

20 Oct 2021

Ref: IIS/HR/Appt/2021-22

Mr. Pidathala Harikrishna  
S/O Venkateswarlu 2-25 Thathayapalli Pamuru Mandalam  
Bukkapuram Bukkapuram Prakasam Andhra.

**Appointment Letter**

Dear Harikrishna,

We are pleased to appoint you as **"Datastage Developer"**, based at **INVENTECH INFO SOLUTIONS PRIVATE LIMITED**. Having its Registered Office at #296/D/2/56, 2nd Floor, 9th Main Road, 5th Block, Jayanagar, Bangalore – 560 011 (herein after referred to as INVENTECH or "the Company"), subject to your acceptance of the Terms and Conditions of Employment as follows at Bangalore. Your appointment will be effective from **20<sup>th</sup> Oct 2021**.

The terms and conditions of your employment will be as follows:

**1. Compensation:**

Your compensation will be **Rs. 9,00,000/- (Rupees Nine Lakhs Only)** per annum which is Cost to Company (CTC). And will be inclusive of salary and all benefits that you are entitled to, as per the policy of the Company. The details of this are provided in the Annexure 1.

**2. Provident Fund, Pension and ESIC Scheme:**

You will be required to become a member of the Provident Fund, Pension & EISC Scheme as and when the scheme is introduced as per the provisions of the Govt Acts.

**3. Probationary Period:**

Your probation is for 6 Months. Your confirmation on the rolls of the company or absorption on the rolls of the client payrolls will be purely on the client's interest and your performance, conduct and caliber at your services with the client and the requirements of your role. In case your performance is not satisfactory, the Company has the right to extend your probation/ terminate your employment at any time if found necessary, at the sole discretion of the Company.

#### **4. Salary Review and Promotions:**

You will be eligible for salary review/increments from time to time, the value of which will depend solely on your performance. Your performance will be reviewed by your supervisors on a regular basis as per the practice followed by the Company.

Promotions to higher grades/roles will depend primarily on your performance and potential, and also on the availability of grades/roles at senior level positions.

#### **5. Retirement:**

The retirement age is 60 years.

#### **6. Reference checks & Background Verifications:**

Your employment is subject to satisfactory verification of Reference Checks and Background Verifications to be conducted by the Company. The Company reserves the right to verify your identity, antecedents, criminal records (wherever deemed fit), previous employment/s, and education qualifications.

#### **7. a) Working Schedule & Leave:**

You will be required to observe the normal working hours of the location to which you are assigned at the client place. You would be entitled to one paid leave for each full month of your service based on formal approval from your reporting manager at your client place. Leaves cannot be encashed. You're not entitled for payment for absent if you don't have approval.

##### **b) Salary Procedure:**

The salary will be processed on the 7th workday of each month. However, if the 7th falls on the holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically. If the joining date is after 20th of the month, salary will be added to the consecutive month.

Salary will be disbursed on receipt of your PAN card number along with copy of the same.

##### **c) Time Sheet:**

You shall send a hard copy/soft copy of the time sheets duly approved and signed by your supervisor one business day in advance for processing salary every month to the following address or by E-mail to us on **hr@inventechinfo.com**

Inventech Info Solution Pvt Ltd  
#296/D/2/56, 2nd Floor, 9th Main, 5th Block  
Jayanagar, Bangalore – 560 011  
PH: +91 80 2653 5959

**\*\*Delay in receiving the approved time sheets will result in a delay in payment of your salary.**

## **8. a) Notice Period & Termination of Employment.**

The Company may terminate your services with or without cause under the following condition:

With Cause: The Company may, immediately and without notice, terminate our services with "cause". The term "Cause" shall as used in this Document, mean.

- 1.) The commission of a crime involving moral turpitude, theft, fraud or deceit.
- 2.) Conduct that has an adverse effect on the Company reputation.
- 3.) Substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE.
- 4.) Gross negligence or deliberate misconduct.
- 5.) Any material breach of terms and conditions specified in this letter.
- 6.) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior office.
- 7.) Providing any false information to the Company.

**In all these cases, Salary and Relieving Papers will not be provided.**

### **b) Without Cause:**

In the event that the employment is terminated without cause the EMPLOYEE will be provided with 30 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 15days, calculated on the salary.

### **c) Termination by Employee:**

If you wish to leave the services of the company, a clear written notice of 30 days (1 month) must be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to given required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

## **9. Confidentiality of Information:**

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you are bound to observe absolute secrecy, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including without limitation, relating to the business, the employees, customers, clients, financial information, business dealings, affairs and strategies of the Company or its subsidiaries, affiliated, associated and related individuals, companies, institutions, organizations etc, insofar as this is not in contravention of any statutory regulation or court order. All Information, documents and materials developed/conceived by you singly or jointly with other employees/contract staff or received by the Company from third parties, shall be deemed to be Confidential Information within the meaning of this paragraph.

#### **10. Sexual Harassment:**

The Company disapproves of sexual harassment, which includes such unwelcome sexual determined behaviour, whether directly or by implications. Indulging in sexual harassment is misconduct under the provisions of the Code of Conduct and Discipline rules.

#### **11. Protection of Interest:**

During the course of your employment, all intellectual properties rights in, India and abroad, for the full term of such rights, in any “work” (as defined under the Copyright Act, 1957 and as amended from time to time), if you have conceived any new or advanced methods of improving business, processes, systems in relation to the business or operations of the Company, such development will be fully communicated to the Company and will be and remain the sole right/property of the Company.

You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.

#### **12. Compliance with Policies, Rules & Regulations**

The terms and conditions of Appointment including those mentioned above are subjected to and will be governed by the rules, regulations and policies as applicable to you from time to time.

This Appointment letter shall be governed and construed in accordance with the laws of India.

#### **13. Jurisdiction & Grievance redressed:**

In the event of any dispute between the parties hereto regarding or arising out of this employment, the Courts in Bangalore, Karnataka, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.

In case any dispute arises relating to this employment or any of the terms contained herein, the dispute shall be referred to arbitration by a sole arbitrator to be nominated by the Company. The provisions of the Arbitration Act 1996 shall apply to the arbitration proceedings. The venue of arbitration shall be Bangalore.

Please sign and return a copy of this Appoint Letter in token of your acceptance of the above terms and conditions. If you require any additional information or clarification regarding the same please feel free to contact us.

Yours Sincerely,

**For InvenTech Info Solutions Pvt Ltd.,**



**B.G.Jagadish**

**Manager-HR**

### **Acceptance of Employee**

I have read and understood the terms and conditions of the above appointment letter and I unconditionally accept and agree to abide by the same without any reservations whatsoever.

I also understand that the Company policies are subject to change from time to time at the sole discretion of the Company.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Annexure**

<b><u>Compensation Sheet</u></b>		
<b>900000</b>		
<b><i>Employer particulars</i></b>		
<b><i>Heads</i></b>	<b><i>Rs. Per Month</i></b>	<b><i>Rs. Per Annum</i></b>
<b><i>Employer PF</i></b>	1,800	21,600
<b><i>Employer ESI</i></b>		-
<b><i>Employee Particulars</i></b>	<b><i>Rs. Per Month</i></b>	<b><i>Rs. Per Annum</i></b>
Basic	30,000	3,60,000
HRA	12,000	1,44,000
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Variable Allowance	28,350	3,40,200
<b>Sub Total Gross</b>	<b>73,200</b>	<b>8,78,400</b>
<b>Cost to Company</b>	<b>75,000</b>	<b>9,00,000</b>
Less:		
Employee Provident Fund	1800	21,600
Employee ESI	0	-
Gratuity	1443	17,316
Prof Tax	200	2,400
Medical Insurance	0	-
<b>Sub Total of deductions</b>	<b>3443</b>	<b>41,316</b>
<b>Take Home</b>	<b>69,757</b>	<b>8,37,084</b>

Prof Tax: 200

PF: Company and your contribution.

**TDS: Depends on your savings/tax declarations. Employee will be liable in term of declaring his tax deduction. No where the company is responsible to pay salary without tax.**

Medical: Max exemption is Rs 15k upon producing medical bills.

**Gratuity Payable after completion of 5 years of Tenure in the company**