

Date: 01-Jun-2020

Private & Confidential

Mr. K Sreenivasa Rao

H.NO: 4-56, VV Kistapuram, Mudigonda,

Khammam, Telangana-507158.

Dear K Sreenivasa Rao,

- With reference to your application and further interview, it is our pleasure to offer you employment with Collabridge as **Program Analyst**, on fixed term employment. Please report to work on **22-Jun-2020** for your first day of work and on every working day thereafter for the job assigned to you.
- **Salary:** Your CTC Annual salary will be **INR 7,50,000/-** for your full time services that will be rendered by you. Your full gross salary will be paid to you during handling projects assigned by client, subject to deductions for statutory dues, taxes and other deductions as required by law or the policies of the company.
- **Expenses:** The Company shall reimburse the actual conveyance and other business expenses only, if incurred by you while carrying out your employment responsibilities under this agreement against submission of proper documents. Car/Travel Expenses: Normal and reasonable expenses will be reimbursed on a monthly basis as per company policy.
- **Deputation to Projects:** - As per requirement of our clients, you may be deputed to client's office to undertake Projects and for such services, you will be paid compensation in fixed & process based pay depending on your attendance in the concerned project of the client. During unavailability of projects you will be kept of bench and fixed gross salary will be paid based on attendance.
- Your employment with Collabridge is for a period of 12 months. Either party can terminate the relationship at any time with or without cause by giving one month's notice in advance. You acknowledge that this is an offer letter, and that any verbal or written agreements, promises or representations that are not specifically stated in this offer, are not or will not be binding upon Collabridge.
- Please confirm this offer before joining on **22-Jun-2020** that you will be able to start on the day as indicated in this letter.

- **Place of posting:** You will be posted at **Hyderabad**. You may however be required to work at any place of business which the Company has, or may later acquire or WFH/ Hybrid/. You may be redeployed to any other process of the client at any point of time within the duration of your employment based on our client requirement.
- **Company Assets:** You will always be maintaining good condition company assets such as ID cards, access cards, laptops, etc. which may be entrusted to you for official use during the course of your employment and shall return all such assets to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.
- **Borrowing/accepting gifts:** You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.
- **Leave Policy:** You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks. You are eligible for 1.5 leaves (SL+PL+CL) per month. Every Year from January onwards fresh leaves will start accumulating in the leave account.
- **Termination:** Your appointment can be terminated by the Company, without any reason, by giving you 15 days' prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by 60 days' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- **Confidential Information:** During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your

employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission. Your duty to safe guard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

- **Intellectual Property Right:** If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
- **Applicability of Company Policy:** The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.
- **Governing Law/Jurisdiction:** Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Hyderabad & is therefore subjected to Telangana Jurisdiction only.
- **Appointment in Good Faith:** It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rule applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as travelling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please confirm your acceptance of Employment Offer by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.

Annexure - I		
Employee Name	K Sreenivasa Rao	
Designation	Program Analyst	
Description	Monthly Gross - INR	Annual Gross - INR
Basic	25000	300000
HRA	10000	120000
Conveyance Allowance	1600	19200
CC Allowance	3750	45000
Special Allowance	22150	265800
Total Cost To Company	62500	750000

Yours Sincerely,

Collabridge,

Sunil Rao

Director - HRD

