



SISL: HR: 2012-13:022

November 01, 2012

**Mr. Muthusubramanian. M,**

Plot no 40, Siva Nivas,

Thirumazhisai Post , Chennai – 600 124.

**Mr. Muthusubramanian. M**

*Congratulations,*

In pursuance to the discussions that we had with you, we are pleased to offer you employment as “Technical Consultant” in Grade 50 Your annual compensation will be Rs.3.35 lacs per annum on a CTC basis.

Kindly report for duty at Sundaram Infotech Solutions, 47, Second Floor, Whites Road, Royapettah, Chennai – 600 014 on or before 03/12/2012 together with the following:

1. Certificate for proof of age and all educational qualifications from SSC – 1 Set.
2. Relieving letter/Resignation acceptance letter and service certificate from the previous employers - 1 Set.
3. Salary certificate from the previous employer, if applicable. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Stamp size & passport size colour photographs (**White Background**) each 6 Nos.
5. Copy of valid Passport – 1 Copy (**Must**)
6. Copy of Pan Card – 1 Copy (**Must**)

We, however, wish to clarify that the appointment is subject to the following conditions:

- Medical Fitness clearance from our Medical Officer
- Pre-employment verification and credential check clearance

You will execute an undertaking on the specified format as per the rules of the company, committing to a minimum tenure of 1 year with SISL. This is a compulsory pre-requisite prior to joining us.

Please ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

  
**Raghuraman S**  
**Head – HR & Admin**

**Sundaram Infotech Solutions Limited** (A wholly owned subsidiary of Sundaram Finance Limited)

Desabandhu Plaza, 47, Whites Road, Chennai - 600 014. INDIA. Ph : +91-44-2851 4066  
Fax : +91-44-2841 2171 email : [info@sundaraminfotech.in](mailto:info@sundaraminfotech.in) [www.sundaraminfotech.in](http://www.sundaraminfotech.in)  
Regd. Office : 21, Patullos Road, Chennai - 600 002.

<b>Muthusubramanian. M- Technical Consultant</b>	
<b>Pay Elements</b>	<b>GR 50</b>
Basic	6500
HRA	3250
Conveyance	800
Other Allowance	14300
Lunch Allowance	700
Magazine	200
<b>GROSS MONTHLY</b>	<b>25750</b>
Total * 12 months	309000
PF (12%)	9360
Gratuity(4.81%)	3752
Medical Reimbursement	6500
LTA	7000
<b>Cost to company</b>	<b>335612</b>



SISL: HR: APPO: 2012-13:024  
November 23, 2012

**Mr. Muthusubramanian M,**  
Plot No.40, Siva Nivas,  
Thirumazhisai Post,  
Chennai – 600 124.

**Mr. Muthusubramanian,**

In pursuance to the discussions that we had with you, we are pleased to appoint you as **Technical Consultant** in **GRADE 50** effective 23/11/2012. Your initial place of posting will be at Chennai.

Your annual total compensation will be Rs.3,35,612/- [Rupees Three Lacs Thirty Five Thousand Six Hundred and Twelve Only] and the break-up is given in **ANNEXURE-A**.

Your employment with us will be governed by the terms and conditions referred in **ANNEXURE-B**. You will also be governed by the rules and regulations in vogue and those that may change from time to time.

We look forward to your fruitful association with us and with best wishes.



**RAGHURAMAN S**  
**HEAD – HR & ADMIN**

Encl.a/a



## BREAK-UP OF SALARY

Letter Ref No.SISL:HR:APPO :2012-13:024 Dated November 23, 2012

Pay Elements	Amount (Rs)
Basic	6500.00
HRA	3250.00
Conveyance	800.00
Other Allowance	14300.00
Lunch Allowance	700.00
Magazine Allowance	200.00
<b>Gross Monthly</b>	<b>25750.00</b>
Gross Annual	309000.00
PF (12%)	9360.00
Gratuity(4.81%)	3752.00
Medical	6500.00
LTA	7000.00
<b>Cost to Company</b>	<b>335612.00</b>

- 1 Gratuity will be paid as per Payment of Gratuity Act, 1972
- 2 Reimbursement of annual medical expenses for self and family subject to a ceiling of one month's basic salary per annum. The unavailed portion, if any, of the medical expenses entitlement as at the end of the year can be carried forward for a maximum period of two years.

Signature : *M. Mothide*  
Name : *M. Mothide Bramanian*  
Date : *27-02-2013*

*Sn*

**TERMS AND CONDITIONS OF EMPLOYMENT****Letter Ref.No. SISL: HR: APPO: 2012:13:024 Dated November 23, 2012**

You shall be governed by the following terms and conditions of service during your employment with M/s. Sundaram Infotech Solutions Limited, a wholly owned subsidiary of Sundaram Finance Limited (hereinafter referred to as the "Company"), and those that may be amended from time to time. You would signify acceptance of the same by signing and returning the duplicate of this document, and undertake unequivocally to abide by the terms and conditions set out in this document, which shall form an integral part of the appointment order.

**Statement of Facts**

- 1.1 The Company has made the offer of the employment on the basis of the bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you, which shall include termination of employment.

**Duties**

- 2.1 During your employment, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations, and procedures as notified by the Company, in letter and spirit.
- 2.2 During your employment, you shall entirely devote your time, attention and abilities to the business of the Company
- 2.3 You shall not, without the Company's prior written consent, be, in any way directly or indirectly, engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall, however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.
- 2.4 During your employment, you shall not, directly or indirectly, engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information of or violate any agreement with your prior employers or their clients.
- 2.5 You shall represent yourself, whether in India or abroad, only as an employee of the Company.
- 2.6 You shall ensure strict code of discipline and professionalism in your personal and official behaviour with the personnel of clients or associate organizations of the Company

- 2.7 You shall not indulge in any act of illegal or unlawful nature and shall ensure that you do not attract penal proceedings either civil or criminal in nature, in accordance with the laws of the land, both in India and any other country where you may happen to work on the Company's assignment.
- 2.8 You shall, in the event of any damage or liability caused by you or having abetted such a cause and having admitted to compensate the same to the aggrieved party, fulfill the obligations whether financial or otherwise on your own without involving the Company or its clients or associates.
- 2.9 In the event of your deputation to any foreign country in connection with the employment and the cost of travel and other related costs being borne or agreed to be borne by the Company, you shall remain only in the services of the Company and carry out the duties and responsibilities assigned to you during your stay in that country. You shall not, at any time during your stay in the country deputed, solicit or accept any offer of employment either with the client, business partner of the company or any other organization or individual. You shall be duty bound and obligated to return to Chennai, India or any other place as advised by the company after appropriate conclusion of the assignment for which you were deputed.
- 2.10 It is a condition of this employment that you shall not seek any employment, either directly or indirectly, with our clients, their associates, our business partners, clients of our business partners, firms promoted by our past employees for a period of one year from the date you are formally relieved from the services of the Company either consequent upon your resignation or otherwise.
- 2.11 It is a condition of this employment that you shall not seek to resign from the services of the company in the midst of a project / assignment before satisfactory completion of the project / assignment, except under extraordinary circumstances at the discretion of the management, which shall not be treated as precedence.
- 2.12 In the event of your deciding to leave the company during any assignment outside the country and the company accepting the same under extraordinary circumstances, you would not be entitled to return fare. Besides, you shall also reimburse to the company any expenditure incurred in obtaining visa etc for the foreign travel.
- 2.13 You shall not, by your performance or otherwise, bring about any disrepute or any liability, financial or otherwise, upon the Company or the client in India or abroad.
- 2.14 You shall be bound by all the other prevailing policies and procedures of the Company as amended from time to time.
- 2.15 You shall not apply for any other job outside while in our service without prior written permission from the Management.

**Confirmation of Service**

- 3.1 Initially you will be on probation for a period of 12 months from the date of joining. This period can be extended at the discretion of the management.
- 3.2 You will be considered for confirmation on completion of the probationary period, if your service is found satisfactory.

**Place of Work**

- 4.1 You will be employed at the Company's office anywhere in India or abroad or at the Company's customer location, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments, or locations within the Company, when necessary.
- 4.2 You shall comply with the Company's rules relating to relocation of or from a customer location.
- 4.3 The company is entitled to depute your service to any other company or organisation, including business partners/associates in similar or such other capacity as the company may decide and on such terms and conditions as may be applicable. Such deputation will be treated as continuation of your services with the Company.

**Hours of Work**

- 5.1 Your normal hours of work will be from 09.00 a.m. to 05.30 p.m., Monday through Saturday with half an hour break for lunch. The company reserves its rights to alter these timings by prior notification.
- 5.2 The Company remains closed on Second and Third Saturday. In case of there being five Saturdays in a month, the Company will work from 09.00 a.m. to 01.00 p.m. on the fourth Saturday unless otherwise changed on account of any compensatory holiday declared. This shall eventually change in accordance to your geography of work assigned and shall be altered to rules and regulation prevailing to that country or region. The company reserves its rights to alter these timings by prior notification.
- 5.3 You may be required to invest additional hours of work when so necessitated.
- 5.4 You shall observe holidays as notified by the company.



### **Leave and Vacation**

- 6.1 During your Probation period, you are only eligible for two days' leave in a month i.e., 1 sick leave and 1 casual leave.
- 6.2 On confirmation, any sick leave or casual leave accumulated shall stand lapsed. You will be entitled only to privilege leave not exceeding 30 days in a year, which includes 6 days' leave for the purpose of availing vacation, as per rules under Leave Travel Assistance as applicable from time to time.
- 6.3 You will be entitled to Leave Travel Assistance with a minimum of 6 days' leave in a year as per rules out of your entitlement to privilege leave as set out in clause 6.2.
- 6.4 Leave rules are subject to change as applicable from time to time.

### **Conduct**

- 7.1 You shall, at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- 7.2 You shall honor and comply with all rules and regulations of the Company and statutory requirements in letter and spirit, as valid and applicable from time to time.

### **Confidentiality**

- 8.1 You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the Company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 8.2 You shall not, during your employment and at all times, thereafter, directly, or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or required by law.
- 8.3 You shall not take/transfer copies of confidential documents or information by email or otherwise for your own purposes or anybody else's and upon resignation from or termination of your services, you shall forthwith, return to the Company all documents, records, accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- 8.4 You shall not, during your employment and at all times thereafter, do or say anything that may injure, damage, directly or indirectly, the business and reputation of the Company.
- 8.5 You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with your reporting authority.
- 8.6 You shall sign any other agreement you may be called upon in the interest of the company.



**Separation from the Company**

- 9.1 You will be retired from service on completion of 58 (fifty-eight) years of age. However, the continuity of services till the age of 58 would depend on your satisfactory conduct and performance, which will be appraised from time to time.
- 9.2 Subject to clause 2.11, if you wish to resign from the services of the Company, you shall give notice in writing of not less than 90 calendar days. You shall be deemed to be relieved from the services of the Company only when the Company accepts your resignation and issues a relieving order in writing and you shall cease to be in the services of the Company only with effect from the date mentioned in the relieving order.
- 9.3 In case you wish to be relieved from service on any day prior to the completion of the notice period of 90 calendar days referred to in section 9.2 above, the following rules will be applicable:
- 9.3.1 In case you stay with the company for 30 days from the date of resignation, we would calculate notice period penalty for the balance period on the basic salary applicable to you at the time of resignation. Intervening Sundays and company holidays are included in calculating these 30 days.
- 9.3.2 If you stay with the company for less than 30 days after resignation you shall pay to the Company a maximum amount equivalent to 90 days computed proportionately on the basis of the total Cost to Company applicable to you at the time of resignation.
- 9.3.3 Notice period shall not begin on a company holiday. In case the notice period ends on a company holiday, you would be relieved on the working day prior to this holiday.
- 9.3.4 You shall not be entitled to leave once you tender resignation from the services of the company.
- 9.3.5 However, in case you take leave due to unavoidable circumstances during resignation notice period, and have given full 30 days' notice, the 30 days' notice period would stand extended by the number of days of leave taken during notice period. For such extended notice periods, Sundays and company holidays would not be included.
- 9.3.6 If you give less than 30 days' notice and take leave during the notice period, it shall be treated as "loss of pay".
- 9.3.7 The company is, however, entitled to accept your resignation, at its discretion, and relieve you even before completion of the notice period without any compensation for the unexpired notice period given by you.

- 9.4 In addition to the notice pay, you shall also be liable to pay to the Company at the time of resignation any costs/expenses incurred by the Company, which shall include the following:
- 9.4.1 Any amount spent by the company on your training, either in India or abroad, if you resign within TWO years from the date of completion of such programme.
- 9.4.2 An amount equivalent to the fee reimbursed to you by the company towards any certification, in case you resign within TWO years from the date of receipt of such reimbursement.
- 9.5 The Company shall have the right and authority to terminate your services without giving any notice, should your behaviour or any other circumstances, in the opinion of the Company are found detrimental to the interests of the company necessitating such termination.

**Signature :**

**Name :**

**Date :**



SISL: HR: 2013-14:079

September 06 , 2013

**Mr. Muthusubramanian M**

Emp No: 667

Technical Consultant

**Mr. Muthusubramanian,**

Ref: Your Resignation letter dated 05/08/2013.

This is to acknowledge the receipt of your resignation letter dated 05/08/2013.  
The same is accepted and you are relieved from your duties at the closing hours  
of 06/09/2013.

Wishing you the best in your future endeavors.

**Bunty G**

**Assistant Manager - HR**