



Ref No: VHS/HR/OL/22-23/2638

Date: 4th April 2022

To,

Mr. Katkam Harish,

S/O: Katkam Ravinder,

H No:-2-1-74/1, Sainagar Colony,

Jammikunta Mandal, Karimnagar,

Andhra Pradesh - 505122

SUB: LETTER OF OFFER FOR EMPLOYMENT

Dear Katkam Harish,

*Welcome to **VHS Consulting India Pvt. Ltd.**,*

We are pleased to extend you this offer of Employment as **“Software Cloud Engineer”** at VHS Consulting, further to the interview and discussions you have had with us. You are expected to join duty on **4th Apr 2022**.

You shall abide by the rules and regulations governing conduct, as framed and amended by VHS Consulting from time to time for its employees.

1. Date of Joining.

It is mandatory for you to join on **4th Apr 2022**, failing which this employment offer shall be deemed cancelled. You shall not be reimbursed any travelling expenses incurred by you in order to join on the stipulated date.

2. Probation

You will be on probation for a period of 3 months from the date of joining, during which your performance will be monitored. During such period of probation, your services may be terminated upon one week's notice or pay in lieu thereof, by the Company, at its sole discretion, without assigning any reason. However, in case of misconduct or non-compliance of any company policies on your part, your services may be terminated forthwith without any notice period by the Company.

3. Location and Transfer

The Company may vary the place of work from time to time in accordance with operational requirements. By accepting this position, you acknowledge that you may be required to be transferred to the office of a client or another office of the Organization or its sister concerns, whether existing or set up in the future within India, or at an overseas location. Your acceptance of this appointment indicates that you agree to be transferred as per the business exigencies of the Company. In such case, Travelling Expenses will be reimbursed as per the company's or client's travel policy.

VHS Consulting India Pvt Ltd

3rd Floor, “Bikaner Signature Towers”, 18 & 18/1, Richmond Road, Bangalore – 560 025. Tel: 080-22117699

www.vhsconsulting.net



4. Cost to Company

The total annual cost to the company is **INR 6,50,000/- (Rupees Six Lakhs Fifty Thousand Only) Per Annum**. Further, if you are drafted to work in a night shift, you shall be entitled for the payment of Night Shift Allowance + Conveyance accordingly based on approval. This will include other allowances applicable from time to time, in accordance with the Rules and Regulations lay down by the Company. Your compensation details are attached herewith in Annexure A. You shall receive your salary on or before the 7th of every month subject to project allocation and approval of timesheet. Employees who are being onboarded after 15th of the Month, Salary for the First Month will be processed along with the subsequent Month salary, subject to project allocation and approval of timesheet. Statutory deductions like Employee's Provident Fund, Professional Tax, and Income Tax recovery as applicable will be made from your monthly salary. In the unlikely event that there is an error in the calculation of the Monthly pay, you should promptly bring the discrepancy to the attention of the Human Resources Department within 5 working days for necessary correction or rectification. Your individual remuneration is purely a fact between you and the company and has been arrived on the basis of your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential.

5. Mediclaim Insurance

Health Insurance coverage is of Rs 200,000/- and Accidental Insurance for Individual Employee is covered within two months of onboarding with client. Premium amount shall be recovered from your salary on monthly basis as and when applicable. If employee resigns, Medical and Accidental Insurance will be cancelled from the day of relieving.

6. Background Check

The appointment will be subject to satisfactory Background Check. You hereby specifically authorize the Company, or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. This employment offer is subject to you clearing the Background Check as conducted by the Company or any third-party agency on behalf of the Company. The background check expenses will be adjusted with the salary at the time of separation. In the event you fail to cooperate or fail to clear the background check, your employment may be terminated by the Company forthwith and without any liability to the Company. You will also be liable to repay all the amount received from the company in the form of salary and reimbursements.



7. NSR Registration

NSR- National Skills Registry is a NASSCOM initiative to have a robust and credible information repository about all persons working in the industry. This develops trusted and permanent fact sheet of information about each professional along-with background check reports. This is a security best practice for the industry and assures identity security, industry acceptance to honest professionals. This must be completed within 5 calendar days of joining VHS failing which your employment offer deemed to be cancelled or you will be terminated immediately. NSR registration charges will be reimbursed to you along with salary after submission of payment receipt/acknowledgment and completion of Biometric Identification.

8. Holiday & Leave

List of Holidays and Leave Policy will be notified every year by the Company. Employees desirous of availing leave shall apply for leave to their respective manager and HR through email. The period of unauthorized absence would lead to leave without pay (even though leave with pay may be due) or may be entitled to terminate appointment.

9. Exclusivity of Engagement

Whilst employed with the organization, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without the written permission from the organization. In case you are found to be in contravention of the provisions of this clause, then your employment would be terminated without assigning any reasons thereof all the payments made towards salary and other benefits will have to refunded immediately.

10. Code of Conduct

You will be required to maintain the highest standard of personal conduct and integrity and comply with all organizational policies and procedures as adopted by the Company. Any violation of these or any other organizational procedures can result in disciplinary action being initiated against you, including termination of services from the organization.

You will familiarize with and adhere to the Company's Rules and Regulations in force and as modified by the Company from time to time. You may be required to work in any part of India and in different shifts as may be decided by the Company or Client, from time to time.

VHS Consulting India Pvt Ltd

3rd Floor, "Bikaner Signature Towers", 18 & 18/1, Richmond Road, Bangalore – 560 025. Tel: 080-22117699

www.vhsconsulting.net



11. Personal Taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the declaration made by you. The Company does not accept any responsibility for TDS recoveries made based on your declarations.

12. Confidential Information

You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment. You shall at all times, whether during or after the termination of employment, act with utmost integrity and not disclose or divulge such information.

a. You hereby undertake to the organization that you shall:

(i) Use the Confidential Information only for the purpose of performing the services in the organization and not for any other purposes.

(ii) Preserve the secrecy of any Confidential Information.

(iii) Return to the organization all documents or other materials containing Confidential Information (including copies thereof) on completion of purpose or separation whichever may be the case.

b. For the purpose of this Clause, Confidential Information shall mean any knowledge or information (whether oral, written, visual or otherwise, hard or soft copy) concerning the business, affairs, operation, assets, organization, dealings customers, employees, officers and financial matter of the Organization and shall include without limitation, the report, information, advice and recommendation (in whatever form) contained in any feasibility studies, valuation reports etc.

13. Termination

We hope your association with us will be a very long one. However, your employment with the Company can be terminated in the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties that may be prejudicial to the interests of the Company, the Company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice or pay whatsoever. Your services will be terminated with immediate effect in the following circumstance also, if you are not found suitable for the job or failing to clear client evaluation/interviews and in the event of you not attending client interviews without informing your reporting manager about your non-availability for such interviews, absent from work during the probation period. You are not authorized to accept any form of employment part time / fulltime/ freelancing with another employer during with the tenure as an employee of VHS Consulting, if such dual employment is detected your employment will be terminated immediately, and all payments made in form of salary and other benefits must be returned immediately. Your appointment will be terminated at the discretion of the company and in case of such termination you will have no right or claim against the company.



14. Notice Period

You can terminate your employment without assigning any reason whatsoever, by giving two months' notice or two month's pays in lieu of notice to the company. You will be relieved subject to client's approvals only.

You are bound to send an email to HR on your resignation, acceptance of the same will be communicated after confirmation with the concerned project / reporting Manager. The final settlement would be processed by VHS upon time sheet approval and NOC from client.

You may be relieved from the service of the Company at any time pursuant to serving appropriate notice, at the discretion of the management and such Employee shall not be entitled to payment of any kind of compensation for the unexpired period of notice.

15. Offer Validity

This offer is valid till 6th Apr 2022. Kindly confirm and mail the acceptance of the offer along with date of joining in writing on or before the above-mentioned date at roshitha@vhsconsulting.net. The offer stands automatically withdrawn thereafter, unless the offer validity date is extended and communicated to you in writing or via email. In the event you confirm your acceptance as aforementioned, you understand and agree that you have read and understood the terms of this Offer of Appointment and made the confirmation with your full conscience, free will and consent. This Offer of Appointment supersedes all prior communications - written and oral with you, if any in this regard.

We look forward to having you on-board at VHS Consulting India Pvt. Ltd.,

For VHS Consulting India Pvt Ltd

I accept the above terms and conditions



Roshitha P Pinto
HR Manager

Signature:

Mr. Katkam Harish

VHS Consulting India Pvt Ltd

3rd Floor, "Bikaner Signature Towers", 18 & 18/1, Richmond Road, Bangalore – 560 025. Tel: 080-22117699

www.vhsconsulting.net



ANNEXURE A

Salary Heads	Per Month	Per Annum
"A" FIXED		
Basic	27083.00	324996.00
House Rent Allowance	10833.00	129996.00
Statutory Bonus	0.00	0.00
Special Allowance	12680.67	152168.00
"A" Sub Total - FIXED Gross Pay	50596.67	607160.00
"B" RETIRALS BENEFITS (EMPLOYER CONTRIBUTION)		
Employer Provident Fund Contribution	1950.00	23400.00
Employer ESIC Contribution	0.00	0.00
Gratuity	1303.00	15636.00
"B" Sub Total - Retirals Benefits	3253.00	39036.00
"C" INSURANCE /OTHER BENEFITS (Indicative Cost per annum)	317.00	3804.00
Total Cost to Company:(A+B+C)	54167.00	650000.00

Note:

- ❖ TDS will be applicable as per TDS provisions of Income Tax Act.
- ❖ Standard deductions like (Employee PF, Professional Tax, and income Tax) will be deducted from Fixed Gross Pay.
- ❖ Statutory deductions will change from time to time as per government notifications and will be adjusted in your CTC accordingly.

Pay Date Process:

- ❖ Salary will be processed and credited to your account on or before 7th day of the subsequent month. Employees who are being onboarded after 15th of the month; Salary for the First Month will be processed along with the subsequent Month salary.
- ❖ Please ensure your approved timesheet reaches us on or before last working day of the month to credit your salary on or before 7th day of every subsequent month.



DEPUTATION

Dear Katkam Harish,

Further to clause 2(b) of your letter of employment, your services are being deputed to Tata Consultancy Services (TCS) with effect from **4th April 2022**.

The terms and conditions of your deputation will be as follows:

- 1) You will, with effect from **4th April 2022**, be required to work at our client's office/ premises at any of their locations.
- 2) During the tenure of the deputation, you will continue to be an employee of VHS Consulting India Pvt Ltd.,
- 3) In the day to day functioning or carrying out of responsibilities, you will receive instructions from TCS and will undertake to abide by any suggestions, etc. given by any assigned person(s).
- 4) You shall also abide by any training that may be offered to you by TCS.
- 5) You shall be bound to follow the working hours of TCS.
- 6) You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone and use such information only in connection with the service provided to TCS.
- 7) You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against TCS. This arrangement is purely a contractual agreement between VHS and TCS for the time specified.
- 8) You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of TCS or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
- 9) You shall be responsible for protecting the property of TCS entrusted to you in the due discharge of your duties and shall indemnify TCS when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

I hereby accept the above-mentioned terms and conditions

Signature:

Name:

Date:

VHS Consulting India Pvt Ltd

3rd Floor, "Bikaner Signature Towers", 18 & 18/1, Richmond Road, Bangalore – 560 025. Tel: 080-22117699

www.vhsconsulting.net