

Date: 21-Dec-2016

Jagani Jagadeesh

**#5-134, Pedakomathi Street,
V. Madugula, Visakhapatnam,
Andhra Pradesh - 531 027**

Dear Jagani,

Congratulations and Welcome to Trianz.

Pursuant to your application and the discussions we had with you, we are very happy to offer you a position at Trianz Holdings Pvt. Ltd., hereafter referred to as Trianz.

You will be designated as **Senior Software Engineer (Grade-2)**. Your Total Compensation Package will be **Rs. 10,20,000.00/-** per annum. The details of your compensation and benefits are given in Annexure – I.

The offer will be valid till **26-Dec-2016**. Should you not join us on **26-Dec-2016** or before, this offer letter becomes invalid and will stand automatically withdrawn by Trianz, unless extended in writing.

This offer of appointment with Trianz is subject to satisfactory reference checks and background verification.

Your Initial work location will be at **Hyderabad** However, your services are transferable to any other place or office of the company or to any subsidiary or associate company. Such transfer/deputation will be in accordance with the company's rules.

You will be on probation for a period of six (6) months; on the satisfactory completion of which, you will be confirmed on the rolls of the organization. In case your performance is found to be unsatisfactory the probation may be extended or your services may be terminated, at the sole discretion of the Company.

We expect that you will not engage in or do any other business or render any professional services on a full time or part time basis during the course of your employment with us.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or others either during your employment or after, any information related to the company, its employees or associates. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation of the company and its associates.

Please return the signed duplicate of this letter mentioning the date of joining as a token of acceptance of the offer cum appointment letter.

We expect you will strictly follow all the information security policies and procedure of Trianz. On the date of Joining you will be signing the forms of Information security Code of conduct, NDA and Conflict of interest as an acceptance of them.

TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions governing the employment are detailed below:

1. Probation:

Your probation will be for a period of six (6) months at the end of which, based on your performance, Trianz, may confirm your employment. If your performance is found to be unsatisfactory, Trianz may either extend your probation or terminate your employment at its sole discretion.

2. Leave:

You will be eligible for 18 days of Earned Leave per annum, which will be credited to you monthly on a pro-rata basis from the date of joining. Apart from earned leave you are also eligible for 6 days of Contingency cum Sick leave per annum. While we encourage you to avail of this facility, we urge you to plan your leave with your superiors and team members such that work does not suffer in your absence.

3. Transfer and Deputation:

The company, at any time of the employment, reserves its right to transfer you to functions, departments, offices or operations of both Trianz and any client site, in any part of the world.

4. Working Hours:

Regular work hours are between 9.00 a.m. and 6.00 p.m., however this may be changed based on the work allocated. Employees would be required to work on a shift basis, during non-regular work hours, based on the work allocation and the job requirement.

5. Employee Relations:

Trianz believes in being a fair and transparent Employer. If there are any issues or queries, relating to working conditions, we urge you to have a discussion with your Supervisor or HR department. Kindly ensure that the discussion and the result of the discussions are confidential.

6. Equal Opportunity Employer:

Trianz enters into employment contracts on the basis of the applicants merit, qualifications and ability. We do not discriminate employment opportunities on the basis of race, color, creed, gender, religion, marital status, age, national origin, physical or mental disability, medical condition, sexual orientation, or any other consideration.

7. Confidentiality and Intellectual Property:

As part of employment condition, you are obligated not to divulge or disclose to any outsider or others either during your employment or thereafter, any information related to research papers, notes, templates or models that are created and used at Trianz. Any breach of this clause would lead to strict legal action.

Your employment with Trianz is a whole-time employment and is "work for hire". Accordingly all copyrights and inventions that are created or arise during your employment with Trianz are the sole intellectual property of Trianz or its Clients, as the case may be.

8. Conflict of Interest:

Your employment with Trianz overrides all other occupational/consulting interests you may have. You are expected to obtain a written approval from the Chief Executive Officer of Trianz before you embark on any assignments outside Trianz.

9. Rules and Policies:

During the course of employment, at all times, you are required to abide by the rules and policies of Trianz. The rules and policies of the Company are available at the Company's Intranet and it is obligatory for every employee to read, understand and follow the same. No employment manual can anticipate every circumstance or question about policy. Trianz reserves the right to revise, supplement, or rescind any policies or portions of the Trianz Employment Manual from time to time as it deems appropriate, in its sole and absolute discretion.

10. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Trianz has a business relationship any gift or favor other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favor. This is viewed very seriously as an abuse of trust placed by Trianz in the employee and would attract severe penal action from the Company.

11. Safety to Self and Company Equipment:

Trianz expects you to follow all the safety norms for protecting self and company equipment. If you ignore these norms, the company has the right to initiate disciplinary action against you, commensurate to the misconduct.

12. Change of Personal Information:

In the event there is change in status, like advancement of educational qualification, residential address, marital status, or nominees for insurance and provident fund, it is imperative that you inform your Human Resources representative appropriately.

13. Notice Period:

Company and the employee have a right to terminate the contract of employment with 60 days' notice, without assigning any reasons thereof.

Employees are required to serve a minimum notice period of 60 days on resignation from the services of the Company. Notice period shall commence from the date of resignation. Trianz, may at its absolute discretion, either reduce this notice period or, permit the employee to compensate Trianz to the extent of the notice period or the reduce the notice period, as the case may be, computed at the prevailing salary of the employee.

14. Harassment:

Trianz is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, and sexual orientation will amount to violation of the Company policy and would attract strict disciplinary action from the company, including termination of services of the employee.

15. Use of Internet and E-mail:

Trianz encourages you to use e-mail and Internet for education and effectiveness on job. However, these facilities should not be miss-used for sending/receiving off-color Information that is either sexually explicit or is against any race, sex or nationality. Such acts will result in disciplinary action.

16. Culture and Values:

Trianz believes in teamwork, open communication, trust and drive

Trianz believes in fair dealing and ethical conduct with all its stake holders and expect the same in return from all our employees, in their dealings with other employees, as well as with the external world of customers and other agencies. Trianz will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

17. Jurisdiction

The employment shall be governed for all purposes by the Laws of India and will be subject to Bangalore jurisdiction. In the event of any dispute between the company and the employee it shall first be resolved mutually between the Company and the employee, failing which the dispute shall be resolved by binding arbitration by a single arbitrator appointed by the Company. Arbitration shall be in accordance with the provisions of the Arbitration and Conciliation Act of 1996. The venue for arbitration shall be Bangalore and the decision of the arbitrator shall be final and binding.

For Trianz Holdings Pvt Ltd



Prasad Prabhakar.
Director - Human Resources

I have gone through the Offer letter and the Terms & Conditions. I accept the same,


Candidate Name: Jagani Jagadeesh

Signature:

Date:

ANNEXURE-I

DETAILS OF THE OFFER

Employee Name	Mr. Jagani Jagadeesh	
Date of Joining	26-Dec-2016	
Designation Level	Grade-2	
Designation	Senior Software Engineer	
Salary Component (Amt in Rs.)	Monthly	Annual
Basic	25,500.00	3,06,000.00
House Rent Allowance	10,200.00	1,22,400.00
Ex-Gratia/Bonus	1,000.00	12,000.00
Special Allowance	43,965.00	5,27,580.00
Total Fixed Component	80,665.00	9,67,980.00
Gratuity (5% of Basic)	1,275.00	15,300.00
Employer PF Contribution *	3,060.00	36,720.00
Cost To Company (Fixed + Retirals)	85,000.00	10,20,000.00
 Prasad Prabhakar. Director - Human Resources		

Benefits:

- Ex-Gratia/Bonus:** It is an employer initiated voluntary payment offered as a mark of goodwill. The above specified Ex-Gratia amount is defined as per the company standards and is a fixed and taxable component compensated on monthly basis. If the employee is covered under Payment of Bonus Act, this component will be 'Bonus' otherwise it will be 'Ex-Gratia'.
- Employer PF Contribution:** Employer PF contribution is over and above employee's self-contribution towards PF.
- Medical Insurance Benefit:** Medical Insurance benefits are company sponsored expenses towards employee group medical cover. You are covered under the Medical Insurance coverage scheme for Self, Spouse, 2 Children (1+3 dependents) for up to Rs.200000 per annum. Premium for this will be paid by the company. You have the option of availing Trianz negotiated rates to cover your parents under a separate Insurance plan up to Rs.100000 per annum. The premium for parental insurance need to be paid by employee. In addition, employees are also covered under a free Personal Accidental and Group Term Life coverage sponsored by the company
- Compensation paid to employees is subject to statutory deductions as applicable in India. Such deductions mainly consist of PF Employee Contribution and withholding taxes as applicable.

Additionally you will be eligible for the following benefits:

5. **Relocation Benefits:** As you are required to relocate from **Bangalore** to **Hyderabad**, the company offers relocation benefit in terms of reimbursement of travel cost for self and dependents; initial accommodation; reimbursement of cost of transportation of household goods subject to a limit as per the relocation policy. Should you cease to be in employment of the Company on your volition within 12 months from the date of Joining; the entire amount (100%) paid as 'Relocation Benefits' would be recovered from the final settlement.
6. **Flexible Benefits Pay:** We are offering the employees, flexibility in structuring certain components within the overall fixed compensation. Broadly this consists of HRA, Conveyance, LTA, Medical Reimbursement, Car Maintenance etc. The eligibility is as laid out in the policy document, which may be referred to for further details.

ANNEXURE- II

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING.

You need to submit the following mandatory documents on the date of joining:

1. Original Marks sheets and a copy of all your Educational Certificates (starting from 10th Class to Highest Qualification) – Originals are required for physical verification & copies for our HR records.
2. Copy of ID AND Address Proof
3. Copy of Pan Card
4. Copy of Last 3 months' Pay Slip
5. Relieving/Resignation acceptance letter from your immediate previous employer
6. Experience letter/certificate from your immediate previous employer
7. Appointment/Offer Letter AND Relieving/Experience Letter from all the previous companies
8. Recent 6 Passport Size Photographs (Recent 1 Stamp Size Photograph)
9. Soft/Scan copies of all your credentials for processing Background Verification