



**Caagnota Info**  
Intelligence is Valued.

Plot No:8-5-209, 7<sup>th</sup> Floor, Tower A,  
Gachibowli, Hyderabad-500032.  
Ph: 040 -24163555 / 42408783  
Email: info@caagnotainfo.com  
www.caagnotainfo.com

Date: June 4<sup>th</sup>, 2020

TO

Mr. SUNKARA VISHNU VARDHAN  
D.NO: 2/50, Raghavaraja puram,  
RLY Kodur, YSR (Dist),  
Andhra Pradesh – 516105.

Subject: **Offer Letter**

Dear Mr. Sunkara Vishnu Vardhan,

This is with reference to your application and subsequent interview you had with us, we hereby take the opportunity to inform you that, we have decided to offer you a career with our organization Caagnota Info Pvt. Ltd. as a "Jr. Full Stack Developer" the following terms and conditions enclosed in this letter.

**Job Designation: Jr. Full Stack Developer.**

**Job type:** Full-time.

**Job Timings:** 10 AM to 6 PM.

**Job Location:** Gachibowli, Hyderabad, Telangana.

**Commencement of Employment:** Your employment will be effective with us from **June 15<sup>th</sup>, 2020.**

**Reporting Manager/ Supervisor Name:** Sharath Kumar Talari.

**Salary and Compensation:** You will receive the **CTC of INR. 222000.00** (Rupees Two Lakhs Twenty Thousand Only) per annum on a monthly basis. A detail salary structure (Refer Annexure-A), Employee Benefits, Employment terms & conditions sheet is attached below in this letter.

**Documents to be submitted on Joining:** Copies of your educational certificates, four passport size photographs and Copy of Aadhaar Card.

We look forward to welcoming you to our team. If you have any queries feel free to reach out at your earliest convenience.

Sincerely,

HR Manager

Caagnota Info Pvt. Ltd.  
Gachibowli, Hyderabad-500032



Sharath Kumar Talari  
Manager- HR Operations  
Caagnota Info Pvt. Ltd.  
E-Mail: hr@caagnotainfo.com

## Salary Compensation:

### ANNEXURE-A

Compensation		
Description	Monthly	Annually
Basic Salary	11800.00	141600.00
House Rent Allowance	3200.00	38400.00
Conveyance Allowance	1200.00	14400.00
Medical Allowance	800.00	9600.00
City Compensatory Allowance	500.00	6000.00
Special Allowance	1000.00	12000.00
<b>Cost to Company</b>	<b>18500.00</b>	<b>222000.00</b>

## Employee Benefits:

Being an employee of our company you will be eligible to use the benefits, such as [Medical Insurance, Paid Leaves, Sick Leaves, Yearly Bonus, Child Care, Allowances, Food Coupons, Promotions, etc.]. You are entitled to increments, which are normally based on consistency of performance review.

## Employment Terms & Conditions:

- Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time as required by the management of company, The Company expects you to work with a high standard of initiative, efficiency and economy, You will be governed by the general policies of the Company with regards to leave and other administrative matters that may come in force from time to time.
- You will be required to comply with all such rules and regulations as the Company may frame from time to time, Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.
- You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use.

We are looking forward to having you in our team and to achieve great things at Caagnota Info Pvt. Ltd.

**Acceptance:** I have carefully read and understood the terms and conditions of my appointment as mentioned here in above, and I agree and undertake to abide by them.

Employee Name:

Signature:

Date:





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Date: June 15<sup>th</sup>, 2020

TO

Mr. SUNKARA VISHNU VARDHAN  
D.NO: 2/50, Raghavaraja puram,  
RLY Kodur, YSR (Dist),  
Andhra Pradesh – 516105.

Subject: **Appointment Letter**

Dear Mr. Sunkara Vishnu Vardhan,

Congratulations and Welcome to the Caagnota Info Pvt. Ltd.!!!

You are appointed as a “Jr. Full Stack Developer”.

**Date of Joining:** June 15<sup>th</sup>, 2020.

**Reporting Manager:** Sharath Kumar Talari (HR-Department).

**Job Location:** Gachibowli, Hyderabad, Telangana.

**Job Timings:** 10 AM to 6 PM.

**Salary and Compensation:** You will receive **CTC of INR. 222000.00** Per annum on a monthly basis.

Company Policies and other terms and conditions sheet is attached in this letter.

**Job Description (Roles & Responsibilities):**

- Developing front end website architecture, Designing user interactions on web pages, Developing back-end website applications, Creating servers and databases for functionality, Ensuring cross-platform optimization for mobile phones, Ensuring responsiveness of applications.
- Working alongside graphic designers for web design features, Seeing through a project from conception to finished product, Designing and developing APIs.
- Meeting both technical and consumer needs, Staying abreast of developments in web applications and programming languages.

We congratulate you on your appointment and wish you a long career with us.

We assure you have a great journey and get our full support for your professional growth and development.

Sincerely,

HR Manager  
Caagnota Info Pvt. Ltd.  
Gachibowli, Hyderabad-500032

Sharath Kumar Talari  
Manager- HR Operations  
Caagnota Info Pvt. Ltd.  
E-Mail: hr@caagnotainfo.com





## Company Policies and other terms and conditions:

- a) You shall be on probation for Three (3) months. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During probationary period, your employment can be terminated by either side by giving one month's notice or one month's gross pay in lieu of notice.
- b) Statutory deductions, if any, will be made from your salary as per the prevailing law of the country. However, for your income tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each financial year.
- c) You will be entitled for 9 days medical leave per annum. Your request for medical leave should be duly supported with a medical certificate signed by registered medical practitioner. In addition to this, you will be entitled to earned leave at the rate of 21 working days per annum after completion of one year. You may avail leave earned with the prior information/permission and approval of senior management.
- d) Your appointment shall be subject to your being declared physically fit. Even thereafter, in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be nominated by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated.
- e) You shall have to carry out such duties as are assigned to you and during such hours including split duty hours as may be directed by Senior Management and your superiors from time to time which in the event of your refusal will amount to gross misconduct.
- f) During your employment with us' you shall not work anywhere else directly or indirectly Part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.
- g) The written notice of termination of this contract of employment will be two (2) months by either party or two months gross salary in lieu of notice period" In case you leave your employment without giving requisite notice, no relieving order will be issued and settlement of dues will be at the discretion of the Management.

Please sign the duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

Accepted the above terms and conditions.

Name:

Signature:





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Date: June 14<sup>th</sup>, 2021

EMP ID: CIPL00316

NAME: SUNKARA VISHNU VARDHAN

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. SUNKARA VISHNU VARDHAN** has been working full time as a “**Jr. Full Stack Developer**” with our organization Caagnota Info Pvt. Ltd. from **June 15<sup>th</sup>, 2020** to **till date**.

Job Responsibilities & Duties as a Full includes:

- Developing front end website architecture, Designing user interactions on web pages, Developing back-end website applications, Creating servers and databases for functionality, Ensuring cross-platform optimization for mobile phones, Ensuring responsiveness of applications.
- Working alongside graphic designers for web design features, Seeing through a project from conception to finished product, Designing and developing APIs.
- Meeting both technical and consumer needs, Staying abreast of developments in web applications and programming languages.

During the Job tenure his responsibilities & services have been impressive. He is a professionally confident, hard-working and a dedicated employee. He has the motivation to take initiative tasks and we are gratified that he had been helpful in the advancement of our organization.

All of our staff members are pleased with him and feels comfortable in teaming and coordinating with him for the realization of organizational goals and objectives. His conduct during the job tenure is good & resourceful. He can adopt and work under any given environment.

Best Regards,

Sincerely,

HR Manager

Caagnota Info Pvt. Ltd.

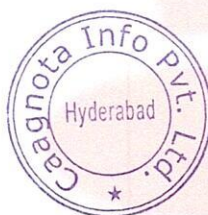
Gachibowli, Hyderabad-500032

Sharath Kumar Talari

Manager- HR Operations

Caagnota Info Pvt. Ltd.

E-Mail: hr@caagnotainfo.com







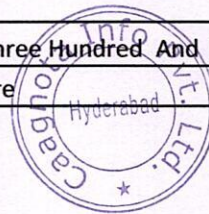
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### Payslip for the Month of May 2021

Employee ID	CIPL00316	Name	SUNKARA VISHNU VARDHAN
Department	IT	Designation	FULL STACK DEVELOPER
		Location	HYDERABAD
EARNINGS	Amount in INR	DEDUCTIONS	Amount in INR
Basic Salary	11800.00	PROFESSIONAL TAX	150.00
House Rent Allowance	3200.00	FOOD COUPONS	N/A
Conveyance Allowance	1200.00	OTHER DEDUCTIONS	N/A
Medical Allowance	800.00		
City Compensatory Allowance	500.00		
Special Allowance	1000.00		
TOTAL	18500.00	TOTAL	150.00
NET PAY SALARY	18350.00		
Net Salary Payable: Rs. 18350.00 (Rupees Eighteen Thousand Three Hundred And Fifty Only)			
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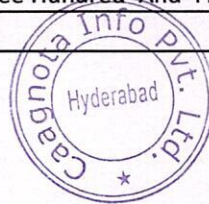
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### Payslip for the Month of April 2021

Employee ID	CIPL00316	Name	SUNKARA VISHNU VARDHAN
Department	IT	Designation	FULL STACK DEVELOPER
		Location	HYDERABAD
EARNINGS	Amount in INR	DEDUCTIONS	Amount in INR
Basic Salary	11800.00	PROFESSIONAL TAX	150.00
House Rent Allowance	3200.00	FOOD COUPONS	N/A
Conveyance Allowance	1200.00	OTHER DEDUCTIONS	N/A
Medical Allowance	800.00		
City Compensatory Allowance	500.00		
Special Allowance	1000.00		
TOTAL	18500.00	TOTAL	150.00
NET PAY SALARY	18350.00		
Net Salary Payable: Rs. 18350.00 (Rupees Eighteen Thousand Three Hundred And Fifty Only)			
This is computer generated pay slip doesn't require any signature			







## Caagnota Info Pvt. Ltd.

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### Payslip for the Month of March 2021

Employee ID	CIPL00316	Name	SUNKARA VISHNU VARDHAN
Department	IT	Designation	FULL STACK DEVELOPER
		Location	HYDERABAD
EARNINGS	Amount in INR	DEDUCTIONS	Amount in INR
Basic Salary	11800.00	PROFESSIONAL TAX	150.00
House Rent Allowance	3200.00	FOOD COUPONS	N/A
Conveyance Allowance	1200.00	OTHER DEDUCTIONS	N/A
Medical Allowance	800.00		
City Compensatory Allowance	500.00		
Special Allowance	1000.00		
TOTAL	18500.00	TOTAL	150.00
NET PAY SALARY	18350.00		

Net Salary Payable: Rs. 18350.00 (Rupees Eighteen Thousand Three Hundred And Fifty Only)

This is computer generated pay slip doesn't require any signature

