



OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922

---

PAN:

Aadhar Card No:

(Private and confidential)

Date: August 10th, 2024

To,  
Rajendra Namdev Lokhande,

**WELCOME TO THE INFEDIS FAMILY**



OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922

---

## APPOINTMENT LETTER

Dear Rajendra,

We are pleased to offer you employment in the position of **Sr. Java Developer** with us at **Infedis Infotech LLP** with offices currently at **Office 108, Suyog Center, Gultekdi, Pune, Maharashtra 411037** on the terms and conditions set out in this letter.

### 1. Position:

- 1.1 Your appointment start date will be on, **August 12th, 2024.**
- 1.2 Your employment will be from our Office 108, Suyog Center, Gultekdi, Pune, 411001; however, will be performed from your residence.
- 1.3 The duties of this position are set out in this letter.
- 1.4 You will be required to perform these duties, and any other duties that the employer may assign to you, having regard to your skills, training, and experience by your reporting manager.
- 1.5 It would be your responsibility to comply satisfactorily with the day-to-day instructions given to you by the Company Management. You shall report to the Chief Operating Officer about your scope & difficulties of work.
- 1.6 Kindly note that once you accept this offer you are liable to join the organization. If you are unable to join after accepting the offer you are liable to pay INR 10,000 to Infedis Infotech LLP.



OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922

---

## 2. Probation

2.1 You would be considered for confirmation of your position only if you complete your probationary period of initial Six months satisfactorily. **A probation period will apply for the first 6 months of your employment.** During this time, we will assess your progress and performance and it will depend upon things like practice, initiative, and result in job and individual circumstances. However, a probationary period will not affect an employee's entitlement to lodge an unfair dismissal complaint.

2.2 During the probation period you or the employer may end your employment by providing notice in accordance with the table in clause 8.1 below.

2.3 If your performance and conduct is not found up to the expected norms during the probationary period, your probation period would be liable to be extended further if considered necessary. The Company also reserves the right to terminate your services without any notice or compensation during the period of your probation or its expiry.

2.4 Your unauthorized absence from work for a consecutive period of 2 days or more will be treated as abandonment of employment by you and it would be deemed to be your resignation from the services of the Company from the date of commencement of such unauthorized absence.

2.5 The Company reserves the right to terminate your services in case any information furnished by you is found incorrect and misleading with respect to yourself.



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

### **3. Terms and conditions of employment**

3.1 Unless more generous provisions are provided in this letter or in the attached Schedule, the terms and conditions of your employment will be those set out herein. This includes, but is not limited to, the National Employment Standards applicable in the State of Maharashtra and/or District of Pune. Neither any applicable legislation is incorporated into your contract of employment. You would also be governed by the rules and regulations regulating your employment framed by the Company from time to time.

3.2 The additional terms and conditions set out in the attached Schedule or made applicable by the employer from time to time as per law will also apply to your employment.



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

#### **4. Ordinary hours of work**

4.1 Your ordinary hours of work will be 10 am to 7 pm Monday to Saturday with afternoon lunch break plus any reasonable additional hours that are necessary to fulfill your duties or Sundays working for events or as otherwise required by the employer and availability on phone.



OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922

---

## 5. Remuneration

Salary Breakup shown below:

Sr. Java Developer	
--------------------	--

CTC Breakup (Fixed)	
Basic	6,59,598
HRA	3,29,799
Conveyance Allowance	1,05,535
Medical Allowance	181,064
PF (Employer)	21,600
PF (Employee)	21,600
Total	13,19,196

CTC Total	
Total	13,19,196

By signing this document, you agree to our policy document below.

<https://drive.google.com/file/d/1wEds22rFdSEHqNzR8Y5IIdpo0qJQbPpe/view>



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

**6. Leave:**

6.1 You are entitled to no leave per month till 6month and after that you are entitled to 1.5 leaves per month (Must apply before 7 days) and Sick leave (must apply before 24 hours), but this leave will be credit in next month.

**7. Your obligations to the employer**

7.1 You will be required to:

- A. Always perform all duties to the best of your ability
- B. Use your best Endeavour to promote and protect the interests of the employer;  
and
- C. Follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.
- D. You would perform your duties efficiently and to the best of your ability. Your overall performance shall be judged based on your own consistent endeavors and the actual results delivered by you.
- E. You will be required to perform your duties at our **Gultekdi offices**, or elsewhere as reasonably directed by the employer.
- F. You are required to keep and render a faithful account of all properties and assignments of the Company entrusted to you in the course of your employment.
- G. You are also required to keep the Company informed about any change in your marital status, residential address, contact number, qualifications, or any other material details about yourself.
- H. Your appointment as well as continuation in the service of the Company will be subject to your being found and remain medically fit. You will subject yourself to a medical examination, if and when considered necessary by the Company.



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

## **8. Termination of employment**

8.1 Under the terms of this letter as per statutory provisions the employer may terminate your employment at any time by providing you with 1 Month of notice and the employer can also immediately terminate employee as per the following clauses.

- Bad Performance (Two Warning Letters would be given).
- Incompetence, including lack of productivity or poor quality of work and not meeting timelines.
- Insubordination and related issues such as dishonesty and breaking company rules.
- Attendance issues, such as frequent absences or chronic tardiness.
- Theft or other criminal behavior including revealing trade secrets.
- Sexual harassment and other discriminatory behavior in the workplace.
- Physical violence or threats against other employees.
- Personal issues are affecting the employees' work.
- If more than 50% of other employees are complaining about the employee.
- If company feels that employee is a liability not asset.





**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

8.2 If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table at 8.1.

**Table 8.1**

Length of continuous service with employer	Period of notice
Not more than 1 year	12 weeks
More than 1 year but less than 3 years	16 weeks
More than 3 years but less than 5 years	24 weeks
More than 5 years	32 weeks

8.3 If the employee resigns or the employee is fired, terminated, laid off by the company then the employee salary will freeze up to a maximum of 60 working days post the employee leaving the company. The salary freeze will include all future salary payments since the employee has provided or communicated his or her notice period or similar letter.



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

## **9. Confidentiality**

The Employee will strictly adhere to the confidentiality stated in the Annexure attached hereinafter.

9.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

## **10. Entire agreement**

10.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.

10.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

**We whole-heartedly welcome you to our Company and look forward to a mutually beneficial long-term association.**

Please also return a copy of the Annexure 2 – Confidentiality, Non-compete and non-solicitation undertaking as token of your acceptance for the same.

Yours sincerely,

I have read and understood this letter and accept the offer of employment from Infedis Infotech LLP and thereby accept the appointment on the terms and conditions set out in the letter. The original of this letter is in my possession.

	Rajendra Lokhande	
Signature	Name of the employee	Date



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

## Annexure II Confidentiality

I, the undersigned, covenant and agree that I shall treat as strictly confidential all records, data and other information that comes within my knowledge ("Confidential Information") during my Employment with you and thereafter. I shall not disclose or steal any information from the company's business competitors or any party, or I shall not take away at the time of resignation / termination of my employment with the Company for any purpose / uses any or all information. (This information including, but not limited to, that comprised in or derived from the information technology of all sectors, electronic intellectual property, manuals, instructions, client / customer lists, catalogues, rate-cards, quotations, offers or schemes, business plans, design lay-outs, booklets, data disks, tapes, source codes, flowcharts etc. relating to the Company). I shall promptly return to the Company all such information etc. of the Company. Any breach of this condition would entitle the Company to take such action as would be appropriate in the circumstances and/or to claim damages.

I agree that from the date hereof I shall not communicate, publish or disclose any such information as mentioned in the preceding Clause for at least for the period of 10 years to any other who is not related to your company. I cannot sue the company in any particular way for any reason for the period of 10 years.



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

**Non-compete and non-solicitation.**

I will not engage or be involved, directly or indirectly, in any business/ employment of a same type or nature carried on by the Company or its affiliates ("Competing Business") at any time during continuation of my employment or for a period of 1 year after my employment. The Company may terminate my employment for any such relevant reason with no notice or payment.

The Company reserves the right to require me, for part or all the notice of termination period, not to perform any other duties and remain away from the Company's premises, although the Company will continue to maintain / retain (at the sole discretion of the Company) my salary and other contractual benefits for this period. I may not commence or prepare to commence employment with or provide services to any company or other business during this period.

If my employment is terminated, I shall not directly or indirectly, at any time within a period of twelve month either on my own account or for any other person or related companies, solicit any person who to my knowledge is, or has at any time in the one-year period immediately prior to the termination of my employment, been a client, customer or employee of, or in the habit of dealing with the Company or any of its related companies.

I agree that the above restrictions are reasonable, if they would otherwise be adjudged void; they shall apply with such modifications as to period, scope or area, or deletion in part, as shall be necessary to make them valid and effective.

	Rajendra Lokhande	
Signature	Name of the employee	Date



OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922

---

## ANNEXURES TO FILL DOCUMENT



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

**Emergency Contact Form**

(Provide Name of at-least 1 Contact Person in case of Emergency)

**Emergency Contact 1**

Name:	Dhanashri Lokhande
Relationship:	wife
Address:	flat no 202, shiv appartment, near Ashapushpa School, Abhinav Collage Road Narhe Pune.
Fixed Line Number:	8329619715
Mobile Phone Number:	8329619715

---

**Emergency Contact 2**

Name:	Yogesh Nargunde
Relationship:	Friend
Address:	flat no 201, shiv appartment, near Ashapushpa School, Abhinav Collage Road Narhe Pune.
Fixed Line Number:	8421938132
Mobile Phone Number:	8421938132



**OFFICE 108, SUYOG CENTER, GULTEKDI, PUNE 411037 | [info@hidoc.co](mailto:info@hidoc.co) | +91-9665017922**

---

**Document Submission Checklist:**

Please use the checklist below while sending the signed offer letter. The offer letter only stands when all the documents are submitted:

Particulars	Status
PASSPORT PHOTO	X
MARKSHEET: 10 <sup>TH</sup>	X
MARKSHEET: 12 <sup>TH</sup>	X
MARKSHEET: GRADUATION & POST GRAD	X
LAST JOB: SALARY SLIP (AT-LEAST 2 MONTHS / 3 MONTHS)	X
RELIEVING LETTER FROM LAST FT JOB	X
EXPERIENCE LETTER FROM LAST FT JOB	X