

Ref. No: CSMPL/APL/BBSR/BSS/08-07/5834

Date : July 08, 2022

Mr. Soufajit Biswal
Bhubaneswar, Odisha

Sub: Appointment Letter

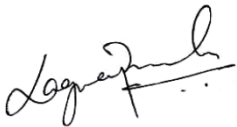
Dear Soufajit Biswal,

With reference to our discussions regarding your joining at CSM, we are pleased to appoint you as **Junior Software Engineer for Business Solutions & Services (BSS) in M1- 1 Grade** operating out at our Corporate Office center, Bhubaneswar.

1. Date of Joining: Your joining is on **April 08, 2022**.
2. Training Period: You have to undergo a rigorous training period of minimum 12 months starting from **April 08, 2022**, during which you have to utilize the best to your skills to understand the concept of your job.
3. Salary: Your Annual Salary (Total Employment Cost to the company) would be **1,80,000 INR (One Lakh Eighty Thousand only)**. The details of which is being given in the Annexure-A attached below.
4. Place/Transfer: Your present place of work will be at our Bhubaneswar Office.
5. Your employment with us will be governed by the terms and conditions referred in Annexure-B.
6. You are required to execute a security bond. The copy of which is annexed herewith for your reference in Annexure-C.
7. As confirmation of your acceptance, please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return to the HR signifying your acceptance.
8. In case of further clarifications, please communicate with Ms. Manasi Das (*on E-Mail: manasi.das@csmpl.com, Tel. No. 0674-6635900*) and quote the reference as above.

We welcome you to CSM family and look forward to a long and mutually beneficial association.

For CSM Technologies



Lagna Panda
Associate Vice President (Human Resources)

Encl:

Annexure-A (Salary Structure),
Annexure-B (Terms & Conditions of employment),
Annexure-C (Security Bond)



ANNEXURE – A

1. **Stipend:** Your **Monthly Stipend** will be of ₹ 10,000/- (Rupees Ten Thousand only) for the first 3 months.
2. **Compensation:** Based on the positive feedback of your technical assessment, the stipend will be revised to **Monthly CTC of ₹ 15,000/-** (Rupees Fifteen Thousand only) effective from 4th - 12th month. The monthly CTC breakup of ₹ 15,000/- is mentioned below for your reference.

COMPENSATION PLAN

ANNEXURE – B

Name	Soufajit Biswal	
Designation	Junior Software Engineer	
Location	Bhubaneswar, Odisha	
Component	Monthly Salary (INR)	Annual Salary (INR)
Basic	5100	61200
House Rent Allowance (HRA)	2040	24480
Conveyance	510	6120
Productivity Bonus	3369	40428
Commitment Bonus	3369	40428
GROSS SALARY	14388	172656
Employee Provident Fund (Employer)	612	7344
Employer Provident Fund (Employee)	612	7344
Gratuity	245	2940
ESI	108	1296
Professional Tax	125	1500
NET SALARY	13298	159576
COST TO COMPANY (CTC)	15000	180000
NOTE: <ul style="list-style-type: none"> ▪ All salary components are governed by the organizations' policies and statutory guidelines. ▪ This salary sheet is strictly confidential and must not be discussed with anyone. ▪ Any personal tax liability arising out of compensation will be borne solely by the employee. 		



ANNEXURE – B

TERMS AND CONDITIONS OF EMPLOYMENT

1. Code of Conduct

You agree to abide by the rules and regulations of CSM as laid down in relation to conduct, discipline and other matters. CSM strongly believes in providing equal employment and advancement opportunities for all employees without regard to race, color, religion, sex, age, marital status, national origin or handicap. You will always be required to conduct yourself accordingly. During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company and shall not do or cause to be done any work to the prejudicial interest of the company.

1.1 Violation of Social Media and WhatsApp Policy: In case of breach or violation of our Social Media and WhatsApp policy, you may be dealt with under our disciplinary procedure and in serious case may lead to employment termination.

2. Place of Work

Your present place of work will be Bhubaneswar, but during the course of the service, you shall be liable to be Posted/Transferred/Tour anywhere to serve any of the Company's Projects/Units in India or outside, at the sole discretion of the Management.

3. Working Hours

You will be governed by the normal working hours (9 am to 6 pm) as existing in CSM Technologies. You may be required to work in shifts and/or extended working hours, as permitted by law, if required as per business needs. The same is subject to change from time to time.

4. Termination of Employment

4.1 Either party can terminate this employment by serving the notice period. You have to serve a **minimum notice period of 90 days**. However, your notice period will be subject to changes in future depending on your designation, grade, band and organization's rule. For details please refer Employee Separation Policy.

4.2 The company may dismiss and terminate your service without allowing any notice period or severance compensation in case the performance of the employee does not meet the prescribed standards or if the employee is found breaching any code of conduct or is involved in any kind of misconduct or in-disciplinary act. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

4.3 You shall be liable to handover all official documents, materials, assets, ID card and other property(ies) that may be in your custody or possession or under your control, to your Line Manager.



5. Confidentiality

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep all information confidential, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of CSM or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

During the term of your engagement, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee or any person, firm or company, engage yourself in any activity or business which could result in direct or indirect competition with the business of Company. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice during your employment. You shall not in the event of leaving services of Company for any reasons, during the twenty four months from the separation date, directly or indirectly either on your account or otherwise, canvass or solicit business with any operator / partner / customer or client with whom you had material dealings in the course of your engagement with the Company.

You shall not reveal, disclose, use, publish or divulge any information to any person or entity and maintain confidentiality of all the information and knowledge you have gained during the tenure of service in the Company. You further undertake that you shall not use any Confidential Information for your own benefit or for the benefit of any third party or in a manner which could be detrimental to the Company. Confidentiality of the compensation package you receive should also be observed by you.

6. Exclusivity of Service

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with the Company, without written permission from the Company.

7. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / secondment / transfer / assignments to associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.



8. Background Verification

The employment is valid subject to clearing the background verification process. In case there is any adverse report against you, which may be detrimental to the interests of the company, or if the information furnished by you is found to be incorrect, the

Company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

9. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

10. Company Policies

All Company Policies (including access to office premises, mails, computer facilities, email and others) are available on the Intranet. You are advised and instructed to go through these policies and strictly adhere to them.

11. Restraints

11.1 Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

11.2 Escalation/Exception Reporting

A set of areas/jobs to be carried out by each function/department will be decided. For each area/job - a suitable policy will be formulated /evolved. For every policy - standards of measurement will be laid down.

11.3 Periodic Review

Goals for year/quarter/month will be periodically reviewed. Deviation if any, with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting. Alternatively, if such deviation will pose a threat and if it is not corrected, it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation /modification /amendment it will be further escalated to the next level.

11.4 Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

11.5 Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises, including conference rooms, lobbies, is declared as No-Smoking Zone.



11.6 Passwords

Access to our network, development environment and MS-Exchange is through an individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.

11.7 Unauthorized Software

You shall not install, download, copy, and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

11.8 Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed who takes care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. Also the extra effort needs to be sanctioned by your higher authority. If there is a need to take some of the equipments /infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your higher authority.

12. Overseas Service Agreement

As the Company will be spending a substantial amount of time and money for your deputation /secondment abroad, you will be required to sign a deputation agreement with the Company and also execute a Surety Bond on such terms, as the Company may deem appropriate. (This agreement will consist, your commitment to complete the project and serving the Company for a stipulated period).

13. Jurisdiction

Even though the Company may depute you overseas for on-site work or to any other location in India, the only and exclusive jurisdiction concerning any dispute arising out of your employment will be the courts in Bhubaneswar only and the jurisdiction of other courts are specifically excluded hereby.

14. ESI

You are covered under ESI Medical Facility.

15. Retirement

You will retire from service on attaining superannuation at the age of 60 years.

16. General

The above terms and conditions, including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time.

In all services matters, including those not specifically covered here such as Traveling, Leave, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.



You shall be present in the office during normal working hours as specified in the employee Handbook and other documentation provided to you. You shall provide details regarding the utilization of your time by entering the same into CSM's web-based electronic Productive tool (Kwantify) on a daily basis. In case you are attached to any project where the client may have a requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Kwantify.

17. Indemnity

You agree to indemnify Company for any losses or damages sustained by Company which is caused by or related to your breach of any of the provisions contained in this Letter of Appointment.

18. Policy Changes and Appointment Letter

In case of changes in any policy or rules and regulations of the company, the same will be considered applicable and supersede over this Appointment Letter. The announcement mails and intimations to be considered as final.