

05 January, 2021

Mr. Sreekanth G

EMPID: 206812

2-18 A, Ranganadhapuram,
Cheekatipalle, Chittoor,
Andhra Pradesh - 517237

SPI/AL/BKS/2020/841

Dear Sreekanth,

Offer of Appointment

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Software Engineer** with effect from 05 January, 2021.

Terms and Conditions :

1. **Compensation** : Your cost to the Company would be **INR.54,600** per month and break-up details are as per **Annexure 1**.
2. You will be reporting to Director and your essential facts of the job will be discussed and your progress will be monitored by your reporting authority.
3. **Transfer/Deputation** : Your initial place of posting/deputation will be at Chennai. However, you are liable to be transferred/deputed at any time on temporary or permanent basis to another department / establishment within the Group or under the same Management or post or place in any part of the World, where the Management may establish its office, later on. Upon such transfer/deputation, the rules and regulations of service applicable to such post or at the place of transfer/deputation, will become applicable to you.
4. **Probation** : You will be on probation, for a period of six months and after successful completion of which you may be considered for a permanent position or otherwise informed. Your probationary period will be assumed to have been extended until such time as you receive a letter offering you a permanent position. Mere completion of the probationary period or any extension thereof would neither entitle you to automatic confirmation nor any implied confirmation.
 - a. On completion of your probation period, your performance would be evaluated. Based on your performance, Management reserves the right to re-designate you.
 - b. In case of termination during the probation period, the Company is liable to give 15 Days prior notice and if you resign during the probation period, you are liable to give 15 Days notice.
 - c. In case you do not give sufficient notice, the Management reserves the right to take further suitable action against you.
 - d. During the probation period you are eligible for leave, strictly as per the leave policy of the Company.
5. **Termination after Confirmation** :
 - a. On successful completion of the probation period and upon our offering you a permanent employment, the employment shall be terminable by either party by giving 60 Days notice or payment of salary in lieu thereof. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

- b. If you remain absent from work without any intimation and permission for a continuous period of five working days or more, you shall be deemed to have resigned, your employment with us, with effect from the day you completed 5 working days of such absence.
 - c. You cannot take any employment directly/indirectly with any of our clients or their affiliates, without written permission from SPi Technologies India Private Limited.
6. **Responsibility and Accountability** : You will be briefed about these separately upon your joining. You will have the responsibility to carry out duties for efficient and economical operation in the areas, which are being assigned to you now or subsequently.
7. **Medical Fitness** : This offer of employment is subject to you being medically fit. You shall at any time subject yourself to medical examination as may be ordered by us to ascertain the state of your health and medical fitness to carry out your employment with us. If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by us, you shall be deemed to have voluntarily resigned.
8. **Age of Retirement** : Please note that unless your services come to an end on account of resignation, termination or dismissal, or by any mode of separation you will retire on completion of 58 years of age.
9. During your probation and after confirmation, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise except with prior approval in writing from the Management.
10. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the Company. All documents, specifications, reports, software etc. developed during your tenure with SPi Technologies India Private Limited will be Company's property and you will not be permitted to take them with you either while leaving your services or use thereafter.
11. All properties of the Company including documents, magazines, books software, journals etc. are for exclusive use of the Company personnel within the Company premises and you shall not allow any outsider to use such property. In case you are authorized to take any Company property out of the Company premises, you shall be liable for any loss or damage to the same, while these are under your custody.
12. You shall not be allowed to take out any material from the Company premises or bring into the premises any material without the written permission of the Management.
13. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the Company.
14. Your monthly salary will be credited to your ICICI Bank Account, which the Company will facilitate to open at our office premises, if not available.
15. Company will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet and must adhere to the Internet Usage Policy set in the Company.
16. You shall not disclose to any person, firm or corporation any trade, technical or technological secrets, any details of organization or business affairs, any names of past or present customers of the Company or its affiliates or any other information relating to the business or businesses or their affiliates.

17. The nature of job calls for shift work arrangements and under such circumstances you may be expected to work on shifts, as may be assigned, depending upon the projects.

18. Tax Liability :

- a. The taxability of allowances / reimbursements is to be considered in the light of the tax laws prevailing at the relevant time. In case, any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.
 - b. Income tax, professional tax and all other statutory taxes shall be deducted from your pay, as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.
19. You will work within the framework of the organizational structure, policies and directions as laid down by the Management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this offer of appointment will always be in accordance with the HR Manual, Policies of the Company, as applicable to you, existing at this point of time and /or amended, introduced, implemented from time to time.
20. You shall notify any change in your residential address to the Company in writing within 7 days from the date of such change along with the proof, otherwise the residential address provided at the time of joining shall be considered as valid.
21. Any loss/ penalty/ fine incurred by the company due to any information given by you, which otherwise should not have been given by you due to any confidential agreement or contractual agreement entered into by you, will be made good to the Company by you.

This offer of appointment letter is not to be changed, corrected modified or terminated unless it is changed in writing, and signed by the parties hereto.

Please return the duplicate copy duly signed as a token of your acceptance of the terms of employment.

for SPi Technologies India Private Limited

A handwritten signature in black ink, appearing to read 'Manoj P', with a horizontal line drawn through it.

Manoj P
Vice President – Human Resources

The above terms and conditions have been read, understood, accepted and I would abide by them.

Signature of Acceptance

Date:

Name: **Sreekanth G**

ANNEXURE 1

SALARY STRUCTURE

Name : Mr. Sreekanth G
Designation : Software Engineer
Department : Product Development
Global Pay Band : Level - F

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	31700	380400
House Rent Allowance	15850	190200
Conveyance Allowance	1600	19200
Children's Education Allowance	200	2400
Medical Allowance	1250	15000
Miscellaneous Allowance	117	1404
Leave Travel Allowance	2083	24996
Gross Salary (A)	52800	633600
Add : <i>Employer Contribution</i>		
PF	1800	21600
ESIC	-	-
<i>Sub-Total (B)</i>	1800	21600
Total CTC (A+B)	54600	655200
Deductions : <i>Employee Contribution</i>		
PF	1800	21600
ESIC	-	-
<i>Sub-Total (C)</i>	1800	21600
Take Home (A-C)	51000	612000

** Subject to deduction of Income Tax if any

Mediclaime Insurance Coverage * **INR 100,000** (Rupees One Lakh Only)

Accident Policy Coverage * **INR 100,000** (Rupees One Lakh Only)

* As per company policy

Note: Contribution by the Employee towards the PF/ESI at the appropriate Contributory percentage.

forSPi Technologies India Private Limited



Manoj P
Vice President – Human Resources

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

Signature of Acceptance with date