

# 25/3 Brindavan, 3rd Cross, Saraswathi Puram, IIM Post, Near Nano Hospitals, Bangalore – 560 076

**Website:** [**www.WinVinayaFoundation.org**](http://www.winvinayafoundation.org/) **Ph: +91.80085.33359 Email:** [**info@WinVinayaFoundation.org**](mailto:info@WinVinayaFoundation.org)

**Date: 01/June/2023**

# To

Mr Pinipe Avinash

H.No. E/169, Pylon Colony, Vijayapuri North, Peddavura Mandal, Nalgonda, Telangana, 508202

**Phone** – +91 8985054169

**Email** – [avinashpinipe11@gmail.com](mailto:avinashpinipe11@gmail.com)

# Dear Mr. Avinash,

**Subject: Appointment Letter**

Welcome to **WinVinaya Foundation** and congratulations on your appointment as **Software Engineer.**

The terms & conditions are outlined in **Appendix II and Non-Disclosure Agreement.**

Your Annual Cost to the Company will be Rs. 2,73,600**/- (Rupees Two Lakhs Seventy-Three Thousand Six Hundred only).** Details about your salary are given in Appendix I. Your starting date will be 1st June 2023. As an employee of the Foundation, you would be reporting primarily to Mr. Baskaran Arumugam, or any designated authority authorized by the Foundation.

Please keep your salary details confidential.

We believe that you will enjoy being a part of WinVinaya Foundation as we cherish our association with you. We look forward to a fruitful and long-lasting association.

Sincerely,



**Chairman WinVinaya Foundation**

**APPENDIX I**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **Pinipe Avinash** | | |
| **DESIGATION** | **Software Engineer** | | |
| **Salary Break Up** | | | |
|  | | |  |
| **Particulars** | | **Payable Monthly (in Rs.)** | **Annual (in Rs.)** |
|  | |  |  |
| Basic | | 10,500 | 1,26,000 |
| HRA | | 5,250 | 63,000 |
| Conveyance Allowance | | 2,400 | 28,800 |
| Fixed Allowance | | 2,850 | 34,200 |
| ***Gross Salary*** | | ***21,000*** | ***2,52,000*** |
| Employer Contribution to PF | | 1,800 | 21,600 |
| ***CTC*** | | ***21,800*** | ***2,73,600*** |
| ***Pre-Tax Deduction*** | |  |  |
| EPF Contribution | | 1,800 | 21,600 |
| ***Taxes*** | |  |  |
| Professional Tax | | 200 | 2,400 |
| ***Post-Tax Deduction*** | |  |  |
| Insurance | | 983 | 11,796 |
| ***Net Pay*** | | ***18,017*** | ***2,16,204*** |

**NOTE:**

1. All payments are subject to appropriate taxation.
2. All payments would be as per company's rules and regulations and administrative procedures
3. Salary structure is liable for modification from time to time.

# Date 01/Jun/2023

# Signature

**APPENDIX II**

**TERMS & CONDITIONS OF EMPLOYMENT**

The below terms and conditions are addendum to the offer letter. You will abide by the Rules & Regulations / Standing Orders of the Foundation in force, at present, and as varied from time to time.

# Training

You may undergo in-house / external technical / professional training program faithfully and with devotion. Your training will be closely monitored during the period.

# Conflict of Interest

Your position with the Foundation calls for whole time devotion and you will devote yourselves exclusively to serve the Foundation while employed with the Foundation. 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 Foundation of similar business , during your period of association with the Foundation, without written permission from the Foundation.

# State of Facts

It must be specifically understood that this appointment is made based on your proficiency on technical / professional skills you have declared to possess as per the resume / application. In case, at a later date, any of your statements / particulars furnished is found to be false or misleading, Foundation shall have the right to terminate your services forthwith. The Foundation may conduct Background and reference checks, for which you shall have no objection.

# Restraints

* Non Disclosure - You are expected to maintain utmost secrecy with regard to the affairs of the Foundation and shall keep confidential any and all information, instruments, documents, etc., relating to the Foundation that you may have pursued as an Associate of the Foundation.
* Non Solicitation - You shall not solicit any business of the Foundation or hire the employees of the Foundation on your leaving the Foundation.
* Authorization - Only those authorized under Power of Attorney / Resolution may sign legal documents, representing the organization.
* Passwords - Access to our network, development environment and MS-mail is through individual’s password. For security reasons, it is essential to maintain confidentiality of the same.
* Destroying Papers & Material - Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.
* Use of Foundation Resources - You shall use the Foundation’s resources only for official purposes.
* The foregoing constitutes the entire agreement as regards the terms and conditions of your service with the Foundation and they shall be subject to such modifications and amendments as may be introduced from time to time as per the Foundation’s Rules & Regulations.

# Termination

The management reserves the right to terminate your service with one month notice or payment in lieu thereof or without any notice or compensation due to any act of commission

or omission on your part which may cause loss or damage to the Foundation or notwithstanding the other terms set out the Foundation has absolute right at any time to terminate your services without any notice or without compensation in lieu of notice for your committing any breach of the terms of this letter of appointment or if you are found guilty of any subordination, insolence , gross negligence of duty, irregularities, fraud, embezzlement, misappropriation or if you indulge in drunkenness, participate in strike or misbehave yourself in any other manner . You are liable to indemnify the Foundation for any loss of damage which the Foundation may suffer on account of your misbehaviour. You have the right to terminate the employment contract with one month notice.

# Automatic Termination:

If you remain absent without leave or permission continuously for Five consecutive days except in the event of giving an explanation regarding the cause of absence to the satisfaction of the employer , it will result in automatic termination of employment.

# Indemnification

You shall indemnify the Foundation and its officials against any claims etc in the event of your former Employer initiating any action against the Foundation for your having contravened the terms and conditions of such Foundation. You agree that there are restraints against you for joining the services of our Foundation.

The above terms and conditions are based on Foundation policies, procedures and other rules currently applicable and are subject to amendments from time to time. You shall abide by all the rules and regulations of the Foundation which are in force and which may into force from time to time. In all matters, including those not specifically covered here, such as Travel, Leave, etc. you will be governed by the Policies of the Foundation framed from time to time.

I have carefully read and understood the terms and conditions mentioned in the offer letter and Appendix I and II of this letter. I have accepted all the terms & conditions of this appointment letter.

**Date / / Signature**