

SP SOFTWARE (P) LIMITED

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"Thrushna", Plot No.7, 3rd & 4th Floor, Software Units Layout,
Infocity, Madhapur, Hyderabad -500 081. A.P. INDIA.

SP/HR/2011-12/EMP/05/1123

09th May 2011**Ms. Reshma Mohammed**

Hno :5-29/32,
 Mathanagar,Kodad,
 Nalgonda (Dist)
 Andhra Pradesh.

Dear Reshma,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment in our organization as "**Technical Writer**"

Your employment with us will be governed by the terms and conditions contained in the **Annexure – A**.

Your Gross Annual Compensation Package is as per **Annexure B**.

The date of commencement of your employment is on **09th May 2011** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

Please sign the duplicate copy of this letter and return to us in token of your acceptance of this offer.

We welcome you to SPSoft Family. We are sure you will have a rewarding and exciting career at SPSoft.

Yours truly,
 for SP Software (P) Limited

S.PULLA REDDY
Managing Director

ANNEXURE - A

1. Employment Agreement

a. Secrecy

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

b. Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Certificates

At the time of joining, you are requested to submit Photocopies supporting Educational Qualification, Date of Birth/Age, Relieving letter from your previous/present Organization, Service Certificate (if any), Two color photographs (1 passport size and 1 stamp size), Latest Passport, Medical Reports substantiating your fitness.

3. Probation

Six Months. The probationary period may be increased or decreased depending upon your performance during this period. Any leave availed of on loss of pay during the probationary period will have the effect of automatically increasing the probationary period by the duration of such leave availed of on loss of pay. During Probation services can be terminated without any prior notice.

4. Transfer

The Company reserves the right to transfer you to any location, department, establishment, factory or branch of the Company/Group. In such case, you will be governed by the terms and conditions of service applicable to the assignment, without any financial loss.



5. Termination Notice

Your employment with us is terminable by either party with 2 (Two) Months notice period.

6. Restraints

a. Non disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that you may have perused as an employee of the Company.

b. Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing the organization.

7. Special Conditions

You will not at any time deal in or be involved with any activity which infringes the Copy Rights Act involving the Company's lines of business. Any such act by you shall be at your sole risk and responsibility for the consequences and the Company shall in no way be responsible or involve itself in such act or acts on your behalf.

8. Deductions

Statutory deductions as applicable will be deducted from your pay.

9. General

The above terms and conditions are based on company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. You will also abide by all other rules and regulations of the Company as shall be in force from time to time.



ANNEXURE - B

Name : Reshma Mohammed	Emp No : 1123
Designation : Technical Writer	DOJ : 09-May-2011

CTC: Rs. 20,000/- pm

Sl. No.	I: Monthly Salary	Monthly	Annual
		Amount (Rs.)	Amount (Rs.)
1	Basic	8880	106560
2	HRA (<i>40% of Basic</i>)	3552	42624
3	Transport Allowance (<i>fixed amount</i>)	800	9600
4	Child Education Allowance (<i>fixed amount</i>)	200	2400
5	Medical Expenses Reimbursement	1250	15000
6	Special Allowance (<i>calculated amount</i>)	3246	38953
7	Management Contribution to PF (<i>12% of Basic</i>)	780	9360
A. Total		18,708	224,497
Sl. No.	II: Annual Benefits	Amount (Rs.)	Amount (Rs.)
1	LTA (<i>1 month basic</i>) (Eligibility: should have completed 1 year of service in SPSoft at the time of application)	740	8880
2	GMC & GPA	125	1500
3	Gratuity (<i>15/26 * monthly basic</i>)	427	5123
B. Total		1,292	15,503
III: CTC per annum = [A + B]		20,000	240,000
Gross Salary Less : Provident Fund (Employee & Employer Cont.) Less : Professional Tax ESI		18708	224497
Net Salary		16,998	203,977

Note: Your salary is subjected to deduction of Income Tax in accordance with the provision of the Income Tax Act and provisions of other applicable statutes at the time of payment.

for SP Software (P) Limited

S. PULLA REDDY
Managing Director

ACKNOWLEDGEMENT

I agree and accept employment on the Terms and Conditions as per the company norms.

Name:
Date :
Signature _____