



21st January 2019

To,

Mr. Rakesh Reddy Munagala
C/O Mohan Reddy M
1-17/2
Aregudem, Choutuppal
Nalgonda - 508252

Dear Mr. Rakesh Reddy Munagala,

We are pleased to offer you the position of “**Software Engineer**” at Achala IT Solutions Pvt. Ltd. Your experience and services will be invaluable to Achala Solutions as we endeavor on our growth path. Your designation is indicative of the responsibilities, which you are required to carry out.

Your date of joining would be **11th March 2019**.

Your Annual cost to company (CTC) will be **Rs 6,00,000/- (Six Lakhs Rupees)** (the detailed breakup is enclosed in Annexure I)

- Fixed pay of **6,00,000/- per annum**

Your employment with us will be governed by the terms and conditions as detailed in Annexure – II.

Please refer Annexure – III for documents to be submitted by you.

We welcome you to Achala Family and wish you a rewarding career.

For Team HR

Achala IT Solutions

Annexure – I

Compensation and Benefits:

All entitlements given below are applicable after you join Achala IT Solutions. Detailed breakup of salary is as below

Amount	In Rs.			
Cost to Company Per Annum:	6,00,000	PA		
Cost to Company Per Month:	50,000	PM		
Components of Salary			per month	per annum
Basic	(50% on Gross)	50%	25,000	3,00,000
HRA	(40% on Basic)	40%	10,000	1,20,000
Conveyance		1,600	1,600	19,200
Medical Allowance		1,250	1,250	15,000
Lunch Allowance		2,600	2,600	31,200
LTA	(5% on CTC)	5%	2,500	30,000
Other allowance			5,250	63,000
Gross			48,200	5,78,400
PF Employer Cont			1,800	21,600
Total			50,000	6,00,000
Deductions				
Prof Tax			200	2,400
PF Employer Cont			1,800	21,600
PF Employee Cont			1,800	21,600
Total			3,800	45,600
Net Amount			46,200	5,54,400

Note: TDS will be deducted as per the declaration submitted by you.



Annexure – II

The Terms and conditions of our offer of employment to you are as follows

1. Date of commencement of employment :

Your employment with the company shall commence on **11th March 2019.**

On the first day of employment, you are requested at Jubilee hills office by 10:00 AM

2. Place of work:

Your place of posting will be in Hyderabad, however, should a need arises you may be transfer red or expected to travel to any of our offices.

Achala IT Solutions
Unit 201,Plot 844,Road 44,
Behind Peddamma Temple,
Jubilee Hills,
Hyderabad,
Telangana 500034.

3. Probationary period :

You will be on probation for a period of six months from the date of joining the company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per Company policy, employees would be confirmed on the 1st day of the month succeeding the month of completion of probation of three months from the date of joining the Company .Your confirmation or probation extension shall be as per the Confirmation Policy of the Company.

4. Working Hours :

The normal working hours is 9:00 AM till 6:00 PM with 30 Minutes break for lunch. However based on the business requirement employees may be required to work at different timings which may be prescribed by Manager. During Probation period you may have to work for six days (Monday - Saturday) a week.

5. Holiday / Leave:

You are entitled for 1 Casual leave and 0.5 Sick leave every month. These leaves would be credited on Monthly basis. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.



6. Notice Period:

During probation, your services can be terminated with one month notice or salary thereof on either side.

On confirmation as a regular employee, you will be required to give three months' notice or salary thereof in case you decide to leave our services subject to the Company's discretion.

In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three months' notice period.

7. Background Check:

The Company may, at its discretion conduct back ground checks prior to, or after your expected joining date, to validate your identity, address, educational qualifications, prior work experience and to conduct any criminal checks. You are required to furnish the documents required. If the company is not satisfied in its sole discretion with the outcome of the background verification, It reserves the right to withdraw this offer without notice and compensation or terminate you from employment with immediate effect.

8. Restriction on Personal Use :

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet services and working time of the company for any personal use.

9. Health Insurance Plan - Group Medical Insurance:

You will be eligible to participate in a Group Medical Insurance, You will be covered under the Standard Plan Coverage of 2, 00,000 per annum by making a payment towards the subsidized premium for which you can claim tax rebates. Standard Plan covers you and your family including your spouse, two children and Parents .These terms and conditions are subject to changes owing to Policy renewal.

10. No Show

Failure to report to office on specified date of joining shall be deemed as “No –Show” and the offer stands cancelled

11. Un authorized Absence:

Any absence for 3 consecutive business days without prior permission will be treated as unauthorized absence from the work. In such case the company is entitled to terminate your services and seek compensation for any loss suffered by the company or its clients.



12. Other Terms and Conditions:

You will devote full time to the work of the company and shall not undertake any other Direct/indirect business or work, honorary or remunerative, except with the written permission of the Company

During services with us you are expected to behave and perform so as to preserve company's and clients values and commitment. Any or all the terms and conditions may be modified or changed at the company's discretion. The same shall be informed to you in writing.

This offer is made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you, we retain the right to review our offer of employment.

Declaration of Employee:

This is to confirm that the documents and information provided are true and accurate to the best of my knowledge. I also confirm that I have read, understood and agree with all the above terms and conditions of employment with Achala IT Solutions. I shall commence employment with effect from _____

Signature:

Date:



Annexure – III

List of documents to be submitted at the time of joining.

S.No	Description
1	Appointment letter of Achala IT Solutions signed by employee
2	SSC/10 th Class Marks List
3	Inter Marks List
4	Master/Bachelor's degree Certificate and Marks list
5	Pan card - In case you don't have PAN Card, Please apply for it and share the acknowledgement slip
6	Address Proof - Voter id card/ Aadhar Card/Passport
7	ID Proof – Voter id Card/Aadhar Card/Passport
8	Two Passport Size Photos
9	Last Company Offer Letter and Release Letter
10	Present Company Offer Letter
11	Salary Hike Letters (If any)