

28th April 2022

Dear **Mr. Thandra Siva Kumar**,

Sub: Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment with us on the following terms and conditions, recorded below for your consideration and acceptance. Your date of joining has been recorded as **3rd May 2022**.

It gives us great pleasure to offer you a position as **Data Analyst** in our company. We are sure that **Sun Bio IT Solutions** can provide you a very satisfying and challenging work environment along with a very successful growth path.

Terms/ Conditions:

1. The regular working hours for the company are from 9.00 am to 6.00 pm. The job comprises of 9 hours Monday to Saturday. The second & fourth Saturday of every month will be a holiday. There will be 30 minutes lunch break and two 10 minutes breaks during the work time.
2. Compensation package: You shall be entitled to a salary of INR 3,20,000/- (Rupees Three Lakhs and twenty thousand only) per annum.
3. Increments linked to performance, will be at the sole discretion of the management.
4. During your tenure, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise expect with prior approval in writing from the management.
5. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company. All documents, specifications, reports, software etc developed during your tenure with **Sun Bio IT Solutions Pvt. Ltd** will be company's property and you will not be permitted to take them with you either while leaving your services or use during your stay.

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SUN BIO IT SOLUTIONS PRIVATE LIMITED

📍 Emerald Chambers, 14A, Green Park Layout, Ramamurthy Nagar Main Road,
Banaswadi, Bangalore - 560043, Karnataka, India.

📄 CIN : U72200KA2012PTC064523 ☎ +91 80 42073917 ✉ info@sunbioit.com 🌐 www.sunbioit.com

6. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the company.

7. Company will monitor and audit internet and email access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the internet and email and must adhere to the internet usage policy set in the company.

8. Tax Liability:

- a. The taxability of allowance\ reimbursement is to be considered in the light of the tax law prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursement because of changes made by the government it will be recovered from your salary.
- b. Income tax, professional tax and all other taxes to be deducted at source statutorily from your pay as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.

9. You will work within the framework of the organizational structure, policies and directions as laid down by the management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with rules/ policies of the company as may exist at this point in time or is amended/ introduced/ promulgated from time to time.

10. You shall notify any change in your residential address to the company in writing with 7 days from the date of such change.

11. You shall not be allowed to take out any materials from the company premises or bring into the premises any material without the written permission of the Management.

12. You should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives or similar devices to the workplace or connect them to the Company electronic systems.

13. In case you are authorized to take any company property out of the company premises, you shall be liable for any loss or damage to the same while these are in your custody.

This appointment letter is not to be changed, modified or terminated unless it is changed in writing, and signed by the parties hereto.

Kindly return the duplicate copy of this letter thereof duly signed by you as confirmation of your having accepted the terms and conditions contained therein.

We welcome you in Sun Bio IT Solutions Pvt Ltd and look forward for a long term association.

Nandhini Saktiyan

Nandhini Saktiyan
Admin Manager
Sun Bio IT Solutions Pvt Ltd



The above terms and conditions have been read by me and understood. The said terms and conditions are acceptable to me and I would abide by them.

Signature Siva Kumar

Name: Thandra Siva Kumar

Start Date: 29-04-2022