

17 April 2021

OFFER OF EMPLOYMENT

Ms.Bharani Reddy V

H.no:7-73
Vasavi Nagar
M R Palli
Tirupathi
Chittoor
Andhra Pradesh

Dear Bharani Reddy,

Avineon's vision is to be one of the premier company, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectation by delivering competitive, quality products and services on time every time. This is an aggressive goal, which can only be attained by recruiting and developing a talented work force. Avineon wants individuals, who bring a diverse perspective to our business challenges and objectives and yet share our goal of growth and customer focus, team work and diversity, intelligent and risk taking and quality excellence.

Further to your recent interview and interaction with Avineon, we are delighted to extend this offer of employment to you.

Offered Details:

Designation	: Scrum Master
Division	: Tech Services
Date of Joining	: 26 April 2021
Base Location	: Hyderabad
CTC	: Rs.560004/- (Rupees Five Lakh Sixty Thousand & Four Rupees Only)

This offer is conditional on (i). satisfactory reference checks on qualifications and the accuracy of the employment history provided by you; (ii). the acceptance of the terms and conditions of your assignment as set forth below include the attachments that are incorporated by reference "Offer Letter". The term company shall refer to the Avineon India Private Limited its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units.

The details of your compensation package is provided in **Annexure A**. Please review the same and reply with your acceptance at the earliest. This offer is valid till **19 April 2021**, hence you are required to send us your acceptance on or before above said date.

- Please report at 09.30 am on the day of your joining.
- You are required to work in shifts as per requirements and company policy.
- Every 1st and 3rd Saturday of the month is a working day as per company policy.
- The draft of general terms and conditions of your employment is annexed here with **(Annexure B)**. Please review and acknowledge the same.
- Please carry all original documents at the time of joining along with the copies of the same as per the list given below.



Avineon India Pvt. Ltd.
Cyber Gateway,
Block 'A' 1st Floor,
HITEC City, Madhapur,
Hyderabad - 500 081, India
Phone : +91-40-66632452
Fax : +91-40-66687399
CIN : U72100TG1998PTC029548
www.avineonindia.com

List of documents to be submitted at the time of joining:

- 1) Originals as well as Photocopies of all Educational certificates as mentioned in your CV (Including SSLC, Diploma / Intermediate, Graduation, Post-Graduation). Originals are mandatory for verification purpose only.
- 2) Four (4) copies of your latest passport size colour photographs.
- 3) Originals and Photo copy of below Govt issued ID proofs supporting your identity. Originals are mandatory for verification purpose only.
 - a) Aadhaar – **Mandatory**
 - b) PAN Card (2 copies) – **Mandatory**
 - c) Passport – Optional
 - d) Driving License - Optional
 - e) Voter ID Card – Optional

In case you do not have Aadhaar & Pan card you will be required to apply for the same and carry it on the day of joining. In case you do not have the same, you will be required to obtain the same within 4 weeks post joining else your salary processing is likely to be impacted. In case your application for mandatory documents is under process then you need to submit a proof (receipt) that you have applied for the same and you will be required to submit the same as soon as you receive the same.

- 4) If you are covered under ESI then Post card size photograph of your family (Parents, Spouse and children) for ESI E-Pehchan card.
- 5) Bank Statement for the last three months supporting your salary credits (**Not applicable for trainees**).
- 6) Copies of pay slips for last 3 months or salary certificate from your current employer (**Not applicable for trainees**).
- 7) Photo copies of relieving & experience letters of all your previous Employers (**Not applicable for trainees**).
- 8) Printout of UAN card or UAN number **Mandatory (Not applicable in case of first-time employment)**
- 9) ESI E-Pehchan card or ESI Number – (**Mandatory if already covered under ESI in earlier organization**)
- 10) Original and copies of your relieving letter or resignation acceptance letter from your previous employers – **Mandatory**. In case you do not have the same on date of joining you will be required to submit screen shot of your resignation raised / Copy of resignation acceptance with acknowledgement from your reporting manager / HR of previous organization. You will be required to submit relieving letter within 45 days post joining else your salary processing and employment with organization is likely to be impacted.
- 11) This offer has been made to you, based on the information furnished by you. However, if there is any discrepancy found in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves the right to terminate your services without notice or payment in lieu of the notice. Also you need to submit all pending documents as requested by Company within 15 working days from your date of joining.

We look forward to welcoming you at Avineon on the above-said date.

Yours Sincerely,

For **AVINEON INDIA PVT. LTD.**


G.S.V.V. PRASAD
SR.MANAGER - HR

Avineon India Pvt. Ltd.

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AVINEON®

Visualize IT. See IT Through.

An ISO 9001:2008, ISO 27001:2013, ISO 14001:2004 &
OHSAS 18001:2007 Certified & CMMI Level 3 Company

Annexure A
Compensation Structure of Bharani Reddy V

Salary Components	Monthly (Rs)	Annual (Rs)	Taxable Status
Basic	18667	224004	Fully Taxable
HRA	7467	89604	Exempt based on rental receipts
Children Education Allowance	1000	12000	Exempt up to 2 children
Special Pay	9432	113184	Fully Taxable
Conveyance	1600	19200	Totally Exempt
Reimbursements			
Conveyance(monthly)	-	-	Exempt on submission of bills
Telephone charges (monthly)	1500	18000	Exempt on submission of bills
Food Coupons	1650	19800	Exempt Minimum 1650 & Maximum 2400
LTA (Annual)	3111	37332	Exempt for 2yrs in the block of 4 years on submission of bills
Car Lease	-	-	Perquisite Tax will be applied
Driver Salary	-	-	Exempt on submission of bills
Employer Contributions			
Provident Fund	2240	26880	
ESI	0	0	
Total Cost to the Company	46667	560004	

- ✓ Mediclaim Insurance to the extent of Rs. 3,00,000/- for self, spouse and 3 dependent children
- ✓ Group personal accident Insurance to the extent of Rs. 5,00,000/-
- ✓ Life insurance coverage (EDLI) for Rs. 6,02,000/-
- ✓ Gratuity as per norms.
- ✓ One time joining bonus of Rs.40,000/- after successful completion of one-month service with AIPL.

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For **AVINEON INDIA PVT. LTD.**

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SR.MANAGER - HR

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