

Date: 22-Aug-2023

To,
Mr. VIKAS VIJAYKUMAR JEURKAR,
Pune

Sub: Offer as "System Engineer"

Dear **VIKAS VIJAYKUMAR JEURKAR,**

We are pleased to offer you an employment with Teamware Solutions, a division of Quantum Leap Consulting Private Limited, effective from "**29-Aug-2023**" on the following terms and conditions:

- 1) Salary: Your salary per month will be **62000.00** (Sixty Two Thousand Only) (Cost to Company) The components will be as below:

Components	Monthly (INR)
Basic Salary	35,812
House Rent Allowance	14,325
Conveyance	1,600
Medical Allowance	1,250
Special Allowance	5,699
Education Allowance	200
PDA	800
Gross Total Earnings (A)	59,686
Accident Insurance	42
Medical Insurance	472
Employer PF	1,800
Total Benefits (C)	2,314
Total Cost to Company (A+C)	62,000

Tax at source (TDS) will be deducted as per the rules in force.

Onsite Assignments: During onsite (Overseas) assignments, you will be paid an onsite allowance either by the client or by Teamware Solutions. This will be paid to you in an appropriate currency depending on the Country you are deputed at.

- 2) **Reporting authority:** Your reporting authority during Client assignments will be a representative from the client side and the same will be communicated to you before every new assignment. He / She will be your single point of contact for any project related issues. For all other queries, feel free to contact **Anjali S** of Teamware Solutions.
Your Client Site/on-site reporting authority on your joining will inform your responsibilities.
- 3) **Policies:** During Client assignments, you are expected to follow the rules and regulations of the client. That includes policies relating to national & festival holidays, working hours, code of conduct, etc.
Your Client-site reporting authority will be the decision maker on all these. You will not undertake any work/service, which will not be conducive or run contrary to this assignment.
- 4) **Confidentiality:** It is specifically understood and explicitly binding upon you that you shall not at any time disclose, divulge or communicate to any person or persons any information whatsoever or secrets of confidential nature relating to the activity trade or business of all or any of the products/services of the organization relating to your area of activity or otherwise the disclosure of which is likely to be prejudicial to the interest of the organization **Probation:** Your probationary period is 6 months from the date of joining.
- 5) **Leave:** During and after probation, you are eligible for one day Casual Leave per month. This leave will lapse in the same month



if unused. You shall be entitled to 16 days of Privilege leave on an accrual basis on completing the probation and the same will be inducted to you upon probation completion. Maternity Leave Policy is applicable as per the company norms.

- 6) Exit: You are subject to serve 30 days notice period while terminating the services with us. We will have the right to recover the amount from any amount due to you in case you fail to give the required notice in writing and such occurrence would not be considered as a smooth exit. We will have an option of terminating your services with immediate effect without any payment in lieu of notice in case of a performance release.

If it is found at any time that any information furnished by you in your application or during interview regarding your personal particulars or any other matter relating to you is incorrect or not true the offer released to you will be liable to immediate revoke and such further action as the management deems fit.

- 7) Training: If found necessary, project specific or skill upgradation training programs will be provided by Teamware Solutions or by the client. During this period, you will not be eligible for salary.
- 8) Payday: Salary will be credited to your account on or before the 5th of every month for the previous month worked.

In acceptance of the above terms and conditions, please sign the duplicate copy of this letter and return it to us for our records.

On completion of your joining formalities with us, we will issue your Appointment Order. We look forward to you joining us on "**29-Aug-2023**".

We emphasize total dedication and upkeep of the lofty ideals our organization was started with. We welcome you to associate with our organization and are confident you will feel proud to have the Association.

With best wishes, Yours truly,
For Teamware Solutions
(A Division of Quantum Leap Consulting Pvt Ltd.,)

Bhanuprakash.M.V
Executive Director- HR & Admin.
Teamware Solutions
(A division of Quantum Leap Consulting Pvt. Ltd.)
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