## Romit Pandey Chief Financial Officer



## LETTER OF OFFER

Maneesh Kumar Meena.
Department of Electrical Engineering, IIT Kanpur,
Kanpur, Uttar Pradesh (208016)
+91-7752894592.

3rd May 2017.

Dear Maneesh,

On behalf of Digital Democracy ("Company"), we want to extend you two month internship position starting from 08th May 2017. Your internship position would be as Trainee, Software Development. We feel that your skills and background will be valuable asset to our team.

You shall report to Mr. Romit Pandey at E-8-68, Basant Kunj, Arera colony, Bhopal at the time of your joining. Your stipend shall be **Rupees. 40,000 p.m** (Forty Thousand per month).

- 1. Your status will be that of a temporary employee. As temporary employee you will not receive any employee benefits that permanent employee receives, including, but not limited to, health insurance, vacation, sick pay or paid holiday. Your internship is expected to end on 07th July 2017.
- 2. On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectation's, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- 3. You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with Digital Democracy to any outsider or to anyone not employed by Digital Democracy. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of Digital Democracy except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.

Romit Pandey

(CFO and Co-Founder, Digital Democracy)

E-mail: romitpandey@digitaldemocracy.co.in, contact@digitaldemocracy.co.in Address: EH-1, 303, Eldeco Utopia, Sector-93A, Noida, 201301

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- 4. All payments provided by Digital Democracy will be made in accordance with the taxation system prevalent within India, including without limitation, tax deduction at source.
- 5. You are also requested to fulfill below mentioned joining formalities. Along with your offer letter, please provide the following documents:
  - a. Xerox of All mark sheets and certificates.
  - b. Copy of Residence Proof: Photocopy of Passport/ driving license/Voter's identity card/Ration Card.
  - c. Copy of Pan Card
  - d. Two passport size photographs.
  - e. Copy of latest CV
  - f. Sign and date this internship offer letter where indicated below.
  - g. Sign and date the Code of Conduct Agreement at the time of joining.
  - 6. In case the aforesaid particulars are found to be incorrect or it is found that you have concealed or withheld some other relevant facts, your offer with Digital Democracy shall stand terminated/cancelled forthwith, without any notice. If you don't abide by the rules and the regulations which are mentioned in the code of conduct then you can be terminated by Digital Democracy.

If you choose to accept this offer, please sign a copy of this letter in the space provided and return it to us. We are confident you will be able to make a significant contribution to the success of Digital Democracy and look forward to working with you.

Sincerely,

Romit Pandey

(CFO and Co-Founder, Digital Democracy)

I accept the offer as outlined above

Name:

Date: