

## Offer Letter

**Confidential**

13<sup>th</sup> April, 2025

**Mr. Phani Kumar,**

This is in reference to the interview you had attended and to the subsequent discussion we had with you, we are pleased to offer you the position of **Head Sales** in our organization. We welcome you to our company and to be part of our team.

The related terms and conditions about your appointment in our company are as under –

### **1. Probation period**

You will be on probation for a period of six months which may be extended to 1 year if your performance found unsatisfactory. After completion of probation period satisfactorily, your services will be confirmed by placing you in an appropriate position taking in to account the company's requirement and your skill sets.

### **2. Job Profile**

Your brief Job Profile includes –

Head Sales

A detailed Job Profile along with duties and responsibilities will be handed over to you separately.

### **3. Department, Reporting & Location**

You will be assigned to IT functional domain, and your job location will be at:

DivyaSree Solitaire, 15, Inorbit Mall Rd, Madhapur, Hyderabad, Telangana – 500081

### **4. Transfers & Deputation**

Your employment is subjected to transfers and deputation within and between the departments/ branches/ Head Office / Group companies as per the requirements and demands of our organization.

### **5. Compensation & Allowances**

In consideration of your services, the company will compensate you monetarily and your remuneration package will be as shown here under –



**Meeterit**  
Unleash **A**dvantage

112, Subishi Bliss Homes, Mokila,  
Shankarpally, Ranga reddy (Dist,  
Hyderabad - 501203

Particulars	Amount	Amount
	Per Month	Per Annum
Cost to Company (CTC)	60000	720000
Basic	24000	288000
Human Resource Allowance	9600	115200
Special Allowance	4800	57600
Travel Allowance	2400	28800
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Leave Travel Allowance	16350	196200

As per your request, you have opted out of PF. Your annual CTC is Rupees 7,20,000 PA (In words Rupees Seventy Lakhs and Twenty Thousand Only). In addition to this, you will be eligible for performance-based incentives, the structure and details of which will be finalized and communicated to you later.

#### **6. Deductions**

Professional Tax, TDS, PF & ESI contributions or any other statutory deductions as and when applicable will be deducted from your salary.

#### **7. Leaves**

You are entitled to 15 days of Earned leaves per year.

#### **8. Termination & Notice period**

In the event of you deciding to leave the company, you will have to give the company a notice of minimum of 45 days in advance. You may be considered by your manager to go for buyout option depending on the criticality of your roles and responsibilities you are handling at the time. In such a case, you will have to pay the company 1 month's of your salary in order to get relieved early. It is company's sole discretion whether to consider any employee to avail buy out option or not.

- 9.** The company shall have the right to terminate your service without notice, if the information given by you at the time of interview or in the application is found to be incorrect or in case of any serious misconduct or if the reference check leads to an adverse report on your credentials.

#### **10. Non-disclosure & Information security**

Due to the confidential and proprietary nature of our products and services, you are expected to maintain the highest level of confidentiality and you will be required to sign a declaration separately not to disclose any information with respect to our company including your salary details. You are also expected to maintain the confidentiality and integrity of the information assets and maintain confidentiality of information that is accessible by you.

#### **11. Other Governing Rules & declarations**

Apart from these above mentioned terms and conditions, your employment with this company is also governed by the following rules and declarations –

- a. GENERAL EMPLOYMENT RULES, a copy of which is enclosed along with this offer letter.
- b. NON-DISCLOSURE DECLARATION.

#### **12. Joining Date**

You will join our company and report for duty not later than **16-April-2025**. If you fail to join the company by this date, this offer letter stands cancelled automatically.

You are required to submit photocopies of the following documents –

- a. Educational certificates, marks sheets (class X onwards)
- b. Experience and relieving letters.
- c. Passport size photographs – 3 nos.
- d. Photo Identity proof – Passport/Voter ID/Adhaar.

You are required to produce originals of above mentioned documents for verification.

#### **13. Accuracy of information**

This Offer Letter/Appointment Letter is subject to the condition that you indemnify and also certify that all the information such as educational qualifications, experience etc. furnished by you to get an employment in our company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then we reserve the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances etc. This is without prejudice to any other rights which our company may have against you.

#### **14. Reference checks and clearance**

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

#### **Adjudication**

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India. Legal jurisdiction will be Hyderabad city, Telangana State.

The terms and contents of this Offer Letter/Appointment Letter and General Employment Rules are subject change depending on the business environment and its impact on our company. The company reserves the right to use its discretion in this matter in the best interest of the company.



**Meeterit**  
Unleash **A**ldvantage

112, Subishi Bliss Homes, Mokila,  
Shankarpally, Ranga reddy (Dist,  
Hyderabad – 501203

Please put your signature and return the duplicate copy of this letter as a taken of your acceptance of our offer.

We are excited about your decision to join our company and wish you a long and successful career with us. We once again welcome you to be part of our company's talent pool of human resources.

For Meeter IT Solutions Private Limited

**Sreenivasulu P.**

Managing Director

#### **DECLARATION BY THE CANDIDATE**

I have read and understood the above terms of employment and hereby accept the same without any reservation.

---

Signature of the candidate

Place : \_\_\_\_\_

Date : \_\_\_\_\_