



INNORRAFT SOLUTIONS PRIVATE LIMITED

(CIN: U72200WB2011PTC164945)

Room No. 316, 3rd Floor,
Centre Point, 21 Hemant Basu Sarani,
Kolkata - 700001, West Bengal, India
Email: info@innoraft.com

APPOINTMENT LETTER

Date: 07 July 2023

Deepak Pandey

deepak.pandey@innoraft.com

Dear Deepak,

We are pleased to inform you that you are appointed as a **Software Developer** at **Innoraft Solutions Pvt. Ltd.** Your date of joining is **15 July 2023** and you will be working from **Kolkata**. Your notice period shall be **60 days**.

Your salary will be **INR 4,80,000/- per annum** as detailed in **Appendix A**. Your performance and annual compensation would be reviewed periodically in line with Innoraft's policies and management's discretion.

In Appendix B, C and D we have defined the various policies of Innoraft. You are expected to read them carefully, keep yourself informed, and abide by all these policies. These are subject to change from time to time and you will be required to abide by them in the future.

We would like to welcome you to join our organization and contribute to our success. We hope that you are mutually excited about joining Innoraft. We trust you will enjoy working with us and hope to give you a conducive environment for the same. We look forward to a long and mutually beneficial relationship with you.

Regards,

A handwritten signature in black ink, appearing to read 'Mukesh Agarwal'.

Mukesh Agarwal

Director, Innoraft Solutions Pvt Ltd



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APPENDIX A

This section outlines the details of your compensation.

Detail	Per Month	Per Year
Basic Pay	19,920	2,39,040
Special Allowance (SA)	3,320	39,840
HRA	9,960	1,19,520
PF (Employer Contribution)	1,800	21,600
Annual Retention Bonus (Fixed)	–	60,000
Total	35,000.00	4,80,000.00

Total Annual CTC = INR 4,80,000/-

All the above amounts are based on a full month of service and the amount payable would be determined pro-rata based on the number of days that you worked at Innoraft during the applicable financial year. You may also be eligible for a certain allowance as determined by the Company's policies over and above the total base pay mentioned above.

APPENDIX C

General Employment Policy

During the period of your employment with Innoraft, you will devote your full time to the work of Innoraft. Further, you will not take up any other employment, assignment, or contract for any consideration, in cash or in-kind or otherwise, without the prior written permission of Innoraft.

You will be required to maintain the utmost secrecy in respect of project documents, commercial offer, design documents, project cost & estimation, technology, software packages license, and the Company's policies. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

You agree not to work directly or indirectly with Innoraft's customers for which you will be working as part of this employment either directly or through subcontract for a period of one (1) year following the end of your employment with Innoraft.

If at any time in our opinion, which is final in this matter, you are found non-performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more



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terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover damages from you.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), 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 action as it deems fit in its discretion, including termination of your employment.

You will be responsible for the safekeeping and return in good condition and order of all property provided by Innoraft, which may be in your use, custody or charge.

Both parties, the Company and yourself, may serve a written notice to the other party to terminate the service without assigning reasons. During the notice period, you are expected to provide your full support in doing a smooth KT for all your existing and past projects. Either party could choose to pay the equivalent salary of the notice period and bypass the notice period but only if mutually agreed.

APPENDIX D

General Leave Policy

1. We classify leaves into 2 categories - (i) Earned Leave (EL), (ii) Casual/Sick Leave (CL)
2. All leaves are calculated on a pro-rata basis within a financial year from the joining date.
3. All leaves are based on the approval from Project Manager and HR Manager.
4. Excess or unauthorized leaves will lead to loss of pay of equivalent salary.
5. The process for a half-day leave application is the same as a full-day leave application.
6. Employees are expected to apply for leaves through the system well in advance.
7. During the notice period, no ELs and a maximum of 2 sick leaves can be availed.

Earned Leave (EL) Policy

1. Employees are eligible for 12 days of earned leave per year.
2. Employees under probation are not eligible for EL.
3. EL should not be availed more than 5 days at a time.
4. EL cannot be carried forward. It can be encashed at the end of the financial year.
5. A maximum of 7 ELs can be encashed at the end of the financial year on prorata basis.

Casual/Sick Leave (CL) Policy

1. Employees are eligible for 12 days of casual/sick leave per year.
2. This can be utilized by the employee during the probation period as well.
3. CL can be carried forward to a maximum period of 1 year.
4. CL cannot be encashed at the end of the financial year. It can only be carried forward.
5. A maximum of 5 CLs can be carry forwarded at the end of the financial year.



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DECLARATION

By signing this agreement, I hereby acknowledge and agree to the below.

I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself aware of and bound by the rules and regulations of the company as amended from time to time.

In particular, I declare that I will furnish original copies of my certificates, testimonials, and other necessary documents, on-demand. I acknowledge and agree to the Company reserving the right to get a background check conducted on me through a third-party agency.

In furtherance thereof, I authorize the Company to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, Voter ID card) either directly or through a third-party agency.

There are no ongoing or pending criminal cases/criminal liabilities on me. I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/data/material of any other company or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the Company, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Company. I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the Company's Code of Conduct. In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the Company and/or its clients.

Further, I provide two of my references detail as below:

	Reference 1	Reference 2
Name		
Phone / Email		

Deepak Pandey

Name

Deepak Pandey

Signature

12/7/23

Date