



25-06-2024

**Dear Bevin,**

Congratulations! Further to your application for employment with us, you have successfully completed our selection process and we are pleased to make you an offer of employment.

This offer is based on your profile, relevant work experience and performance in the selection process. You have been selected for the position of **Software Engineer - Trainee**, at **BEO Software Private Limited** Cochin. Your CTC as applicable with break-up has been detailed in the Annexure to this letter. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Kindly confirm your acceptance of this offer and your date of joining by signing Annexure and proposing your date of joining. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of BEO Software Private Limited.

For any clarifications regarding your job, salary, or any policy, please contact HR Department [hrgroup@beo.in](mailto:hrgroup@beo.in)

We request you to carry a signed copy of offer letter and its annexure as a token of your acceptance on the joining day. You are advised to go through the contents before signing the documents.

At the time of your joining, photocopy of the following documents should be submitted. Please carry original copies for verification.

- 1) All academic certificates
- 2) Experience certificate from all previous employer(s) and release letter from current employer
- 3) Passport/ID proof
- 4) Form 16 (Income Tax) from previous employer (if applicable)\*
- 5) 4 passport size photographs
- 6) Pan Card

Welcome to **BEO Software**. We wish you a long, rewarding and fulfilling career and looking forward to join us.

Yours sincerely,

**For BEO Software Private Limited**

**Joseph Antony**  
Chief Executive Officer

## **ANNEXURE - I**

### **Compensation Structure**

<b>Salary Component</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Monthly Component</b>		
Basic	11,160.00	
DA	3,720.00	
HRA	3,410.00	
Children Education Allowance	200.00	
Leave Travel Allowance	744.00	
Special Allowance	5,566.00	
<b>Monthly Gross Salary</b>	<b>24,800.00</b>	<b>2,97,600.00</b>
<b>2) Annual Component</b>		
Family Health & Personal Accident Insurance		5529.00
<b>3) Employer PF Contribution</b>	<b>1786.00</b>	<b>21432.00</b>
<b>TOTAL CTC</b>		<b>3,24,561.00</b>

Statutory Deductions like PF (1,786.00), ESIC(0.00), Employee Fund(50.00), Professional Tax(208.00), Income Tax etc which are applicable to you will be deducted from your monthly Gross Salary.

### **Benefits**

#### **1. Health Insurance Plan: Health Insurance Scheme (FY 2023 - 2024)**

You will be covered under the Group Health Insurance Scheme and Personal Accident insurance claim. Standard Plan provides you a cover up to Rupees Three lakhs and Personal accident cover up to Rupees Five Lakhs. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

For **BEO Software Private Limited**

**Joseph Antony**

Chief Executive Officer

## **ANNEXURE - II**

### **General Terms and Conditions of Employment**

1. Either side will have to give Three months' notice for terminating your service at any time.
2. During your employment with the company you will be liable to be transferred to any of the Offices/Divisions/Departments/Sister Concerns/Clients of the company whether existing or to be set up, whether in the same town/city, anywhere in India or abroad without any change in terms and conditions of the employment at the sole discretion of the management.
3. During your employment with the company, you will be governed by the rules and regulations of the company in force or as introduced or amended for time to time. You will also be governed by the company's policies and rules regarding Leave, Provident Fund, Leave Travel Allowance, Misconduct, Indiscipline or any other matter.
4. You are requested not to divulge, communicate or pass on any information in any form related to any aspect of the company to any one not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms and conditions mentioned in the appointment letter.
5. You are required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the company.
6. You are required to deal with the company money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral dishonesty in dealing with company's material document or theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect notwithstanding any other terms and conditions mentioned in the appointment letter.
7. All work such as Development, Modifications, Improvisations in the form of Programs, Studies, Reports, Manuals, Products etc. carried out of the company in India or/and abroad, with your direct/indirect involvement, shall be the property of the company. The copyright for the work will be with the company and you will not have any claims on the same.
8. You are required not to engage yourself in any other gainful or commercial employment, business part time or full time, directly or indirectly simultaneously as long as you are on BEO Software Private Limited or its sister concern or engage yourself directly or indirectly in any other profitable business connected with dealings or activities of the company in any way, Any action to the contrary would render your services liable for termination and not withstanding any other terms and conditions in this letter.

Kindly sign the duplication of this letter as a token of your acceptance of the appointment letter and its terms and conditions. You are advised to go through the contents before signing this letter.

This is to confirm that I have received the Letter of Offer on 25/06/24. I hereby accept this Offer and intend to join service on 01/07/24.

Date: 25/06/24

  
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Bevin V

## **ANNEXURE - III**

### 1. Work time rules

- Employees are enjoying flexible working hours. Working hours for all employees of BEO Software Pvt Ltd are from Monday to Friday, 8:00 am. – 7:30 pm. On all Saturdays, Sundays and BEO holidays, the office will remain closed.
- At the end of a month, each employee needs to complete daily average of 8 hours (Number of working days in a month\*8 Hours).
- If the working hours of an employee is less than 3 hours, it will be considered as a full day leave. Besides, if the working hours is less than 6 hours, it will be marked as half day leave.

### 2. Leave Policy

- Leave can be applied through BEO system and it should be sanctioned prior to the day an employee proceeds on leave.
- Leaves are restricted to an employee who are in probation period (Trainee).
- Leave(s) can be taken only if you have enough leave balance in your leave account.
- Leave should be applied one week ahead for 1 day and 2 weeks for 2- 5 days. Any leave beyond 5 days should be sanctioned at least one month before proceeding to the leave.
- If you have to take an emergency leave, report it to the project Manager or Managing director through phone or Email.
- An Employee who is in notice period will be allowed to take leave with the consent of concerned Project leader/Project Manager.
- Company provides 24 leaves (12 Casual/Sick Leaves +12 Earned leaves) for the employee in a year. Apart from that, for the year 2024, company has observed 12 holidays.

### 3. Exit Policy

#### Notice Period

During employment with BEO Software, every employee should serve notice period as per Annexure - II.

### 4. Internet Usage Policy

Internet access is intended for office use only. Certain categories like social networking, chat, etc. are restricted.

Date: 25/06/24



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Bevin V