of joining.
 The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
9. Continued absence for 7 working days without legitimate purpose and express permission in writing of the Management will tantamount to misconduct for which your service will be liable for termination after proper inquiry in the matter.
10. You will be on probation for Three (3) months from the date of joining. Your probation period may be extended in writing if your performance is not considered satisfactory by the Company. Your employment shall be deemed to be confirmed unless you are informed in writing otherwise, before completion of your probation period.
11. All Proprietary Information is the sole property of the Company, its assigns, and its customers and the Company, its assigns and its customers shall be the sole owner of all patents, copyrights, mask works, trade secrets and other rights in connection therewith. You will hereby assign to the Company any rights, you may have or acquire in such Proprietary Information. At all times, both during the employment by the Company and after its termination, you will keep in confidence and trust all Proprietary Information, and will not use or disclose any Proprietary Information or anything directly relating to it without the written consent of the Company, except as may be necessary in the ordinary course of performing your duties as an employee of the Company.
12. Notice period for the purpose of separation from services during the probation period, by either side will be by a written intimation of thirty (30) days in advance or of thirty (30) days fixed salary in lieu thereof. On completion of probation period, the required notice period will be sixty (60) days or of sixty (60) days fixed salary in lieu thereof; by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the Company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the Company will initiate legal proceedings against you and all

costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.

You will not be allowed to adjust any leave, if available to your credit, during such notice period. Your compensation and benefit package or any discussion of the same is not a commitment that your employment will have a minimum or a fixed term or that it is terminable only for a cause. No promises can be expressed or implied by anyone, that your employment is for any minimum or fixed term or that cause is required for the termination of the employment relationship. By signing below, you acknowledge that your employment with Company is for unspecified duration, and neither this letter, nor your acceptance thereof, constitutes a contract for employment & warrants any legal/statutory obligation on the part of the Company.

Upon separation from the Company for any reason, you agree to return to the Company any equipment that has been provided to you or reimbursed the Company for any cost for such equipment. The Company reserves the right to deduct such costs from any final payments to be made to you in accordance with state and federal laws.

13. Notwithstanding the foregoing, your services shall be liable to be terminated by the Company at any time without notice or compensation in lieu thereof:

- If you commit any serious or persistent breach of any of the terms and conditions of this letter or any of the provisions of the Company's policies;
- If you commit any act of misconduct involving moral turpitude or negligence or any act of insubordination or indiscipline or corruption or breach of trust or disobedience or reveal trade or the Company's secrets.
- For the purposes of this clause, a continuous decline in your performance would amount to an 'act of misconduct'.

14. Your individual remuneration is strictly confidential between you and the Company. These details shall not be disclosed, divulged or discussed by you with anybody else, except Company authorized persons. Your individual remuneration has been determined based on numerous factors such as your job, skills-specific background and professional merit. Noncompliance of this clause may result in termination of your employment.

15. During your employment with the Company, you will devote your time and attention exclusively to the duties entrusted to you and will not engage directly or indirectly or allow yourself to be engaged to work for any person, firm or Company in the capacity whatsoever, nor do any business without obtaining prior permission of the Director(s) of the Company in writing. You will not, whether you are in the employment of the Company or not, at any time or times, without the consent of the Company in writing disclose, divulge or make public, except under legal obligations, accounts, transactions or dealings of the Company which ought not to be disclosed, divulged or made public whether the same confided by you or become known to you in the course of your employment with the Company or otherwise. This also includes not disclosing or divulging any project specific information, such as customer's name, training material and other Company provided artifacts to any third party or on public forums or social networking sites.

16. You shall not, for a period of 24 months from the date you have ceased to be an employee of the Company, accept any employment with or solicit any business or work from any organization, which has been either a customer or a client of the Company. You shall not join as an employee/ consultant in any organization that is working with the same client project for which you have worked during your employment with the Company. You acknowledge and agree that the monetary compensation may not be an adequate remedy for breach of this clause. In the event of a breach by you, the Company will be entitled to the remedies of injunction, specific performance and any other equitable relief; and no proof of special damages shall be necessary; and for the enforcement of these remedies, the expenses shall be borne by you.
17. You will obey the lawful commands and directions of your superior officers and to the best of your abilities execute such work as your superior officers may entrust you from time to time.
18. In the event of your leaving our Company, upon your resignation, retirement or for any reason, you shall personally return all the documents, papers, CDs, mobile computing devices, laptop/PC or any other proprietary information on any electromagnetic media that rightfully belongs to the Company or its customer, to the authorized person of the Company.
19. Company signs contract with customers to protect customers from possible damage and for providing security. Employee must respect all contracts with customers. Employee may face legal action on any damage to customer due to his unethical action and he is responsible for paying damage to customer.
20. You are required to sign a 'Non-Disclosure Agreement' with the Company at the time of joining the Company. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company.
21. Your appointment and its continuance are subject to your being and remaining medically fit. The Company reserves the right to terminate your services, if you are found to be suffering from any communicable disease or such ailment as causes or can cause danger to working environment and health of other employees.
22. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notice shall be considered duly properly delivered to the address on file with the Company.
23. ANBLICKS prides itself as a Company with the highest order of ethical conduct in its dealing with associates, customers, suppliers, agents and governments. As part of the employment agreement with the Company, you will be expected to sign and be bound by our Business Conduct Guidelines. You will also be expected to adhere to the Company's policies and procedures, framed from time to time.
24. Your service will be subject to the rules and regulations of the Company as may be framed from time to time. Such rules and regulations will be communicated to you through any appropriate medium such as written notices, letters or emails in vogue from time to time.
25. It is mandatory to have your Passport, PAN and Driving License handy at the time of joining, and if it is not, start the procedure for procuring the same immediately on joining the Company and should be provided to the Company within 1 months' time.

26. If at any time, in the opinion of the Company which shall be final and binding, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status or the post you hold in the Company, or of any other conduct considered by the Company as detrimental to its interests or in violation of one or more terms and conditions of your employment, the Company shall be entitled to forthwith terminate your employment.
27. In accordance with the standard practice of the Company, we request you to treat the terms of your employment as private & confidential.
28. The Company reserves the right to alter, amend or modify any or all of the above Conditions when necessary. In case of any dispute Jurisdiction will be Ahmedabad only.
29. You shall retire from the services of the Company on attaining the age of 58. This will be determined on the basis of the date of birth as given at the time of joining the services of the Company.

We are delighted to have you as part of our team and look forward to a long association!

Thanking you,

Yours truly,

Aayushi Soni

04/01/23

Date: _____

Aayushi Soni
Manager-HR

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read and understood the terms and conditions mentioned in the appointment letter, and voluntarily accept employment with ANBLICKS.

Name: NANDAM ANUSHA

Signature: *Anusha*

04/01/23

Date: 04/01/23

Date of Joining: _____

Annexure 1:

- A) Your total Annual Compensation will include the following components:

Name	Anusha Nandam	
Designation	Junior Data Engineer	
Components	Amount per annum	Payment Frequency
Basic	192000	Monthly
House Rent Allowance	96000	Monthly
Vehicle Allowance	19200	Monthly
Leave Travel Allowance	19200	Monthly
Children Education Allowance	2400	Monthly
Medical Allowance	15000	Monthly
Annual Bonus	15360	Monthly
Personal Allowance	88224	Monthly
Employer's PF Contribution	23400	Monthly
Gratuity	9216	As per Gratuity Act
Total Fix CTC (A)	480000	
Retention Bonus (B)	120000	On completion of 2 years from the date of joining
Total CTC (A+B)	600000	

- B) All the components, which can be treated as reimbursements, on submission of proof of expenses. The lower of the two, the amount of bills submitted, or the upper limit prescribed for each allowance will be treated as 'Reimbursement' and hence will not be treated as part of your taxable salary. Some of such allowances included in the above category are Medical Expenses, Leave Travel Allowance, Telephone & Internet Allowance, etc. Also, the employer's contribution to the Provident Fund and Superannuation contribution, if any, are included in the allowances mentioned above.
- C) Kindly note that the Gratuity as mentioned above is contributed by the company to the Gratuity Fund and becomes payable as per statutory provisions of the Payment of Gratuity Act, 1972.
- D) Please note, that PF Contribution of Employee and Employer's part will be deposited in your PF account directly.
- E) In addition to the CTC, you will be eligible for Group Mediclaim insurance. The coverage will be of Rs. 2,00,000 per annum, for self, spouse, and a maximum of three children and Accidental Insurance for employees with the coverage of Rs. 5,00,000.
- F) The tax liability, if any, including income tax, arising on your compensation will be your personal liability and will be governed by the tax laws of the country wherein your services are provided. The Compensation mentioned in the breakup spreadsheet is provided for understanding only. The Company reserves the right to deduct tax at source from any component of your compensation and take such other actions as required by applicable law.