

12 July 2014

REG:P957/BAVN/Technical

**Mr. Kumar Navarurh**

# A-1204, Hiranandani Complex,  
Sector - 7, Kharghar,  
Navi Mumbai - 410210.

Dear **Kumar Navarurh**,

**Letter of Appointment**

Based on your application and the subsequent discussions you had with us, we are pleased to offer you a position of "**Analyst Programmer**" in **Grade 8** at **Chennai** in Ramco Systems Limited ("Company"), with effect from **16 July 2014** subject to the following terms and conditions:

1. Your period of probation will be 12 months from your date of regularization.
2. You will be paid a Basic salary of **Rs. 8750/-** per month.
3. You will be paid a House Rent Allowance of **Rs. 4375/-** per month.
4. You will be paid a Conveyance Allowance of **Rs. 800/-** per month
5. You will be paid a Supplementary Allowance of **Rs. 11063/-** per month.
6. You will be paid a Medical Allowance of **Rs. 1250/-** per month. The details of the policy will be communicated on your date of joining.
7. You will be paid a Leave Travel Allowance of **Rs.1458/-** per month. The details of the policy will be communicated on your date of joining.
8. The company will contribute 12% of your Basic salary towards Provident Fund scheme.
9. You will be paid Gratuity at the rate of 15 days Basic salary for every completed year of service. You become eligible to claim Gratuity on completion of five years of continuous service.
10. The company will bear the full premium of covering you under the Personal Accident Insurance Scheme, for a sum of **Rs. 5 Lakhs/-**.
11. You and your family will be covered under Hospitalization Insurance Scheme for an amount of **Rs. 4 Lakhs/-**. The company will bear 50% of the premium for Employee / Spouse / 2 Children and you will have to bear 100% of the premium for your parents under the Hospitalization Insurance Scheme.

*Richa Bende*



**Ramco Systems Ltd.**

64, Sardar Patel Road, Taramani, Chennai 600 113, India  
Tel: +91 44 2235 4510 / 3090 4000, Fax: +91 44 2235 2884  
www.ramco.com CIN : L72300TN1997PLC037550

**Registered Office:** 47, P.S.K.Nagar, Rajapalayam 626 108, India



12. You are required to sign a Non - Disclosure agreement. This agreement is to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in course of your work.
13. Upon your joining the Company, you will undergo basic training for a period of 2 to 3 weeks, at the cost of the Company. In the event of your failure to successfully complete the said training, your services are liable to be terminated by the Company upon cessation of such training.
14. You will be confirmed on the rolls of the Company on completion of one year of your probation period, subject to your performance being found satisfactory. Otherwise the period of probation may be extended as deemed necessary.
15. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices anywhere in India or abroad, now existing or to be set up in the future and shall be bound to work. You and your surety shall sign a deputation agreement cum surety bond in the format given by the company when deputed abroad.
16. You shall keep strictly confidential, all information that may come to your knowledge in the course of your employment.
17. You may be asked to work in any department or section of the company by either the management or the chief of the department or section, in any capacity and you shall work accordingly.
18. You shall not, during the term of your employment with us and for a period of one year after termination of employment, either directly or indirectly and in any capacity viz., as a full/part time employee and/or as a consultant and/or as advisor and/or in any other capacity, work for any other similar ERP developers / implementers / maintenance providers.
19. (a) If you fail to complete the training successfully as stipulated in Clause 13 above, your services are liable to be terminated forthwith as stated in the said clause.  
  
(b) Without prejudice to clause 19 (a) above and clause 20 below, during the period of probation, your employment is terminable by either party by giving one-month (30 Days) notice. On completion of your probation period and on confirmation on the rolls of the Company, your employment is terminable by either party by giving 2 months (60 Days) notice. The Company reserves the right to pay or recover salary in lieu of notice period. However, the Company may at its discretion, relieve you from such date as it may deem fit, even before the expiry of the notice period, without compensating for the unexpired notice period and is not bound to give any reasons thereof
20. You will not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the company.

Rish Bunde





21. If any declaration/document given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be terminated forthwith from service without any notice.
22. As a prerequisite, your job involves business travel to client locations for durations based on the business needs of the Company. Please note that any unwillingness to travel after your acceptance of this condition may result in termination without assigning any reason thereof.
23. You will superannuate on attaining the age of 58 Years (Fifty Eight Years).
24. Your date of appointment is effective from the date of your joining.
25. This offer is valid subject to your Reference Check being satisfactory.
26. You will abide by the rules and regulations of the Company, and as amended from time to time.
27. This offer is valid till **17 July 2014**. At the time of joining, you have to submit four passport size photographs, photocopies of your educational certificates along with mark sheets from SSLC onwards, service(s) certificate, experience(s) certificate, relieving letter and a fitness certificate from a registered medical practitioner needs to be submitted on the date of joining.
28. Please find enclosed a copy of your compensation worksheet. The matters related to your remuneration are strictly personal between you and the Company and should be treated as such.
29. Please sign the duplicate copy of this letter and send it to us as a token of your acceptance.
30. All disputes / differences arising out of or in connection with your employment with the company and / or this letter of appointment shall be subject to the jurisdiction of the appropriate courts at Chennai only.

Wishing you a bright and Prosperous career in our organization

*Richa Pande*

**Richa Pande**  
**Vice President & Head – Human Resources**

I hereby accept & acknowledge receipt of this letter and will be joining on

Signature :

*Navarurh Kumar*

Name :

NAVARURH KUMAR

Date :

13<sup>th</sup> July 2014





**Compensation Work Sheet**

**Name** : Kumar Navarurh  
**Designation** : Analyst Programmer  
**Grade** : 8  
**Location** : Chennai

SI. #	Salary & Components	Salary in Rs. (p.m)
<b>A.</b>	<b>Salary &amp; Allowances(Monthly)</b>	
1	Basic	8750
2	House Rent Allowance	4375
3	Conveyance Allowance	800
4	Medical Allowance	1250
5	Leave Travel Allowance	1458
6	Supplementary Allowance	11063
	<b>TOTAL (A) per month</b>	<b>27696</b>
<b>B.</b>	<b>Retirals</b>	
1	P.F	1050
2	Gratuity	421
	<b>TOTAL (B) per month</b>	<b>1471</b>
	<b>GRAND TOTAL (A) + (B)</b>	<b>29167</b>

Apart from the fixed CTC indicated above, you will also be eligible for performance based Variable Pay of maximum **Rs. 1,00,000/- per annum** subject to you achieving your KPI (Key Performance Indicator).

R. J. Pande

