

07-Mar-2022

To  
**Mr. Garigipati Sai Sidhardha Kowshik,**  
Hno#1-85/1, Kovvada, Kakinada-533006  
Mob# 7989847258  
Email id: kowshiksiddartha1100@gmail.com

**Appointment Letter**

**Dear Garigipati Sai Sidhardha Kowshik,**

We are pleased to have you as part of Techforce family and you are appointed as **Jr.E-Workforce Engineer (S1 Band)** at **Digitamize Innovations Private Limited**. Your appointment shall be effective from **07-Mar-2022**. We are sure, your contribution would bring great professional and personal growth for yourself and add significant value to the company.

You will be paid an **annual compensation (Cost to Company) of Rs.2,40,000/-** (Two Lakh Forty Thousands). This compensation comprises of a fixed component of 90% and annual performance pay of 10% as per the company compensation policy. Fixed component includes Basic, HRA, Special allowance and other components, which will be paid to you on monthly basis after statutory deductions, Employer/Employee PF contribution and TDS. Annual performance pay will be paid pro rata based on performance ratings, after annual performance appraisal. For details of CTC refer Annexure-I.

And you will be entitled to Health insurance as per the company policy.

Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

Please note that there are no other commitments made by the company in terms of your compensation or otherwise, other than what is mentioned in this letter. Your employment with us will be governed by the terms and conditions as specified in this appointment order.

You would work in the **Customer Success Team** and will be working from **Hyderabad** location.

Please note that this offer is subject to your background check verification not having any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

We feel happy to have you with Techforce and wish you a long & fulfilling career.

Please sign the Duplicate copy of this Appointment Letter as a token of your acceptance for our records.

**For Digitamize Innovations Private Limited.,**

**(Authorized Signatory)**  
**Kalyan Kumar Narayanan**  
**General Manager - Operations**

**Annexure-1**  
**Salary Structure**

<b>Name: Mr.Garigipati Sai Sidhardha Kowshik</b>		
<b>DOJ: 07-Mar-2022</b>		
<b>Location: Hyderabad</b>		
<b>Designation: Jr.E-Workforce Engineer</b>		
<b>Band: S1</b>		
<b>Component</b>	<b>Monthly, INR</b>	<b>Yearly, INR</b>
Basic	7,200	86,400
House Rent Allowance	2,880	34,560
Conveyance	1,600	19,200
Medical Allowance	1,250	15,000
Leave Travel Allowance	600	7,200
Special Allowance	2,850	34,200
<b>Gross Salary</b>	<b>16,380</b>	<b>1,96,560</b>
PF employer contribution	1,620	19,440
<b>Fixed Pay</b>	<b>18,000</b>	<b>2,16,000</b>
<b>Deductions:</b>		
PF employee contribution	<b>1,620</b>	<b>19,440</b>
ESIC	<b>123</b>	<b>1,474</b>
PT	150	1,800
<b>Total Deduction</b>	<b>1,893</b>	<b>22,714</b>
<b>Net salary= (Gross Salary- Total Deductions)</b>	<b>14,487</b>	<b>1,73,846</b>
Annual Pay (10% of Total CTC)		24,000
<b>Total CTC (Tot Fixed Pay + Annual Pay)</b>		<b>2,40,000</b>

**Note:**

- Other Applicable taxes will be deducted as per law
- Net take home may vary after deductions of applicable taxes.
- Annual Performance pay will be paid pro rata based on the performance ratings after completion of the annual performance appraisal cycle.

**For Digitamize Innovations Private Limited**

**(Authorized Signatory)**  
**Kalyan Kumar Narayanan**  
**General Manager - Operations**

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Dear Sir,

I hereby confirm my acceptance to the above salary terms.

Name:

Signature:

Place:

Date:

## **Terms of Employment**

### **Probationary Period:**

You will be on probation for a period of 6 (Six) months from the date of joining. Upon satisfactory completion of probation, you will be confirmed in the regular cadre of the company. During the probation, monthly review would be done. In case we do not find your performance satisfactory to meet the expectations as per the feedback given, your services will be terminated with a 30 day notice. Feedback will be pertaining to your conduct, attendance, adhering to the set roles and responsibilities, objectives set for your learning, on the job training, team alignment and work ethics.

### **Place of Work:**

Although your initial place of work is at Hyderabad, you may be deputed/transferred to work at any of the other offices of the Company or at client locations, as and when considered necessary, solely at the discretion of the management. While on the deputation at the client location, you would follow the work norms as applicable to the employees of the respective organization.

### **Veracity of Information Provided:**

You have been engaged on the presumption that the particulars furnished in your resume or testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated/cancelled immediately without any notice.

### **Notice Period:**

In the event of your resignation or termination by the Company, both company and you are required to give 60 days' notice or pay two months' fixed pay in lieu of it. Releasing from service earlier than 60 days' notice period is at the discretion of the management of the Company. In the event of the requisite period of notice not being given, either side will be liable to compensate proportionately to the extent of salary and other dues for the period of the shortfall in notice period.

The company may terminate your services without any notice period on the grounds of non-performance, non-co-operation at work, dishonesty/theft/loss to the company, dissatisfaction from the client, non-adherence to confidentiality commitments, violation of anti-sexual harassment policy, violation of code of ethical business conduct, violation of data/information security norms, etc.

### **Service Rules and Regulations:**

During your employment with the company, you will be governed by the service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies and rules regarding leave, misconduct, and indiscipline or/and other matters.

**Professional Ethics:**

You are required to deal with the company's information, money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the company's money or material or documents or any affairs/information of the company or of information theft or of misappropriation, or of IP leakage, regardless of the value involved, your services will be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter. Further, the Company will initiate legal proceedings against you in addition to claiming damages from your end.

**Non-solicitation:**

While employed at Digitamize Innovations and for a period of 2 years from the termination of employment, directly or indirectly you:

- Shall not induce or attempt to influence any other associate of Digitamize Innovations to terminate his/her employment with Digitamize Innovations or to work for any other person or entity.
- Shall not join as an employee or consultant or maintain any relation or discussion with the existing clientele or past clientele and vendors or partners or consultants of the Company without prior written permission of Digitamize Innovations Private Ltd.
- Shall not have business negotiation with any of our contacts that Digitamize Innovations is prospecting and is in the database of Digitamize Innovations.
- Shall not sell/discuss or attempt to re-create/replicate the model of Digitamize Innovations systems without the written permission letter of Digitamize Innovations.

**Non-Compete:**

You covenant and agree that, during the term of your employment with Digitamize Innovations and after the separation thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in the territory, on behalf of any competitive business perform the same or substantially similar job duties or move to take any work assigned by the clients of Digitamize Innovations without approval or consent in writing from Digitamize Innovations.

**Safe Custody of Company Material:**

You will be responsible for the safekeeping and good condition and order of all the company property entrusted to your care and charge. The company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

**Whole Time Employment:**

Your employment at Digitamize Innovations is full time. It is expected that your loyalty to the company is not divided through additional part-time/full-time employment or any other trade/business/ profession. Any such activity should be pursued only after having discussed and obtained written permission from the management.

**Confidentiality of Company Information:**

You are expected not to divulge any information regarding confidential data; business ideas and concepts, financial data, projections, product enhancement information, product process flow charts, product information, product details & specifications, business plans and strategies, marketing plans, sales strategies, customer information (including customers' applications and environments), development plans, all types of data related to its existing projects and the projects being pursued by it, organization structure, configurations, designs, plans, drawings, apparatus, sketches, diagrams, specifications, datasheets, evaluations, discussions, software, hardware, data, prototypes or other technical, financial and business information, project reports, process, technology, expertise, R&D activities, business projections, commercials, orders, proposals, approvals or any business plans to anyone in whatever the form of communication. You are expected to follow the below as part of your employment.

**Authorization:**

Only those authorized signatory may sign legal documents representing the organization.

**Passwords**

Access to our network, workstations and mail servers is through the individual's password. For security reasons, it is essential to maintain the confidentiality of the passwords/access codes, which you know during the course of work.

**Use of Company Resources**

You shall use the company's resources only for official purposes and with utmost care.

**Confidentiality of Salary Information:**

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the company or other public at large. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages and are expected not to discuss or disclose the same to any member of the staff.

**Inventions/Innovations Rights:**

The Company reserves its right on any innovations/inventions/ discoveries/products made /developed during your employment with the company and you shall not make any claims on the said innovations/discoveries, etc. You would not use any of the documents/works without the prior express authorization of the management in writing. All the work that has been produced during your employment is the property of the company and you would not use the same in any manner for whatsoever the purpose without the prior written approval during or after the employment.

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments 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.

In all matters, including those not specifically covered here, you will be governed by the rules of the company framed from time to time or clarified or interpreted by/through the management from time to time.

You need to sign a Non-Disclosure Agreement with Digitamize Innovations on the day of your joining.

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**Acceptance of Appointment letter**

Dear Sir,

I have read the above terms and conditions of employment and hereby confirm strict adherence to the same.

Name:

Signature:

Place:

Date: