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Appointment Letter

April 28th, 2020

Dear Karegowni Somasekhar,

We are pleased to have you on board. We are sure that you will enjoy and get enriched by your term with us.

- 1) You are appointed to the post of **“Data Analytics Consultant”**
- 2) Your date of joining will be 6th May 2020
- 3) Your annual CTC will be **Rs. 7,50,000/- i.e. Seven Lakhs Fifty Thousand only.**
Please refer Annexure – A for details of our tax efficient structure.
- 4) You may be assigned to client projects in-house or deputed to work out of client locations as per projects on hand.
- 5) While on client deputation on client site, you will be required to observe the work hours, rules & regulations as applicable to all client employees.
- 6) While on client deputation, you will take instructions from Client managers/employees and follow processes/work flow laid down by the client for the execution of the project(s).
- 7) You agree to update the company of any communication from the client other than routine communication.
- 8) We strive to ensure that your skills are up to date, hence, you would be required to participate in appropriate training and instructional programs as required by the company or client.
- 9) While on deputation, you would be required to submit weekly/daily time sheet, duly signed by client representative, every Monday for the previous week.
- 10) You clearly understand that deputation at client site does not confer any rights on you with respect to the client nor does it create any relationship between you and the client. At no point can you to claim employment, loss of compensation or any damages/claims against the client.
- 11) You obviously know that company/client confidential information/ trade secret/ data/ proprietary methods cannot be divulged to anyone not intended to use the information. Violation of the same will result in appropriate legal action from the client in addition to strictest action by the company.
- 12) As a responsible employee, any property entrusted to you by the company or during the course of your deputation at the client site; will be your sole responsibility and you will be personally responsible for making good any loss/damage to the property entrusted to you.
- 13) While on deputation on client site, you will remain company's primary employee and hence please note that any issues or concerns relating to compensation, payouts or any other matter whatsoever should be brought to the notice of the company and under no circumstances should you deal directly with client for any such issues.
- 14) During your association with the company or on deputation to client, you agree to not engage yourself directly or indirectly with any other firm/ company/ business for any salary or retainer fee or honorarium.
- 15) You undertake to leave the company/client site unconditionally, if you are found not medically fit to continue in the service of the company and you agree that you shall not be entitled to any compensation.



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- 16) If and when information furnished by you in your application regarding your credentials are found to be incorrect or not true, your services will be liable for termination or such other action as the management deems fit.
- 17) You will be on probation for the first four (4) months of your tenure. During the probation period the company assesses your progress and ability to handle responsibility. In the event your performance is found inadequate, the company can relieve you by giving you notice of one week (7 days) without assigning any reasons.
- 18) After the probation period, you will automatically be a confirmed permanent employee and subsequent to this, if the company relieves you, you will be provided with 10 days of notice period.
- 19) In case of BGV failure before or after onboarding, this offer letter stands rescinded and no compensation will be payable for any number of days worked.
- 20) As we provide ample career growth opportunities, we never like any of our employees to part ways with us. If for some reasons, you have to discontinue your association with the company; then you agree that, for the important responsibilities that you were discharging, a minimum notice period of Thirty days (30) days is the least possible duration required to ensure that your successor is handed over charge to the satisfaction of the company.
- 21) You understand that the company is forced to terminate your services, in case of following events: in case of insubordination, insult or disobedience to any of your superiors or responsible officers of the company, gross neglect of work, nonperformance of work, damage to the company equipment/property, misappropriation etc.
- 22) You are required to abide by the rules and regulations of the company, which may change from time to time.

In case of any queries during your term, please refer to the below contact and escalation matrix for earliest resolution.

For leave, reimbursements, payment related queries

Thangaraj C, Sr. Executive - HR Operations

E Thangaraj.c@anlage.co.in M +91-9110638490

For salary and related issues and / or queries

Dinesh Malviya, Asst. Manager - Accounts & Finance

E dinesh.m@anlage.co.in M +91-9819920138

In case of Escalations

Amrutha Allimada – Assistant Account Manager

E amrutha.a@anlage.co.in M +91-8660706835

We wish you success in your career with Anlage. We are confident that you will grow and prosper with the company and we look forward to a long association.

Yours truly,

For **Anlage Infotech (India) P. Ltd.**,



Thangaraj C

Sr. Executive - HR Operations



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Annexure A

Employee Name:		Karegowni Somasekhar	
DOJ:		6th May 2020	
Location:		Bangalore	
Designation:		Data Analytics Consultant	
-			
	Particulars	Monthly	Yearly
(A)	GROSS SALARY		
	Basic Salary & DA	18,750	225,000
	HRA	9,375	112,500
	GMP	259	3,108
	Service Weightage	375	4,500
	Statutory Bonus	1,562	18,743
	City Compensatory Allowance	29,328	351,936
	Gross Salary (A)	59,649	715,787
(B)	EMPLOYER'S CONTRIBUTION		
	Employer's PF		
	Contribution (13%)	1,950	23,400
	Provision for Gratuity	901	10,817
	Total (B)	2,851	34,217
	CTC (A+B)	62,500	750,000
(C)	DEDUCTIONS		
	Employee's PF Contribution	1,800	21,600
	GMP	259	3,108
	Profession Tax	200	2,400
	Total (C)	2,259	27,108
	Net Salary Per Month (A-C)	57,390	688,679

Notes

- 1) Income-Tax is subject to provision of actual investment proof.
- 2) Group Mediciam is optional, if opted then insurance premium (GMP) amount will depend on number of family members opted for coverage.
- 3) Medical reimbursement will be paid along with monthly salary, tax will be applicable subject to submission of actual bills before the end of the year.
- 4) Gratuity is payable after 5 years of service.

For Anlage Infotech (India) P. Ltd.,



Thangaraj C

Sr. Executive - HR Operations