

Employee Workplace Behaviour Guideline

Dear _____,

We believe that it is important for L&T Infotech (the “Company”/ “us”/ “our”) to share the key points below to enable you to perform your duties diligently with high compliance to the company policies while you are in employment with the Company.

However any other conduct, which threatens the security (physical as well as data security), safety, employee welfare and business, is prohibited.

Any violation of the terms of this document can lead to appropriate disciplinary action.

1. You as an “Infoknight”, in all your interactions both internal and external are expected to adhere to the Code of Conduct policy and live up to our Company’s reputation, vision and core organizational values Agility, Dependability, Innovation, Integrity, Meritocracy & Fair play, Passion & Team Work
2. As part of this organization you are expected to be cognizant of the customer requirements and accept project allocations as per business needs while in India or Abroad.
3. You will carry the Company provided identity card at all times while in India. While on work overseas at client location, check with your onsite coordinator/manager if there is a separate id card that is issued at the client site. During your deputation and while travelling anywhere overseas, do carry copy of appropriate identity proof such as your passport ,Driving license, Residence/Visa status such as Work Permit, country specific personal identification number (e.g. residence permit card/ PIN/SSN/CPR/other identification number) certified and stamped as true and original from the local police station/town hall/municipality/ commune/Social Security office etc.). with you at all times. It is essential to carry your original passport while traveling outstation within and outside a country (e.g. nearby countries within EU where there are no specific emigration/border checks).
 - Do not continue with the local country public registration system depending on the country after the deputation ends, since it is illegal if not cancelled/unregistered and can impact your future entry into the country.
 - Do not indulge in any act/deed /behavior which is not legal and is considered as an offence as per the country you are in.
4. We are committed to providing and maintaining a work environment that is free of harassment and any kind of discrimination based on caste, creed, race, religion, national origin, age, gender, sexual orientation, region, appearance or any disability or other protected classifications while in India or Abroad. All employees must comply with the Company policies (India and International) in generic area of Ethics, Conduct and Governance, Health & Safety, Leave and Attendance, Global Mobility and any country specific policies as applicable while abroad. HR Policies are available on Insight (Path Insight> Quick links > HR > HR Policies) and take appropriate measures to go through the HR Policies and be aware of all updates to policies, that

are published from time to time. In case you are based at the client location, please make sure you follow policies and processes as applicable to you at the client location also.

We believe that it is important for L&T Infotech (henceforth referred to as the "Company"/ "us"/ "our") to emphasize that you always need to conduct yourself in conformity with professional standards of personal integrity, honesty and ethical conduct. You will address any issues or grievances to the appropriate HR and reporting manager of L&T Infotech only. Value people and treat all colleagues and business associates with fairness, dignity and respect. Respect the personal space of all individuals and respect the culture of the country you are in. Meet your colleagues in a warm and friendly (not overtly friendly) manner. Be aware and sensitive of the cultural gestures and adhere to the local laws of the land/country you are in since you could be subjected to identity and spot checks.

- Do not threaten, intimidate, coerce or fight with another employee or any personnel of the customer by word or deed, or make derogatory remarks towards clients, superior officers and other colleagues.
 - Do not commit or get involved in any act of harassment of another individual
 - Do not steal or damage or destroy any property which belongs to the Company, client or any colleague
 - Do not get personally involved with employees of the client at the worksite
 - Do not threaten anyone's personal space by asking personal/uncomfortable questions (questions on marriage, family, religion should be strictly avoided).
 - Do not behave in a manner that can create suspicion
 - Do not use abusive or offensive language, tone or gestures with colleagues or client associates
 - Do not share /discuss details about your salary/allowances/appraisal/promotions with the client manager/associates.
 - Do not make judgments if people are curt and formal, they may be work-oriented.
5. Do adhere to the "dress code policy of the Company" and of the client as applicable in India or while Abroad. Adherence to dress code guidelines of the company and also of the client is a must. Ensure that you take care of your personal hygiene and grooming at all times, (e.g. use of deodorant, mouth freshener whenever required, well-trimmed nails, well groomed hair, men should be clean shaven, etc.). It is important to maintain personal hygiene in client offices, client meetings, discussions, office lifts, public places etc. It will ease your immigration formalities and avoid unnecessary questioning, if you are neatly dressed and well groomed when you meet the immigration officer.
- Do not wear anything flashy/eye-catching
6. Upon joining the Company in India or while abroad, please provide your contact details, emergency contact details and dependent information as required. It is your responsibility to always ensure you update the above details (Keep HR Informed if your dependents are living with you while you work abroad), in the HRMS of the company. It is in your best interest to keep HR updated of any changes to the above.

7. On a regular basis, do submit your time sheet reports. If you have not been allocated to any project, do remember to check the cost code details with the Resource Management Executive in your Business Unit. As responsible project members, you are expected to contribute to effectiveness measures like regular attendance and diligent swipe-in/ swipe-out at all locations where you will be based. Adhere to the start time as per the office timings at the client location, and break time as per the location. Timings need to be matched based on work demands and according to the other team members of your project team. Please do not forget to complete your Splice M Timesheets and Client's Time Sheet. Work within the time provided to you.
 - Do not come late to work
 - Do not exceed your break timings
 - Do not spend extended time in the corridors on your cell phone
 - Do not default your time booking
 - Do not do any personal work during office hours, such as filling up Immigration or Payroll related forms
 - Do not ask client colleagues to stay back beyond their official timings
 - Do not book time used in the gymnasium, indoor recreation room, massager, coffee machines, etc.
8. Always attend a meeting with a note pad and a pen, and take notes wherever required. It is useful to carry printouts of important documents and sheets as needed. If the client has provided you a laptop, carry it where required and ensure the safety of the same. Adhere to the processes/information specific to the client location. Check with your onsite coordinator/manager for any such information and make a note of the same. When your assignment ends, ensure you return all related access cards, parking cards, and laptop cards to the concerned officials at the client site before you leave the country. Attend the compulsory trainings organized by the client and complete the same within the stipulated time after being deputed.
 - Do not decorate your work area/desk like a home. Avoid exhibiting religious pictures, etc.
 - Do not make "ON THE FLY STATEMENTS" in client meetings
 - Do not hold any meetings without the permission of the client at the client premises
 - Do not violate client specific processes and secure information
 - Do not hesitate to ask for client specific information if not clear/told to you explicitly by your reporting manager
 - Do not browse on the Internet except for L&T Intranet sites during office hours.
 - Do not use MP3 players, IPod at the client /work place
9. Since we work as a global organization, you are expected to communicate only in English (Business Communication) with customers/colleagues. Speak clearly only in English and in moderate tone/audible voice for the other party to hear properly. Use your L&T Infotech email id to communicate with offshore/other colleagues outside the project. If you have not understood what the client is trying to communicate, please ask them to repeat it and mention

clearly that you have not understood what they said, and hence requesting a repeat. Follow appropriate email etiquette; use proper salutations while addressing the individual in the email. Always spell check before sending an email.

- Do not talk loudly
 - Do not make use of any client communication network (e.g.: email, phone, printer, fax, scanner) for personal use/to write to offshore
 - Do not indulge in personal talks with client colleagues
 - Do not make fun of the accents of fellow colleagues/superiors
 - Do not use the Indian regional language at client place
 - Do not speak out of turn or continuously without pause, making discussions one sided
 - Do not use client email id to register into any free forums which may compromise client machines
10. Follow Telephone Etiquette while use of phone (land line/mobile). In the case where mobile phones are provided to you by the clients for work-related calls, the same has to be used appropriately for official use only. Prepare your own list of important numbers and carry them in your office bag. For long duration or long-distance calls, ask the off shore location to call the number provided to them. Mobiles should be on silent mode/low ringtone while at work. Keep client provided mobiles safely and ensure you do not lose them. Ensure that you return all client provided mobiles when your assignment comes to an end. When entering a conference call with your team, announce the names/indicate presence of other team members
- Do not use the phone for long durations unless absolutely required for work related matters
 - Do not use the client phone (landline/mobile) for making personal calls
 - Do not misuse the phone usage for personal calls if it has been given to you by the client
 - Do not call off shore locations from the client location and talk for long hours using the land line
 - Do not use loud ring tones
 - Do not leave the important numbers list in your suitcase at home
 - Do not place phones on mute/hold in conference calls to take other calls, so to avoid causing any inconvenience to the listener
11. Ensure that the kitchen facilities such as canteen, coffee machines and microwave and any other kitchen facility available in the Company or at the Client location if provided are moderately used. If you use the microwave to warm your lunch, ensure that it is clean after your meal is warmed up, especially if you are heating Indian food. Use only microwavable plastic/ceramic vessels. Follow table manners when eating in the cafeteria/with colleagues/ with client colleagues. Clean the table after completing your meal. When based in a client location, please buy the lunch coupons for yourself. Take moderate helpings of food while serving you. Ensure that you follow the rules/processes for usage of such facilities provided. When you are in a conference room, ensure that you leave the place clean and not littered with your coffee/ water cups. . Keep the common facilities clean.
- Do not expect your client colleague to buy lunch coupons for you
 - Do not expect any one else to clean up if you spill water/food on the table

- Do not waste time at the coffee machines in groups
 - Do not litter or dirty any common facilities used.
12. Adhere to the usage policy/rules for using any recreational facility such as the gymnasium, sports any other recreational facilities available to you in the Company or at Client Location if permissible for consultants. Unless freely available, pay the necessary charges for usage of the same. Ensure that the usage of such facilities does not hamper your working hours, quality of work and deadline of the work/project
- Do not use such facilities during working hours
13. Adhere to the confidentiality agreement that you have signed with the Company and the client (if applicable). You will ensure the confidentiality, integrity and availability of the information assets of our Company and clients at all times. You will comply with the Information Security Policy and guideline of the Company and also comply with specific security policies/guidelines of the client. Ensure that you obtain such guidelines and understand client expectations on security responsibilities through dialogue and observation of practices of the client. Ensure highest standards of good security conduct to preserve and protect the client systems. In case you are at Onsite client location you are required to get in touch with the client site project manager to access the L&T Infotech intranet sites if these sites are blocked from the client side. Use Internet browsing discreetly and only for work-related information from the Company/Client office. Ensure security of usage of laptop/notebook computers/home computers including data security at all times.
- Do not enter into areas where you do not have access at the client location/ break into rooms where you are not allowed to enter
 - Do not circumvent or subvert security measures on either client's network resources or any other security system connected to or accessible through the internet
 - Do not share with unauthorized personnel any information which is confidential to the Company and client
 - Do not use unauthorized software at the work place
 - Do not install, download or develop a malicious software
 - Do not download free ware while at work unless approved by the client project manager if it is in the interest of the project
 - Do not hack into, attack or compromise any system/network/resources of the Company or use the Company resources for such activities on other systems
 - Do not post information about L&T Infotech and client information on public sites including emails, forums, blogs, etc.
14. While Abroad ensure that you and your family follow the rules and regulations within the residential complexes where you live in. During client and project parties, avoid alcoholic beverages/or restrict them within limits. Always check for official information desks when seeking information especially at public places. Always check in advance the route to the destination that you are heading to. Have the route map with you for reference. Use the public transport systems where possible. Read about the culture and society of the country you are in.
- Do not use conveyance from unknown transporters when travelling late from work to home

- Do not touch unidentified objects
 - Do not be clueless while travelling to an unknown destination.
 - Do not go uninvited to any one's house
15. If you are living in a company provided leased accommodation/rented accommodation which is furnished with amenities, do insist and ensure an inventory check is done before you start living there and also before you exit the rented apartment to ensure that there are no miscommunications on provided/missing items during your entry and exit of the accommodation. You are responsible for the upkeep and any damages should be informed to the local country admin team. You may need to check with the local admin/landlord of the procedure to replace any damaged item during your stay in such company provided/leased accommodation which is furnished.
16. People are extremely cautious about health and hygiene. If you are not well, you are expected to take extreme care at work or while socializing with colleagues so that you do not affect other people. Take good care of your health as the cold weather tends to consume more body energy, and can cause allergies along with other factors. If required, you can work from home instead with prior permission.
- Do not go to the work place or for meetings when down with fever, cough, cold, sneezing, etc.
17. For all certifications and additional qualifications acquired, please reach out to the HR Team along with the original certificate to ensure that the same is updated in the HRMS

Please note that as an employee of L&T Infotech ("the Company"), any conduct which threatens & violates the security, safety, employee welfare, business and any Company policy is strictly prohibited. The below list is illustrative; however any violation will lead to disciplinary action up to and including termination of employment.

1 DO NOT:

- Share confidential information about the Company and its clients with outsiders, post information about Company and client on public sites including emails, forums, blogs etc.
- Come late and remain absent from work without permission
- Present fake bills - towards medical reimbursements, travel related relocation bills, etc.
- Gamble on Company's premises, engage in trade or business outside the assigned duties
- Record the work time of any other employee or allow any other employee to record your work time, which leads to falsifying information
- Threaten, intimidate, coerce or fight with another employee or a customer by word or deed
- Make use of office communication network, usage of phone, printer, fax, scanner for personal use
- Share/discuss your salary or allowance, appraisal, or promotion related details with anyone including client (Any grievance related to salary can be discussed only with your L&T Infotech HR team)
- Indulge in drunkenness, riotous, disorderly or indecent behavior on company premises
- Speculate in shares during company work
- Engage in willful insubordination or disobedience including but not limited to failure or refusal to obey orders of a supervisor or member of management
- Steal or damage or destroy any Company property or the property of any employee or client

Annexure A: Declaration Employee Work place Behaviour to be signed by the employee.

Annexure A - Declaration by the Employee.

I hereby declare that I have received and read the guideline for Employee Work Place Behaviour and undertake to abide by the terms and conditions of this document throughout my tenure in L&T Infotech.

- **Country of Deputation:** IN
- **Employee Name:**
- **Employee Signature:**  Digitally signed by: Bikram Kumar A
- **Date:** 06/09/2021
- **Current Location:** Bengaluru

Conflict of Interest Disclosure Form for LTI Employees

A conflict of interest exists when there is evidence of or the appearance that an employee's personal interests have influenced or may influence Agency transactions or operations, or that these interests take precedence over the interests, goals, and/or mission of the Agency. A conflict of interest may relate to you, your spouse/partner, family member, business interests, and/or associates in areas such as:

- I (or a party related to me) may hold, directly or indirectly a position of financial interest in an outside concern from which LTI secure goods or services.
- I (or a party related to me) may render directive, managerial, or consultative service to, or am an employee of, any outside concern that does business with LTI.
- I may accept gifts or other benefits from any outside concern that does, or is seeking to do, business with LTI.
- At LTI, I may participate in management decisions concerning transactions that affect or benefit me, my family, or my personal financial interests.
- A party related to me, may have received or continues to receive services from LTI.

LTI is responsible for knowing what conflicts might exist and to manage, reduce, or eliminate those conflicts. The key to handling these potential conflicts is *full disclosure* of any potential conflict or the appearance of a conflict. It should be noted that we believe it appropriate to disclose any family members that may be supported by, employed by, a vendor of, or business associate of LTI. Each employee will complete an annual conflict of interest disclosure form to inform LTI of situations that pose or may give the appearance of conflict of interest.

If you have questions as to whether a conflict of interest exists, we encourage you to discuss this with Human Resources /or disclose this information on the form.

I certify by signing below I acknowledge receipt of the Employee Conflict of Interest Policy and that I have accurately completed this disclosure form to the best of my knowledge.

Please check the statement that pertain to your disclosure:

- I hereby report that to the best of my knowledge, information and belief, no situation in which I am involved personally or professionally could be construed as a violation of the Employee Conflict of Interest Policy, or as placing me in a position of having a conflict of interest with LTI*.
- I hereby disclose the following individuals/circumstances that may constitute a conflict of interest, as described in above*:

Name –

Email id –

Relation –

PS Number (Optional) -

* I understand that it is my responsibility to contact LTI's Human Resources to complete a new Employee Conflict of Interest and Disclose to notify LTI of any changes and/or additions that may occur throughout my tenure with LTI.

 Digitally signed by: Bikram Kumar Agrawal on 06/09/2021

Employee Name

Employee Signature

Specialist - Data Engineering

06/09/2021

Employee Title

Date

Larsen & Toubro Infotech Ltd.*Commercial Software Protection Agreement*

I agree that, in consideration for using Larsen & Toubro InfoTech Ltd. ("LTI") computer hardware and all software, including commercial software as part of my employment, I recognize and will abide by the following conditions:

1. LTI licenses the use of its commercial software from a variety of outside companies. LTI does not own such software or its related documentation and unless authorized by the applicable licensor, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, LTI Retainers and consultants shall use the software only in accordance with the applicable license agreement. Information on the license agreement for each piece of software can be obtained from LTI Manager of Information Systems Division.
3. LTI Retainers and consultants learning of any misuse of software or related documentation within the company shall notify their supervisor or the Manager of the Information Systems Division.
4. LTI Retainers and consultants who make, acquire, or knowingly use unauthorized copies of computer software will be disciplined as appropriate under the circumstances.
5. According to the Copyright Law, illegal reproduction of software can be subject to civil damages, and criminal penalties including fines and imprisonment.
6. LTI does not offer protection to any Retainer from prosecution by the owner, developer, maker, distributor or licensor of the original commercial software.

Retainer's Name:

Signature:  Digitally signed by: Bikram Kumar Agrawal on 06/09/2021

Date: 06/09/2021

AGREEMENT FOR ASSIGNMENT OF INVENTIONS, COVENANT AGAINST DISCLOSURE AND AGREEMENT NOT TO COMPETE

IN CONSIDERATION OF my employment to perform services for Larsen & Toubro Infotech Ltd., LTI in short, its successors, or assigns (hereinafter "LTI") and in consideration of the wages and salary to be paid to me and of the position which I occupy and which brings me into contact with activities of LTI, and regardless of the duration of such Contract, I agree to perform to the best of my ability all duties required of me from time to time by LTI and I agree to comply with conditions set forth herein.

1. **Property Rights:** I agree that all concepts, designs, inventions, improvements or developments which I may conceive, develop, devise, make, invent, or suggest during my employment with LTI relating generally to any matter of thing, including computer programs, systems, designs, manuals, documentation, products, processes, or methods which may be connected in any way with the LTI's work or with work or tests carried on by LTI, shall become the absolute property of LTI.
2. **Assignment:** I hereby assign and agree to assign, at any time at the request of LTI, to LTI, its successors, assigns or nominees, all my rights, title and interest in or to such concepts, designs, inventions, improvements, and developments, patentable or unpatentable, which during the period of my employment with LTI or with its predecessor or successor in business or with any entity associated with LTI, I have made or conceived, or which, while still in the employment of my LTI, I hereafter may make or conceive, either solely or jointly with others: (a) with the use of LTI's time, material, or facilities; and/or (b) resulting from or suggested by my work for LTI or contact with other employees of LTI; and/or (c) in any way pertaining to any subject matter which shall be within the existing or contemplated business of LTI. All such concepts, designs, inventions, improvements, and developments shall automatically be deemed to be the property of LTI as soon as made or conceived. My obligation to assign the rights to such property shall survive the discontinuance or termination of my employment with LTI for any reason. I hereby expressly waive in favor of LTI any moral rights, artist's rights or other rights of authorship under the relevant copyright laws or other intellectual property rights (which rights otherwise cannot be assigned or transferred to LTI) in and with respect to any concepts, designs, inventions, improvements, developments or other copyrightable works that I may conceive, develop, devise, make, invent, or suggest during my employment with LTI.
3. **Disclosure:** I agree to disclose promptly to my immediate supervisor all such concepts, designs, inventions, improvements, and developments.

4. **Execution of Documents:** At any time upon the request of LTI, either during my employment or after termination thereof, and without charge to LTI, but at its expense, I agree to execute, acknowledge, and deliver all papers and documents, including but not limited to applications for patents, copyrights, or trademarks; and I agree to perform such other lawful acts as, in the opinion of LTI, may be necessary, required or of assistance in obtaining or maintaining patents, copyrights, or trademarks, for such concepts, designs, inventions, improvements, and developments in any and all countries and in vesting title thereto in LTI, its successors, assigns or nominees.
5. **Actions Required on Termination:** Upon termination of my employment with LTI, I agree to return to LTI all property of LTI of which I have had custody and to deliver to my supervisor all notebooks, documentation, files, and notes, and other data relating to research or experiments conducted by me or relating to any concepts, designs, inventions, improvements, or developments pertaining to computer programs, systems designs, manuals, documentations, products, processes, or methods of LTI or otherwise covered by this Agreement.
6. **Compliance Not Contingent Upon Additional Consideration:** I have not been promised, and I shall not claim, any additional or special payment or compensation for such assignments and for compliance with the other covenants and agreements herein contained.
7. **Prior Inventions:** If, prior to the date of execution of this Agreement, I have made or conceived any unpatented inventions, improvements, concepts, designs, or developments, whether patentable or unpatentable, which I desire to have excluded from this Agreement, I have attached to this Agreement a complete list and brief description thereof.
8. **Covenant Against Disclosure:** In addition to all other obligations with respect to the observance of the local government security regulations, I understand that it may be desirable or necessary for LTI or any of its suppliers, licensors, or customers to disclose to me information or data relating including but not limited to the technology, systems, methods of operations, products, business data, financial data and any other information of LTI or its suppliers, licensors, customers or third party and, I therefore agree as follows:
 - (a) To accept and retain such data and information in complete confidence and, at all times during or after the termination of my employment with LTI, not to disclose or reveal such data or information to others and refrain from using such data for purposes other than those purposes authorised in writing by LTI.

- (b) Not to directly or indirectly publish, communicate, divulge, or describe to any unauthorised person nor use, claim, patent, or copyright any such data or information during the term of my employment with LTI or at any time subsequent thereto without the prior written consent of LTI.
 - (c) To turn over to LTI all written or descriptive matter containing any confidential or proprietary information or data upon termination of my employment, or sooner, at the request of LTI.
 - (d) To keep the contractual relationship of LTI with its suppliers, licensors, and customers confidential. I further agree not to disclose any supplier, licensor, or customer relationships.
9. Agreement Not to Compete: Since I am employed in a position in which I may have intimate and complete knowledge of the operations, products, services, systems, methods and trade secrets of LTI, many of which are unique, patented or patentable, and specially developed by LTI and allow LTI to effectively compete in its business, I hereby agree that during my term of Employment with LTI I will not directly or indirectly, either as principal, agent, employee/retainer, representative, consultant, or in any other capacity, contact, communicate with, or have any other business dealings with any client of LTI, as defined in this section, with whom I have had any contact, communications, or business dealings with during my terms of employment with LTI, except as specifically authorised by LTI.

I also agree that for a period of two years after my termination of employment with LTI, I will not contact, communicate, or have any business dealings with, either directly or indirectly, any Client of LTI. "Client" includes those who are clients of LTI on the date of termination of this agreement as well as those who were clients of the Company at any time two years prior to the termination of this agreement. For avoidance of doubts, I understand that my obligation of "not compete" as mentioned in this agreement will apply to all Clients of LTI or customers of Clients on whose projects I am deputed or assigned whilst being in the employment of LTI. It will also apply to all vendors giving services to the Client or customers of Clients.

"Client", for the purpose of this section, is limited to an individual, trust, partnership, corporation, or other nongovernmental association, or any specific contracting office of any governmental agency or department. It shall not include any other offices or contracting officer within an agency or department where that other office or contracting officer has no contact, communications, or business dealings with LTI.

I further agree that during my term of employment with LTI, I shall devote my skills and best efforts to the service of LTI and not perform any activities for any competitor of LTI.

10. Agreement not to solicit employees: I acknowledge and stipulate that LTI is engaged in a highly competitive business and its success depends upon the quality and availability of its personnel. I also acknowledge that my employment with LTI provides me with access to employees of LTI and information about them. In view of this, I agree not to solicit employees of LTI either for myself or for any other person, firm, partnership, trust or corporation either directly or indirectly while I am in the employment of LTI and for a period of two years after my employment contract with LTI is terminated for whatsoever reason. For this purpose, "employees" shall include those who have been employees of LTI at any time during the two years period prior to the date of termination of my contract of employment.

11. Reasonable Scope: I acknowledge and stipulate that LTI is engaged in a highly competitive business and that its success depends upon the quality of its personnel and the confidentiality concerning its products, services, systems, and methods. I also acknowledge and stipulate that the restrictions placed on me are reasonable in terms of duration and scope of activities. I stipulate that said restrictions are no broader than is reasonably necessary to protect LTI and do not unreasonably interfere with my right to earn a living. I further agree that any breach of any provision of this agreement will cause LTI and/or its Clients irreparable harm and therefore that upon any such breach or any threat thereof, LTI shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, without the requirement of posting a bond, in addition to whatever remedies it might have at law.

In the event that any provision of this agreement is deemed to be overly broad and unenforceable, the parties hereto stipulate and agree that any court of competent jurisdiction shall have the right to so limit, amend, or construe said provision so that the same shall be enforceable and hereby request the court to so act.

12. Severability: Each paragraph and provision of this agreement is severable from the agreement and if one provision or part thereof is declared invalid, the remaining provisions shall nevertheless remain in full force and effect.

13. **Waiver:** No term or provision of this agreement will be considered waived by LTI, and no breach consented to by LTI, unless such waiver or consent is in writing signed on behalf of LTI's authorized representative. No consent to or waiver of a breach of this agreement by LTI, whether express or implied, will constitute a consent to, waiver of, or excuse for any other, different, or subsequent breach of this agreement by me. No delay of omission of the Company in exercising or enforcing any of its rights or remedies hereunder shall constitute a waiver hereof.
14. **Entire Agreement:** This Agreement shall inure to the benefit of and be binding upon my heirs, executors, administrators, and assigns and the successors and assigns of LTI.

Employee:



Digitally signed by: Bikram Kumar Agrawal on 06/

Witness (Name & signature)

Name & signature

EXECUTED AT _____ THIS _____ DAY OF ^{06/09/2021} 2020

LTI: Larsen & Toubro Infotech Ltd.

Letter of Authorization

To Whomsoever It May Concern

I understand that I've to undergo background verification as per client's requirement by an external agency identified by LTI.

I hereby authorize LTI and its representative to verify information provided in my Employment Application Form and to conduct enquires as may be necessary, at the Company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to LTI or its representative.

In case the Organization finds any information contrary to that provided by me, I accept the decision taken by the Organization.

Signature:  Digitally signed by: Bikram Kumar Agrawal on 06/09/2021

Name in Capital:

PS. No:

Date: 06/09/2021

Information Security Policy Signoff
Author: Corporate Information Security and Risk Group
Version : 3.3

Scope

LTI Information Security Policy Statement:

“Everyone at LTI is committed to protect Confidentiality, Integrity and Availability of information assets for our employees, vendors, partners and most importantly for our clients and their customers.”

“We shall proactively ensure holistic security of these information assets by continuously evolving information security management system as our first line of defense, well integrated with the business processes.”

Information Security has several components and it is necessary to address every one of them. While the many of the aspects of security are addressed by the technical departments and the system administrators, every user has responsibilities to ensure effective Information Security. This document brings out in a summary form certain “Do’s and Don’ts” for Personnel to ensure Information Security. The full policies to be followed by all users are detailed in the LTI Information Security policy document – Corporate Information Security Manual (CISM) hosted at the IT Security Intranet site (<https://itsecurity.lntinfotech.com>). Users are required to go through the policy and ensure strict compliance with the same. All updates to policies are posted on Information Security website and the user shall visit Information Security website regularly to get the updated information.

These policies shall be followed by all users irrespective of whether they are working on LTI systems or Client systems and at LTI offices or at Client locations. All Personnel and Contractors (jointly termed as “Users” under this Policy) shall sign this document as a commitment to follow the LTI Information Security policies.

Policy

User Responsibilities

- All information on LTI provided devices including computers, phones or mobile devices is the property of LTI and subject to LTI's data retention and destruction policies
- Users shall use strong password(s) while sharing any folder(s) on the networks and remove shares when work that require sharing is completed
- All LTI employees are required to undergo mandatory online information security awareness training and assessment at least once in a year. In case of failure in attending the training module, Email ID of the user shall be revoked
- Keep passwords secret and confidential. Follow LTI password policies and keep passwords complex. Passwords shall not be shared with anyone at any circumstances
- Users must check that Antivirus has not been disabled and that the virus definition files are updated. This must be done on a daily basis
- Users shall not bring in or Connect personal USB Mass storage devices such as Pen drives, Portable hard disks etc. to LTI environment.
- Users must not knowingly or otherwise download or install unlicensed or unauthorized software
- If software other than standard baseline software is required, software request form is to be raised by the user and is to be approved by the BU authorizer. Software Compliance Cell shall approve/reject the requests based on factors such license availability, security issues, regulatory issues etc.
- Backups of data on user's computers, phones or mobile devices shall be the responsibility of the users. LTI has no responsibility for any personal data stored on a company issued computers, phones or mobile devices and by signing below Users hold LTI harmless for any personal data that may be lost or destroyed
- PM/PL shall discuss specific project data backup requirements with the IT Systems Administrator and take appropriate action as advised based on the backup strategy for that location/SBU

- All resources including email, Internet, are provided for carrying out the company's business and shall not be used for other purposes
- Shall not attempt to circumvent or subvert security measures on either the company's network resource or any other system connected to or accessible through internet
- NDA shall be signed by user based on client requirement
- Client specific Information Security policies shall be followed, wherever specified
- All users shall keep themselves up-to-date on LTI and client security policies including any future updates. All users shall follow LTI and client security policies
- Users shall not post information about LTI and client information on public sites including e-mails, forums, blogs etc.

Non-compliance or violation of any of the above mentioned policies will lead to disciplinary actions extending up to termination of service and legal consequences as decided by Management.

DECLARATION

Hereby, I agree to read and abide by the LTI Information Security policy including all updates that are published.

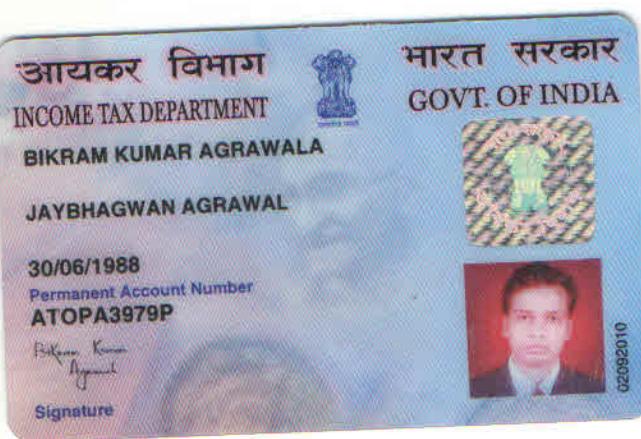


Digitally signed by: Bikram Kumar

Name:

Signature:

06/09/2021





पाठ्य
संक्षेप

ଭାରତୀୟ ଚିକିତ୍ସା ଗୁରୁତ୍ୱ ପ୍ରାଚିକାର

ପାତ୍ରାନ୍ତରିକ

Government of India
Unique Identification Authority of India

సేంద్రావణ్ణ కృష్ణ సంఖ్య / Enrollment No.: 1189/03074/01830

To

ಬಿಹಂ ಕುಮಾರ ಅಗರವಾಳ್

S/O: lava Bhagaban Agarwala

Bhūtāna Gaṇi

Dansk

Debagar

Deuganji

Odisha 768108

8059520

MN129677144FT

ನಿಮ್ಮ ಆರ್ಥಾರ್ ಸಂಖ್ಯೆ / Your Aadhaar No. : 123456789012345678

511978706930

ଓଡ଼ିଆ - ଶ୍ରୀନାମାନ୍ତିର ଅଧିକାର



Bikram Kumar Agrawal
ବିକ୍ରମ କୁମାର ଅଗ୍ରାବାଳ
ମୁହଁଦ ଦେବେ / Year of Birth : 1986
ପୁରୁଷ / Male

5119 7870 6930



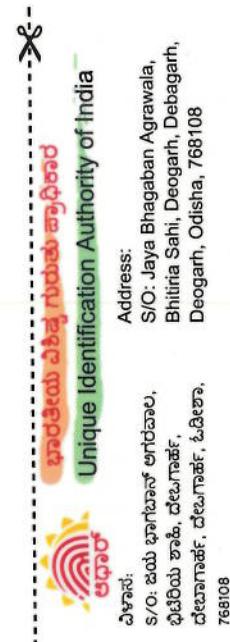
ಸಾರ್ಥಕ

- **ಆಧಾರ್** ಸರ್ಯತೆನ ಪ್ರಾಧಿಕ್ಯದ ಹೊರತ್ತಿನು ಹೊರತ್ತಿದ್ದು.
- ನಿಮ್ಮ ಗರುಡನ್ನು ನಾಬಿಧಿಪಡಿಸಲು, ಅನ್ ಲೈನ್ ಮೂಲಕ ಧ್ವನಿಕರಿಸಿ.

INFORMATION

- **Aadhaar** is proof of identity, not of citizenship.
- To establish identity, authenticate online.

- **ಆಧಾರ್** ದೇಶಕಾದ್ಯಂತ ಮೂನ್ಯತ್ವಯನ್ನು ಒದಗಿಸಿದೆ.
- ಭೂಪ್ರದೀಪಿ, ಸರ್ಕಾರಿ ಕಾರ್ಡೆ ಸರ್ಕಾರೀತರ ಸೇಜಿಗಳನ್ನ ಪಡೆಯಲು **ಆಧಾರ್** ನಿಮಗೆ ಸಂಕಾಯಕವಾಗಿಲ್ಲದೆ.
- **Aadhaar** is valid throughout the country.
- **Aadhaar** will be helpful in availing Government and Non-Government services in future.



5119 7870 6930

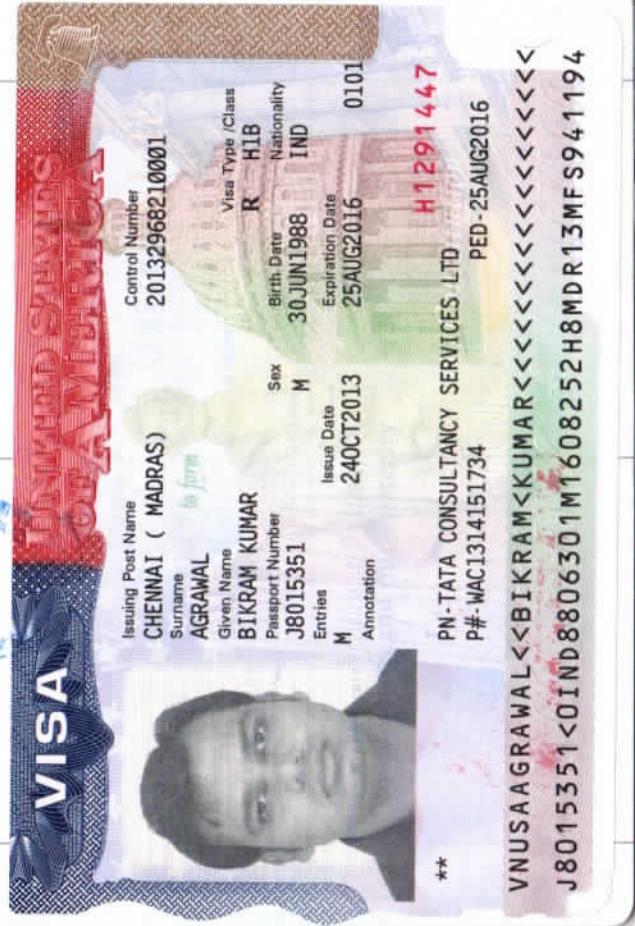
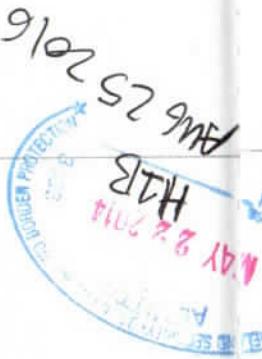




2 You should have 36 pages. This passport contains 36 pages.

300 / VISA

3





6

entry / VISA

entry / VISA

7

पंचीकरण

विदेशों में जाने जाने भारतीय नागरिकों को सराह दी जाती है जिसे विकलाय भारतीय प्रिंसेप/केन्द्र में अपना पंचीकरण कराये।

चेतावनी

यह पासपोर्ट भारत सरकार की सम्पत्ति है। इस पासपोर्ट के बारे में किसी पासपोर्ट अधिकारी से इसके धारक को यदि कोई सूचना मिलती है तो वहाँ पासपोर्ट लौटाने की मांग भी शामिल हो जाती है।

यह पासपोर्ट शाक द्वारा किसी भी देश से व्याप्र न भेजा जाए। यह पासपोर्ट धारक या उसके द्वारा प्राधिकृत व्यवित्र के काजे में तो होना चाहिए। इसमें किसी भी प्रकार का फेरबदल या विकृति नहीं की जाती चाहिए।

पासपोर्ट गुप्त हो जाने, जोरी हो जाने अथवा नष्ट हो जाने पर उसकी सुरक्षा भारत में सबसे प्राधिकृत पासपोर्ट अधिकारी को अवश्य यदि पासपोर्ट धारक विदेश में है तो विकलाय भारतीय प्रिंसेप/केन्द्र और स्वास्थ्य पुस्तिकान को तकाल दी जानी चाहिए। विस्तृत पूछताछ के बाद ही दुर्जीय पासपोर्ट जारी किया जाएगा।

REGISTRATION

INDIAN CITIZENS RESIDENT ABROAD ARE ADVISED TO REGISTER THEMSELVES AT THE NEAREST INDIAN MISSION/POST.

CAUTION

THIS PASSPORT IS THE PROPERTY OF THE GOVERNMENT OF INDIA. ANY COMMUNICATION RECEIVED BY THE HOLDER FROM A PASSPORT AUTHORITY REGARDING THIS PASSPORT, INCLUDING DEMAND FOR ITS SURRENDER, SHOULD BE COMPLIED WITH IMMEDIATELY.

THIS PASSPORT SHOULD NOT BE SENT OUT OF ANY COUNTRY BY POST. THIS SHOULD BE IN THE CUSTODY EITHER OF THE HOLDER OR OF A PERSON AUTHORISED BY THE HOLDER. IT MUST NOT BE ALTERED OR MUTILATED IN ANY WAY.

LOSS, THEFT OR DESTRUCTION OF THIS PASSPORT SHOULD BE IMMEDIATELY REPORTED TO THE NEAREST PASSPORT AUTHORITY IN INDIA OR IF THE HOLDER IS ABROAD, TO THE NEAREST INDIAN MISSION/POST AND TO THE LOCAL POLICE. ONLY AFTER EXHAUSTIVE ENQUIRIES SHALL A DUPLICATE PASSPORT BE ISSUED.

36

पिता / जातीय अधिकारी का नाम / Name of Father / Legal Guardian

JAYA BHAGABAN AGRAWALA

माता का नाम / Name of Mother

MOHONA DEVI AGRAWAL

पति का नाम / Name of Spouse

पता / Address

AT - BHITIRIASAHI

PO/PS/DIST- DEOGARH

STATE-ODISHA, PIN-768108

दुर्जी प्राप्ताने का नाम / वीरे गवाह नाम होने की विविध तरह व्यापक / Old Passport No. with Date and Place of Issue

प्राप्ताने का नाम / File No.

BHUA03820111

BOARD OF SECONDARY EDUCATION, ORISSA
PROVISIONAL CERTIFICATE 'CUM MEDIUM' OF MARKS



SRL NO.

311026656

ROLL NO.

05ME022

THIS IS TO CERTIFY THAT
 SON/DAUGHTER OF (MOTHER) **BIKRAM KUMAR AGRAWAL**
 (FATHER) **MCHANA AGRAWAL**
 BORN ON **30-06-88**

HIGH SCHOOL CERTIFICATE EXAMINATION HELD IN **MARCH - 2003**

FROM **R B D HIGH SCHOOL DEOGARH DEOGARH**

APPEARED AT THE **ANNUAL**

SUBJECTS OF EXAMINATION, MARKS SECURED AND RESULT

FIRST LANGUAGE	SECOND LANGUAGE	THIRD LANGUAGE	MATHEMATICS	SCIENCE							
				PAP-I MTA	PAP-II MTG	TOTAL SCP	PAP-I SCL	PAP-II TOTAL			
FL0	62	SLF	78	TLH	90	67	75	142	72	58	130

SOCIAL SCIENCE	AGGREGATE			RESULT	INTERNAL ASSESSMENT					
	PAP-I SSH	PAP-II SSG	TOTAL IN FIGURES		IN WORDS	WE	GRADE			
68	49	117	619	SIX	ONE	NINE	FIRST	A	A	A

DATE OF PUBLICATION OF RESULT **16-06-03**

26-6-03
 DATE OF ISSUE

Rajendra Prasad
KAYA - BUDHAYA DIPLOMA

Rajendra Prasad

KAYA - BUDHAYA DIPLOMA

Rajendra Prasad
HEAD OF THE INSTITUTION

Rajendra Prasad
DEPUTY SECRETARY

ROLL NO. 05MEO22 CERT. NO. A103.912222 SERIAL NO. M 1193387

Board of Secondary Education, Odisha



HIGH SCHOOL CERTIFICATE EXAMINATION (Regular/Ex-Regular)

I certify that BIKRAM KUMAR AGRAWAL..... Son/Daughter

of MOHANA AGRAWAL..... and JAYA BHAGABAN AGRAWAL.....

(Mother)..... (Father)..... born on 30TH JUNE NINETEEN EIGHTY EIGHT.....

Certificate Examination held in the month of MARCH 2003.....

from R. B. D. HIGH SCHOOL, DEOGARH.....

and was placed in the FIRST..... Division.

SUBJECTS OF EXAMINATION

- | | |
|------------|-------------------------------|
| 1. ORIYA | 4. MATHEMATICS (MTA & MTG) |
| 2. ENGLISH | 5. SCIENCE (SCP & SCL) |
| 3. HINDI | 6. SOCIAL SCIENCE (SSH & SSG) |

WORK EXPERIENCE
GRADE: A

ART EDUCATION
A

HEALTH & PHYSICAL EDUCATION
A


Hemendra Narayan Das
Secretary

THE 12 DEC 2003


Headmaster
Headmistress



SERIAL NO. 036

COUNCIL OF HIGHER SECONDARY EDUCATION, BHUBANESWAR, ORISSA



ମହାଦୟକିଳ ଶିଳ୍ପା ପରିଷଦ, ଓଡ଼ିଶା।

**PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS
HIGHER SECONDARY EXAMINATION**

THIS IS TO CERTIFY THAT BIKRAM KUMAR AGRAWAL

SON/ DAUGHTER OF JAYA BHAGABAN AGRAWAL/MOHANA AGRAWAL

OF G M JUNIOR COLLEGE, SAMBALPUR

HAS PASSED

THE ANNUAL EXAM 2005 AND IS PLACED IN FIRST DIVISION

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND MARKS OBTAINED ARE AS UNDER:

ROLL NO. 306ND047	REGN. NO. 030655/03	STREAM SCIENCE (REGULAR)		
SUBJECTS	MAX. MARKS		MARKS OBTAINED	
	PAP 1	PAP 2	PAP 1	PAP 2
ENGLISH	100	100	63	47
MIL ORIYA	100	75	66	54
PHYSICS	75	75	54	46
PHYSICS (PRAC)	50	50	35	
CHEMISTRY	75	75	48	33
CHEMISTRY (PRAC)	50	50	29	
MATHS	100	100	38	53
BOTANY (EOP)	75	75	57	
BOTANY (PRAC) (EOP)	25	25	21	
ZOOLOGY (EOP)	75	75	44	
ZOOLOGY (PRAC) (EOP)	25	25	20	
WORK EXPERIENCE = A				
GRAND TOTAL WITHOUT EXTRA OPTIONAL IN WORDS		IN FIGURES		GRAND TOTAL WITH EXTRA OPTIONAL
FIVE	ONE	TWO	512	589
PASS MARKS	DIVISION			
- Theory	30%	- First	60%	<i>R. N. D. S. S.</i>
- Practicals	40%	- Second	50%	<i>J. R. M. S.</i>
- Aggregate	35%	- Third	35%	
HEAD OF INSTITUTION		CONTROLLER OF EXAMINATIONS		
30-MAY-2005				
DATE OF PUBLICATION:				

ROLL NO. 306ND047
REGN.NO. 030655 / 2003

SERIAL NO. 132489

CER.SNO: 20051102852

COUNCIL OF HIGHER SECONDARY EDUCATION, BHUBANESWAR, ORISSA



HIGHER SECONDARY EXAMINATION CERTIFICATE

I certify that **BIKRAM KUMAR AGRAWAL**

Son/Daughter of Smt. MOHANA AGRAWAL

8. SRI JAYA BHAGABAN AGRAWAL

of G M JUNIOR COLLEGE, SAMBALPUR

has passed the Higher Secondary Examination in SCIENCE

field in the month of MARCH 2005 and was placed in the FIRST Division.

SUBJECTS OF EXAMINATION

COMPULSORY : ENGLISH
MIL ORIYA

OPTIONALS : PHYSICS
CHEMISTRY
MATHS

EXTRA OPTIONAL : BIOLOGY

WORK EXPERIENCE: A



DATE DÉTÉROGILEMENT COMPARER

HEAD OF THE INSTITUTION

CANADA'S 100

SECRETARY

© 2001 Michael J. Moriarty, *Scandalous: The True Story of the First Major Media Scandal in the Clinton Years*

SAMBALPUR



ROURKELA

REV. OF BOOKS

GRADE SHEET

Branch : BACHELOR OF TECHNOLOGY IN ELECTRONICS & COMMUNICATION

CPEC5301	ANALOGUE COMMUNICATION TECHNIQUES
CPEC5302	DIGITAL SIGNAL PROCESSING
CPEE5303	ELECTRONICS MEASUREMENT & MEASURING INSTRUMENT
CPEE5306	POWER ELECTRONICS
CPEE5307	ELECTROMAGNETIC THEORY
HSM4302	PRODUCTION & OPERATION MANAGEMENT
CPEC9301	ANALOG COMMUNICATION LABORATORY
CPEC9302	DIGITAL SIGNAL PROCESSING LABORATORY
CPEE9305	POWER ELECTRONICS LABORATORY

Semester : 6th Semester
Sub. Code : Subjects Registered
SSC EEE Department
SSC EEE Department
Credit Grade

CPEC5304 DIGITAL COMMUNICATIONS
CBEC5305 MICROPROCESSORS & MICROCONTROLLERS

CPEC5306 ADVANCED ELECTRONICS CIRCUITS
CPEC5307 MICROWAVE ENGINEERING

CPEE5302 CONTROL SYSTEM ENGINEERING
HSSM4301 OPTIMIZATION ENGINEERING
CPEC9303 DIGITAL COMMUNICATION LAB

CPEC9304 MICROPROCESSOR AND MICROCONTROLLER DESIGN AND SIMULATION LABORATORY



ROURKELA

10 AUGUST

GRADE SHEET

Branch : BACHELOR OF TECHNOLOGY IN ELECTRONICS & COMMUNICATION

COLLEGE : GANDHI INSTITUTE OF ENGINEERING & TECHNOLOGY, GUNUPUR Technology

SPEC5302 DIGITAL SIGNAL PROCESSING SPEC5303 ELECTRONICS MEASUREMENT & MEASURING INSTRUMENT CPEE5306 POWER ELECTRONICS CPEE5307 ELECTROMAGNETIC THEORY

HSSM4302 PRODUCTION & OPERATION MANAGEMENT
CPEC9301 ANALOG COMMUNICATION LABORATORY
CPEC9302 DIGITAL SIGNAL PROCESSING LABORATORY
CPEE9305 POWER ELECTRONICS LABORATORY

Semester : 6th **Sub. Code : Subjects Registered** **Session : Academic Year 2018-19** **Credit Grade**

CPEC5304 DIGITAL COMMUNICATION TECHNIQUES
CPEC5305 MICROPROCESSOR & MICROCONTROLLERS
CPEC5306 ADVANCED ELECTRONICS CIRCUITS
CPEC5307 MICROWAVE ENGINEERING

SPEE5302 CONTROL SYSTEM ENGINEERING
HSSM4301 OPTIMIZATION ENGINEERING
SPEC9303 DIGITAL COMMUNICATION LABORATORY
CREC9304 MICROPROCESSOR AND MICROCONTROLLED LABORATORY

SPEC9304 MICROPROCESSOR AND MICROCONTROLLER LABORATORY **DESIGN AND SIMULATION LABORATORY**
by **Dr. B. P. K. Umashankar**, **Professor**, **Department of Electronics and Communication Engineering, Anna University, Madras - 600 025**
SGPA (5th) : 8.0 42 **SGPA (6th) : 7.48**

Reffsan, *University of Technology, Chiba*



ROURKELA

Branch : BACHELOR OF TECHNOLOGY IN ELECTRONICS & COMMUNICATION ENGINEERING

COLLEGE : GANDHI INSTITUTE OF ENGINEERING & TECHNOLOGY, GUNUPUR

300 CODE OF SUBJECTS REGISTERED IN THE BACHELOR OF SCIENCE IN COMPUTER SCIENCE CREDIT

BCSE3306 COMPUTER NETWORKS
CBE5401 COMMUNICATOR SYSTEMS

CPECS402 DIGITAL IMAGE & SPEECH PROCESSING

HSSM4404 MARKETING MANAGEMENT
CPEC9401 PROJECT

CPEC9402 COMMUNICATION SYSTEM LABORATORY **CPEC9403 VLSI DESIGN LABORATORY**

CPEC9404 SEMINAR

BCSE3402 SOFTWARE ENGINEERING

**CPEC5404 MOBILE COMMUNICATION
HSSM4403 ENVIRONMENTAL ENGINEERING**

PEEC5484 - CORE JAVA
CPEC9405 - PROJECT MANAGEMENT
DEPARTMENT OF COMPUTER SCIENCE

CPEC 9406 SEMINAR IN ENTREPRENEURSHIP PROJECT
CPEC 9406 ENTREPRENEURSHIP PROJECT
CPEC 9406 ENTREPRENEURSHIP PROJECT

UFSC 7408 - COMPREHENSIVE VIVA - VOL. 1
THE UNIVERSITY OF TORONTO
1995

SGPA (7th) : **8.18** **SGPA (8th) :** **8.18**

University of Technology, Cyprus is at **Total Credits Cleared** **220**

CGPA (7th) : **7.76** **CGPA (8th)** : 7.76

Urgent: Promotional Status: PASS

On the other hand, the *lateral* and *anterior* processes of the *caecum* are of great interest. The *lateral* process is the *caecum* proper, and the *anterior* process is the *caecum* of the *colon*.

Date: All of the above named persons do hereby declare that they have not been employed by Congress, the President, or any member of Congress, or by any other person or persons, to act as their agent or representative in any way in connection with the election of President of the United States.

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA

ROURKELA



GRADE SHEET

Regd. No: 0601210136 **Name: BIKRAM KUMAR AGRAWAL**

Branch: BACHELOR OF TECHNOLOGY IN ELECTRONICS & COMMUNICATION

Semester: 7th

Sub. Code

Subjects Registered

BCSE3305 OPERATING SYSTEMS
BCSE3306 COMPUTER NETWORKS
CPEC5401 COMMUNICATION SYSTEMS
CPEC5402 DIGITAL IMAGE & SPEECH PROCESSING
CPEC5403 VLSI DESIGN
HSSM4404 MARKETING MANAGEMENT
CPEC9401 PROJECT
CPEC9402 COMMUNICATION SYSTEM LABORATORY
CPEC9403 VLSI DESIGN LABORATORY
CPEC9404 SEMINAR

Semester: 8th

Sub. Code **Subjects Registered**

BCSE3402 SOFTWARE ENGINEERING
CPEC5404 MOBILE COMMUNICATION
HSSM4403 ENVIRONMENTAL ENGINEERING
PEEC5404 CORE JAVA
CPEC9405 PROJECT
CPEC9406 SEMINAR
CPEC9407 ENTREPRENEURSHIP PROJECT
CPEC9408 COMPREHENSIVE VIVA - VOCE

CGPA (7th): 8.618

CGPA (8th): 7.76

CGPA (7th): 8.828

CGPA (8th): 7.82

SGPA (7th): 8.618
SGPA (8th): 8.828

Total Credits Cleared : 220

CGPA (8th): 7.82

Date: 30.07.2010 **Director, Examination**

Biju Patnaik University of Technology, Odisha

Reg. No. : 0601210136

Rourkela

Sl. No. : AKHJ06003698



*On recommendation of the Board of Management,
hereby confers the degree of*

Bachelor of Technology

in

Electronics and Communication Engineering

on

Bikram Kumar Agrawal

of

***Gandhi Institute of Engineering and Technology,
Gunupur***

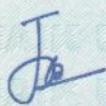
*on having successfully completed the prescribed requirements
in the academic year 2009-10*

Given at Rourkela on this day under the seal of the University.



Dated : The 27th December, 2011




Vice-Chancellor

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

A 10-11, Sector 3, NOIDA 201 301, UP, India.

T: +91 120 4013000 F: +91 120 2526907

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Document ID: 3998c433-bbe9-4e21-ad57-f5b9efd033f4

OFFER CUM APPOINTMENT LETTER

September 15, 2018

Bikram Agrawal
Tala Bhitiria Sahi, College Road
Deogarh P.O
Deogarh, Orissa

Dear Bikram Agrawal,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in HCL Technologies Limited (herein referred as "HCL" or "Company") we are pleased to inform you that you have been selected for employment in our organization as **Technical Lead**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **October 11, 2018**.

You will be on probation for a period of **12 months** from the date of your joining. Your compensation would be as outlined in a separate document "**Salary Structure**". The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at HCL. **Annexure I** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

As confirmation of your acceptance, please sign the duplicate copy of this Offer cum Appointment Letter and Annexure and submit the same within 7 days to at the address given below:

Recruiter: B.s.praviya Bharathi
Recruiter Address: Bangalore

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

Any change in the date of joining needs to be communicated to the concerned recruiter at least one week in advance.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

A 10-11, Sector 3, NOIDA 201 301, UP, India.

T: +91 120 4013000 F: +91 120 2526907

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Document ID: 3998c433-bbe9-4e21-ad57-f5b9efd033f4

For **HCL Technologies Limited**,

AMRITA DAS (40206967)

ASSOCIATE VICE PRESIDENT - GLOBAL PERF.



Amrita Das

Associate Vice President, Head-Global Rewards

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

A 10-11, Sector 3, NOIDA 201 301, UP, India.

T: +91 120 4013000 F: +91 120 2526907

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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ANNEXURE I

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Flexi Basket
-  Variable Pay
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

FLEXI BASKET

Flexi basket is a part of your CTC and has been allotted to cover expenses related to the following:

- Car lease rental reimbursement
- Fuel and Car Maintenance charges reimbursement
- Leave Travel Assistance / Allowance
- Flexi Allowance

The reimbursement limits for the above components as defined in your compensation structure needs compliance.

- Car Lease Rental Reimbursement:** We have an attractive Car Lease Scheme, according to which you can avail of the following facilities:

- You can select the model of the car within the limit prescribed in the scheme

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Lease Plan (a Third-Party vendor) will help you with the processing of the papers and other formalities

The lease value upto maximum limit as prescribed in your flexi basket will be debited to your CTC

By default car lease rental will be paid as part of monthly salary and treated as a taxable component, unless declared.

Fuel and Car Maintenance charges reimbursements: You are entitled to reimbursement of fuel expenses and maintenance charges (wrt repairs, spare parts, annual vehicle insurance etc.,) on your car to a limit as prescribed in your flexi basket. For claiming this, you will have to submit original bills on a monthly basis or as and when you wish to get this amount reimbursed. By default Fuel and Vehicle Maintenance would be treated as reimbursement.

Fuel and car maintenance reimbursements can be availed even if you do not have a car under the company **Car Lease Scheme**. However, Car Lease Rental can only be claimed if you opt for the car under company Car Lease Scheme; else this amount will be paid to you as a taxable allowance.

Leave Travel Assistance (LTA): LTA amount is as per the amount mentioned in your flexi basket. The procedure for claim will be as per the existing LTA rules. By default LTA would be treated as reimbursement.

Employee may change/ declare if they wish to opt to take LTA and Fuel / Vehicle Maintenance as monthly taxable component.

Any spill over in the amounts of different components of flexi basket is not permissible

Flexi Allowance: Any unclaimed amount in the Flexi Basket will be paid to you at the end of the year as flexi allowance.

Also on the basis of a declaration, employee can claim part of overall flexi basket as monthly flexi allowance over the year as well.

VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB): PB is an annual component (payable year-end), payout of which will be based on the bonus plan.

Please note that the quantum of payout will be based on the current year's bonus plan guidelines. The amount mentioned in your letter is the total earning potential; the payout could vary from 0% to 100%. This will be calculated based on your individual contributions against the Key Performance Parameters (KPP) as well as the company's performance.

To be eligible for the payout, you need to be active on the rolls of the company at the time of reward distribution as per our performance review and reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

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RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees

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on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

Term Life Insurance (including EDLI): At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

Disability Insurance: You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

Cheers!!

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

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Your employment is subject to you being declared medically fit by the company doctor.

3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **three months** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.

- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

7. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

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8. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

9. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

10. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

11. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

12. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

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14. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ON DATE OF JOINING TO FACILITATE JOINING, BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL TECHNOLOGIES.

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE- EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL TECHNOLOGIES.

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification. Degree Certificate, All Mark sheets
2	Permanent/Current Address proof – Passport, Ration Card, Voter ID. Driving License, UID unique Identification card.
3	Previous Employer – Relieving and Experience Letter with Employee ID Number
4	A duly filled and signed copy of the BG Form and CID form

Additional documents (To be submitted on request)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.
5. Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

DOCUMENTS NEEDED FOR JOINING

S.No.	Particulars
(A) One Set of Photocopy of Following Documents	
1	Date of Birth Certificate
2	Copy of PAN Card or acknowledgement slip of Form 49, if applied for PAN No.
3	Copy of full set of offer letter and CTC with all pages self attested on all the pages. The offer letter should be digitally signed and accepted.
4	Professional/ Educational Certificates and Mark sheets
	10th std or equivalent mark card and certificate
	12th std, diploma or equivalent mark card and certificate
	Graduation mark card and certificate
	Post Graduate certificate mark card and certificate
	Other relevant skill/ educational certifications

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5	Experience Letter (s) from all your PAST employers including details of period of employment
6	Latest Pay-slip / Salary Certificate from the last two employers
7	Passport - All non-blank pages (if applicable)
8	Permanent & current Residential address proof (Ration Card / Voter ID Card / License Copy etc.,)
9	Five COLOUR PHOTOGRAPHS with WHITE BACKGROUND (Name & blood group to be mentioned at the back of photographs). - Passport Size
10	Previous Employment PF Account No. And Pension Account No with complete address of PF Trust (In case joinees wish to Transfer their PF)
11	Bank Account No. (ICICI/HDFC/ AXIS/CITI/Standard chartered) (If Any)
12	Joinees family (Parents, Spouse, Children) details including their DOB
13	Blood Group of Self and Family
14	Aadhar card copy
(B)	Two Sets of Photocopy of Following Documents Resignation/ Relieving letter of last 2 employers

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Annexure IV

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following

Location of HCL Onboarding Team for joining formalities:

Location	Address
NCR (Noida & Gurgaon)	HCL Technologies Ltd. B-39, Sector 1, NOIDA Near Indian Oil Building & Sector 15 Metro Station
CHENNAI	HCL Technologies Limited - SEZ Unit -2 (SDB2 Building), ELCOT – Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur – Medavakkam High Road, Chennai- 600 119.
BANGALORE	HCL Technologies Ltd. "Surya Sapphire", Plot # 3, 1st Phase, Hosur Road, Electronic City, Bangalore - 560100 Tel: +91-80- 66267000 Direct number: is (080)-66267782.
KOLKATA	HCL Technologies Ltd. Level-IV, Building –AIII Unitech Infospace, DH Street, Rajarhat, Kolkata- 700091
HYDERABAD	HCL Technologies Limited, Special Economic Zone, Phoenix Infocity Pvt. Ltd., H-08;Level-2 & 3, HITEC CITY 2 -Survey No.30,34,35 & 38, Madhapur, Hyderabad-500 081 Phone : + 91-30941000
Pune	HCL Technologies Ltd. Blue Bell, Tower 7 , Level Upper , Ground Floor , (Wing A&B) Magarpatta, SEZ , Pune- 411013 Tel :91 -20-30910001 Fax: 91-20-30910008
Mumbai	HCL Comnet LTD,Arena House Ground floor, Road no12 MIDC, Andheri East Opp. Goldfinch Hotel Mumbai – 400093
Lucknow	SDC-01, Induction Room, 2nd Floor, HCL IT City, Chack Gajaria Farms, Sultanpur Road Lucknow Uttar Pradesh 226002

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Madurai	HCL Technologies Ltd, SEZ- Unit-1, Tower 1, ELCOT Special Economic Zone, Survey No. 1/2 , 1/3 , 1/19 , 1/20 ,4/1 ,2/1 ,2/2 ,4/2 and 5, Plot No. 5&7 , Ilandhaikulam Village, Madurai 0- 625 020
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Relocation Expenses: You will be reimbursed relocation expenses for transfer of household goods from your current location up to a maximum amount of Rs. 54116 subject to submission of actual bills and receipts. In event of your voluntary separation from HCL Technologies Limited before completion of 12 months from your date of joining, this entire amount will be recovered. All applicable taxes on this amount will be borne by the employee.

You shall agree that the expense(s) mentioned above, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as an advance for a period of 2 (two) years from the date of your joining and will be recovered from you in case of your separation from the organization within two years from the date of joining.

The taxability of the above components will be in accordance with the income tax rules applicable at the time of payment.

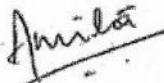
In event of you having to relocate from another city the Company will provide accommodation for yourself and immediate family at the company guest house for the initial 15 days, the cost of which will be borne by the company. Any extension of the guest house accommodation will be subject to availability of rooms and approval from the reporting manager. The cost for the extended days of stay will be borne by you.

This offer and Appointment letter with all the enclosures of Annexures is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding. The above mentioned commitment will not be paid if it is not claimed within 6 months of joining.

For HCL Technologies Limited

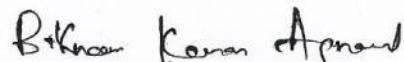
AMRITA DAS (40206967)

ASSOCIATE VICE PRESIDENT - GLOBAL PERF.



Amrita Das

Associate Vice President, Head-Global Rewards



Signed & Accepted:

Date: 17/09/2018

No: ENN/01/07/02068



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA

ROURKELA

GRADE SHEET

Regd. No: 0601210136 **Name:** BIKRAM KUMAR AGRAWAL

Branch : BACHELOR OF TECHNOLOGY IN ELECTRONICS & COMMUNICATION, GUNUPUR

College : BACHGANDHI INSTITUTE OF ENGINEERING & TECHNOLOGY

Semester: 1st **Subjects Registered:**

Sub. Code

Sub. Name

CGPA (1st) 8.36

CGPA (2nd) 8.36

CGPA (3rd) 8.36

CGPA (4th) 8.36

CGPA (5th) 8.36

CGPA (6th) 8.36

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CGPA (11th) 8.36

CGPA (12th) 8.36

CGPA (13th) 8.36

CGPA (14th) 8.36

SGPA (1st) 8.04

SGPA (2nd) 8.04

SGPA (3rd) 8.04

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SGPA (14th) 8.04

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CGPA (14th) 8.20

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EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

12 March, 2020

Mr Bikram Agrawal
APT -303, Block No -S07, Smondoville,
Electronic City, Phase 1,
Bangalore,
Karnataka - 560100

Contact No: 8826610129
Email: bikramagrawal1234@gmail.com

Dear Bikram,

**Subject: Appointment in the position of
Senior Technical Lead**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Senior Technical Lead** in **ADV PI-Digi- Cloud GDS** in the Firm. Your Rank will be **42**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Bangalore** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.



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3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion you will report to the Firm on **16 March, 2020** at RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Please note that your work location may be different based on the service line you are joining.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 18,00,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center- SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY spans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.



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8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



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you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

In addition to the above, you shall at all times abide to the Advisory Information Security Policy and shall extend cooperation to all information security training and awareness activities. You shall be compliant to the Advisory Information Security Policies and Practices, and in case of any information security incident you shall ensure that it is reported to the Information Security Management Representative timely.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation



equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving three months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, three month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and *prima facie* established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You



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acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents,



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declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.

- e. **Severability:** If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. **Priority of Contract:** The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. **Governing law and dispute resolution:** This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,
for EY Global Delivery Services India LLP

Signature Not Verified

Signed by : SHANTHARAM V
Date : 12-Mar-2020 11:05:01
Location : Bangalore
Reason : 

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Annexure A

Dear Bikram,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <input type="checkbox"/> Your Pan Card - Mandatory <input type="checkbox"/> Aadhaar Card - Mandatory <input type="checkbox"/> Your passport, voters ID, ration card, driving license or ESIC card	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: ►Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

Annexure B

Name	Bikram Agrawal	DOJ	16 March, 2020
Designation	Senior Technical Lead		
Rank	42	Service Line	ADV PI-Digi- Cloud GDS

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	60,000	7,20,000
House Rent Allowance (HRA)	30,000	3,60,000
Other allowance including flexible components 1	48,980	5,87,760
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	7,200	86,400
Fixed compensation	1,50,000	18,00,000

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		17,899
Gratuity 4		34,632
Total of Benefits		52,531

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 10% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

³ Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 3,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 3,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 20,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 40,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

A-9 Sector 3, Noida 201301, UP, India.

T: +91 120 4382800 F: +91 120 2445974

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India

www.hcltech.com

www.hcl.com

RELIEVING LETTER

BIKRAM KUMAR AGRAWAL
SAP ID. 51763596

Dear **BIKRAM KUMAR AGRAWAL**,

In reference to your resignation dated **Dec 13, 2019** stating your intention to resign from position of **Technical Lead** held at **HCL Technologies Ltd.**. We would like to inform you that your resignation from the services of the Organization has been accepted.

You will be relieved from all your duties and responsibilities at the close of office hours of **Mar 11, 2020**.

Your experience letter shall be issued to you subject to the Full & Final Settlement of dues, if any.

We thank you for your services in **HCL Technologies Ltd.** and wish you success in your future endeavours.

With Best Regards

For HCL Technologies Ltd.



Authorized Signatory

Date: Mar 12, 2020

This is a computer-generated document and doesn't require a company seal.



EY Global Delivery Services India LLP

3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, KR Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
Website: ey.com

Ref: TT / IN010M81332 / Consulting / ADV PI-DigiFS-Data Enginer GDS / 2020-21

Date: 25 September 2020

Name: Bikram Agrawal

Global Personnel Number (GPN): IN010M81332

Dear Bikram,

Our Total Rewards vision comprises of three key pillars - Workplace Experiences, Compensation and Benefits - which focus on providing you with a holistic and enriching experience - an exceptional EY experience.

We are pleased to inform you that your annual fixed compensation has been revised, effective 01 October 2020. Your annual fixed compensation for the period 01 October 2020 to 30 September 2021 will be INR 18,57,750.

GDS Variable Pay Bonus program continues to be an integral part of the Total Cash (Fixed and Variable pay) component of the Compensation pillar and strengthens our pay-for-performance culture.

You will be eligible for the FY21 GDS Variable Pay Bonus (VPB) program, with a VPB percentage target of 10%. This target is indicative only and the actual VPB payout will be based on your individual reward category as well as GDS' and your respective Business Unit performance. Payment of any VPB is subject to you being employed with EY GDS as on the date of the payout. The payout details of the FY21 VPB program will be communicated by 31 August 2021 for the performance year of July 2020 to June 2021.

All the components and benefits are as per EY GDS' policies and are subject to change from time to time. Please refer to the payroll database (<https://payrolloneviewgssindia.ey.net/EY/home.do>) for a detailed breakup of your fixed compensation structure. All the other terms and conditions of your employment remain the same.

Your compensation details are strictly confidential and should not be discussed with anyone. Should you have any questions, please contact your Talent Consultant.

Wish you all the best for the year ahead.

For EY Global Delivery Services India LLP

Authorized Signatory
Sreekanth K Arimanithaya

HRD/RELVLTR/18-19/1000839

October 15, 2018

Mr. Bikram Kumar Agrawal
Employee No. 1000839

Dear Bikram,

With reference to your decision to resign from Infosys Limited (“Company” hereafter) and your resignation letter dated September 15, 2018, we are in acceptance of the same and you are relieved of your duties and responsibilities from the closing hours of October 12, 2018.

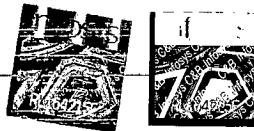
Your service record is as follows:

Name	Bikram Kumar Agrawal
Last Role Designation	Technology Lead
Last Role	Technology Lead
Date of Joining	June 11, 2018
Date of Leaving	October 12, 2018

We draw your attention to your continuing obligation of confidentiality with respect to any proprietary and confidential information of the Company that you may have had access to during the course of your employment.

Thank you for your contribution to Infosys and wishing you the best!

For Infosys Limited



Richard Lobo
EVP and Head Human Resources - Infosys Limited



Resignation acceptance

 e-Exit <DoNotReply.eExit@ey.com>
To Bikram Agrawal
Cc Rajani K; Jayasree J Nair; Nikhil S Nath; Shankar Dev; Pratap Ranjan Nayak; Akhil Mohan

 e-EXIT



Hi Bikram Agrawal,

This is with reference to your resignation dated 12-Mar-2021 Post discussion with your counsellor, your last working date has been agreed as 09-Jun-2021.

Please complete no dues formalities on time for timely F&F closure.

Thank you for all your contributions, and all the best for your future endeavours!