



01 February 2022

Mr. Dattatraya Katkhade

Dear Dattatraya,

LETTER OF APPOINTMENT

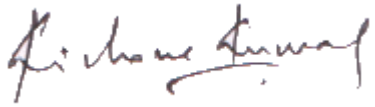
We are pleased to appoint you at the position of **Software Engineer** on the following terms and conditions.

1. You should note that the salaries are consolidated, i.e. are inclusive of Dearness Allowance. You will be eligible for the other allowances and benefits as per the company rules.
2. You will be working at companies premises at **Pune**. You will be subject to the general rules of conduct, discipline, leave rules, holidays, hours of work, etc. that are prevailing in the Company or may be brought into force from time to time. You will also be eligible for 20 working days paid vacation per year, prorated as per your date of joining.
3. You may be required to undertake tours to client's location or other business assignments in connection with the company's business. You will be eligible for traveling expenses and other allowances according to the rules in force at that time.
4. Your service may be terminated by the Company at any time by either giving you one month's notice or payment of one months fixed Salary in lieu of notice. Similarly, it will be permissible for you to resign from our services subject to your giving the Company one month's notice in writing of your intention to do so. If you should leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to one months fixed Salary or you will be liable to be sued for damages. If at any time you are found guilty of misconduct, your services may be terminated without notice or payment in lieu of notice in accordance with the law.
5. You will be required to undertake a Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained/made during your tenure with Prorigo Software will not be utilized by you at any point to undermine the interests of Prorigo Software. We will be happy to provide the details of the Confidentiality Agreement.
6. You will be required to abide by the organization's policies in force from time to time.

Please acknowledge your acceptance of the appointment by signing and returning the duplicate copy of this letter.

Welcome onboard.

With warm regards,



Kishore Kumar

**Head – Human Resource,
Prorigo Software Pvt. Ltd.**

I accept the above appointment and my date of joining is : _____

Name: _____

Signature: _____

Date: _____

ANNEXURE 1
(Compensation details)

Name : **Mr. Dattatraya Katkhade**

Designation : **Software Engineer**

Group : **Delivery**

Location : **Pune**

Salary Components :

COMPONENT	Monthly (RS)	Annual (RS)
BASIC	15000	180000
HRA	7500	90000
SPECIAL ALLOWANCE	2181	26168
LEAVE TRAVEL ALLOWANCE	4000	48000
Employer contribution to PF	1986	23832
VARIABLE PAY	1667	20000
Base Salary	32333	388000
Annual Bonus		12000
Total Gross Salary		400000
Non Cash Benefits		
Flexi Basket		50000
Non Cash Benefits		
Gratuity		8658
Mediclaime Insurance		15000
Cost to the Company		473658

Notes:

- The above components of the salary structure can change to be in accordance with the structure prevalent in the organization.
- Your next salary revision will be due in April 2023 and will be based on current CTC. This salary revision will be prorated based on your date of joining, your performance and organization's decision on salary revision.