

February 28, 2024

**Mr. Annapureddy Poorna Chandu
Yarajerla (Village),
Ongole (Mandal),
Prakasam (Dt), Ongole,
Andhra Pradesh-523272**

Dear Mr. Chandu,

We have the pleasure to offer you appointment as a **Software Engineer** on the terms and conditions mentioned in the enclosure.

You are required to report for duty on or before **April 1, 2025**.

Your acceptance of the offer may kindly be communicated to us at an early date.

We look forward to a warm and meaningful relationship.

Yours truly,
For **Newgen Software Technologies Limited**

Sd/-

(Surender Jeet Raj)
Executive Vice President-Global Business Strategy & HR



Newgen Software Technologies Ltd.

E-44/13, Okhla Phase II, New Delhi 110020, India

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info@newgensoft.com www.newgensoft.com

**EMPLOYMENT TERMS AND CONDITIONS FOR
MR. ANNAPUREDDY POORNA CHANDU**

ANNUAL COST TO COMPANY (CTC)

Basic Salary	₹	218400/-
Flexi Basket of Allowance	₹	442920/-
Monthly Gross Salary	₹	661320/-
Provident Fund Contribution	₹	26208/-
Gratuity	₹	10500/-
Statutory Bonus	₹	16800/-
Healthcare Benefit Premium	₹	9521/-
Insurance Premium (Life & Accidental)	₹	2982/-
Annual Gross Salary (A)	₹	727331/-
Variable Pay @100% achievement levels (B)	₹	72728/-
Annual CTC (A+B)	₹	800059/-

FLEXI BASKET OF ALLOWANCE

The Flexi Basket offers you the flexibility to design this part of your compensation in a manner that suits you the best. This amount can be distributed under the following heads: House Rent Allowance, Leave Travel Allowance and other allowances. (The guidelines are detailed in Annexure-A).

PROVIDENT FUND

As per Provident Fund Act, you will have to contribute an amount from your basic salary at the applicable rate. The same will be deducted from your salary every month. The company will make an equal contribution and the amount shall be deposited in your PF account.

GRATUITY

In accordance with the Gratuity Act, you will be eligible to receive gratuity at the time of separation from the company subject to completion of 5 years of continuous service and meeting the required terms & conditions of the Gratuity Act.

STATUTORY BONUS

You are eligible for Statutory Bonus under the Payment of Bonus Act 1965.

VARIABLE PAY

Your variable pay is dependent on your role in the company. Change in role can also mean change in variable pay. In such case, you would be required to adopt the variable associated with your next role, which may be at a different level - either higher or lower than your current role. Your annual cost to the company might get redefined accordingly.

PROBATIONARY PERIOD

You will be a confirmed employee from the date of your joining.



CONFIRMATION

The Management in its sole discretion may terminate your appointment by giving a three months' notice or three month's salary in lieu thereof or for the period falling short of the notice period.

You may resign from the services of the Company by giving three months' notice or three month's salary in lieu thereof or for the period falling short of the notice period subject to mutual acceptance.

You will automatically retire from the service of the Company on attaining the age of 60 years. The Management in its sole discretion may extend the period of employment beyond the age of 60 years, subject to your being mentally & physically fit to carry out your duties.

OTHER TERMS AND CONDITIONS

1. Your appointment is subject to:
 - a) The satisfactory verification of your character, antecedents and testimonials.
 - b) The authenticity and accuracy of the details provided by you to the company enable us to judge your suitability for employment and it is assumed that the details you have provided is true to the best of your knowledge and belief. Should it be found afterwards at any stage that you have given wrong information/misrepresented the facts, your services are liable to be summarily terminated.
 - c) You are being found medically fit and continuing to remain medically fit. Before, joining your duty you are required to produce a medical fitness certificate issued by a Medical officer of a recognized Govt. hospital or by the Doctor appointed by the Company at your own cost in a defined proforma (attached herewith as Annexure C).
2. If you are already in service, you must produce a relieving certificate from your employer at the time of joining the company.
3. You will promptly disclose to the Company in writing any discovery, invention, process improvement made of, discovered, by you while in employment with the Company and you shall assign and agree to assign to the Company all your rights titles and interest throughout the world including copyright and any other intellectual property right etc. in and to subject inventions conceived or made by you either solely or with others while as staff of the Company.
4. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication in the press (including magazine publication) or to anyone else relating to the Company's product or any matter with which the Company may be concerned unless you have obtained written permission from the Company. The complete draft of any proposed article, lecture or broadcast or any other communication intended for publication must be submitted for approval along with the request for permission, before it is released for public.
5. You understand that during your employment with the Company you shall not undertake any similar/same kind of paid work/business/employment directly/indirectly for which you have been hired at Newgen in any manner including but not limited to (full time/part time/freelance consultant/Advisory/ Honorary /Not for Profit) in any other company/partnership/proprietorship or otherwise also, during official working hours or outside official working hours. For any other nature of work, prior disclosure to the HR at Newgen is mandatory. Further, you will ensure that such work shall not in any manner interfere directly/indirectly with efficiency and effectiveness of your core work at Newgen.
6. You understand that you will be bound by relevant provisions of Newgen Work From Home Policy, and during work from home scenario you shall seek prior permission from Supervisor if leaving work location city and would be ready to return to work location within 2 days from the date of intimation by Reporting Manager. In case of verbal communication, you shall intimate in writing at the earliest but not later than 5 days from such change of location.
7. For one year after termination of your services with the Company, for any reason, you will not directly or indirectly solicit or cause others to solicit Company employees for competitive employment.
8. For one year after termination of my employment due to any reason, I will not take/seek employment directly or indirectly with any of Company's Clients and work on Company's Software product and solution without obtaining a No Objection Certificate from the Company.



9. For one year after termination of your employment due to any reason, you will not take/seek employment or act as consultant with any Company engaged in software development/sales in the field of Document Imaging Technology or software systems similar to those developed by the Company.
10. Your place of posting will be at **Plot No.-13, D 17, SIPCOT IT Park, Siruseri, Navalur, Chennai-603103**. However, you can be transferred/posted/deputed from time to time, as and when necessary keeping in mind the nature of work assigned to you at the sole discretion of the Company, anywhere in or outside India, to any of company's department(s) or location(s) or regional office(s) or to the department(s) or location(s) or branch (es) or rolls of any of its subsidiaries or associates, presently existing or which may be setup in the future. Upon such transfer, unless otherwise specified in writing at the time of transfer, you will automatically be governed by the terms and conditions of service applicable at such department or location or branch or subsidiary or associate of the company as the case may be.
11. Your increments and promotions in the company will be given based on your performance and merit, and at the sole discretion of the management.
12. The Company, through its authorized officers, will allocate duties to you from time to time. Such duties may include responsibility in general for the area of your operations as well as specific assignments that may be given to you from time to time.
13. You may be required to work in shifts, if and when fixed by the company from time to time as per business requirements and the applicable rules will apply in that regard.
14. You will be required to implement and act in accordance with the Company's Information Security Management System (ISMS), and protect assets from unauthorized access, disclosure, modification, destruction or interference.
15. You will be bound by the Code of Conduct and other rules, regulations, policies and orders issued by the company from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement etc. as if these conduct rules, regulations, policies etc., were part of this contract of appointment. Company reserves the right to alter/rescind the terms& conditions of service at its discretion.
16. In case of you being found violating or not bidding by the Code of Conduct and other rules, systems, regulations policies and orders issued by the company, you will be liable for disciplinary action under the disciplinary action policy of the Company.
17. In the event of any dispute regarding the terms of conditions of your appointment, you will be subject to the jurisdiction of the appropriate court of law at the headquarters of the company viz. New Delhi.
18. On the day of your joining the Company, you will be required to sign the Non-Disclosure Agreement, which covers Company's right to protect the inventions, discoveries, ideas, proprietary and confidential information and any similar or related rights and maintaining it secrecy during and after your employment.
19. Whenever requested by the Company and in any event upon the termination of your employment with the Company, you will promptly deliver up to the Company all documents belonging to the Company including but necessarily limited to drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs and all other materials and all copies thereof relating in any way to the Company's business.
20. If you accept this offer, kindly notify your acceptance by signing the attached copy of this letter and return it to us.

Yours truly,
For **Newgen Software Technologies Ltd.**

Sd/-

(Surender Jeet Raj)
Executive Vice President-Global Business Strategy & HR

I confirm that I have read and understood the above terms & conditions of employment and accept my obligations and liability relating to them.

Signature



Annexure A

Name	Mr. Annapureddy Poorna Chandu
Designation	Software Engineer
Department	SDC_CIG

Variable Pay Components	% Payout	Description
Individual Performance Index	100%	It is based on your Individual Performance against defined KRA's/Goals. Will be paid on monthly as applicable and may go up to 150%.

Other Benefits	Amount Per Annum
Mediclaime Policy - Value Insurance Coverage (Applicable for self & declared dependent family members).	Rs. 2,00,000/- (AVP & Above Rs. 5,00,000/-)
Personal Accident Policy - Value of Insurance Coverage	Three Years Monthly Gross Salary (Upto a maximum of Rs. 50 lacs).
Life Term Policy Value of Insurance Coverage	Five Years Monthly Gross Salary (Minimum of Rs. 20 lac & upto Maximum of Rs. 1 Cr.).
Local Conveyance Reimbursement for Business Purposes	As per Policy
Gratuity	As per Policy

Flexi-Basket of Allowances (FBA) Flexi-basket of Allowances will be paid to you as part of your salary. The components are as follows: House-Rent Allowance; Leave Travel Allowance & Other Allowances. You can split the flexi-basket allowances under the below mentioned heads according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rule determined by the income tax authorities	
Head	Guidelines / Limits
HRA	Upto 50% of Basic
LTA	Upto 33% of Basic

Statutory Bonus - You are eligible for Statutory Bonus under the Payment of Bonus Act 1965.

Please note that the details in this communication are confidential and you are requested not to share the same with others. In case you need any clarification, please feel free to discuss the same with your Reporting Manager or HR Representative.

