

Date: 23/10/2021

**OFFER LETTER**

To,  
**Ms.Krishna Suhagiya**

Dear **Ms.Krishna Suhagiya**,

Greetings from Vasundhara Infotech. After a thorough review of your various interviews, we are happy to let you know that we want to offer you a position of **Jr.Unity Game Developer**. We would like to join you on **As Soon As Possible**.

We think that your knowledge, skills and experience will be the same as we experienced during the interview process.

Congratulations, and welcome to the Team Vasundhara Infotech.

We have pleasure in welcoming you and looking forward to mutually meaningful association.

Yours truly,  
**Amrita Sharma**  
HR Division,  
Vasundhara Infotech LLP

Here are the further details about the offer details:

**Designation: Jr.Unity Game Developer**

**Salary Package:**

**Stipend during 1 month probation period: 5000**

**Salary after completion of probation period: 10000**

**Bonus after completing bond: 5000**

**Employment Period: 1.1 year**

**Min. Notice Period: 20 Days**

Information regarding the salary/increment to the employee is confidential, any disclosure to third parties, other than the HR department, will consider as a breach of confidentiality in that Condition you will not eligible to get bonus.

I accept the employment terms set out in this letter.

**Ms.Krishna Suhagiya**  
Sign: \_\_\_\_\_

**Authorized Signature:**  
\_\_\_\_\_

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**Being an employee of Vasundhara Infotech every employee have to follow the below mentioned conduct and discipline rules and no one is allowed the abusing system while on duty. If management finds any employee against the system, Management shall liable for disciplinary actions.**

Time: 09 to 06

Lunch Break: 01 to 1:30

Variable Bonus: Will be disclosed by your Team Leader after Joining.

Mobile phone must be submitted to your Team leader.

#### **Unauthorized leave:**

1. If one has does not follow instruction mentioned above.
2. If applied for a leave more than 3 days (other than sick leave) in one single month, do not Approve any leave for next 2 month.
3. If applied for a sick leave (Sick leave without any serious medical issue and medical document) continuously for 3 months.

#### **IN Out Time**

For Team leader: Log In Must be Between 09:00 to 10:00

All Employee Except Team Leader: Log In must be between 09:00 to 09:30

Fail to come on above mentioned time more than three time: 0.5 day's salary deduction

Fail to come on above mentioned time more than four time: 1 day's salary deduction

That Particular fund will spend for the celebration/employee engagement program.

Out time must be after completion of 09 Hours.

#### **Early Hour Leave**

Management will not approve any early leave (means 15 to 30 Minute, 01 to 02 hours leave) all have to take half day leave if someone has any work.

More than 02 hours early leave will consider as an half leave.

Note: Management will approve the same in below condition only

If there is such an emergency and health related issue (shortage time must be manage within 1 week by working at least for 30 Min in one single day).

#### **Vasundhara Infotech Alternate Saturday off Policy**

1st & 3rd Saturday will be half day.

Working hours will be from 09:00 AM to 02:00 PM only

If there is any public holiday in a same week where 1st or 3rd Saturdays fall, only that particular Saturday will be a full day working.

Applied leave on 1st and 3rd Saturday will consider as a full day leave

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### **Basic Understandings:**

**Probation:** This is the period of **1 month** from the date of your joining. During this time, you will be evaluated on a weekly/monthly basis and by this evaluation company will either **confirm** you if you find suitable. You will be put on a suitable scale based on your performance during this period. And company reserves rights to terminate you if you fail to full fill company's expectation.

**Training:** As we are doing very challenging work, you may require some common training to boost your knowledge and standard to align with our development standards. We will give you various training during our service period to enhance your career path.

**Performance Appraisal:** If you are got confirmed during the probation period, then your salary will be raised to your final salary (stated above). And as per company policy, your appraisal will be there after your employment time (as above) if you are eligible for such appraisal based on your performance during this period. **Please note that company reserves the right for the appraisal/increment.**

**Increment:** This process is based on your performance and behavior during your working tenure.

The Company offers an appraisal/increment to the employees who had a good performance in past employment period. **Amount or percentage depends on the decision of the company.**

**Leaves:** You will be eligible for the benefits of the leaves of Company. All Sundays and the public holidays which are decided at the starting of the year by the company. Leaves taken in excess of this will be treated as a loss of pay. Here are leaves details:

- All Sundays
- 12 Approved Annual Leaves (1 per Month) (You need to get it approved first by company)
- 12 Public Holidays (decided by the company)

### **IMPORTANT NOTES:**

- **The Company does not offer any leave during your probation period. If in any emergency case your leave is sanctioned by the company, it will be unpaid leave and deducted from your salary.**
- **In a case of any emergency leave (which is not pre-approved by the company) will cause you 1.5 leave cost to your salary.**
- **The Company does not offer any leave during your notice period. Although in any emergency case, leave would be approved by the company but consider that you have to work for more days as per leave taken by you during notice period. And your last working day will change according to that.**
- **Within the set limit when employees take leave, it is counted as a Paid leave. If employees take leave exceed the set limit, he/she experienced the pay loss, And also the company has right to extend their service agreement with the company, according to the leave taken by them or according to the work allocate to them. (The Limit is set by the Management).**

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**Company Policies:**

1. During your employment time, if a company found that your performance is not enough to justify your role/responsibility/CTC, then the company reserves right to terminate you.
2. You shall not, at any time during the continuance or after the termination of your employment hereunder, divulge either directly to any person, firm or Company or use for yourself or another, any knowledge, information, formulae, processes, methods, compositions, ideas or documents, concerning the business and affairs of the Company or any of its dealings, transactions or affairs which you may acquire from the Company or any of its dealings, transactions or affairs which you may acquire or have to your knowledge during the course of and incidental to your employment.
3. All programs, system logins, manuals, literature etc., developed by you while in Company service will at all times be deemed to be the Sole property of the Company. Also, the Company will at all times have the Sole proprietary right in any new system which you may develop while in Company's service. Software's, images, templates etc. protected by copyright law should not be used in any of the projects handled by you. If any such instance is reported by a client, appropriate legal action will be initiated by the company.
4. This is a position of continuous responsibility and does not entail payment of extra time or overtime. Company reserves right to give you a bonus or not.
5. You are expected to remain on duty throughout the business/working hours of the company and be present in time for any meeting or get together scheduled by the company.
6. For the purpose of this clause, the expression "The Company" shall in addition to Vasundhara Infotech, means and include any firm, person or Company subsidiary to or affiliated to with Vasundhara Infotech.
7. You will be responsible for completing the work or assignment given by the company in given time frame. If you will miss such deadlines more than 3 times in 6 months of time, it will cost you a salary. It also affects your incentive and/or promotion. The Company also reserves right to terminate your employment
8. We will request you to produce a proof of age, relieving letter from the previous employers (if any), education certificates. **OUT OF WHICH YOU HAVE TO SUBMIT ONE DOCUMENT TO COMPANY TILL TIME OF YOUR EMPLOYMENT.** That will be returned to you while you safely leave a company by full-filling all of its relieving procedures.

- **IF YOU ARE LEAVING A COMPANY WITHOUT COMPLETING YOUR EMPLOYMENT PERIOD, THEN YOU WILL NOT GET THIS DOCUMENT OR YOU NEED TO PAY TO COMPANY FOR WHATEVER LOSS COMPANY MADE FROM THIS DEPARTURE TO GET THIS DOCUMENT.**

- **IF YOU LEAVE A COMPANY IN PROBATION PERIOD THEN YOU HAVE TO PAY SALARY BACK THAT COMPANY PAID TO YOU AND ALSO ABOVE RULE (8-a) IS APPLIED TO THE SAME SITUATION.**

- **IF IN ANY CIRCUMSTANCES ANY EMPLOYEE BREACH BOND BEFORE IT'S COMPLETION HE/SHE HAS TO PAY 2 MONTH'S SALARY AS WELL AS 45 DAY'S NOTICE PERIOD.**

9. All the company decision regarding the relieving of the employee will be final.
10. As a company, we respect the confidentiality of ideas, projects by our respected clients. So you may need to sign NDA offered by company or client for specific project work. Any dispute in obeying such NDA will cause an immediate termination of the job and if client sue on a company, all the expenses for such event will have to paid by you.
11. As a substantial amount of technical and other information, will be obtained by you or will be available to you, you will appreciate that any information so obtained must not be communicated directly or indirectly to any person, firm or Company. You will, therefore, be agreed to sign a Secrecy Agreement of Non-Disclosure/Confidentiality.

12. In all matters of your daily conduct and discharge of duties, you will be governed by the rules and regulations of the Company which are in force and which will be framed from time to time. You would be required to work faithfully and diligently and promote the interest of the Company and not act in any manner averse to the Company's interests. **Under no condition, you should disclose the Company's work details to outsiders unless it required in the course of your work. In case you are found to do so, the Company has the right to take all legal action.**
13. You are liable to be transferred from one job to another job or from one department to another department or from one establishment to another establishment if required by the Management. You shall do such other work, which will be assigned to you by the Management from time to time. Any such changes in assignment or transfer or overtime work will not automatically entitle you to any additional remuneration, allowance, compensation or another sum in respect thereof.
14. It is also expressly agreed to by and between us that the Company shall be entitled to loan or transfer your services, provisionally for any duration or permanently, wholly or partly to any Company which is or at the material time may be an associate., affiliate, successor, assigns or subsidiary or principal contractor to or the latter having a controlling interest in the said Company.
15. Your service can be terminated by either side by giving 45 days' notice. The final decision on the duration of the notice period is left to the management on a case to case basis. The Notice period is meant to ensure completion of jobs already taken, transfer ongoing jobs, smooth transition and provide time to get the suitable replacement. Failing to fulfill this commitment, purely at the discretion of the employer, the employee will be required to pay to the employer without demur, and on demand, a sum not exceeding **20 Days** remuneration as was being received by the employee at the time of the said notice, as compensation. However Company possesses the right to terminate your services without notice if any declaration gave or furnished by you to the Company in any document submitted for employment proves to be false or if you have willfully suppressed any material information or for any misconduct or any other criminal action.
16. Experience certificate cannot be provided if you will leave the company before **1.1 year or have not finished notice period.**
17. If there is any change of address, the administration department should be notified immediately.
18. **This is a formal appointment & offer letter. Company owns a rights to withdraw your appointment at any time before you join for what so ever reason.**
19. Company reserves right to add/change its existing policies at any time (during your employment time period) because of various circumstances, so in that case, any new/modified policies will be applicable to all existing employees.

**HR Department****Name:****Signature:** \_\_\_\_\_**Date:****Place:**