

## Appointment Letter

Date: 11 July, 2019

**Mr. T Praveen**

9-197-4-3, Kadiri, Anantapur,  
Andhra Pradesh-515591.

Dear **Praveen**,

It gives us immense pleasure in inviting you to **Springsource Technologies** as one of its valuable members. We believe that the growth of an organization is fueled by the enthusiasm and energy of people who are willing to invest into its future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We have pleasure in appointing you as "**System Engineer**" in Springsource Technologies organization as per the terms and conditions mentioned hereunder. Your salary would be **Rs. 3,20,016/-** per annum. The breakup of salary would be mentioned in Annexure-A.

### **1. Effective Date :**

You are required to report to the Human Resources Organization on or before **15 July, 2019** failing which this offer will stand automatically withdrawn.

### **2. Working hours :**

The company will be working 5 days a week, twenty-four hours a day. You will be expected to attend office and work-expect travelling on business-assigned to you by your superiors. You will be required to work 5 days a week and your weekly off may not necessarily be on weekends.

### **3. Holidays and Leave :**

Besides Saturday and Sunday, any public holiday observed by and notified by the Company shall be a holiday.

You are entitled to 6 days of casual leave and 6 days of sick leave, 1 per month, and 12 days of privilege leave which can be availed only after completion of 12 months.

### **4. Probation & Confirmation:**

You will be initially on probation for a period of six months from the date of appointment and will continue to be on probation until the Company confirms your employment, in writing. Your probationary period may be extended at the sole discretion of the Company for a further period of 6 months. You will be confirmed at the end of the initial period of probation or extended period of probation, if your conduct and performance for the appointed position are found satisfactory during the period of probation or extended period.

During the period of probation, this contract of employment is terminable by either part giving one-month notice. Either part is not bound to give any reason for such termination in case you fail to server the Company during the said notice period, the Company reserves the right to recover/forfeit the salary of the notice period and take appropriate legal action against you. However, the Company may relieve you any time before the expiry of the said notice period by paying your remuneration accrued till date.

#### **5. Medical Fitness :**

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Polaris or its clients when assigned to work at their premises.

#### **6. Assignment, Transfer and Deputation:**

Though you have been engaged to a specific position, the company reserves the right to determine any department, establishment, branch or location in India or abroad to which you would be liable to be deputed/transferred/assigned. This would be subject to the provision that your remuneration shall not be adversely affected. You will be governed by the terms and conditions of service applicable to the new assignment.

#### **7. Training :**

Posting on a site abroad, or being sent for training would require you to sign an agreement with the company for serving it for a specified period of time, which would be decided by the management. Payment of liquidated damages would also be decided by the company depending on the period of your training and the expenses to be incurred by the Company for your training, stay etc.

#### **9. Notice Period & Termination:**

Your employment is subject to termination by either party by giving 30 days' notice or 30 days salary in lieu of notice period. Notice period, while on probation is 30 days, notwithstanding anything contained herein, if you have been assigned to any client project during your probation, the notice period will be for a period of 30 days. The Company shall have the right of immediate termination of your services without giving you 30 days' notice period or 30 days salary in lieu of notice period.

**10. Non-Solucitation:**

- a) During your employment with the Company you will not directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a customer or competitor of the Company.
- b) For a period of six months after termination of your employment with the Company for any reason you shall not (except with the prior written permissions of the Company) whether alone or on behalf of or in association with any other person be directly or indirectly engaged, concerned or interested in any capacity (whether as an employee, consultant, officer, agent, trustee or otherwise) with a customer and/or competitor of the Company.

**11. Confidentiality :**

The term "Confidential Information" shall include all information, where written or oral, that is not known by, or not generally available to the public at large and the concerns that business, activities, financial affairs, trade secrets, technology, know how, source code and other intellectual property of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may be come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties.

**12. Whilst employed by the Company:**

- You will be not permitted to undertake any other employment or engage in any external activities of a commercial nature without the prior written approval.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.
- Expect in the proper course of employment, or thereafter, you shall not divulge to any third-party information regarding the affairs or business matters of the company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the company is deemed to be confidential.
- You confirm that you have disclosed fully all of your business interests in the company –whether or not they are similar to or in conflict with the business(s) or activities of the company, and all circumstances in respect of which there is, or there might be perceived, a conflict interests between **Springsource Technologies** and you or any immediate relatives.

- Also, you agree to disclose fully and immediately to your company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc, would warrant strong disciplinary action from the company.
- Upon separation from the company, you will be required to immediately return the company, all the assets and property (including leased properties) of the company including documents, files, books, papers and memos in possession or custody.
- Any violation of the above mentioned or any other company procedures and policies would attract action as per company's disciplinary policy in force.

#### **ANNEXURE – A**

<b>SALARY STRUCTURE</b>		
Name	<b>T Praveen</b>	
Department	<b>IT</b>	
Designation	<b>System Engineer</b>	
<b>Particulars</b>	<b>Monthly Gross (INR)</b>	<b>Annual Gross (INR)</b>
Basic	9527	114324
House Rent Allowance	4764	57168
Special Allowance	4287	51444
Medical Reimbursement	1250	15000
CCA	5240	62880
Conveyance Allowance	1600	19200
<b>Gross Cost To Company</b>	<b>26668</b>	<b>320016</b>

For Springsource Technologies

  
  
**Shilpa M**  
**Hr Manager**