

September 30th, 2021

Chavan Pradip Gurappa
Bangalore

Offer of Employment.

Dear Chavan Pradip Gurappa,

Congratulations !!!

Please refer to the interview and discussions you had with us recently.

We are pleased to offer you the following employment with us, and you will be working for **Infosys Ltd** on behalf of **O2F Info Solutions Pvt Ltd** with a date of Joining **13th October 2021** as a **Sr. Consultant – Python Developer**

Your employment will be based at **Hyderabad**, however, based on the position's requirements, you may be required to work anywhere in India and this offer of employment will take effect from the date of your reporting. This offer is valid up to **13th October 2021** subject to your joining on or before the given joining date.

Your Annual CTC will be **Rupees. 9,60,000 /-**. This CTC Includes Night shift Allowance, Conveyance and all other allowances and benefits as applicable to you as detailed in Annexure-1. The break-up of your CTC is indicated in the attached annexure.

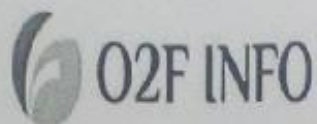
You will be covered under Group Medical Insurance for a sum of Rs.1,00,000. Under Group Medical Insurance, Under Group Medical Insurance, Hospitalization cover can be utilized only by the employee and the benefit is not extended to any other family members.

Your compensation details are strictly confidential, and you may discuss it only with the authorized personnel of O2F in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

Salary Payments will be made by **05th of the next calendar month** subject to time-sheet approvals from your reporting manager. Net take home salary is subject to Income Tax and other statutory deductions and will be paid into the Bank Account of the Employee. For operating convenience, we encourage all our employees to open a salary account with HDFC Bank after joining the employment with us.

Note: Alternatively, you can share us your HDFC Bank Account details, if you are already holding an account with HDFC Bank. you are free to provide us your other Bank Account details (For NEFT Transfers) other than HDFC Bank if you do not want to have HDFC Bank as your Banking Partner.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.



Income tax liability (TDS) or any other statutory deduction arising as a result of your employment, it should be borne by the employee and company in no event be liable for payment of those taxes and statutory deductions in addition to your CTC either during the period of your employment or after cessation of your employment with O2F.

Your employment with O2F Info solutions Pvt Ltd will be governed by the following **Terms and Conditions**. You will also be governed by current O2F's rules, regulations, policies and practices which are subject to change from time to time.

1. Location of work

Your employment will be based in **Bangalore** and the company reserves the right to Transfer your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

2. Duties and Responsibilities

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

3. Notice Period / Termination

At the time of tendering resignation, you shall be required to give **Two Months' notice** in writing. Your resignation will become effective and final upon acceptance by the Management notwithstanding that the communication of the acceptance of resignation has reached you or not. However, it will be the prerogative of the Management to accept or not your resignation. In case of any misconduct on your part, Non Performance of your services can be terminated with immediate effect without assigning any reason and without giving to you any notice or notice pay in lieu of notice or any other claim, compensation or damages.

Expect where your employment is terminatable on the grounds of Gross Misconduct, Non Performance and any unexpected business circumstances. You are entitled to a termination without Notice.

In the event of the information furnished by you in your application to the company or in the testimonials with regard to your educational qualifications/prior employment and experience history are found incorrect or willfully withheld, you will be liable for termination, or such action as may be deemed fit by the management.

You shall inform the Company of any changes in your personal data within 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent to your email ID or sent by post to you at your address in India, as recorded in the Company.

4. Use of Company Resources

You shall be responsible for the safe keeping and in good condition and order of all O2F's and its client's property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

5. Business Conduct

It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.

6. Dual Employment

You will need to devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative.

7. Late and Early Working

You will be required to do such work as will be assigned to you by the Company from time to time. You will attend to work before and after regular office hours as well as on holidays as the exigencies of work demand for which you will not be entitled to any further remuneration.

However, you will be entitled to all benefits available to you in accordance with the company policies in this regard.

8. Annual Leave

An employee will be entitled to Twelve days of leave for each calendar (January to December) year of service. Hence one Leave per month and unused leave in a month will be carry forwarded to next month until December. Unused leaves in a calendar year will be lapsed by closing of year i.e., December.

9. Professional Ethics

You are required to deal with the O2F's and its client's money, material and documents with utmost honesty and professional Ethics. If you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the Company's and Client material, document or theft or misappropriation regardless of a value involved, your services would be terminated with immediate effect, notwithstanding any other terms and conditions mentioned in the Offer letter.

10. Forfeiture

Notwithstanding anything contained herein before, the Company shall be entitled without prejudice to any other remedy available in law, to apply any money due to an employee from the Company towards making good, in full or in part, any loss or damage that the Company may have suffered by reason of his/her default or misconduct.

11. Sexual Harassment / Discrimination

You are required to familiarize yourself with Harassment policy and comply with it always. Any instances of harassment are regarded as serious issues and non-compliance may lead to disciplinary action being instigated against you as per Law of the Land. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of O2F Info solutions Pvt Ltd holding a senior and responsible position at O2F or its client's place shall take all possible steps to ensure a positive work environment free of any form of discrimination.

12. Remedies or Breaches

You shall ratify that monetary damage would be an inadequate remedy for any breach of the terms contained herein committed by you. As a result of the said breach, the Company shall be entitled to temporary restraining orders and injunctions and permanent restraining orders and injunctions to prohibit such breach(s). This paragraph is in no way meant to limit that remedies which the Company has at law or equity for such breach(s) by you of any terms and conditions mentioned in the Offer letter and the Company reserves the right to proceed on more than once cause of action including seeking damages as well as injunctions and restraining orders.

13. Negligence

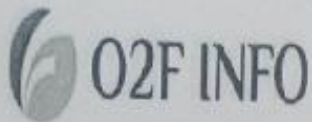
If you are guilty of any inattention to or negligence in the conduct of the business or of any other act or omission inconsistent with your duties or any breach of the terms and conditions of your employment for which the Company shall be the sole judge and you shall be liable for appropriate legal action including immediate termination of your employment.

14. Absence of Work

You will abide by all the rules, regulation and policies of the company. O2F Info Solutions Pvt Ltd reserves the right to amend such policies as needed.

You shall inform the company of your absence from work from time to time. If you are absent from work for four consecutive days without any permission/intimation to the client or HR personal or management, will be treated as absconding from the company. If you go on leave with permission but don't report to work as per the timelines and later don't intimate the extension of leave will also be treated as absconding from the company. The company also has the right to initiate appropriate legal action applicable as per law for absconding from the company.

You will also be subject to all standard O2F Data Protection and Network Security policies and either O2F or its customers may require you to sign a statement to such effect at any time.



15. Confidentiality

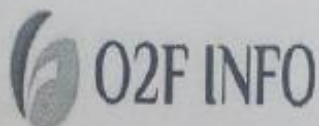
You shall acknowledge that confidential information and material regarding the Company and its clients have been or will be disclosed to you solely for the purpose of assisting in performing your duties. Such information and material are and will remain the property of the Company. The phrase confidential information and material shall include, but is not limited to all information belonging to the Company and its clients relating to the their respective services, products, customers, business methods, strategies and practices, internal operation, pricing and billing, financial data, costs, personal information, suppliers, contracts, sales, technology, computer software and systems, inventions, developments, trade secrets of every kind and character, information designated by the company or its clients as confidential and all other information that might reasonably been as confidential.

You shall acknowledge that you may use such confidential information and materials only during the term of employment and solely for the purpose of such employment, and that this right shall expire upon your discharge or resignation. You shall therefore agree not to use for your benefit or for the benefit of any other person or entity except as specifically authorized in writing in advance by the Company or divulge to any person or entity for any reason, any such information and material related and connected to the business of the Company and its clients / customers / affiliates, either at any time during the term of your employment or any time after its termination.

You shall not at any time discuss or disclose or forward O2F's or its client's business emails and data (like materials, technical aspects, codes, design documents, study material and any other content that is designed for either internal or external use) to your personal email IDs or to any other emails IDs and shall not publish any personal or confidential information about O2F or its clients in any public forums. The company also has the right to initiate appropriate legal action applicable as per law for infringement of confidentiality code.

16. Data Protection and Confidentiality

You may have access to personal and/or confidential information about the internal business affairs of O2F or its client's organization considered 'commercially sensitive'. It must only be used for the purpose(s) for which it has been authorized. Please read and sign **Annexure 2** for more details about Data Protection and Confidentiality Policy. Please note that in addition to what has been mentioned in this Offer letter, no other commitment is being made by the company. This offer letter, together with the various documents referenced herein, represent the complete offer by the Company. If there is any element of our offer that you feel is unclear or not covered, please contact me at undersigned ahead of signing this document.



17. Full and Final Settlement

Your Full and Final settlement will be processed after 60 days from the date of relieving once we receive your timesheets. In failure of submitting your timesheets may result in not getting an approval for F&F

At O2F our long-term success depends on both the results we achieve and the way we make these results happen. We set high standards for our people, our products and our processes. Quality must set us apart. We set high standards of personal integrity and ethics in all our business ventures. We, at O2F, feel that you will make an invaluable addition to our team and it is with great enthusiasm that I hope you accept this offer of employment.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

For O2F Info Solutions Pvt Ltd.



Manager – Human Resource

DECLARATION

I have read and understood the above terms and conditions of employment and am accepting the same.

Date:

Date: 13-10-2024

Signature: Pradip G. Chavan

Name: Pradip G. Chavan.

Annexure 1 (Strictly Confidential)

Annexure 1 (Strictly Confidential)

BASIC DETAILS		
Employee Name	Chavan Pradip Gurappa	
Location	Bangalore	
Designation	Sr. Consultant – Python Developer	
Department	IT	
Annual Fixed Compensation	960,000	
Total Cost to Company (CTC)	960,000	
SALARY BREAK UP		
Salary Components	Per Month (Rs.)	Per Year (Rs.)
Basic Salary	32,000	384,000
Conveyance	1,600	19,200
House Rent Allowance (HRA)	12,800	153,600
Medical Reimbursements	1,250	15,000
Flexi Benefit Allowances	30,550	366,600
Total (A)	78,200	938,400
OTHER BENEFITS		
Employer Contribution to ESI	-	-
Employer Contribution to EPF	1,800	21,600
Total (B)	1,800	21,600
Project/Performance Bonus (C)	-	-
Total Cost to Company (CTC)(A+B+C)	960,000	
DEDUCTIONS FROM SALARY		
Professional Tax (PT)	200	2,400
Employees Contribution of ESI	-	-
Employees Contribution of PF	1,800	21,600
Insurance	250	3,000
Income Tax (TDS)**	-	-
Total Deductions From Salary	2,250	27,000
Monthly Take Home Salary	75,950	

**TDS as applicable will be deducted from monthly salary.

For O2F Info Solutions Pvt Ltd.

Employee:



Pran
Pradip G. Chavan

Manager - Human Resource

O2F Info Solutions Private Limited

Plot No.26, Survey No.8 and 9 Part, 3rd Floor, Gofornagar, Madhapur, Hyderabad - 500081

www.o2finfo.com

Annexure 2

Data Protection and Confidentiality Policy

Everyone who has access to any personal information held by or on behalf of the organization, should be fully aware of and abide by their duties and responsibilities under the Data Protection Act. The information must be handled and dealt with properly however it is collected, recorded and used, and must be done so in accordance with the safeguards set out within the policy and the Act. This applies to information recorded on paper, in computer records or recorded by any other means.

- Assume that information is confidential unless you know that it is intended to be made public by O2F or its clients, this includes passing information to another organization or person
- Exercise common place and discretion in identifying whether information is expected to be confidential. In most cases information will not be explicitly stated as being confidential
- Avoid exchanging personal or confidential information or comments (eg: gossip) about individuals and organizations with which you have a professional relationship
- Avoid talking about organizations or individuals in social settings
- Where we have a legal duty to disclose information, inform the person or organization with whom confidentiality is owed that disclosure has or will be made.
- Note that your obligations to use and respect personal data and confidential information continues to apply even after you leave the organization!

DECLARATION

I have read and understood the above Data Protection and Confidentiality Policy and am accepting the same.

Date: 13-10-2021

Signature: Pradip G. Chavan

Name: Pradip G. Chavan

Annexure 3

Deputation policy V 1.0

1. All O2F employees deputed at client place will follow and adhere to the guidelines of the client in respect to work, security policies.
2. All employees on return after Deputation will be required to update their profile and also submit a report on the deputation assignment and to be sent to corehr@o2finfo.com
3. At the end of deputation or assignment at client place, you are requested to submit all belongings of the client to designated team. It may include ID cards, laptops, any records either in physical or in electronic form to concerned team. There may be more items that have been passed on to you while working on given assignment on day to day interaction. Please kindly note that client can terminate your assignment without any notice and you will have to inform O2F immediately on the same.
4. It is the sole responsibility of the employee to take care of his belongings and company property during the period of deputation. The organization will not take any responsibility in case of any theft/ loss of company property during that period.
5. Any damages caused at client place due to mishandling and negligence will be recovered from the employee.
6. All employees on Deputation will be governed by Terms put forth by the client.
7. As an employee of O2F, it's your utmost responsibility to reach out O2F for any issue or concern you may have including grievances. You should bring it to corehr@o2finfo.com and if not resolved in 5 working days, it can be forwarded to Devi@o2finfo.com
8. You agree to not to disclose salary in client premises and if found to be disclosed, appropriate action will be taken including termination of employment and legal action as per land of law.
9. Every employee should attend an exit interview either in person or over phone.
10. In any circumstance, if you desire to leave your position/assignment then its mandatory to intimate O2F about the same and not to client directly or indirectly. This information should be emailed to corehr@o2finfo.com and concerned delivery team.

I have read and understood the above Deputation policy of employment and am accepting the same.

Date: 13-10-2021

Signature: _____

Name: _____

Pradip G. Chavan
Pradip G. Chavan.