



Date: August 26th, 2019

To
Mr. Nadipalli Purushotham,
10-5/6-22A, Kotha Peta,
Vizianagaram, Andhra Pradesh - 535002.

Letter of Appointment

Dear **Mr. Nadipalli Purushotham,**

Further to our discussion it gives us great pleasure in extending this offer of employment to you to work at **IMomentous Software Pvt Ltd.** As a **Software Engineer** with effect from date, 3/09/2019.

1. Your annual Gross salary will be **Rs. 880,000** (Eight Lakh Eighty Thousand Rupees only) per annum all inclusive. Your employment, with us will be governed by Terms & Conditions as detailed in the Employment Agreement in Annexure-A. The breakup of salary would be entitled to HRA and other allowances and company policies as mentioned in Annexure-B.
2. Your place of work will be at Visakhapatnam. However, your services are transferable, and you may be assigned to any location in India or abroad where the company or anyone of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations and conditions of services of that location.
3. 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.
4. After probation period 3 months, your services may be terminated by either party, giving notice in writing for 1 month or payment of salary in lieu thereof. The aim of this clause is to minimise unnecessary disruption of business. **IMomentous Software Pvt Ltd.** reserves the right to terminate your employment on grounds of policy, misconduct or unsatisfactory job performance.



5. Absence for a continuous period of five days without prior approval of your superior (including overstay of leave /training), would be treated as abandonment of service.

6. The salary shall be paid on 5th of every month.

7. You will be on probation for a period of **3 months** from the date of joining, In this probation period your services may be terminated with the immediate effect.

8. 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 **IMomentous Software Pvt Ltd.** 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.

The terms of this offer are intended to be kept strictly confidential

All other terms and conditions will be governed by the company's policies as stated from time to time.

Kindly sign and return a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and wish you every success in your career with **IMomentous Software Pvt Ltd.**

With warm regards,

For IMomentous Software Pvt Ltd.

Manager HR

Date: August 26th, 2019

I accept and agree

Name: Mr. Nadipalli Purushotham

Signature:

Date: August 26th, 2019

ANNEXURE – B

SALARY BREAK-UP OF Mr. Nadipalli Purushotham	
DESIGNATION	Software Engineer
DIVISION	Integrations Implementation
LOCATION	Visakhapatnam
ANNUAL SALARY	800,000
COMPANY PERFORMANCE LINKED BONUS	80,000
CTC	880,000
<u>Break-up</u>	
SALARY COMPONENTS	AMOUNT
Basic	33,333
HRA	13,333
Tax free Allowance	3,333
Meal Coupons	2,200
Mobile & Internet	2,000
News Paper	1,000
Special Allowance	11,467
MONTHLY SALARY	66,667
Note - Professional Tax & Income Tax as per the presently applicable law	

With warm regards,

For IMomentous Software Pvt Ltd.



Manager HR
Date: August 26th, 2019

I accept and agree

Name: Mr. Nadipalli Purushotham

Signature:
Date: August 26th, 2019