

Date: 28th April 2023**SALARY REVISION LETTER**

Dear Rohith Daram,

EMP ID: 90352

We are happy to inform you that based on the performance evaluation by your Reporting Manager, and the relative performance, within the Company. We recognize your zeal, enthusiasm, and positive attitude to take up new challenges and responsibilities. We acknowledge and thank you for all your efforts that have reflected in strong performance for your Projects and InfoLOB at large.

In recognition of your performance, we are pleased to inform you that your Annual Salary has been revised to INR CTC 180000 per annum. Please find the details of your revised compensation in Annexure A. Your revised salary will be effective **1st April 2023**.

As we continue to differentiate individuals based on performance, it is important you work with your manager in continuously aligning your performance towards achieving your Goals.

Wish you the very best for the subsequent years ahead and look forward to continuing the mutually prosperous association. Keep up your exemplary performance!

Confidentiality: The content of your compensation is strictly confidential. Any discussion or disclosure of your compensation other than with your departmental head or HR will be considered as breach of agreement. Your compensation is unique to you only and not for comparison with other associates of the organization.

All the other terms and conditions remain unchanged. Wish you all the success!!

We are confident that you will continue to contribute your best efforts in these exciting & challenging times as InfoLOB India continues its journey. Please sign and return a copy of this letter addressed to the HR.

Regards

Rajkumar Sabbathi
Vice President Human Resources

ADDENDUM TO EMPLOYMENT AGREEMENT

This document is intended to be and shall be deemed an Addendum to the Employment Agreement, effective April 1, 2023. This Addendum sets forth additional terms of the Employment Agreement as follows:

This Agreement amends and modifies as follows that certain Employment Agreement (“**Employment Agreement**”) dated 12/14/2022, made and entered into by the parties hereto.

1. House Rental Allowance:

HRA is given to the extent of 40% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

2. InfoLOB Benefit Plan (IBP):

InfoLOB Benefits Plan (IBP) is basket of various allowances/ expenses considered for Income Tax exemption. These components are eligible for exemptions as per the prescribed Income Tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt. Under this IBP, you are eligible to claim expenses for Income Tax exemption in respect of LTA, HRA, Telephone Rentals (rentals towards land line/mobile phone, internet, broadband, GPRS rentals), Non-transferable Meals card and Educational Allowance. Upto a certain limit, these expenses are non-taxable subject to submission of proof as may be prescribed. However, for components like HRA, perquisite value/exemptions will be calculated as per the Income Tax rules applicable and will be subjected to tax accordingly.

Following are your IBP Entitlements:

A. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of InfoLOB. For details on Income Tax exemption please refer to policies on joining. The LTA is considered at 10% of the basic salary.

B. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs.24,000 per annum under IBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

C. Non-transferable Meals card:

An amount of INR. 2,200 per month towards purchase of Non-Transferable Meals card is eligible for IT exemption under IBP.

D. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under IBP.

E. National Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under IBP. This will be over and above Sec 80C investments.

Terms and Conditions:

RESPONSIBILITIES

- In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics (Policies') as they form an integral part of the terms of your employment with Infolob. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

GENERAL

- This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.
- Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.
- You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

- These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- During the period of employment, you are required to comply with all InfoLOB policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. SEPARATION & NOTICE PERIOD:

- Your employment with the Company shall be terminable, without reason, by either party giving one-month notice during the probationary period and two months' notice on confirmation. The Company reserves the right to pay or recover your salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. The notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.
- On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.
- By selecting "Submit" on the offer form I hereby expressly confirm that I have read, understood and agree to accept the employment on the terms and conditions herein.

4. Place of Work:

Your job location will be **Location** and subjected change as per business requirement.

5. Working Days & Hours

General working days are 5 days a week starting from Monday to Friday. You will abide by the working hours, weekly offs and paid holidays of InfoLOB as per company policy, office or establishment where you are posted from time to time. If you are deployed at the client's place, your working days, timings and holidays will be applicable by our client policies which will be informed to you by the concerned Manager.

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working if required as per business needs. Your standard working hours will be from 9:30 AM to 6:30 PM IST.

6. Probation Period:

You will be on probation for a period of Six (6) months. During the period of your probation, your progress will be reviewed periodically, and the company has a right to terminate for performance / breach of contract without any notice.

7. Holidays & Leaves:

You are eligible to avail leaves as per the company norms. The provision of maternity benefit will be applicable as per the revised Maternity Act 2017. The Company observes 8 (eight) holidays and allows an employee 2(Two) optional holidays which (s) he can avail any day of the year for religious activities/social activities, as per the policy in force.

Employees can avail 24 (Twenty-Four) leaves for the year at their discretion. Leaves must be planned ahead and are to be communicated at least 2 weeks in advance to the reporting manager and the Client and seek the for the approval accordingly. All the leaves considered for the calendar of 12 months (i.e., from 01st of January till 31st of December).

8. Provident Fund and Gratuity:

You will be eligible for benefits towards Provident fund and Gratuity as prescribed under the provisions of the relevant Acts.

9. Health Insurance Plan:

You will be covered under the Group Health Insurance Scheme. The policy will also include Spouse and two dependent children. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

10. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also, liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

11. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease, and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

12. Conflict of Interest:

Your position is full-time employment, and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibilities to you from time to time depending on the business needs of the Company.

13. Confidentiality:

You are expected to maintain utmost secrecy in regard to affairs of Infolob and shall keep any information of Infolob, whether written or oral, confidential. Please note that the terms and conditions of your services with Infolob shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company, or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Infolob. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.

14. Continued Absence:

In the event of your continuous absence for a period of 5 working days or more, without formal permission from your manager for the same, you shall be deemed to have left or relinquished from employment at your own will. Such an act shall be deemed to be repudiation of the contract of employment by you and not as a termination of the employment by the company and accordingly, the company shall not be liable for any obligations under this letter or otherwise in relation to your employment thereafter.

15. Background verification:

Your employment with the company is subject to successful verification of all the information provided by you as a part of joining process. Notwithstanding anything to the contrary in this letter, in case of any discrepancy with respect to your background verification, the company reserves the right to delay the confirmation or end your employment forthwith.

16. Company Policies:

You will be expected to abide by every rule of law or relevant regulatory authority and by the company's rules and regulations, as updated from time to time, which will be deemed to be incorporated by reference and will form a part of this letter. In particular, you will be required to sign an acknowledgement that you have read, understand and agree to abide by the company policies, which will be provided to you at the time of joining. It is mandatory for you to keep yourself updated and familiar with the company policies, which may be changed from time to time without any notice.

17. Non-compete agreement:

On separation from Infolob Solutions you will not approach / work with any of the Infolob clients/ partners either as an individual or as part of another organization directly/ indirectly for a period of one year from date of relieving without written consent from Infolob. In case of violation, Infolob will have the option to pursue legal recourse.

18. Service Contract:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

19. Medical Fitness:


You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Infolob or its clients when assigned to work at their premises.

SALARY ANNEXURE

NAME	Rohith Daram	
EMP_ID	90352	
Components	Annual	Monthly
Cost to Company	180000	15000
Basic	90000	7500
HRA	36000	3000
LTA	0	0
PPA	0	0
Meal Card	0	0
Internet & Broadband	0	0
Gift Coupons	0	0
Other	54000	4500
Gross Pay	180000	15000
Employee PF	0	0
PT	0	0
TDS	0	0
Net Pay	180000	15000

Note:


- Company Contribution to Provident Fund is restricted @12% on the Maximum Salary of Rs.15000/- and employee
- Contribution to Provident Fund is restricted @12% on the Maximum Salary of Rs.15000/- is deducted from monthly gross earnings.
- Gratuity is subject to the rules as referred in the payment of Gratuity Act, 1972.
- Flexi Benefits Component provides tax saving benefits such as Mobile, Broadband, Gift Coupons, Leave Travel Allowance etc. If opted then, subsequent amount shall be deducted from gross earnings.
- Employee net salary is computed post deduction of employee PF contribution, P. Tax, Flexi Benefits, Income Tax.

Regards


Rajkumar Sabbathi
Vice President Human Resources
Infolob Solutions India Pvt Ltd.

Emp-Name: Rohith Daram

Date: 5/2/2023

(Employee signature)  27F790285F7446C...