

Date: 24th June, 2019

Mr. Srinivas Nangana

Plot No: 418, 419, Flat No: 204,
Krishna Sai Kuteer, Gokul Plots,
9th Phase, Kukatpaly, Hyderabad,
Telangana - 500007.

Sub: Offer Letter

Dear Srinivas,

Congratulations!! We are pleased to offer you the position of **Senior Software Engineer** with ProKarma Softech Pvt. Ltd.

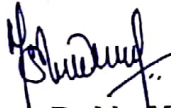
The starting date of your employment will be no later than **24th June, 2019**. As part of joining formalities, you are requested to submit the copies of the following documents on your joining day.

1. Photocopies of Academic Excellence
 - a. SSC
 - b. Inter / Diploma
 - c. Graduation – Convocation / Consolidated Marks Memo / Provisional Certificate
 - d. PG – Convocation / Consolidated Marks Memo / Provisional Certificate
 - e. Other Certificates
2. Offer Letter from previous employer
3. Experience / Relieving Certificate from previous employer
4. Three Latest Pay Slips
5. Form 16 / Income Statement
6. Passport Size Photographs Self – 8 Nos.
7. Passport Size Photographs of Dependents (Spouse & Children) – 2 Nos.
8. Proof of Resignation (required as an alternate to Relieving Letter)
9. Bank Statements (required as an alternate to Form16)
10. Copy of Full & Final Settlement from previous employer (required as an alternate to Form16)
11. Copy of Passport
12. Copy of PAN card

You are required to submit any pending relevant documents of your education or past employment within 15 days of you joining the company. For any further information, please feel free to contact me at any time.

Sincerely,

For ProKarma Softech Private Limited,



Srinivas Reddy Mummadi
Associate Vice President – Human Resources

Date: 24th June, 2019

EMPLOYMENT LETTER

Dear Srinivas,

We are pleased to make you an offer in our Company located at 6th Floor, Block 7, North Tower, Divyasree Orion, Survey No. 66/1, Raidurg Village, Serilingampally Mandal, R.R Dist. Hyderabad – 500032, Telangana as **Senior Software Engineer** on the following terms and conditions:

COMPENSATION AND BENEFITS

The details of your compensation package as per company policy are as follows and will be due and paid to you in the first week of succeeding month for the previous month during your employment with the company. You will maintain strict confidentiality of information relating to your remuneration package.

Salary:

1. You will be paid a Basic Salary of **Rs. 400,008/-** per annum.
2. You are entitled to participate in the Flexible Benefit Plan (FBP) of the company, and may avail a maximum of **Rs. 508,152/-** per annum, on the following benefits put together.
 - a) House Rent Allowance
 - b) Leave Travel Allowances
 - c) Special Allowance

Unutilized FBP, if any, will be paid at the end of the Financial Year

Other Benefits

You will be provided Meal Allowance of Rs.1500/- for each month.

You will be covered for Medical Insurance as per company guidelines. Currently we are offering Rs. 2,000,000/- as Personal Accident Insurance, Rs.2,000,000/- as group term insurance and Rs.300,000/- (per family) as Mediclaim Insurance.

You will be provided Telephone / Broadband Allowance of Rs. 1500/ - for each month.

You will be covered under the provisions of Provident Fund Act, 1952.

Annual Bonus

You will be eligible for Annual Bonus as applicable in Annexure 1 or as applicable in any of your revised compensation letter issued to you, which is payable on completion of one year / review cycle. In the event you are separated from the services of the company for any reasons whatsoever, payment of annual bonus shall be at the sole discretion of the company.

Offer Letter

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Retirement Benefits

You will be paid Gratuity as per the provisions of the Gratuity Act, 1975.

OTHER TERMS AND CONDITIONS

Rules, regulations and other benefits of the Company, as laid down in Employee Guidelines and modified from time to time by the Management, will apply to you & you will be expected to follow the Employee Guidelines.

You will be on probation for a period of 3 months from the date of joining. At the end of 3 months of this probation period, based on the report of satisfactory performance from your superior, you will receive written confirmation of your full time employment with the company. Unless confirmed in writing, you will continue to be on probation.

The offer is made based on Indian laws and subject to no unfavorable information being obtained during reference check with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration application if applicable.

Notice Period: Your employment with the company may be terminated by either party giving 60 days notice in writing or on payment of an amount equivalent to 60 days salary in lieu of the notice period. Also you're responsible for the knowledge transfer of all the responsibilities you are currently handling to another person identified by the management before you are relieved.

If the company terminates your employment for cause (such as misconduct, insubordination, substandard performance, excessive absences, breach of this agreement etc.), the company has the right to terminate your services without any notice or compensation.


This appointment letter is issued on the understanding that all the information given by you during the interview or data provided prior to and at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have intentionally concealed any information, the company will have the right to terminate your appointment at any time without any compensation.

Work Location & Transfers:

You will be presently working out of ProKarma Hyderabad Office. ProKarma reserves the right to transfer you to any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

Working Hours

You are required to adhere to work in shifts and/or in extended working hours or as required by your reporting manager. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.


Offer Letter

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Non-Disclosure Agreement: You may come across the company's confidential information during your employment such as developments related to the existing and future products and services marketed or used by the company and also the data relating to the general business operations of the company or confidential information entrusted with the company or other person or firms. You should agree not to disclose or use confidential information of any current or prior employer.

Confidentiality: You shall assign to the company all copyrights and reproduction rights to materials prepared by you, in connection with your employment during your services with the company including the materials that were prepared by you for the company's clients.

Corporate Business Principles: You agree to abide by the policies and procedures in the Human resources Guidelines.

You should handle the property of the company with care and caution. If any damage is caused to the equipment or property of the company due to negligence, you are liable to make good such loss.

During the period of employment with the company, you should not take up and assignments with any other company or organization either directly or indirectly on full time or part time basis.

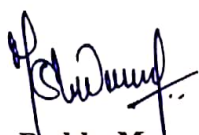
You may need to travel on company business, for which company will bear your expenses for travel.

Your appointment will take effect from the date of joining. You are expected to join on or before **24th June, 2019**. We welcome you to join our company and look forward to a long and fruitful association with us.

With Best Wishes,

For ProKarma Softech Pvt. Ltd.,

I accept the above offer.



Srinivas Reddy Mummadi
Associate Vice President – Human Resources

Mr. Srinivas Nangana
Date:

ANNEXURE 1 – GROSS SALARY SHEET

Name	Mr. Srinivas Nangana
Designation	Senior Software Engineer
Location	Hyderabad

Table 1: Compensation Details: (All Components are in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	33,334	400,008
House Rent Allowance	13,333	159,996
Leave Travel Assistance	2,776	33,312
Special Allowance	26,237	314,844
Telephone/ Broadband Reimbursement	1,500	18,000
Food Coupons	1,500	18,000
TOTAL MONTHLY GROSS	78,680	
2) Annual Bonus		0
3) ANNUAL COMPONENTS / RETIRALS		
Provident Fund	1,800	21,600
Medical, Personal Accident Insurance/ESI		15,009
Gratuity		19,231
Total of Annual Components & Retrials		55,840
TOTAL ANNUAL GROSS		1,000,000



Associate Signature