

Employment Offer Letter

01-June-2023

Mr. Dittakavi Hari Naga Surya Sai Ganesh,
S/O: Venteswara Dittakavi,
23-07-20 bhanu apartment near TTD, Kakinda, 533001
Phone: (+91) 87121-20481

Dear Ganesh,

Multiplier Solutions, a company with registered office at Hyderabad, Telangana, is pleased to offer you a job as **Software Developer Executive**. We trust that your hard work and our environment will help you to be among our most valuable team members.

Once you accept this job offer, per company policy you'll be eligible to receive the following beginning from your joining date.

1. **Nature of Work:** The Company is engaged in providing end to end marketing solutions to hospitals, doctors and healthcare companies. Your role as **Software Developer Executive** will include all activities that can help our customers grow, develop their brand, provide better customer service and other activities that benefit our customers.

Salary: From 01-June-2023, the associate will be paid a gross starting salary of 4,80,600/- (Indian Rupees Four Lakhs eighty thousand six hundred only) subject to taxes as applicable. For the first Twelve months from 01-June-2023 till 31-May-2024. The monthly payments of Rs. 38,600 which includes a performance based monthly bonus of Rs.10,000 subject to taxes will be paid by the company.

This gross amount also includes:

Performance Based Retention Bonus of INR 15,000 which will be paid after completion of eighteen months of service with the company on 31-May-2024. These eighteen months of service period does not include internship duration or notice period duration in case the associate plans to leave the organization due to any reason.

Performance Based Monthly: Please refer to the following terms and conditions for the discretionary; performance based monthly bonus payout of Rs. 10,000 per month.

The following terms and conditions are applicable for availing the above performance based discretionary bonus.



KRA	<ol style="list-style-type: none"> 1. Software Development: Successfully designing, developing, and maintaining software applications or systems. 2. Technical Expertise: Continuously improving skills and staying updated with the latest technologies and programming languages. 3. Problem-solving: Demonstrating the ability to analyze complex problems and develop effective solutions. 4. Project Management: Contributing to project planning, estimating tasks, and effectively managing workload to meet project goals. 5. Process Improvement: Identifying opportunities to enhance development processes, tools, or methodologies for increased efficiency. 6. Continuous Learning: Actively seeking professional development opportunities and applying acquired knowledge to improve performance.
KPI	<ol style="list-style-type: none"> 1. Product Requirement: Responsible to ensure product requirements are regularly delivered for all key. 2. Code Quality: Meeting established coding standards and producing high-quality, maintainable code. Ensure all the deployments are successful and that the product bugs are tested and deployed within the client deadlines. 3. Timeliness: Delivering software projects or features within the agreed-upon timelines. 4. Bug Resolution: Ensure no major technical bugs in the product deployment which cause financial loss or IPR loss to the company. 5. Productivity: Demonstrating efficient use of time and resources to maximize output. 6. Collaboration: Actively participating in team discussions, sharing knowledge, and contributing to a positive work environment. 7. Customer Satisfaction: Ensuring that software solutions meet or exceed customer expectations 8. Ensure to take up daily scrum meetings with the development team to sync up on important deliverable for the day. 9. Ensure that the team is reviewed, monitored, and trained on latest technology.

You will need to ensure the following

1. The bonus is not applicable if the employment is terminated by the company due to any reason as outlined in the company policies shared with the employee at the time of joining and revised periodically.
2. The bonus is not applicable if there is client / project loss due to performance issues.
3. The bonus will not be applicable if any warning is issued by the management or HR on disciplinary grounds such as misrepresentation of client meetings or regular late attendance, for failure to adhere to company policies, confidentiality breach including free lancing of any kind etc.
4. Any delay in project deadlines for top priority clients will impact, reduce or cancel the release of the monthly bonus.
5. The monthly bonus will not be payable during internship duration or notice period duration in case the associate plans to leave the organisation due to any reason.

2. Payment Terms: The monthly salary payments will be made by the company on or before 15th of the subsequent month. This implies your dues for working in January will be paid on or before February 15th, 2023. Your salary will be subject to tax rules of state and the country, so please do **Appropriate tax planning to minimise your taxes.** If you join on or after the 15th of the month your salary for the initial days will be clubbed with the subsequent month's salary and paid at the end of the subsequent month.

2. **Performance Bonuses:** In addition to your salary, you may from time to time be offered an additional Performance bonus plan allowing you to earn an additional amount in addition to your salary. Bonus components are discretionary depending on your role and performance and the company does not have any obligation to offer you any bonuses if they so decide.



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3. **Probation Period:** Since the company will invest in your training as well as commit to customers based on your stated availability, you agree to working with the company for a minimum duration which is till **31-May-2023**
- Given that this is a period of high learning; you are discouraged from taking leaves in the probation period of your service for any reason. Any leave taken during this time (excluding national holidays and company holidays) will be deducted proportionately from your salary- irrespective of reason for leave.
 - Your performance will be reviewed weekly and should we find that your performance, your discipline or ability does not meet our requirements we reserve the right to discontinue your Employment within two weeks' notice.
 - If an employee is terminated within the probation period, the company has discretionary right to withhold minimum 1 month of salary pay out to the employee in lieu of the training and development costs incurred by the company

4. Timing: Please plan such that you reach the office by 9:30 am and be available for work till 7:30pm, six days a week: These timings are flexible and can be changed to US or UK timings based on company and client requirements. There is no additional shift allowance for working any other shifts except India shift. Repeated late coming will force us to take disciplinary action.

- Every month usually the last Saturday is a monthly off. In case of any client deliverables, this can be interchanged with any other day of the month. A prior notice to associates will be circulated in that case.
5. **Other benefits:** In addition to your salary you will have the following benefits: Twenty days of leaves per year (including sick leave, national holidays, vacation leave and all other types of leave). Out of 20 holidays, 10 will be common company holidays for all associates. Remaining 10 can be taken on an individual basis after prior notification and approval from management in accordance with leave policy. If an associate has not availed the 10 leaves he/she is entitled to through the year, the leaves are eligible for encashment at the completion of one year of his services with the company.

6. Confidentiality Agreement: Given the confidential nature of work, by accepting this offer you agree to keep all data and information confidential throughout your career.

This includes keeping confidential throughout your career all data or information that you are exposed to learn or by any means acquire during your tenure with our company.

- You also agree not to apply for or take up an employment offer (part time, consulting or full time) with any potential competitor or client of Multiplier Solutions or with any other employer working in the healthcare sector for a period of two years from your date of departure from the company. For example: This means that you cannot work with any hospital in Hyderabad or any company that has a product that services doctors or hospitals in any manner.
- You also agree to not take up an employment offer (part time, consulting or full time) with any competitor of a client as well as to not apply to any competitor of a client of Multiplier Solutions for a period of two years from your last working date with the company.
- Since this is a permanent position, you agree to not take up any freelancing projects, part-time engagements, short duration projects or consulting work with any other business entity irrespective of any reason without prior approval by the Multiplier Solutions management team. Any such engagement of a part-time or consulting or free-lance nature will be considered as a breach of the service agreement with the company. The associate will be expected to bear the due financial penalty for the service agreement in such a case and will be duly terminated under the termination clause of this offer letter.
- Any breach of any of the above confidentiality terms is a criminal offense and entitles the company to pursue legal and criminal action for damages and recovery of INR five lakhs or higher given that our customers rely on us for confidentiality.



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7. Intellectual Property: Any and all work done by you during the duration of your employment will be completely the intellectual property of Multiplier Solutions. This includes all ideas, concepts and work of all forms.

8. Service Agreement: In addition to the terms mentioned above, you agree to comply with terms of the service agreement with Multiplier Solutions and commit to continuing your service till **31-May-2024**.

9. Notice Period in case of Resignation:

Since the company will invest in your training as well as commit to customers based on your stated availability, you agree to working with the company for a minimum duration which is till **31-May-2024**. This doesn't include notice period.

- The associate can leave the company (for any reason or no reason) by **first providing a notice period of not less than twelve weeks** so as to allow the company to make alternative arrangements to serve the customer. This is applicable irrespective of whether the resignation is submitted within the bond duration period or after the bond duration period is over.
It is entirely the discretion of company management to allow partial buyout of the notice period of the associate based on committed projects and deliverables.
- In all such cases the buyout due amount will be at minimum of 3 months' gross salary paid to associate and maximum extent of damage to existing projects and financial loss to company in lieu of employee exit without serving the notice period.
- No work experience letter will be issued in case an employee leaves the organisation before completion of 6 months of service.

10. Termination of Service:

- Company reserves the right to discontinue your employment with one weeks' notice at any time due to any or no reason whatsoever.
- As an employee you are expected to ensure you maintain proper corporate conduct and discipline. The company can discontinue your employment without notice in case of inappropriate conduct, poor performance or indiscipline and any action that brings financial or social image loss to the company. The company can discontinue your employment without notice in case of:
- Inappropriate professional conduct in office with associates or management or b) Negative feedback from customers on work and performance (including not being responsive to customer requests, consistent poor feedback from customer on deadlines, quality of work etc.) or
- Indiscipline including insubordination (wilfully disobeying the management) or c) any action that brings financial or social image loss to the company including actions that result in loss of client by Multiplier.
- In all above cases where the associate is terminated due to inappropriate professional conduct, in subordination or on any action that brings financial or social image loss to the company (pts a, c or d) the associate would be held liable for wilful breach of service agreement with Multiplier Solutions and will have to pay the due penalty as per the service agreement terms.
- Work experience letter issuance in case an employee is terminated by the organisation before completion of 6 months of service will be at the discretion of the senior management.
- In case of termination on performance grounds (pt b) the company has the right to withhold one month salary and any incentive pay-outs to the associate, in addition to taking legal or other action against the associate wherever required. The decision of the management in such cases will be final and will be taken taking all factors into consideration.

We at Multiplier Solutions look forward to welcoming you aboard.

Sincerely, I accept the offer and terms of offer,

Saumya Prakash
MBA (SP Jain, Mumbai), B. Tech (BITS Pilani)
Director, Multiplier Solutions



Mr. Dittakavi Hari Naga Surya Sai Ganesh,
S/o: Software Developer Executive

Name	Mr. Dittakavi Hari Naga Surya Sai Ganesh
Designation	Software Developer Executive
DETAILED SALARY STRUCTURE SHEET	
(Amount in Rupees)	
Particulars	12 Months
Basic Salary	15,520
House Rent Allowance	6,208
Conveyance allowance	1,600
Medical reimbursement#	2,250
PF Employer's Share	1,800
Performance Based Monthly Bonus	10,000
Other Allowance	1,422
Gross Salary (Per Month)	38,800
Performance Based Retention Bonus	15,000
Total Cost to Company (CTC) Per Annum	4,80,600

- Allowances are taxable if respective bills were not submitted before January of every year.
- Bonuses are payable as per details in Offer letter.
- At time of inclusion of employees in provident fund or professional tax the total amount payable to provident fund (employee contribution and company contribution) will be adjusted from the different components of the gross salary.



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