

# Let's Create WOW



**Welcome!**

November 29, 2024

Hello Ashish,

Welcome!

We are excited to bring to you the *World of Wow!*

Trust is the foundation of all relationships. We value the trust that you have reposed in InfoBeans. We look forward to building this trust over time to come. Let us work towards that, *together*.

We at InfoBeans, are passionate about making our organization the best place to work at. It is our infinite mission. We work hard everyday to fulfill the aspirations of our team members and we see your success as ours.

Welcome to this mission!

What is life without fun and games? We value life after work and life at work :-). We encourage you to take part in various activities and even suggest your own. These activities help us in keeping a refreshed mind that fosters creativity.

As you embark on this journey with us, we are here to help you at every step. Should you need any assistance, you are free to reach whoever you think can help you, without thinking about designation. Just ask and we will try our best.

We are not perfect, but always improving. At times, your organization might fall short of expectations. Constructive feedback is an essential part of the InfoBeans culture. We encourage you to talk to anyone you are comfortable with to help improve our organization.

Finally, we want you to think about the legacy that you will leave behind as responsible citizens. At InfoBeans, what you will be doing is not just your day to day work, but building the community that you are a part of. InfoBeans Foundation is an instrument to transform lives by empowering those challenged in life, with tools to earn a better livelihood like the rest of us. We would like you to not just support but actively be a part of the Foundation. The rewards are priceless.

Once again, welcome to your Karm Bhoomi! Welcome to the World of WOW!

A handwritten signature in black ink, appearing to read 'Anurag' with a small 'RM' above it.

11/29/2024

## ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

- Annexure I: Employment Acceptance
- Annexure II: Compensation Breakup
- Annexure III: Required Documentation

### Key Employment Details:

#### 1. Designation & Location

We are pleased to extend an offer for you to join InfoBeans, as per the terms and conditions of the offer letter and its accompanying annexures:

**Designation** - Software Engineer

**Base Location** - Pune

**Work Location** - Pune - Baner

You will be expected to work from the office assigned to your project, role, or client, referred to as your Base Location. This Base Location will be used for all administrative and operational purposes. InfoBeans reserves the right to request you to work from other office locations based on business needs.

#### 2. Service Agreement

You are required to abide by the terms and conditions outlined in the Service Agreement, which includes a pre-agreed Guarantee.

#### 3. Reimbursements & Benefits

You are eligible for allowances such as telephone reimbursement, leave travel allowance, and meal vouchers, **which are part of your annual CTC.**

#### 4. Background Verification

Background verification will be conducted before, during, and after your tenure. All required documents must be submitted before your joining date. If the verification results are negative, the offer of employment will be revoked with no notice.

#### 5. Transferability

Your services may be transferred across InfoBeans locations, both within India or internationally, or between departments or functions. Transfer-related benefits will follow company policy.

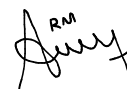
#### 6. Variable Pay

Variable pay is based on both individual and company performance. In FY 2023-24, 96% of team members earned 90% or more of their variable pay. This will be calculated on a pro-rata basis from your start date. Variable pay will be deferred during probation and disbursed in the following quarter.

### Probation & Appraisal

#### 7. Probation Confirmation

Your probation confirmation is based on performance, KRA achievement, and alignment with InfoBeans' cultural values. Each new hire will be on probation as outlined in the Service Agreement. Successful completion requires lead/manager approval and does not guarantee automatic confirmation of



employment. Confirmation will be provided in writing by InfoBeans. During probation, leave accrues monthly.

#### **Leave & Attendance:**

#### **8. Annual Leaves**

You are entitled to Earned Leave starting from your date of joining. Initially, you will receive 18 working days of Earned Leave annually for the first five years, increasing to 24 days thereafter. In addition, you will have 10 declared holidays (8 fixed and 2 optional). InfoBeans also offers Maternity Leave, Paternity Leave, and Hospitalization Leave.

**We offer flexible working hours, with a full-time, five-day work week.** Upon successful completion of probation, any remaining Earned Leave for the financial year will be credited, and you will be eligible for optional holidays. The leave and holiday calendars follow the financial year cycle.

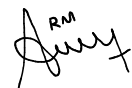
#### **Medical & Financial Benefits**

#### **9. Medical Insurance**

<b>Insurance</b>	<b>Sum Insured</b>	<b>Coverage</b>
Group Medical Insurance	INR 2,00,000 onwards	Yourself, your spouse, and two children
Group Personal Accident Insurance	INR 5,00,000 flat	Yourself
Parental Insurance - Optional	INR 2,00,000 onwards	You may opt to include parents and in-laws with additional coverage

#### **10. Gratuity & EPF**

Gratuity will be as per the Payment of Gratuity Act, 1972. EPF contributions follow the Provident Fund Act, and ESIC coverage is provided as per the Employee State Insurance Act, 1948.



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## Other Terms

### Passport Requirement

As we serve international clients, you are required to have a valid passport. If you do not have one, a receipt of application can be submitted. Your probation status will be confirmed after submitting a copy of your passport to the People Team.

### Dress Code

While we encourage an open culture, a smart dress code is expected to present a professional image to clients and visitors. Shorts, open foot shoes/chappals for males are not acceptable in the office.

### General Terms & Conditions

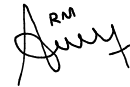
You are required to comply with organizational guidelines, including but not limited to confidentiality, intellectual property rights, and the code of business conduct and ethics. Your employment will be governed by all rules and regulations of the organization, as amended from time to time. For further details, please refer to the Service Agreement.

We warmly welcome you to InfoBeans and look forward to *Creating WOW* in everything we do!

Yours Sincerely,



**Dr. Neha Bhopatkar**  
**Director - People**



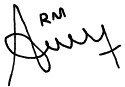
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### Annexure I: Employment Acceptance

Designation	Software Engineer
Annual CTC	INR 14,00,000/-
Date & Day of Joining	November 29, 2024. Friday
Time of Reporting	10:30 AM
Address	45ICON, Block- B, Ground Floor, Baner Road, Pune, Maharashtra 411045
Contact Person	Gauri Malve - 9993343881 gauri.malve@infobeans.com

I, **Ashish Ravindra Mewal**, confirm that I have thoroughly reviewed and understood the offer letter, compensation package, employment agreement, and benefits. I accept the employment opportunity offered by InfoBeans and agree to the terms of my employment.

Signed,



Name:

Phone:

Place:

Date: 11/29/2024

Get glimpses of our WOW culture at

Website: [infobeans.com](http://infobeans.com)

Facebook: [/InfoBeans](https://www.facebook.com/InfoBeans)

LinkedIn: [/company/infobeans](https://www.linkedin.com/company/infobeans)

Instagram: [/infobeans](https://www.instagram.com/infobeans)

## Annexure II: Compensation Breakup



<b>TEAM ID</b>	0
<b>NAME</b>	ASHISH RAVINDRA MEWAL
<b>DESIGNATION</b>	SOFTWARE ENGINEER
<b>EFFECTIVE DATE</b>	November 29, 2024
<b>LOCATION</b>	Pune

**SALARY STRUCTURE**

	<b>Monthly</b>	<b>Annual</b>
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**Fixed Components**

Basic	54,200	650,400
House Rent Allowance (HRA)	21,680	260,160
Bonus	2,500	30,000
Other Allowances	17,630	211,563

**Reimbursements and Other Benefits**

Telephone Reimbursements	1,250	15,000
Leave Travel Allowance	3,000	36,000
Meal Voucher / Special Allowance	3,300	39,600

<b>Sub Total</b>	<b>103,560</b>	<b>1,242,723</b>
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Provident Fund (Company's Contribution)	1,800	21,600
ESIC (Company's Contribution)	-	-
<b>Sub Total</b>	<b>1,800</b>	<b>21,600</b>

<b>Total (A)</b>	<b>105,360</b>	<b>1,264,323</b>
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**Additional Components**

Fixed Benefit (Half Yearly)		-
Performance Variable (Quarterly)		100,000

<b>Total (B)</b>		<b>100,000</b>
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**Other Benefits**

Gratuity (Annual contribution towards Gratuity)		31,000
Medical Benefit (Accident + Health Insurance)		4,677

<b>Total (C)</b>		<b>35,677</b>
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<b>Cost to Company (A+B+C)</b>		<b>1,400,000</b>
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\* Professional Tax will be deducted as per applicable rate.

\*\* Gratuity will be payable as per Gratuity Act, 1972.

\*\*\* This is a system generated report. This does not require any Signature.

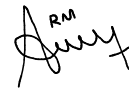
11/29/2024

### Annexure III: Required Documents

You are expected to provide the scanned documents before joining and during employment, as and when required.

- **Education** - 10th and 12th mark sheets, graduation and post-graduation degrees including semester mark sheets, and any other relevant certifications.
- **Personal Details** - Two forms of identity proof (e.g., PAN card, passport) and any address proof (e.g., driver's license, electricity bill, phone bill, Aadhar card), along with one clear picture of yourself.
- **EPF Portal** - Kindly log in to your EPF portal to get details of the first EPF member enrollment date, initial employment EPF wages, and UAN card.

*DISCLAIMER: No documents or policies guarantee any benefits or terms. Past policies, whether oral or written, do not form any express or implied agreement. The Company reserves the right to modify or discontinue any policy at any time, with or without notice. PF, Gratuity, and Government Acts are subject to change as per regulations.*



11/29/2024



**Registered Indore Office:**

2nd Floor,  
Crystal IT Park,  
Indore - 452001,  
Madhya Pradesh, India  
T: 0731 716 2000

**Pune Office:**

Unit 101-C, Level 1, Delta -1,  
Giga Space IT Park, Viman  
Nagar, Pune - 411014,  
Maharashtra  
T: 020 6721 1818