

Date: 02nd October, 2013

BDP/HYD/LOA/A415

Mr. Sreecharan Gaddam
S/O G.S. Gangadhara Goud
Joint Collector (A&W)
D.No : 11/90 ,DRO Bunglaw,
Near Collector Camp Office,
Aravinda Nagar, Anantapur,
Andhra Pradesh-515001.

Letter of Appointment

Dear **Sreecharan**,

We refer to your application for employment and the subsequent interviews you have had with us.

We are pleased to offer you the position of **Linux Administrator** based in Hyderabad. On accepting this offer, you will be a key member of our core start-up team, which will be responsible to build the company. Your expected start date with us is **16th October, 2013**.

The following are the terms and conditions of this offer of employment:

Compensation

We offer you a total annual salary of **Rs. 3,60,000/-** (Rupees Three Lakhs Sixty Thousand Only) which includes a performance bonus component of **Rs. 20,000** (Rupees Twenty Thousand Only).

The Break-up of your Compensation is as below,

Fixed Components	Monthly	Annualized
Basic Salary	Rs. 10,500	Rs. 1,26,000
HRA	Rs. 4,200	Rs. 50,400
Flexi-Benefit Allowances*	Rs. 15,300	Rs. 1,83,600
TOTAL (Gross)	Rs. 30,000	Rs. 3,60,000

Service Bond

In the view of the cost incurred by the BDP Techno Soft Solutions in respect of the process of selection, training, induction etc, you will be required to undertake a service bond for a period of one year with BDP Techno Soft Solutions. The bond will need to be undertaken / signed on your first day of joining the company.

BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.

www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224

As part of this Service Bond, BDP Techno Soft Solutions will retain all your original academic certificates for this period .In case you break this service bond you will need to pay BDP Techno Soft Solutions six month's salary as compensation for the expenses incurred.

Stock Options

Another gain sharing mechanism is the ESOP's, BDP Techno Soft Solutions believes in sharing the wealth created, with the team members who helped grow the company profitably and thereby created this wealth. As one of the early joiners to the team you will be offered stock options as per the Employee Stock option plans of the company. The Quantum of stock options will be calculated based on (a) how early in BDP Techno Soft Solutions journey you joined us, (b) your experience so far and (c) the role you will be playing in the company.

One year performance Bonus

On successful completion of one year in the company you will be eligible for a performance bonus of **Rs. 20,000 (Rupees Twenty Thousand Only)**. This bonus will be paid out at the end of the one year period based on satisfactory performance on assignments.

*The Flexi-Benefit allowances are to be used towards HRA, Conveyance Allowance, LTA, Medical Claim, and Children's Education. You are free to split this amount as per your tax plans.

Probation period

You will be on probation for a period of 6 months and may be confirmed as a permanent employee upon successful completion of your probation. The probation period could be extended for a further period of six months or part thereof based on the feedback from your reporting manager.

Benefits

The company offers the following benefits:

- Medical insurance for you, your spouse and two dependent children in your family at no additional cost to you. The scope and coverage of insurance may be reviewed time to time, as part of the company policy.

Vacation

- You will be entitled to paid vacation every year, which will be accumulated at the rate of 4 days for each quarter of your employment with BDP Techno Soft Solutions, starting with the day you join BDP Techno Soft Solutions. On completion of 3 years of service you will be entitled to accumulate 5 days for every quarter of employment.
- The above are in addition to the 10 days of company holidays which will be published on an annual basis.

BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.

www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224

General Terms and Conditions

- Your responsibilities will be as directed by the company from time to time. You will be governed at all times by the policies, procedures and rules of BDP Techno Soft Solutions relating to the salary, allowances, benefits and perquisites which are specified in this agreement and its annexure. The Company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- You may be required to travel to any of its offices or customer sites within India or abroad for the purpose of project work or sales
- You will promptly disclose to the company all ideas, processes, invention, modification and improvements (collectively referred to as “Inventions”) relating to any work or business carried on by the company, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours. All such Inventions shall be sole and exclusive property of BDP Techno Soft Solutions. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any invention to the company and (b) all documents required to obtain a patent, register a copyright, or enforce the company right in such inventions. These obligations shall continue beyond the termination of employment with respect to Inventions you conceive or make during the period of your employment.
- You will not during your employment with the company carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of BDP Techno Soft Solutions, except as a shareholder in a public quoted company unless you have obtained the previous written consent of the Company.

Termination of Employment/ Resignation

- During probation, your services can be terminated with one month’s notice or salary thereof on either side. On confirmation as a regular employee, you will be required to give a three month notice or salary thereof in case you decide to leave your employment. Similarly, the company can terminate your services by giving three months notice or salary thereof.
- You shall upon termination of your employment with the company return all property belonging to the company including without limitation all proprietary Information documents, software, discs, diskette, tapes, and any other form of media ,copies of any of the above ,microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.

Proprietary Information

- You will be employed by BDP Techno Soft Solutions in a capacity in which you will may or may receive confidential information which is of value to BDP Techno Soft Solutions. You, therefore agree to abide by the following terms and conditions:
- Your employment creates a relationship of confidence and trust between you and the company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as “proprietary Information”.

BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.

www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224

Proprietary information includes without limitation:

- All software developed or licensed by or for the company or licensed to the company by a third party, and any documentation or listing pertaining to such software; the term “software” as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program(source code, object code or other wise), its audio visual components (menus, screens, structure or organization), any human or machine readable form of the program, and customer information.
- Any information of the type described above which the company has a legal obligation to treat as confidential ,or which the company treats as a proprietary or designates as confidential ,whether or not owned or developed by the company.

Dispute Resolution

- If you and the company are unable informally to resolve any dispute arising out of or related to your employment by the company, you agree that the company may elect, it is sole discretion and at any time , for the dispute to be mediated and/or submitted to binding arbitration. Mediation is an informal process in which a neutral third party without the power to decide or to impose a solution helps the parties to resolve a dispute. Arbitration is a process in which the parties agree to submit their dispute to a neutral third party whose purpose is to decide the outcome and make a binding decision.

This agreement sets forth the entire agreement between you and the company with respect to the subject matter it addresses and supersedes all prior representations and understandings, whether oral or written. This agreement may be changed only by an agreement in writing signed by you and the company.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at BDP Techno Soft Solutions, you agree to be bound by all the terms, conditions, and obligations set forth above.

To accept this offer, sign both copies on each page of this agreement and return one copy to us. Please note, this offer is valid for 30days and subject to successful background/reference checks.

Thanking You,


Sanyasrayana Gogineni
Senior Manager HR & Operations
BDP Techno Soft Solutions Private Limited.

I accept the terms and conditions of employment set out in this document.

Signature:

(Mr. Sreecharan Gaddam)

BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.

www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224

Date: 12th February, 2019

BDP/HYD/AL/A415

Appraisal Letter**Mr. Sreecharan Gaddam**
EMP ID: BDP-A415
Cloud AdministratorDear **Sreecharan**,This is reference to our offer/ joining letter dated **16/10/2013**.

We would like to take this opportunity to appreciate your contributions towards organizational success. Further, we are pleased to revise your salary based upon your performance, dedication and hard work. Your revised gross salary per annum will be **Rs.11,88,000/-**. This revision will be effective from the month of **March, 2019**.

Your revised compensation structure is as follows:

Revised Monthly Benefits	(Amount in Rs.)
Basic Salary	34,650.00
House Rent Allowance	13,860.00
Conveyance Allowance	800.00
Dearness Allowance	200.00
Medical Allowance	1,250.00
Other Allowances	48,240.00
TOTAL GROSS SALARY	99,000.00

All other terms and conditions of employment remain unchanged.

For any clarification please do get in touch with your unit HR. We are sure that you will continue to contribute your best efforts in these existing & challenging times and we look forward to a rewarding and professionally satisfying career with BDP Techno Soft Solutions.

Thanking You,


Sanyasaraaya Gogineni
Senior Manager HR & Operations

BDP Techno Soft Solutions Private Limited.

BDP Techno Soft Solutions Private Limited.**CIN: U72200TG2008PTC060231****Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.****www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224**



BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

www.bdproxy.com E-Mail: hr@bdproxy.com Ph : 040 66632224

**Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur,
Hyderabad – 500081.**

Payslip for the month of June-2020

Name	Sreecharan Gaddam	Date of Joining	16/10/2013
EMP ID	BDP-A415	Location	Hyderabad
Designation	Cloud Administrator	PAN	BNVPG3700J
Gender	Male	Bank A/C	919010048693020
Date of Birth	10/02/1992	IFSC Code	UTIB0000275
		Paid Days	30
		Loss of Pay Days	0

Earnings		Deductions	
Basic Salary	34,650	PF	0.00
House Rental Allowance	13,860	Professional Tax	200
Conveyance Allowance	800	TDS	4,158
Dearness Allowance	200	CLA	0.00
Medical Allowance	1,250	Other Deductions	0.00
Other Allowance	48,240		
Gross Earnings	99,000	Total Deductions	4,358
		Net Pay	94,642

In words: Rupees Ninety Four Thousand Six Hundred And Forty Two Only.

If you need clarifications regarding your salary slip

Please contact accounts department for further clarification, to resolve your queries speedily, remember to attach your salary slip.

Please note that if you do not report any errors within 30 days, then your salary will be deemed to be correctly processed.

This is a confidential information and you are advised not to share it with others. This is a computer generated payslip and does not require any signature.



BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

www.bdproxy.com E-Mail: hr@bdproxy.com Ph : 040 66632224

**Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur,
Hyderabad – 500081.**

Payslip for the month of July-2020

Name	Sreecharan Gaddam	Date of Joining	16/10/2013
EMP ID	BDP-A415	Location	Hyderabad
Designation	Cloud Administrator	PAN	BNVPG3700J
Gender	Male	Bank A/C	919010048693020
Date of Birth	10/02/1992	IFSC Code	UTIB0000275
		Paid Days	31
		Loss of Pay Days	0

Earnings		Deductions	
Basic Salary	34,650	PF	0.00
House Rental Allowance	13,860	Professional Tax	200
Conveyance Allowance	800	TDS	4,158
Dearness Allowance	200	CLA	0.00
Medical Allowance	1,250	Other Deductions	0.00
Other Allowance	48,240		
Gross Earnings	99,000	Total Deductions	4,358
		Net Pay	94,642

In words: Rupees Ninety Four Thousand Six Hundred And Forty Two Only.

If you need clarifications regarding your salary slip

Please contact accounts department for further clarification, to resolve your queries speedily, remember to attach your salary slip.

Please note that if you do not report any errors within 30 days, then your salary will be deemed to be correctly processed.

This is a confidential information and you are advised not to share it with others. This is a computer generated payslip and does not require any signature.



BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

www.bdproxy.com E-Mail: hr@bdproxy.com Ph : 040 66632224

**Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur,
Hyderabad – 500081.**

Payslip for the month of August-2020

Name	Sreecharan Gaddam	Date of Joining	16/10/2013
EMP ID	BDP-A415	Location	Hyderabad
Designation	Cloud Administrator	PAN	BNVPG3700J
Gender	Male	Bank A/C	919010048693020
Date of Birth	10/02/1992	IFSC Code	UTIB0000275
		Paid Days	31
		Loss of Pay Days	0

Earnings		Deductions	
Basic Salary	34,650	PF	0.00
House Rental Allowance	13,860	Professional Tax	200
Conveyance Allowance	800	TDS	4,158
Dearness Allowance	200	CLA	0.00
Medical Allowance	1,250	Other Deductions	0.00
Other Allowance	48,240		
Gross Earnings	99,000	Total Deductions	4,358

Net Pay	94,642
----------------	---------------

In words: Rupees Ninety Four Thousand Six Hundred And Forty Two Only.

If you need clarifications regarding your salary slip

Please contact accounts department for further clarification, to resolve your queries speedily, remember to attach your salary slip.

Please note that if you do not report any errors within 30 days, then your salary will be deemed to be correctly processed.

This is a confidential information and you are advised not to share it with others. This is a computer generated payslip and does not require any signature.

Date: 25th September,2020

BDP/HYD/RL/A415

Relieving Letter

Mr. Sreecharan Gaddam
EMP ID: BDP-A415
Cloud Administrator

Dear Sreecharan,

We refer to your resignation has been accepted with regret.

BDP Techno Soft Solutions Cherishes the contribution you had done in the duration from **16th October,2013 to 25th September,2020** as a **Cloud Administrator**. We write to inform that you are being relieved from your duties and responsibilities w.e.f. **25th September,2020**.

We also certify that your full and final settlement of account has been cleared with the organisation.

We at BDP Techno Soft Solutions Pvt. Ltd., wish you a bright and prosperous future in all your future endeavors.

Thanking You,


Sanyasaraiah Gogineni
Senior Manager HR & Operations
BDP Techno Soft Solutions Private Limited.



BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.

www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224

Date: 25th September,2020

BDP/HYD/SC/A415

SERVICE CERTIFICATE

This is to certify that **Mr. Sreecharan Gaddam** bearing an **EMP ID: BDP-A415** was employed with us from **16th October,2013** to **25th September,2020**. At the time of relieving he was employed with us as a **“Cloud Administrator”**. During his employment with the company, his services have been satisfactory.

He is relieved from his services at his request to seek better prospects. We at BDP Techno Soft Solutions wish him a bright and prosperous future in all his endeavors.

Thanking You,



Sanyasirayana Gogineni
Senior Manager HR & Operations
BDP Techno Soft Solutions Private Limited.

BDP Techno Soft Solutions Private Limited.

CIN: U72200TG2008PTC060231

Module-19, Block-D, Mezzanine Floor, Cyber Gateway Hi-Tech City, Madhapur, Hyderabad – 500081.

www.bdproxy.com E-Mail: hr@bdproxy.com Ph: 040 66632224