

To.
Mr/s. Sanu Koirala
Biratnagar, Nepal

Date: 06/03/2078

Subject: Internship Letter

Dear **Mr/s. Sanu Koirala**

With reference to your application and subsequent interview & Trial Period with us, we are pleased to appoint you as an **Intern** in **Hash Technologies** on the following terms and conditions.

1. Salary:

Your annual total employment cost to the company would be **NRs.1,44,000/-**
(Rupees One Lakhs Fourty - Four Thousand Rupees only),

2. Employee benefits:

- a. **Provident Fund:** All Hash Technologies employees are provided with Government of Nepal's PF Scheme. Individual fund accumulation and withdrawal is permitted as per the PF Scheme norms. Employee contribution will be deducted from net salary.
- b. **Medical insurance:** Hash Technologies will provide eligible employee and eligible dependents with Medical insurance after your completion of your Probation Period. Medical Insurance provides reimbursement of up to NRs. 1, 00,000/- (Rupees one lakh only) for hospital expenses per year. Hash Technologies will pay 100% of the premium.
- c. **Accidental Insurance:** During the official travel, you will be covered under accidental insurance as the policy norms.
- d. **Gratuity:** Gratuity will be paid in accordance with Government of Nepal's Gratuity Act, if you complete at least five years of continued service in Hash Technologies.

3. Compensation Confidentiality Policy:

Hash Technologies shall conduct salary negotiations on an individual basis with employees when they join organization. Each employee has a salary that we and the Employee have agreed and is a fair reflection of their experience, skills and responsibilities at work. Hence you are strictly expected to not disclose salary and benefits packages to anyone.

4. Place/Transfer:

Your current place of work will be at **Biratnagar/Remote**, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Hash Technologies Projects, at the sole discretion of the Management.

5. Probation/Confirmation:

You will be on a Probation period for the three months. If your services are found satisfactory during the probation period, you shall be confirmed / extended in the present position. During the probation no leaves shall be permitted.

Absence for a continuous period of two days without prior approval of your manager, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

7. Leave:

You will be eligible to the benefits of the Hash Technologies Leave policy on your confirmation in the Hash Technologies Service.

8. General

- a) You will not (except in the normal course of the Organization's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Hash Technologies or to any matter with which the Hash Technologies may be concerned.
- b) The normal working days are Sunday through Friday; working hours are as per your flexibility. You will be required to work for such hours as necessary for the proper discharge of your duties to the organization.

- c) You will be required to maintain highest degree of confidentiality in respect of Hash Technologies documents, commercial offer, seeds cost & estimation, trade practice, Software packages license, Hash Technologies Human assets profile.
- d) You will be required to comply with all such rules and regulations as the Hash Technologies may frame from time to time.
- e) Any of our technical or other important information which might come into your possession during the continuance of your service with Hash Technologies shall not be disclosed, divulged or made public by you even thereafter.
- f) If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by Hash Technologies deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice.
- g) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having trade with the Hash Technologies and if you are offered any, you should immediately report the same to the Management.
- h) This Internship letter is being issued to you on the basis of the information and particulars furnished by you in your application (Resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- i) You will be responsible for safekeeping and return in good condition and order of all Hash Technologies property, which may be in your use, custody or charge.
- j) You are provisionally selected as an Intern from 6th of Ashar 2078, unless you are hired permanent.
- k) Company might switch you depending upon your performance level during your Internship Period.
- l) You cannot leave the organization in-between if you are assign in the project.

ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)

Name : SANU KOIRALA
Designation : INTERNSHIP
Date of joining : 06/03/2078
Location : Biratnagar, Nepal

Earnings		Deductions	
SALARY HEAD	AMOUNT	SALARY HEAD	AMOUNT
Basic Salary	N/A	PF Employer	N/A
HRA	By the Company	ESI Employer	N/A
Convenience Allowance	N/A	Professional tax	120
Transport Allowance	N/A		
Special Allowance	N/A		
Stretch Performance Pay (SPP)	N/A		
Medical Allowance	As per Ins. Policy		
Other Allowance	N/A		
SALARY (Gross)/PM	12000		
PF Employee	N/A		
ESI Employer	N/A		
EX- Gratia	N/A		
Medical (Reimbursement)	N/A		
Convenience(Reimbursement)	N/A		
Telephone(Reimbursement)	N/A		
GROSS SALARY AFTER PF	N/A		
Net Salary	11880		



Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Hash Technologies family and look forward to a fruitful collaboration.

With best wishes,



HR Manager – Hash Technologies

I hereby accept the terms and conditions of my Internship as per the above letter.

Signature:
SANU KOIRALA

Place: Biratnagar
Date: 2078/03/06