

To,

08-03-2024

**Sudipto Saha**

Address:139/3, Nagendra Nath Road, Kolkata - 700028

Email: sahasudipto336@gmail.com, Mob No.: 9088521045

PAN: FVAPS2904B | Aadhar: 522662167440

**Dear Sudipto Saha,**

With reference to your candidature, we are pleased to make an offer of employment to you at **Cyclotron Software Services LLP** in the capacity of **Application Developer**

Your employment is based on the following terms and conditions.

**Date of Joining** - Your employment shall start on or before **13-05-2024**.

Your initial Joining Location will be your home and ultimately moving to the base location of Cyclotron Software Services LLP at Pune.

**Duties** - You shall perform any such duties as are incidental or implied and consistent with the background, training and qualifications or may be delegated as being in the best interest of the organization.

**Remuneration** - You shall be paid the following remuneration:

- Your annual Total fixed Cost to Organization will be Rs. 2,700,000 /- (Rs.Twenty Seven Lakh ).  
(Break-up of Remuneration Annexed herewith).

Your individual compensation is a confidential matter & you are expected to discuss the same only with Head of Operation (India)

**Leaves** - Your leave entitlements will be as per organization policy.

**List of Documents to be submitted on Joining** - Relieving letter from last employer, Last Salary Slip, passport size photographs, Photocopy of all Educational certificates, Current and Permanent Address Proof, Date of Birth Proof, Aadhar Card Copy, PAN Card.

## Conditions of Service -

1. This offer stands valid only till the date of joining as mentioned in this offer letter. In the event of failure to join on the mentioned date this letter shall be treated as invalid
2. Your employment in Cyclotron is subject to you submitting all the documents as per the list mentioned above and is subject to the applicable terms and conditions of Cyclotron. Please note that the appointment letter will be issued only after submission of all the documents. Your employment is subject to submission of the documents as required by the Firm and successful completion of the pre and/or post-employment background checks including but not limited to verification of accuracy of the testimonials and information provided by you. Cyclotron reserves its right to revoke present offer or terminate your employment without any notice, in the event of non-submission of necessary documents by you, or if your background check is found to be unsatisfactory or any testimonial or information provided by you is found to be incorrect.
3. The amount shown as remuneration is total cost to organization, inclusive of taxes to be deducted at source, Provident Fund contributions (employee and employer), Profession Tax, etc.
4. Your services shall be transferable to any of the organization's establishments, branches, sister concerns in India or Overseas which are in existence presently or which may be formed/established in future.
5. In the course of your employment the ideas that you design, develop or innovative will remain as the intellectual property of the organization.
6. You shall devote your full time to your employment and expend best efforts on behalf of the organization and shall not participate in any external activities interfering with the work of the organization. You shall abide by all organization policies and decisions now or hereinafter existing.
7. You shall not disclose or divulge any information of the organization's business, which may come to your knowledge, to any unauthorized person(s). On joining, you will be required to sign a confidentiality agreement with the organization.
8. Post your probation period, in case of resignation or termination, a notice period of 60 days in writing or salary in lieu of notice will be required from either of the parties, provided however, that no notice or salary in lieu of notice will be required to be given in case your services are terminated by the organization on account of misconduct or any equivalent activity.
9. You shall not engage or participate in any business that is in competition with **Cyclotron Software Services LLP** in any manner, during your employment.
10. Your age of retirement shall be 60 years. However, upon mutual agreement, employment can be retained beyond 60 years of your age.
11. This offer letter overrides all previous discussions related to your employment.

We look forward to a long and mutually beneficial association. Kindly sign a copy of this letter as a token of acceptance to the above-mentioned terms and return to us.

With warm regards,

**Cyclotron Software Services LLP**



**Abhishek Jha**  
**(Head of HR, India)**

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I accept the above offer and will be joining as early as possible.

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**Sudipto Saha**

**Annexure: A**

<b>Name</b>	Sudipto Saha
<b>Designation</b>	Application Developer

<b>Components</b>	<b>Monthly (Rs)</b>	<b>Annual (Rs)</b>
Basic	112,500	1,350,000
House Rent Allowance	45,000	540,000
Education allowance	200	2,400
Leave Travel Allowance	9,371	112,455
Bonus	1,749	20,992
Special Allowance	47,552	570,618
<b>Gross Monthly / Annual Pay</b>	<b>216,372</b>	<b>2,596,465</b>
<b>Deductions from Monthly / Annual Pay</b>		
Professional Tax	200	2,500
Employee Contribution to Provident Fund	1,800	21,600
Income Tax	<i>As Applicable</i>	
<b>Total Monthly / Annual Deduction</b>	<b>2,000</b>	<b>24,100</b>
<b>Net Monthly /Annual Pay (before I. Tax)</b>	<b>214,372</b>	<b>2,572,365</b>
<b>OTHER BENEFITS</b>		
Telephone Reimbursement	1,000	12,000
Employer Contribution to Provident Fund	1,800	21,600
Gratuity	5,411	64,935
GHI Premium	417	5,000
<b>Gross Monthly / Annual Cost-to-Company</b>	<b>225,000</b>	<b>2,700,000</b>

**Note:**

1. All payments are subject to appropriate taxation.
2. All payments would be as per organization's rules & regulations & administrative procedures.
3. The salary structure is liable for modification from time to time.
4. Organization will consider payments done towards LTA and Telephone Reimbursement as taxable income till the time you submit relevant bills to claim income tax benefit. In case employee wants to claim tax benefit for LTA, the relevant bills must be submitted latest by 31st December and that for Telephone by 20<sup>th</sup> March of the relevant financial year.