

## Appointment Letter

**April 1<sup>st</sup>, 2025**

**Pratik Gunjal,**

Pathare Khurd, Pathare,  
Sinner, Nashik, 422104

**Dear Pratik,**

We have pleasure in appointing you as **Software Developer** in our organization, effective **April 1<sup>st</sup>, 2025**, on the following terms and conditions:

### **Service Agreement:**

- As willfully agreed by you in your offer letter, you are required to enter into a service agreement for a period of **11 months** and sign a **Non-Disclosure Agreement** with **Greytrix India Pvt. Ltd.**
- You have carefully read and understood the terms and conditions mentioned in the Service Agreement/Bond - NDA and signed the same in acceptance.

### **Compensation & Salary Revision:**

- Your salary will be Rs. 37,500 gross p.m., with a total CTC of Rs. 4.50 Lacs for the period of April 2025 to March 2026 (Refer Annexure A for details).
- Your compensation package shall be subject to all applicable taxes and withholdings.
- Salary review will be done by **Management annually**, depending on your **performance, efficiency, hard work, loyalty, and regularity in attendance**.
- Any annual variable/bonus mentioned in CTC will be provided **only if the employee is NOT under notice period** as of **March 31** (financial year-end). If a resignation has been sent and/or accepted before **March 31**, the employee is not eligible for variable/bonus pay for the year.

### **Duties & Responsibilities:**

- The company expects you to work with a high standard of **initiative, efficiency, and economy**. You will perform duties assigned to you as per the direction and instruction of **Management & superiors**.
- You will devote your time entirely to the company's work and will not undertake any direct/indirect business or work, honorary or remunerative, except with the written permission of the Management. **Contravention of this will lead to termination of your service without any notice or compensation.**
- All material produced (software, development work, etc.) while under employment is deemed **proprietary property of Greytrix and its related group or associate Companies**. You **must not disclose, solicit, or pass on any information/work produced** that you may have had access to during your tenure with us.

- All assets/instruments (**dongle, laptop and accessories, mobile, SIM card**) assigned to you must be returned in good condition at the time of exit. Any damage, loss, or theft of the same will be borne by the employee.

#### **Leave Policy:**

- You will be entitled to leave as per **law in force and as laid down in the company's Standing Orders**. Refer to the **leave policy in the Pocket HRMS portal** for further details.
- Paid leaves are granted on a pro-rata basis. **Leaves taken in the initial 3 months from joining will be on a loss-of-pay basis.**
- The company follows **a strict time schedule**, and late comings are discouraged unless notified in advance. **Three late marks will result in half-day absence.**
- No leaves can be earned or availed during the **notice period**. Any leaves taken during notice period will **extend the notice period**. Any paid leave balance left on the date of resignation will lapse immediately and is not eligible for leave encashment.
- No balance leaves will be carried forward to the next financial year. **Balance paid leaves (if any) at the end of March will be encashed** as per the encashment component in your CTC.

#### **Termination of Service:**

- You may resign from the company by giving a **30-day written (mail) notice**. Employees under the **Service Agreement/Bond** must **abide by the agreed bond period** and can resign only after completing the **agreed period of bond** and serving a **30-day notice period** after resignation.
- In case of **non-performance, incomplete assignments, or failure during tests and reviews**, your employment may be **terminated with immediate effect**. If required, **probation can be extended by 30 days** for further training.
- In case of termination, the company shall give **one-month notice or pay salary in lieu** of notice. Upon termination, you must **return all company property** in your possession.
- Unauthorized absence for a continuous period of **7 days** will lead to **automatic termination** without notice or pay.
- If you leave employment without serving the **required notice**, the company reserves the right to  **withhold salary slips, relieving letters, experience certificates, and withholding certificates** until the notice is served.
- Your appointment is subject to **background verification checks**, including **criminal, previous employment, educational qualifications, and reference checks**. Any discrepancy found will result in **immediate termination**.
- The **retirement age** for the company is **58 years**.

#### **Assignment, Transfer & Deputation:**

- Though engaged for a specific position, the company reserves the right to **send you on deputation, transfer, or assignment** to any of its branch offices in **India or abroad**.
- The above terms and conditions, including those in **Annexure - A**, are based on company policies

and procedures and are subject to amendments and adjustments from time to time. Please refer to **Pocket HRMS portal** for any updates/changes.

You are required to give **your acceptance** of the above-mentioned terms on a **duplicate copy of this letter**.

**Welcome to Greytrix Family!**

Yours Sincerely

For Greytrix India Pvt Ltd



Authorised Signatory  
HR department

Accepted:

Date: