## 01-Nov-2021

Appointment Letter

Dear Vamsi Tenkayala,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our company as “**MIS Executive”** on the following terms and conditions:

### APPOINTMENT

Your date of appointment is effective from the date of joining which shall be on or before **01-Nov-2021**.Your Place of work is **“KMV Group Of Projects”.** You shall carry out the instructions given to you by your superiors in connection with the business of the company diligently and faithfully. You shall do all the work you are capable of doing and which has been assigned to you by the Management, from time to time.

### EMOLUMENTS

Your annual CTC will be INR **360000 /-** as per the Annexure-A enclosed. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your speciﬁc background and professional merit. You are expected to maintain this information and any changes made therein from time to time as personal and conﬁdential. Sanction of increments and promotion to the next grade will depend on satisfactory discharge of your duties.

### PROBATION

You will be on probation for a period of Six months from the date of your joining which may be extended at the discretion of the Management for a further period based on your performance. During the period of probation, your services are liable to be terminated at any time without notice or assigning any reason, whatsoever.

### 4.0 DUTIES AND RESPONSIBILITIES

You are expected to maintain high standards of discipline, eﬃciency and integrity. Your employment shall be governed by the all policies (applicable in the organization) and other rules and regulations of the company for the time being in force and as varied from time to time.

**Corporate Oﬃce (Regd.):** 8-3-948/949, Level 4, Solitaire Plaza, Beside Image Hospital, Ameerpet, Hyderabad – 500073

**CIN: U45400TG2007PLC053432**

**Regional Oﬃce:** #302, 3rd Floor,

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# VAMSI TENKAYALA

Job Title does not imply a related set of duties. Management will assign duties from time to time depending upon organizational needs. The Company reserves its right to stagger your timings at its discretion, depending on the exigencies of work.

You will devote your entire time, attention, efforts in furtherance of the business of the company and continually develop your professional skills in the interest of the company and yourself. You shall not, during your employment with the company, directly or indirectly employ yourself or devote time to a part time job or business or position of monetary interest or otherwise, other than that of the Company.

You shall be responsible for safe keeping and returning in good order all the properties, such as tools, equipments, instruments etc., which may be in your possession, custody, care or charge. The Management shall have the right to deduct the value of such things/ properties on your failure to account for the same, whether during the course of service or otherwise.

### TRANSFERS

You are liable to be transferred from one department to another or from one shift to another or from one place to another or to any associate/ sister establishment or ﬁrm or company existing, at present or which may be started hereafter. In case of such transfer, you will abide by the working hours of the shift, department, oﬃce or establishment etc., on transfer, you shall be governed by the conditions of service and rules and regulations that may be prevailing at that place/ department to which you may be transferred.

The transfer shall not be deemed to be a change in the conditions of service and no notice of any kind shall be required to be given except that as may be prescribed in the Service Rules of the company from time to time. The employee shall be eligible for the transfer allowance as per the company norms.

### CONFIDENTIALITY

You shall not either during the continuance of your employment hereunder or thereafter at any time, without the prior consent of the Company, in writing disclose, divulge, or make public, except under legal obligation, any of the affairs or secrets of the Company or any processes, accounts, transactions and dealings of the Company to any person, ﬁrm or company which ought not to be disclosed, divulged or made public, whether the same conﬁded or become known to you in the course of your service or otherwise, nor shall you use or attempt to use any information which you may acquire in the course of your duties in a way, which may injure or cause loss to or be calculated to injure or cause loss to the company.

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### COMMUNICATION

You shall provide, in writing, to the management the address to which any communication can be sent to you. In case, there is any change in that address thereafter, you shall promptly inform that change to the management within 3 days after the change. Any communication sent to you at the old address communicated by you to the management shall be treated to have been delivered to you.

# TERMINATION

Your appointment may be terminated at any time by giving one month notice by either side, viz. the appointee or the appointing authority, without assigning any reasons. The appointing authority, however, reserves the right of terminating the services of the appointee without prior notice before expiration of the stipulated period of notice by making payment to him/her of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

In the event of your giving one month notice, in writing, of terminating the contract of employment, you will be required to serve the company for the entire one month period of notice and if you quit your employment or remain absent from duty during the said one month period of notice or any part thereof, you will not only forfeit your salary for the period of your absence, but shall also be liable to pay to the company a sum equivalent to one month salary or part thereof.

Your services are liable to be terminated at any time without any period of notice during the period you are in employment of the company, as and when the company comes to know of your any previous conviction by any Court of Law or if you are convicted by a Court of Law while in the service of the Company or Company loses conﬁdence.

You are liable to be dismissed from the service of the Company for an act of misconduct or causing damage to the reputation of the company after following due procedures in that behalf. The Management shall also have the right to suspend you without any compensation pending investigation, enquiry etc., for any misconduct that may be alleged against you.

If it is found that at any stage you are falling short of eligibility criteria or if false documents are submitted as proofs of education, experience etc., and your services are liable to be terminated, without any notice or pay in lieu thereof.

### 9.0 OTHER TERMS

If you conceive any new or advanced method of improving process or formulate systems in relation to the operations of the establishment or its business, such development will be fully communicated to the organization and will remain the sole right/ property of the organization. Your employment is subject to you being continually medically ﬁt. The company shall have a right to terminate your services at any time, if you are found to be suffering from any contagious or infectious disease or otherwise found to be medically unﬁt by any Medical Oﬃcer appointed by the Company. You will be subject to periodical medical check by the medical oﬃcer of the company or appointed by the company as and when directed by the Management or Superior oﬃcers.

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You shall be deemed to have voluntarily resigned from the service of the Company, on your own accord, if you remain absent without prior written permission of the management for EIGHT consecutive days or more.

The company shall have the right to deduct wages if the terms and conditions of service are not fulﬁlled by you. Pro- rata compensation will be deducted if the hours/ days worked in a day/ month, as the case may be are less than the stipulated minimum.

If you commit a breach of the above terms or found guilty of any misconduct or conduct yourself in any manner calculated to bring the company or its employees into disrepute (inclusive of any act after your duty hours, outside the oﬃce premises of the organization which has any bearing on the smooth and eﬃcient working of the company), your services shall be terminated without any notice or pay in lieu thereof. In such case you will have no claim on the company whatsoever.No traveling allowance will be provided to you at the time of joining the company.

### SUPERANNUATION AGE

The age of superannuation of the **c**ompany’s employees is 60 years. Unless otherwise speciﬁed, employees reaching the age of 60 years will be treated to have retired from the services.

The above terms and conditions are only indicative and not exhaustive. Further the employment is subject to our Policies/Regulation/Practices in vogue.

Please sign the duplicate copy of this letter of appointment in token of your acceptance and return the same to us immediately for our records. This offer of appointment shall cease to be valid if your acceptance is not received in this oﬃce within SEVEN days from the date of issue of this letter.

1. **Jurisdiction**

All disputes arising with regard to the terms of employment, including, during & post-employment in the Company are subject to the jurisdiction of courts situated at Hyderabad.

Yours Sincerely,

## for KMV Projects Ltd.,

**Arunrakesh Kanakamedala Director**

Encl: Annexure-A

# ACCEPTANCE OF APPOINTMENT

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby conﬁrm unconditional acceptance of the same.

Date: Full Name:

Place: Signature:

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| --- | --- | --- | --- |
| **COST TO COMPANY** | | | |
| **Designation** | **MIS Executive** | **Grade** | **L2** |
| **Location** | **Hyderabad** | **Dept** | **Management** |
| **I. EARNINGS** | | | |
| **Sl.No.** | **Description** | **Salary Details** | |
|  |  | **Per Month** | **Per Annum** |
| 1 | Basic | **15000** | **180000** |
| 2 | HRA | **6000** | **72000** |
| 3 | Perks & Other Allowance | **2250** | **27000** |
| 4 | Leave Travel Allowance | **2250** | **27000** |
|  | **GROSS SALARY** | **25500** | **306000** |
| **II. REIMBURSEMENTS / FACILITES** | | | |
| 5 | Earned Leave Encashment | **512** | **6144** |
| 6 | Medical Insurance Premium | **345** | **4140** |
| 7 | Accidental Insurance Premium | **33** | **396** |
|  | **TOTAL** | **890** | 10680 |
| **III. STATUTORY BENEFITS** | | | |
| 8 | P.F | **1800** | **21600** |
| 9 | ESIC | **0** | **0** |
| 10 | Gratuity | **750** | **9000** |
| 11 | Bonus | **1200** | **14400** |
|  | **TOTAL** | **3750** | **45000** |
|  | **CTC (I+II+III)** | **30140** | **361680** |
| **IV. OTHER BENEFITS** | | | |
| 1. Hardship Allowance & site HRA will be as per the site policy 2. Bachelor accommodation & food / Family accommodation as per policy.   (The above beneﬁts are not applicable for Corporate, Regional oﬃce & Hometown.) **105109 - VAMSI - TENKAYALA** | | | |

**Note:** Your compensation is private and conﬁdential, hence it should not be disclosed/discussed with any of your colleagues other than your HR/Reporting Authority. Company reserves the right to change, modify or alter the compensation structure and other terms of services.

## for KMV Projects Limited.

**Authorized Signatory**

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