

Date: 22<sup>nd</sup> Feb 2021

To,

Mr. Asam Veerareddy,  
H.No.3-24, Ramapuram Village,  
Dachepalli Mandal,  
Guntur District - 522414.

**Appointment letter**

Dear Mr. Veera Reddy,

With reference to the interview and discussion you had with us we are pleased to appoint you as **"Trainee Software Engineer"** with effect from 22<sup>nd</sup> Feb 2021 on the following terms and conditions:

- 1) You will be on Probation for a period of six months from the date of joining. Your performance will be evaluated based on your productivity, leave record, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations/policies. During the probation period, the company can terminate your employment without serving any written notice.

If your performance is not satisfactory, the Company reserves the right to extend the probation period at its discretion and the same shall be intimated to you in writing Within 30 days of completion of your initial six months probation period; otherwise your employment shall be deemed to be regular employment.

During your regular employment, your increments and promotions will be made on the basis of merit and will be at the sole discretion of the Company

- 2) Your Gross Salary will be Rs.19,048/- and your Take-home Salary will be Rs.17,589/-. In addition to this Company contributes Rs.1166/- to PF.

Total Salary - Cost to Company		Take Home Salary	
Basic	9714	PF Deduction	1166
HRA	3810	Professional Tax	150
Conveyance	1600	ESI	143
Medical Allowance	1250		
Other Allowance	2674		
Gross	19048	Total deduction	1459
		Net Pay	17589
		Company contribution of PF	1166

- 3) The company will deduct TDS, PF and other statutory taxes as appropriate and consistent with the Indian Tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- 4) Your increments and promotions will be made on the basis of merit and will be at the sole discretion of the Company.
- 5) The hours of work will be subject to the shift system in operation in the company from time to time. The company reserves the right so as to require you to work in shifts or otherwise, depending on need from time to time.
- 6) Leaves are granted subject to the work exigencies and prior sanction from the persons to whom you report is a must. As the clients of the company require continuous service deliveries, prior permission is required.
- 7) You will be governed by the rules and regulations applicable to other executives of the company from time to time and you will not engage yourself in any other trade, profession or vocation directly and whether for gainful purpose or otherwise.

**KPMD SOFTWARE SOLUTIONS PRIVATE LIMITED**

Trendz Jr, Flat No 3A &3B, 3rd Floor, Madhapur, Vittal Rao Nagar, Gafoor Nagar,  
Madhapur, Serilingampally, Rangareddy Dist, Telangana 500081.

Tel: 66735510 www.kpmd.biz



- 8) You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- 9) Management may place you on any assignment in a new unit / department / associate concern of the company in or out of Hyderabad as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.
- 10) Employees of the company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with specific authority of the management, any information regarding the company operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client. No documents or any other matter should be handed over to any person without the specific approval of the management.
- 11) Employees may please note that their behavior towards any member of the public that they come across should be courteous. The management reserves the right to take disciplinary action against any employee who is found to have misbehaved with any member of the public or any other individual.
- 12) You shall be required to give prior two months' notice to the management in case you want to resign from the organization. The organization reserves the right to terminate your services with or without notice, solely at your cost, risk and responsibility, in the event of:
  - I. Your inability to discharge duties satisfactorily due to inability or as an act of deliberation.
  - II. You are found medically unfit due to illness that may constitute a health hazard to other employees.
  - III. Refusing to perform a work-related duty when assigned by the management or directed to do so by the concerned person.
  - IV. Any breach of confidentiality statement signed by you.
  - V. Any other misconduct or any act of commission or omission that may adversely affect the interest or reputation of the organization.
  - VI. Any contravention of the rules and regulations of the organization as stated in this letter or as amended or framed from time to time.
  - VII. Not meeting desired performance standards set by the management.

13) DUAL EMPLOYMENT:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manager & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization

- 14) Upon the termination/resignation of your employment, you will return to the company all papers/documents/and/or other properties, which may be in your possession at the time relating to the business of the company and will not retain any copies of extracts.
- 15) Final dues on resignation: An employee should have worked for a minimum period of 2 months to be eligible for any kind of dues from the company.
- 16) You shall abide by the Confidentiality Clause as mentioned below while in service with KPMD and also have to maintain the same confidentiality forever even after leaving KPMD.





**CONFIDENTIALITY OF INFORMATION:** KPMD classifies information regarding Salaries and other Compensation as "Confidential". The exchange of such information must be limited to the individual and authorized personal such as HR, Business Unit Head and the manager. You are hereby requested not to divulge or discuss information related to Salary and other benefits with other, non-authorized employees of the company. You will not disclose Hospital, Doctors and Patient information to anybody. You will not reveal E-mail IDs, Telephone numbers, Addresses of KPMD employees to any of the competitors of KPMD and also to any other company. You will not contact KPMD employees either by E-mail, Telephone or personally to offer employment opportunity. You will not reveal any of the confidential information which you are privy to being employee of the company. You will not contact KPMD clients and its business associates. You will also fully understand and agree to the fact that you will be liable for damages and also civil and criminal proceedings will be initiated in case of any violation to the above-mentioned covenants. It is also accepted that you will not take, copy or send to anyone, any of the company's catalogues, Brochures, Voice files, Transcribed documents, Email IDs, telephone numbers either in soft copy or hard copy format.

- 17) You shall produce the following documents on or before joining.
- i. One set of photocopies in support of your educational qualifications and date of birth along with the originals for verification.
  - ii. Four copies of your latest passport sized photograph and one colored stamp-sized photograph.
  - iii. Salary certificate or last drawn pay from your previous employer.
  - iv. Relieving letter from your previous employer.

Please note that our offer is subject to references provided by you being satisfactory and you being found medically fit as declared by you. You are requested to join the organization on or before **22<sup>nd</sup> Feb 2021** failing, which your appointment order stands cancelled.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter

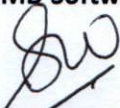
We look forward to your joining our team for a long, successful and pleasant association.

Thanking you,

Yours truly,

Yours truly,

for **KPMD Software Solutions Private Limited.**



**Srinivasa Rao Chagarlamudi**  
**Chief Executive Officer**

**Acceptance**

I have read and understood the above terms and conditions and hereby signing my acceptance.

Signature:

Date:

Name of the Employee: