

May 08, 2020

Narayanareddy Gari Revanth Reddy
3-189, Reddyvari Palem, Tadipatri, Ananthapur,
Andhra Pradesh - 515411

LETTER OF APPOINTMENT

Position: Associate

We warmly welcome you to Team Envision Infotec and wish you a great success at all times ahead. This letter of appointment outlines the terms and conditions of your service.

1. Responsibility / Position:

You are appointed as **Associate** at our Chennai Office. You will be on probation for a period of **six months**. On completion of the probation period, your employment will be confirmed based on your performance.

Your roles and responsibilities will be defined by the respective Department Head. Please note that employment as per this appointment letter is subject to satisfactory references and to you being medically fit.

You will work as directed by the Management of Envision Infotec and discharge your duties with utmost sincerity and efficiency. Your responsibility includes, assisting Envision Infotec in its work including at its other offices. You will also be required to accept, execute and finalize the professional work under the guidance of the management.

2. Effective Date:

Your appointment is effective from **December 08, 2020**.

3. Remuneration:

Your Annual Cost to the Company (CTC) will be **Rs. 3,20,000/- (Rupees Three Lakhs Twenty Thousand Only)**. Details of your salary are provided in **Annexure 1**.

All payments will be made in accordance with Envision Infotec standard payroll procedures. Please note that as per company policy, information about your compensation is confidential and should not be disclosed to any other Envision Infotec employee.

Annexure -1 Salary Details

Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Salary	10667	128000
House Rent Allowance	5333	64000
Conveyance	800	9600
Medical Allowance	1250	15000
City Compensation Allowance	1387	16640
Special Allowance	7230	86760
Gross Cost To Company	26667	320000

Other Benefits
<ul style="list-style-type: none"> Hospitalization Insurance for self & Dependents (Options to include Parents with Premium payable) Provision of Food and Beverages
Deductions
<ul style="list-style-type: none"> Income Tax – As per applicable IT rules

On Confirmation, your performance will be reviewed on yearly basis.

In order to review your work, you will maintain a record in the specified format for the Management of Envision Infotec.

4. Leave Eligibility:

You are entitled to 5 days of Casual Leaves (CL) and 15 days of Earned Leaves (EL). Encashment of earned leaves shall be a maximum of 15 days per year on every December on confirmation of employment. You have to obtain prior approval for taking leaves. The list of holidays will be notified at the beginning of every calendar year. Any leave in excess of the leaves mentioned will be considered as loss of pay.

You will ensure that the office work does not suffer or delay on account of any unreasonable cause. You will be punctual to work and sincerely work for not less than eight hours a day from Monday to Friday. Any shortfall will be factored in the attendance.

ENVISION INFOTEC PRIVATE LIMITED

1/694, Valaiyapathi Salai, Block 5, Mogappair East, Chennai, Tamil Nadu-600037

Email: info@envisiongp.com | Web: envisiongp.com | Ph: (044) 71646177

5. Notice Period:

During your first six months, your employment with us is terminable on performance or disciplinary basis with a notice of one month or one-month salary in lieu of notice. After six months, your employment with us is terminable on performance or disciplinary basis with one month notice period or one month salary in lieu of notice.

Right to exercise option to accept Notice Pay in lieu of Notice Period shall be a prerogative and will be at the discretion of the management influenced by business circumstances.

6. Secrecy:

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your knowledge as an employee of the Company. You will be required to sign a Proprietary Information and Inventions agreement on joining.

7. Conflict of Interest:

Your position with the Company calls for full time employment and you will devote yourselves exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without prior written permission from the company.

8. Transfer:

Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, India or abroad, establishment, factory or branch of the company/ Group or customer location. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment without any financial loss

9. Background Check Post Separation:

After separation from Envision Infotec, your employment records are saved for the future verification purpose. Your new employer/appointed vendors seeking for employment verification can send an e mail request to help @envision infotech along with copy of your relieving letter. The email will be reverted in a matter of three working days.

10 Alternative Employment:

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

11 General:

The above terms and conditions are based on company policies and other rules currently applicable in India as well as Overseas and are subject to amendments and clauses from time to time. You will also abide by all other rules and regulations of the company as shall be in force.

In all service matters, including those not specifically covered here, such as Travelling, Leave, Retirement, etc., you will be governed by the rules of the company framed from time to time. Envision Infotec has the power to modify, alter, and delete any of the above conditions in the interest of the work.

Please sign and return a copy of the acceptance letter confirming the terms and conditions in this appointment letter. This offer will expire 4 days from the date of this letter. You are required to submit the proof of documents mentioned in the Annexure 2 on the date of joining.

We look forward to welcoming you on board. We wish you a successful, pleasant and lasting association as a member of Team Envision Infotec

For **Envision Infotec Private Limited**



Mirunalini Mothilar
Head of Human Resources



**Agreed and Accepted by
the Employee**

Narayanareddy Gari Revanth Reddy

Annexure 2

Requirements during Joining

Joining Time: On the day of joining, please make it convenient to report at 09.45 AM

Documents Required: You are requested to bring the following original certificates along with one photocopy (A4 size) each. Kindly ensure that these are all in place at the time of joining.

1. Appointment letter from Envision Infotec
2. Degree / Provisional / Course completion certificate of all College / University qualifications
3. Mark sheets of all College / University qualifications (all semesters / years)
4. Certificates & Mark sheets of Standards 12 and 10
5. Four passport size & ONE stamp size photograph (with name behind each photograph)
6. PAN Card (if you don't have a pan card, kindly apply immediately after joining for taxation purpose) – 3 Copies
7. AADHAAR Card (if you don't have a Aadhar card, kindly apply immediately after joining for Opening of Bank Account and Provident Fund Account) - 3 Copies
8. Passport (if you don't have a passport, kindly apply for one immediately, since it would be to your advantage to have one at the time of joining) - 3 Copies
9. Identity Proof (if Passport is available, this will serve as identity proof) - 3 Copies
10. Address Proof (if Passport is available and the address in it is where you are residing, this will serve as address proof) - 3 Copies
11. Relieving and Experience letter from all the previous employment

Change in Joining Date: If there is a change in the date of your Joining from the date mentioned in your appointment letter, you are required to inform us in writing of the same. If the revised joining date is accepted, you will receive a confirmation of this acceptance in writing, which you are required to produce at the time of joining.