

**Date: 16 August, 2021,
Bangalore.**

**To,
Mr. Shubham Tarachand Mondhoriya
Bangalore.**

Subject: Offer cum Appointment Letter

Dear Shubham Tarachand Mondhoriya,

Based on your profile you had sent to us, the interviews, and discussions we had with you, we are pleased to offer you the position of **Java Developer** our organization.

The details of our offer are mentioned below

Date of Joining: 30 August, 2021.

Remuneration: Rs. 3,90,000.00/- per annum, as the total cost to the company. The break-up of the compensation structure will be mentioned in the salary sheet.

Place of posting: Bangalore

We are looking forward to a mutually rewarding association by making this offer and kindly send your acceptance immediately. The detailed appointment letter will be issued to you on the day of joining on completion of all joining formalities details of which are mentioned below.

1) You will bring all original educational certificates and professional certificates, mark sheets, proof of date of birth, PAN Card, photograph, proof of residence along with 4 Passport Sized, 1 Stamp-sized photograph. (Please refer to the email subject for the list of documents)

“Please note it is mandatory to submit PAN card copy on the day of joining, without which we cannot make payment of your salary. The PAN card should have the date of birth in DDMMYYYY format.”

2) You will submit the details of total income and tax deducted or Form 16 of the previous employer at the time of joining.

3) This offer is based on the Profile submitted by you and the interview and discussions we had with you. If there is any misrepresentation or false claim, this offer can be canceled or withdrawn without notice. If these are found out, post you are joining the organization; your appointment is liable for immediate termination.

4) Your offer of employment will be subject to the terms and conditions of employment and satisfactory reference and background check.



Notice Period:

For normal separation requests initiated by employees, the notice period will be 30 days. The following applies to employees where the management decides to terminate their services for indiscipline, misconduct, non-performance, any other reason, or necessity:

During Probation:

1. If services are terminated for the reasons attributed to indiscipline, misconduct, or lack of good performance, no notice period will be applicable & no compensation will be payable.
2. If services are terminated for any other reason or necessity, 15 days' notice or equivalent pay will be given.

After Confirmation:

1. If services are terminated for the reasons attributed to indiscipline, misconduct, or lack of good performance, no notice period will be applicable & no compensation will be payable.
2. If services are terminated for any other reason or necessity, one-month notice or one month's pay will be given.

Working Hours

Being a result-oriented company, we believe in flexible timings. Though the official timings are between 9.00 a.m. and 6.00 p.m., your timings are adjustable. However, we would like you to be available between 10.00 a.m. and 4.00 p.m., as most of the business meetings are scheduled during these hours. We have a five-day week but the office is open on Saturdays and Sundays, in case you plan to work.

Leave

The Company leave benefits include:

Privileges leave of fifteen days per year of service, which can be accumulated for a maximum period of thirty days. After the fourth year in Company, privilege leaves go up to 20 days per year.

- Sick leave on a need basis.
- Ten National & Festival holidays every calendar year. A list of these would be announced every year.
- Maternity leave is of 19 weeks and Paternity leave of two weeks.
- Upon Completion of 4 years of continuous service, an employee is eligible for Hibernation Leave of 6 weeks over and above all other leave. This leave is specifically for rejuvenation of physical and mental health.

Medical Benefits

You are eligible for medical insurance, which covers yourself, your spouse, dependent children and dependent parents, up to a maximum of 5 members. The company will pay 60% of the premium charges while you are required to meet the other 40% of the charges.



Commitment to Learning

At **Logran Technologies** we endeavor to create a Learning Organization. In this regard, once you complete 2 years in Company, we do support you to study further.

Sabbatical: You may avail leave from full-time employment to further your knowledge, education or experience for a period of one year. This may be through the pursuit of a formal course at an educational institute, by undertaking a teaching / research assignment, or any other assignment which is beneficial to Company or which serves a social cause. You will be paid 50% of your annual gross during this period.

What we expect from you

- a. We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.
- b. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

The day you join us, please come to the corporate office at 9.30am. One of our members will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again, a very warm welcome to you.

Yours sincerely,

For Logran Technologies Pvt. Ltd


Ms. Mythri Gowda
Head of Recruitment



Acceptance Signature with Date



Annexure 1- Salary Stack Up Sheet; Joining formalities

Annexure 1 Salary Stack Up Sheet

| SALARY COMPONENTS | Monthly(INR) | Yearly (INR) |
|---------------------------|---------------------|---------------------|
| Basic | 13,000.00 | 1,56,000.00 |
| House Rent Allowance | 6,500.00 | 78,000.00 |
| Conveyance Allowance | 1,600.00 | 19,200.00 |
| Additional Allowance | 975.00 | 11,700.00 |
| Special/Project Allowance | 3,250.00 | 39,000.00 |
| Medical Allowance | 1,250.00 | 15,000.00 |
| Flexible Benefits | 1,625.00 | 19,500.00 |
| Others | 4,300.00 | 51,600.00 |
| Gross Salary | 32,500.00 | 3,90,000.00 |

** Performance bonus can range from 0 to the amount mentioned above.

Note:

1. All payments would be as per company's rules and regulations and administrative procedures.
2. The salary structure is liable for modification from time to time

