



Date: 19/2/2025

## EMPLOYMENT OFFER LETTER

Dear Bharadwaj Reddy Guntaka,

Welcome to Lancesoft!

Thank you for exploring career opportunities with us. You have successfully completed our selection process, and we are pleased to offer you the position of "Software Engineer" with our End Client i.e. "Hexagon Capability Center India Pvt. Ltd", from 24<sup>th</sup> February 2025.

This letter of offer is valid and open to acceptance for a period of 3 days from the date of issue.

### **1. Duties and Responsibilities:**

You shall be employed as a full-time employee of LanceSoft and cannot undertake any other direct/indirect business or work, honorary or remuneration work of a public or private entity on payment or otherwise except with the prior written permission of LanceSoft.

You shall devote your entire time to be faithful, and diligent in the performance of your duties. You will not engage either directly or indirectly in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.

You are initially deputed at Hyderabad; however, your services are liable to be transferred to any of other divisions/locations as per the end client's requirement within India or abroad.

You will be responsible for efficient, satisfactory, and economical discharge of duties that will be assigned to you from time to time.

### **2. Hours of Work:**

You will abide the working hours, weekly offs and paid holidays as per the end client where you are posted. The working hours of the End Client can be changed from time to time depending on business exigencies and work requirements.

### **3. Time Sheets:**

You are required to follow our End Client specific timesheet process as per the guidelines. In the absence of End Client specific process, you will receive Timesheet alert email with template along with the guidelines from your Timesheet SPOC at LanceSoft. This must be filled with by you, approved by your End client-side project manager over the email and submitted to Time Sheet SPOC before the deadline or cut-off time, failing to do so, will delay payroll processing and your salary.

### **4. Leave Policy:**

All leaves shall be in accordance with the Lancesoft HR leave policy with prior sanction/ approval by your reporting manager. In case of any leave taken under unforeseen circumstances, for which prior approval is not possible, immediate information through telecommunication will be required to be sent to the Reporting manager. The necessary written approval is to be received on your next working day and mailed to HR. In case you fail to do so, the Company will have the right to act against you under the applicable policies of the Company.

### **5. Salary date:**

Your first salary will be credited on the 7<sup>th</sup> Working day of the 1<sup>st</sup> month via bank transfer and regular salary will get credited on the 1<sup>st</sup> Working Day of each month.



**6. Remuneration:**

Your annual CTC will be as per Annexure A (Enclosed below) effective from the date of your joining.

**7. Probation Period:**

You will be on probation for a period of **(90) Ninety days**. Your probation date may further be extended or reduced based on your performance/End Client requirements. You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you continue your employment with the Company.

**8. Assignments/Transfer/Deputation:**

Though you have been engaged for a specific position, the Company reserves the right to send you on deputation/transfer/assignments to its sister companies or to its End clients' locations or third parties whether in India or abroad. In such a case, you will be governed by the rules, regulations, and conditions of service of that location, as may be applicable, from time to time.

**9. Resignation:**

- a) In the event you decide to resign you must serve **30 Days' notice period**. The notice period cannot be used to offset against any applicable leaves. The notice period may be extended or reduced at the discretion of the Reporting Manager basis on the project requirement.
- b) Once LanceSoft accepts your resignation, it will inform the End Client about the same. In addition, you also need to ensure that there is a proper handover of your duties and responsibilities as per the End client's requirements and processes, and your immediate supervisor has agreed to the release date. You will be released only on the agreed release date from the current assignment.
- c) If the employee is unwilling to serve the notice period, he/she is required to pay the amount in lieu of the notice period with the approval of the end client project manager. The buyout option will be in line with End client's requirements and reporting manager approval.

**10. Separation:**

- a) In the event of End client-initiated separation, the Last Working Day (LWD) will align with the End client's specified date.
- b) An employee requesting an extension of their notice period is subject to approval from the End client.
- c) Immediate Separation notice may be issued to an employee under the following circumstances (but not limited to):
  - Unsatisfactory performance or poor performance as perceived by the end client.
  - Unethical behaviour or non-compliance with company or End client policies.
  - Violation of the code of conduct or policies of the company/end client affecting their business and operations.
  - Immediate LWD provided by the company/end client due to project termination or completion.

**11. Continuation of Employment:**

This appointment and its continuation are subject to you being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the Company) and based on your credentials and background verification, shall be final in this regard. In all other matters, including those not specifically covered in this letter, you will be governed by the Employee Handbook in force and as may be modified from time to time.



**12. Dual Employment:**

During the term of your employment, you will not directly or indirectly undertake any assignment/task/ role/employment with any third party other than Lancesoft. You understand that a breach or violation of this section shall be considered a material breach of this offer letter.

**13. Intellectual Property:**

If during the period of your employment with Lancesoft, you achieve any work product, invention, process improvement, operational improvement, or other method likely to result in a more efficient operation of any of the activities. We shall be entitled to use, utilize, and exploit such work product, invention, process, operation, improvements and you shall assign all rights for the purpose of seeking any patent rights or for any other purpose. Lancesoft will have the sole ownership rights of all the intellectual property that you may create during the tenure of your association with, including but not limited to the creative concept that you may develop.

**14. Secrecy/Confidentiality:**

a) **As per Information Technology Act 2008 (IT Act) & Digital Personal Data Protection Act, 2023:** - "Cyber Security" means protecting information, equipment, devices, computer, computer resource, communication device and information stored therein from unauthorized access, use, disclosure, disruption, modification or destruction. (o) "Data" means a representation of information, knowledge, facts, concepts, or instructions, personal data, sensitive personal data etc. which are being prepared or have been prepared in a formalized manner, and is intended to be processed, is being processed or has been processed in a computer system or computer network, and may be in any form (including computer printouts magnetic or optical storage media, punched cards, punched tapes) or stored internally in the memory of the computer; You will not, at any time, during your employment with and thereafter, divulge or disclose to any third party or entity including competitors and/or former employees without prior authorization. Failure to do so on your part shall result in your immediate termination and appropriate legal action shall be taken against you and the third party/entity to which the information was divulged.

a. **Restriction on Personal Use:** Use of LanceSoft resources for personal use is strictly prohibited. This includes usage of computer resources, information, internet service, assets, and working time of LanceSoft for any personal use. You will under no circumstances carry out any work at home unless specifically approved by your manager. Any usage of LanceSoft information for personal use will result in an immediate termination of your employment without notice and/or legal action as deemed appropriate.

**15. Furlough:**

A furlough period is when the End client announces a brief period, where associates deputed to them are not required to work for a stipulated time frame during which the end client will not pay for the associate. If such Furlough period is announced by the End Client, where you are deputed in, hereafter, days including the preceding, succeeding and intervening weekly holidays will be considered as no-work-no-pay days and the salary for such days in which such furloughs are in place, will be adjusted for the same.

**16. Background Verification:**

You hereby confirm that the credentials, personal information, documents, certificates etc. furnished by you is correct and accurate. You will keep Lancesoft informed about any change in your credentials/residential address/personal information provided by you. If at any time, finds/furnished any discrepancy or inaccuracy in the information furnished by you, including any documents or certificates provided as proof of your qualification & experience, and if you fail to cooperate with Lancesoft and/or its agents in conducting any verifications and/or background and reference checks, you are liable to be terminated from employment immediately without any further payment and Company reserves the right to take appropriate legal action against you.



# LANCESOFT

Purpose | People | Performance | Partnerships

Reg. Off.: Tower-1 Mobius, 4th Floor, Plot No-13, 14 and 15,  
S.J.R.-I Park, EPIP, Whitefield, Hoodi village, Krishnarajapuram  
Bangalore -560 066  
E-mail: info@Lancesoft-india.com  
Visit us at: www.lancesoft.com  
Phone: +91-080-28543999, Fax: +91-80-28543998

CS/LS-2804

## 17. Jurisdiction

This Letter of Appointment will be construed in accordance with the laws of the Union of India and any dispute arising out from this Letter of Appointment will be adjudicated upon or decided in the first, instance by the appropriate court in Hyderabad, Telangana to the exclusion of all other places in India or abroad.

We take this opportunity to wish you a long and successful career with us.

For LanceSoft India Pvt. Ltd.,

SIGNATURE:

Name: Kiran Sisodiya

Designation: Sr. Executive - HR

Acknowledged and Accepted

SIGNATURE:

Name: BHARADWAJ REDDY . GUNJAKA



**ANNEXURE 'A'**  
**COMPENSATION DETAILS**

**Name: Bharadwaj Reddy Guntaka**

**Designation: Software Engineer**

Annual CTC	720,000				
CTC for Month	60,000				
Earnings	Per Month	Per Annum	Deductions	Per Month	Per Annum
Basic Pay	29,100	349,200	PF- Employee	1,800	21,600
DA	5,820	69,840	Professional Tax	200	2,400
House Rent Allowance	13,968	167,616	ESI	-	-
LTA	1,000	12,000	VPF Deduction	-	-
Other Allowances	8,312	99,744	Insurance /Other		
<b>Monthly Gross</b>	<b>58,200</b>	<b>698,400</b>	<b>Total Deductions</b>	<b>2,000</b>	<b>24,000</b>
PF Employer Component	1,800	21,600			
Employer ESI (3.25%)	-	-			
<b>Total Monthly CTC</b>	<b>60,000</b>	<b>720,000</b>			
<b>Net Pay</b>	<b>56,200</b>	<b>674,400</b>			

**Please Note:**

- Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law which would be borne by the employee. (Lancesoft assumes no responsibility for your statutory compliances like the personal tax affairs, and your tax liability in respect of your remuneration etc., which is entirely your responsibility. Provided however, Lancesoft may from time to time, deduct any statutory deductions/ withholding tax as may be required by applicable law that has to be complied as an employer)
- The PF component mentioned is the employer's contribution to PF. The same amount shall be deducted from the Gross Fixed Pay as Employee contribution to PF.
- Please note that in case of any erroneous payments being made through the salary, the same shall be recovered automatically with/without prior intimation.
- The offer letter is an intent of making an employment proposition and will be deemed concluded only on acceptance of appointment letter that will be given at the time of joining as well as on submission of documents as per Annexure B
- Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures which will be perceived as disclosure, and you will be liable for disciplinary action in case of breach of this condition of service.



## ANNEXURE-B

You are requested to submit the below mentioned Mandatory documents: (As part of joining formalities):

- Certificates supporting your education qualifications (X Std, XII Std, UG, PG  
(if Any) Appointment Letter of your current & previous organization.
- Latest 3 months' salary slips of your present organization and Salary Account Statement of your current & previous employment. All current & previous companies relieving/experience letters (applicable for experienced candidates only).
- Form 16 or Taxable Income Statement duly certified by your previous employer (Statement showing deductions & Taxable Income with break-up).
- ID Proof - Aadhar Card copy with DOB (DD/MM/YYYY Format),
- Passport Copy (First & Last Page) Mandatory
- PAN Card
- copy of Cancelled Cheque
- 5 passport sized color photographs.