COLAN INFOTECH

13-September-2017

Mr. Gunasekaran Govindasamy
No: 20, Kollathur Main Road,
Karunthuvambadi(V),Kolakkaravadi(Post),
Thiruvannamalai(TK) - 606805.

Appointment

Dear Gunasekaran,

We have pleasure in appointing you as **"Software Engineer"** in our organization, effectively **13-September-2017** on the following terms and conditions:

1. **Placement & Compensation**
   You will be placed in the appropriate band / responsibility level of the Company, Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. **Salary revision**

   Your initial compensation package includes an annual salary of ***INR 2,88,000/- CTC P.A*** *(Annexure A)*. Your salary will be reviewed after completion of 1 Year. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. **Posting & Transfer**

   Your initial posting will be at **Chennai.** However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. **Probation:**
   That you will be on probation for a period of **six months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

5. **Full time employment**
   Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

6. **Leave**
You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The Company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

7. **Confidentiality**
You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

8. **Intellectual Property**
If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company. The company assets including Laptop, Batch, External drive if given to you should be used only for official purposes and due care has to be taken in maintaining. The same should be returned back safely to the HR as received by you as and when required by the organization.

9. **Responsibilities & Duties**
Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

10. **Past Records**
If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

11. **Retirement**
The retirement age is **58 years.** You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

12. **Termination of employment**
During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one months (30 days) notice or salary in lieu thereof.

Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

You will be governed by laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

COLAN INFOTECH Private limited
No. 177, Unit 201, Omega Wing,
2nd Floor, Block "B", RAHEJA TOWERS,
Anna Salai, Chennai - 600 002.
+91 -44-4201 7882, +91 -89398 77312
hr@colaninfotech.com
www.colaninfotech.com

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. You will also return all company property, which may be in your possession.

13. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,
For **COLAN INFOTECH (P) LTD,**

Sarfraz Ahamed
COO

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

13/9/17

(Signature and Date)

COLAN INFOTECH Private limited
No. 177, Unit 201, Omega Wing,
2nd Floor, Block "B", RAHEJA TOWERS,
Anna Salai, Chennai - 600 002
+91 -44-4201 7882, +91 -89398 77312
hr@colaninfotech.com
www.colaninfotech.com

COLAN INFOTECH

ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)

Name : **Mr. Gunasekaran Govindasamy**

Designation : **Software Engineer**

Date of Joining : **13-September-2017**

Break up of Cost to Company (In INR)		
Particulars	**Annual**	**Monthly**
Basic	115,200	9,600
HRA	57,600	4,800
Conveyance	9,600	800
Special Allowance	84,000	7,000
TOTAL (A)	**266,400**	**22,200**
Retrials (B)		
Employers Contribution to EPF	21,600	1,800
COST TO COMPANY (A+B)	**288,000**	**24,000**
GROSS	**266,400**	**22,200**
Provident Fund (Employee)	21,600	1,800
NET Pay*	**244,800**	**20,400**

a) Retirals

1. You will participate in the Company Provident Fund Scheme as applicable to your category of employees

2. Net Pay and Salary Break-up is subject to change as per Statutory Changes (Income Tax, PF, ESI, Professional Tax etc.)

COLAN INFOTECH Private limited

No. 177, Unit 201, Omega Wing,
2nd Floor, Block "B", RAHEJA TOWERS,

+91 -44-4201 7882, +91 -89398 77312
hr@colaninfotech.com
www.colaninfotech.com