



3rd July 2023

Amey Sharma

Dear Amey,

We are pleased to appoint you for full-time employment with Blue Flame Labs Pvt. Ltd. As **Associate Technical Consultant** out of Pune.

Given below are the other terms and conditions of this offer:

Date of joining	3rd July 2023
Employee Code:	
Location:	Pune
Compensation:	As per the enclosed Annexure

The terms of your employment are subject to:

- **Acceptance of the offer in writing to Human Resources**
- **Submission of scanned set of copies before the date of joining to Human Resources:**

1. All Educational Certificates, Mark lists and certificates of Professional Courses
2. Offer letters and Increment Letters from all previous employers
3. Relieving letter and Experience certificates from all the previous employers
4. Salary certificate/last drawn salary slip from the last employer
5. Last 2 years Income Tax returns or Form 16
6. A copy of your passport, Pan card and Aadhar Card
7. Valid Visa copies of any country stamped on your passport
8. 2 stamp size and 3 passport size photographs

We take this opportunity to welcome you to Blue Flame Labs family and look forward to your association with us to be of mutual benefit.

Upon acceptance of this letter please sign and date below and return to Human Resources at Blue Flame Labs Pvt. Ltd. located at Level 5, Pride Purple Coronet, Baner Road, Baner, Pune - 411045

Best Regards,

For BLUE FLAME LABS PVT. LTD.

**Human Resource Manager
Pooja Pandey**

Accepted By :

Amey Sharma



Annexure 1:

Employment with Blue Flame Labs entails for the following benefits:

1. Probation Period: All new employees would be placed on 90 days probation period. During this period, your progress would be reviewed. However, while on probation you are not entitled for any vacation.

2. Notice Period: A 90 days' notice period is required to be served. This is required to be served in full for the purpose of smooth transition of work.

3. Company Belongings: In the event of your termination of employment, voluntarily or involuntarily, employee must return to the company all property, documents and items related to the business of the company. It includes but not limited to equipment such as laptop, mobile phone, home phone, corporate credit card, access control card etc. Any information and records pertaining to the organization must be handed over to the concerned authority. No entitlement would be paid unless all as mentioned here is handed over and subject to clearance from Human Resources.

4. Confidentiality: During your employment with the company, you will deal with some important, confidential and proprietary information and/or material of the company. It is understood that you will not share this information with anyone or any other organization at any point of time. An employee will be required to sign a separate confidentiality agreement upon joining the company.

Please review the Confidentiality and Proprietary Rights and Employment Restriction Policy. Pursuant to this policy, during the two years after your employment with Blue Flame Labs ends, you will be restricted from being employed by any client, prospective client or independent contractor engaged by Blue Flame Labs with whom you have had contact during your employment.

5. Harassment at work: The Company has a strong commitment to provide a working environment for all employees that is free of harassment of any kind. Employees at all levels of the Company have the responsibility to avoid any act or actions, implied or explicit that may suggest harassment in any form.

6. Internet Policy: The Company provides, the Internet to be used for official purpose only. Employees are encouraged to visit websites and browse the internet relating to the line of work at Blue Flame Labs and to enhance their knowledge pertaining to the same.

7. Travel for Work: An employee may be required to undertake travel depending on exigencies of work. The company makes all possible arrangements for the best available level of comfort during such travel. Employees are required to claim their expenses incurred during each travel.

8. Holidays: The paid holidays are announced at the beginning of every calendar year.



9. Income Tax/Other Tax: Your salary is subject to Income Tax, Professional Tax and any other statutory deductions as applicable from time to time. You are advised to contact Finance department for tax declaration forms and procedures for submission of tax saving investment documents.

10. Annual Leaves: An employee is entitled for 24 days of paid leaves for the calendar year. Leaves applicable as prorated basis for the first year of employment.

11. Induction & Orientation: on joining the company Human Resources conducts Induction and Orientation. You would be walked through the nature of our work, clientele base and our global presence. HR will also induct you to some important policies of the organization.

12. Laptop Policy: All the information related laptop policy already mentioned in handbook. In case of loss/damage of Laptop/charger/mouse, respective amount will be incurred from the employee.

Note: *The Statutory Benefits would be amended as and when applicable and implemented as per the governed laws under this jurisdiction. The policies would be amended and implemented as they come in force.*

You are required to submit scanned copies of the documents of the list provided to you to HR prior to your day of joining the organization.

**** Please refer to company policy handbook for details. However please note that the policies are reinforced and subject to periodic amendment. The policies amended will supersede all signed policies/offer letters during your joining.**

For BLUE FLAME LABS PVT. LTD.



Human Resource Manager
Pooja Pandey

Accepted By :

Amey Sharma

Annexure 2:

Compensation Breakup:

Components	Monthly	Annually
Basic Salary	15,000	1,80,000
House Rent Allowance	7,500	90,000
LTA Allowance	1,125	13,500
Special Allowance	11,353	1,36,236
Total (Gross)	34,978	4,19,736
Loyal Bonus	9,000	1,08,000
Total (Deduction)	9,000	1,08,000
Total (Netpay)	23,358	2,80,296
Employer PF	1,800	21,600
CTC Gratuity	722	8,664
Total (Employer Contribution)	2,522	30,264
Total Cost To Company	37,500	4,50,000

***Loyalty Bonus Terms and Conditions:**

Loyalty Bonus is a loyalty program in Blueflame Labs which rewards its employees with bonus upon completion of said period within the company.

1. The amount accrued in the 1st year of employment will be paid to the employee, interest-free, upon successful completion of 2nd year of employment with Blue Flame Labs.
2. The amount accrued in the 2nd year of employment will be paid to the employee, interest-free, upon successful completion of 3rd year of employment with Blue Flame Labs.
3. The employee will have to be an active employee on payroll at the time of delivery of the loyalty bonus.

Additionally, you will also be eligible for annual appraisals as per company policy.

For BLUE FLAME LABS PVT. LTD.



**Human Resource Manager
Pooja Pandey**

Accepted By :

Amey Sharma



Candidate Name: Amey Sharma
Employee Id:
Position: Associate Technical Consultant
Location: Pune

Candidate Verification:

The company reserves its right to verify the correctness of your resume provided to us and background if required. Kindly confirm the verification at the end of the offer letter about the contents of your resume and employment details till date. Any falsity in the information provided to the Company, may result in immediate termination of my services with the Company and further the Company may share the result of such misrepresentation etc. with other entities whomsoever.

Date of joining:

We request you to review our company offer extended to you to the best extend possible. We also suggest that you discuss any questions or concerns you may have with the company authorities to arrive your decision. Please note that the company may make certain commitments with respect to its existing/future projects based on your agreement to join us on the said date. Your failure to join us as committed will harm the company's interest. After you join Blue Flame Labs, company will provide necessary product / domain related training to you. In case you do not join after accepting the offer or resign within three months of joining the company, commitments regarding schedules made by Blue Flame Labs to the client based on your acceptance of the employment offer comes under risk.

Without prejudice to the aforesaid if for any unforeseen reasons you are unable to join us at the aforesaid date of joining after accepting our offer, please intimate the same to us in writing at least 15 (Fifteen) days prior to your joining date to mitigate the losses.

Please note that if your candidature is found to be factually incorrect or you do not join us on the agreed date despite accepting the offer:

1. Blue Flame Labs will not consider your job application in future and
2. The Company shall be authorized to share your name and the details of misrepresentation or failure to join or resigning within six months of joining (except for unforeseen circumstances) with other corporate.

For BLUE FLAME LABS PVT. LTD.



Human Resource Manager
Pooja Pandey

Accepted By :

Amey Sharma