



# Relinns Technologies

Reliability | Innovation | Speed

Ref: RTPL/HR/AL/2024/21

01 Aug, 2024

Ankit Narang

4/122 MIG Mawana Road Raksha Puram

Meerut Uttar Pradesh

IN 250001

## APPOINTMENT LETTER Relinns Technologies Pvt. Ltd.

Dear Ankit ,

Congratulations on joining the **Relinns** family. We are pleased to confirm your employment with **Relinns Technologies Pvt. Ltd.** (the "Company") starting from 01 Aug, 2024 . Based upon the Company's selection process & discussion, the Company is happy to hire you on terms and conditions mentioned in this document.

Prior to the start of your employment with the Company, you must understand and accept all the terms and conditions set forth in this document. The said terms and conditions, read with internal rules and regulations of the Company will form part of your commitment to comply. The Company reserves the right to amend, modify the said terms and conditions from time to time based upon business requirements.

**NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, and intending to be legally bound, the parties hereby agree as follows:**

### 1. Employment Commencement Date

Your employment commencement date would be 01 Aug, 2024 . You will report at our main office in Mohali, India. Your 'Reporting Manager' and your 'Human Resource Manager' will define your job responsibilities.

### 2. Position:

Your designation will be Associate Software Engineer with a full-time employment position with the Company and you shall devote yourself exclusively to the business and interests of the Company while being physically present at the Mohali office.

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Your position and title may change as a result of successful completion of the probation (*as defined hereunder*), or other operational requirements of the Company's business. You will normally work at the Company's office in Mohali, but you may be required to work at any other location of the Company or its affiliates, as required by the Company.

You may be allowed to work from home (WFH) based upon the decision of the Reporting Manager. Also, please refer to the Employee Handbook for WFH policy.

### 3. Probation:

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You will be on a probation period for a minimum of three months or such an extended period as may be decided by the management based upon your performance during the probation period. On completion of three months, if the probation period is not extended in writing, it shall be deemed that your services have been confirmed with the Company.

#### 4. Nature of duties:

You will perform to the best of your ability, all the duties as are inherent in your post and such additional duties as the company may call upon you to perform from time to time based on the needs of the company and your skills, as determined by the company. Your specific duties shall be defined by your reporting manager and your Human Resource Manager.

#### 5. Working hours/place of work:

You will be working for 9 hours per day, which includes one hour of break (lunch, tea & others). You are expected to be regular & punctual in attendance. Depending on the needs of the business, however, you may be required to work additional hours/days as may be necessary for the proper performance of your duties, for which you agree that the remuneration mentioned in this document sufficiently covers any compensation towards such additional hours/days of work.

It will be solely your responsibility to present to the Company on a weekly basis, adequate verification of the number of hours of services provided.

#### 6. Leave Entitlement:

You will be entitled to avail the following leaves during a **calendar year**:

- One paid leave per month which can be carried forward up to one year & two paid leaves per month after one year of completion thereafter.
- Nine national holidays per year. The same is mentioned in the handbook and will be shared with you on request.
- The first, third and fifth Saturdays of every month will be a holiday.
- Any absence for 3 consecutive business days without permission or intimation will be treated as an unauthorized absence from the work, in such case the company is entitled to terminate your services without notice.

The complete information about the employee leaves & holidays is mentioned in the **Employee Handbook**.

#### 7. Remuneration:

Your salary/ remuneration structure is as follow:

- You will be paid INR 3,15,000 /- annually as CTC, which includes provident fund (if applicable), ESI (if applicable), gratuity, and other applicable tax deductions such as professional and income tax & other statutory deductions as per applicable legislation.
- Any other compensation towards the additional hours/days of work is covered above mentioned package.
- A regular performance review will be conducted to assess your performance.
- You will be given gratuity as per the Payment of Gratuity Act, 1972 as applicable.
- You will be solely responsible for all the declarations and implications arising thereof for all personal income tax purposes.
- Based upon your role, if you are eligible for the Performance Linked Retention Bonus & other bonus, as per the policy of the company for which you will be informed from time to time.
- You can refer to the keka salary breakup for a complete remuneration plan as applicable to you.

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You should ensure that the matters related to the salary remain extremely confidential and should not be, in any case, discussed with other employees, else it will be considered as a breach of confidentiality and may have consequences as defined in the employment agreement.

## 8. Other agreements governing your employment

You will be required to sign necessary agreements with the company as and when the company requires you to. Along with this document, the following document will need to be signed & returned to the company as part of this appointment: Employment Agreement and Non-Disclosure Agreement.

## 9. Background Verification:

Your employment will be subject to the declaration made by you & verification of your credentials, documents and other information provided by you (verbally or in writing) during the selection process and subsequently till the time of joining are complete and correct. If the details & information given by you are in any way found to be inaccurate or misleading, your services with the company will be terminated automatically, without any notice or compensation in lieu thereafter.

## 10. Appraisal Cycle:

The company follows an annual appraisal cycle. You will be eligible for the appraisal after completion of one year of service from the Employment Commencement Date, based upon your performance and other factors such as the performance of the company and the broader economic climate. The same has been explained in detail in the **Employee Handbook**.

## 11. Notice Period:

Your employment can be terminated during probation if you are in breach of this agreement without any notice.

Whether on probation or otherwise, you may resign from the Company by providing a 30 days' notice to the effect or payment of gross salary to the effect.

After completion of one year, you will be required to serve two months of the notice period or make payment for the same period comprising two months gross salary in lieu thereof.

Further, Company may at its discretion relieve the employee from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so. It is mandatory for the employee to serve the notice period from office only. Work from home in the notice period will not be allowed unless it is approved by the management.

Once you resign, you will not be entitled to any payout & appraisal process. You should serve the complete notice period starting from the first day of putting in the resignation. In case, your notice period is of 2 months i.e. after one-year completion of your services, your 1st month notice period salary will be on hold, which will be released along with full & final settlement only after you finish the complete notice period with the company.

## 12. Termination:

Your services are liable to termination without notice period or compensation if any of the following occurs:

- Non-performance or par-performance, failing to meet quality standards of the company; and/or
- If you were found suspicious of wrongdoings or indulge in illicit activity during your presence at the workplace such as communicating with clients for the purpose of gaining personal gains from the client or suppressing any information or furnishing false information with a view to obtaining employment with the company.
- Your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 3 working days or more, it shall be considered that you are no longer interested in continuing employment with the company, in such a case, it shall be deemed that you have abandoned your

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services.

- You are in breach of this document, non-disclosure agreement, or internal rules and regulations of the Company.
- While joining the services of the company & during the course of your services with the company, you would be required to notify the company immediately with the details of any civil or criminal case/s instituted against you in any court of law or any complaint/show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet/Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.

### 13. Nature of Employment:

Your employment with the company is exclusive and you shall devote your full time to the company.

### 14. Conflict of Interest:

You agree never to use your position with the Company, or information acquired during employment in a manner that may create a conflict of interest (“**Conflict of Interest**”) or the appearance of a conflict of interest between your personal interest and the interests of the Company or its customers, associates and clients. For this purpose of this clause, Conflict of Interest shall mean any situation in which you are in a position to exploit your professional or official capacity in some way for your personal benefit. Conflict of Interest shall also mean multiple professional or personal interests, one of which could corrupt your motivation or intention towards job performance at the Company.

### 15. Solicitation

You further agree that during the term of this agreement and following the termination of this agreement, whether the termination shall be voluntary or involuntary, or with or without cause, you will not, in any manner or at any time, solicit or encourage any person, firm, corporation or other business entity who are clients, business associates or referral sources of the Company to cease doing business with the Company or to do business with you.

### 16. Non-competition with company clients

You agree that during the term of the Employee’s employment with the Company and for a period of three years following the cessation of the relationship with the Company, the Employee shall not work with any of Company’s clients nor provide any service to or lend any aid or device to any of the clients of the Employer.

### 17. Applicability of Company Policy:

- The company shall be entitled to make policy declarations from time to time pertaining to matters (but not limited to) like leave entitlement, the confidentiality of work, employee’s benefits, working hours, transfer policies, code of conduct, organizational policies, sexual harassment policy, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the company shall be binding on you and shall override the terms of this Appointment letter to that extent.
- During your employment with the company, you are always required to conduct yourself professionally. In the event of any deviation/misconduct committed by you, the company shall take disciplinary or legal action against you. Also, please refer to the code of conduct that is mentioned in the Employee Handbook.
- You are requested to familiarize yourself with the policies during the course of your employment with the company. You agree and acknowledge that you have read and understood all the terms and conditions of this letter along with the CTC in Annexure A-1, Employment Agreement in A-2, Non – Disclosure Agreement in Annexure A-3, and Employee Handbook which will be shared with you for your reference.
- The company has a “Code of Conduct” that is applicable during your stay at the Company and also applies to your tenure with the company.

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- Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with the company. You are required to keep yourself updated at all times on these Policies and codes of Conduct.
- During the period of your employment with the Company, you shall be governed by the applicable service rules of the company from time to time. In case you fail to adhere to the guidelines, including any clause which is put in place under it, you will be investigated and it may lead to disciplinary action being taken.

## 18. Representation and Warranty:

- You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking or any other disability of any nature which may in any way restrict or prohibit you from entering into terms mentioned in this appointment letter or from performing your duties and providing services under this Agreement on the terms and conditions contained herein.
- You represent and warrant that you have carefully read and fully understood all the provisions of this Appointment Letter and its Annexures and have asked and received explanations to any of your queries and that you consider this Appointment Letter and Annexures to be fair and reasonable, and that you agree to be bound by each of the terms and conditions contained herein.
- You further represent and warrant that you have not been convicted of any offense by any court of law and are not a party to any proceedings pending before or likely to be initiated before or by any court, tribunal, government agency, or similar statutory body and that you have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceedings, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organization.

## 19. Jurisdiction

All disputes arising out of this Contract of Employment shall be subject to the jurisdiction of courts in Mohali. The company reserves its right to add to, alter, amend or vary the foregoing terms and conditions as and when found necessary.

**Relinns Technologies Pvt. Ltd.**



**RELINNS TECHNOLOGIES PVT. LTD.**  
**DIRECTOR**

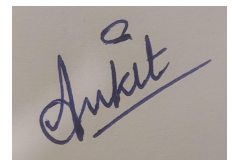
Rohit Garg

**Director**

## Read, Agreed & Accepted by:

I \_\_\_\_\_ confirm that, I have read, understood and accepted all the terms & conditions of this Appointment Letter and attached Annexures. I confirm that by signing this Appointment Letter I promise to abide by all the terms & conditions of the same.

Employee Signature \_\_\_\_\_



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