

Ref:
Date:

To,
Name
Email id

Subject: Offer Letter

Dear candidate,

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to offer the position of Process Executive in our organization w.e.f. **5-Dec-21** on the following terms & conditions:

- 1. Designation:**
You will be designated as **Process Executive**.
- 2. Place of Posting:**
You will be posted in our office at **Annova Solutions Pvt Ltd** (hereinafter referred to as 'Company' or 'Organization'), 2nd Floor, K Sewani Corporate House, 16/1/1, RaceCourse Road, Opposite Basket Ball Complex, Indore-452001(MP). However, at any time during the period of appointment, you will be liable to transfer in such other capacity that the company may determine to any other Department/ Branch/ Establishment or any other Company under the same management without adversely affecting your emoluments and general condition of service.
- 3. Remuneration:**
Your Annual Salary on Cost to Company (CTC) basis will be **INR 2,52,000 (Rupees Two Lakhs Fifty-Two Thousand Only)**. The detailed salary structure is enclosed with this letter in the Annexure-A.
- 4. WORKING HOURS:**
Your office working hours will be 9 hours (including one-hour break for Breakfast/Lunch/Dinner/Tea/Snacks) and shift will start anytime between 6:30 pm to 3:30 am Indian Standard Time (IST) depending on the US Time Zone, you need to work from Monday to Friday. The shift timings may be amended by the Management from time to time as per the organizational/client requirement.

5. TRAINING:

It is mandatory to clear the certification to become the regular employee of Annova Solutions. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect and will be paid from the date of joining till the date of certification. You will not be entitled for any other compensation, salary or notice pay in lieu of your relieving from the organization.

The non-continuation of training due to unavoidable circumstances, organizational requirement, client requirements, etc. will also be treated as “Non-Certification” and your services will be terminated immediately and will be paid pro-rated till the last day of the training. You will not be entitled for any other compensation, salary or notice period in lieu of relieving from the services.

6. PROBATION PERIOD:

You will be on probation for a period of 3 months from the date of joining service. Based on your performance and conduct the probation period may be extended at sole discretion of the management. During probation period, your performance, attendance & conduct will be under observation and your services can be terminated immediately due to poor performance, disciplinary issues, non-continuation of training due to any reason, etc. without assigning any reason or notice thereof. However, you may also terminate your services during probation period by giving 30 days’ prior notice or gross salary in lieu of notice. ***Please note that it is mandatory to clear the training certification. In the event of your in-ability to clear the training, your services will be terminated immediately without notice pay.***

7. TRANSFER:

Your service is liable to be transferred for work in any department/ anywhere in India depending on exigencies of work. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

8. LEAVE:

You will be eligible for paid leaves as per Company Policy.

9. STATUTORY DEDUCTIONS:

All Statutory Deductions (Provident Fund, Employee State Insurance, Income Tax, Professional Tax, etc.) shall be as per the Statutory Acts.

10. CONFIDENTIAL INFORMATIONS:

You shall not give out in any manner, particulars or details of any research process, any trade secret, Contract/Agreement of the client’s, administrative and or organizational matters of confidential nature etc.

11. NON-DISCLOSURE & INTELLECTUAL PROPERTY AGREEMENT:

It is required that you do not disclose any of the information or asset as they are the Intellectual properties of the Company. If you are found violating this agreement, it can lead to termination of your employment instantly and legal action as deemed appropriate by the company. It is mandatory to sign Non-Disclosure Agreement (NDA) on the day of your joining the organization.

12. PHYSICAL FITNESS:

This Offer shall be subject to your being found and certified physically and mentally fit. Further you are required to maintain yourself in a state of medical fitness (physical & mental). In case at any particular point of time you are found medically unfit during your services, the Company will be liable for termination without any notice or payment in lieu thereof.

13. CHANGE OF ADDRESS:

You shall keep the company informed about changes if any in your residential address & contact information, so as to facilitate Communication with you, and all communications sent to you at correct address.

14. DUTIES & RESPONSIBILITIES:

(a) Your appointment in the company is full time and you shall devote yourself exclusively to the business of the company. You will not engage yourself in any other gain full employment or business (part - time or full - time) as long as you are employed in the company. Any action contrary to this shall render your services liable for termination without any notice or payment in lieu thereof.

(b) You are required to sign the Company 'Code of Conduct' Guidelines on the day of joining and will abide by the rules and regulations mentioned in the Code of Conduct Guidelines.

(c) You are required to deal with the Company's clients, materials and documents with utmost honesty. If at any time you are found of moral turpitude or of any dishonesty in dealing with the Company's money, materials and documents, you shall render yourself liable for termination without any notice or payment in lieu thereof.

(d) You will not divulge or give public any information related to any aspect of the company to anyone not employed by the company, including in such activity shall render you liable for termination without any notice or payment in lieu thereof.

(e) If any declaration given or information furnished by you to the company are found to be false or if you are found to have willfully suppressed any material information at any point of time during your services are liable to be terminated immediately without any notice or payment in lieu thereof. Your employment may also be terminated with immediate effect on disciplinary grounds and you will not be entitled for any payment or salary for such termination.

15. ABSENCE FROM DUTIES:

Your absence for a continuous period of 3 days (including absence when the leave is applied, but not granted) or overstay for a period of 3 days will be treated as absconding from the services which automatically lead to termination of your employment with immediate effect without any notice in intimation from the side of the Management. In such cases, you will not be entitled for salary, compensation/benefits and relieving/experience letters in lieu of your absence.

16. NOTICE PERIOD:

On Confirmation of your services i.e. on completion of 3 months of tenure with the organization, either party (employee or employer) can terminate the services by giving 30 days' notice or 30 days Gross Salary in lieu thereof. The Company Management reserve the rights to accept or reject the notice period buy-out option. The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can terminate your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

17. CONTRACT/BOND WITH PREVIOUS EMPLOYERS:

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

18. TERMINATION OF EMPLOYMENT:

On termination of this employment, you will immediately hand over the company all correspondence, specifications, books, documents, client information, literature, cost data, physical records, Data Card, Laptop/Desktop, etc. belongings to the company or relating to its business and shall not make or retain any copies of these items.

You will be liable to pay damages including cost of company assets etc as may have been provided to you by the company in case you fail to return the same or fail to return in good condition.

If you fail to do so, company will be liable to take **legal action** against you.

- 19. STANDING ORDER:**
You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or applicable to the organization or are framed from time to time by the company.
- 20. EXPERIENCE/RELIEVING LETTER:**
Experience/Service letter shall be issued to you on satisfactory completion of Resignation process which includes serving notice period, Knowledge Transfer (KT), 'No Due' clearances from the respective stakeholders/departments and handing over of the Company Assets to the organization.
- 21. RETIREMENT AGE:**
You shall retire from the services of the company on attaining the age of 58 years on the basis of the age proof submitted by you, subject to your being medically and mentally fit.
- 22. GENERAL:**
The above terms and conditions are based on company's policy, procedures and rules and regulations currently applicable to the company's employees and are subject to amendments and adjustments from time to time.

We welcome you again to our family and trust your association with us would be a long and meaningful one.

Please sign on the duplicate copy of this Offer letter as a token of your acceptance and return it to the company.

For Annova Solutions Pvt Ltd,

Authorized Signatory

ACCEPTANCE:

I accept the offer of employment and terms and conditions mentioned in aforesaid letter and reported for duty on with effect from 5-Dec-21.

Signature of the Employee:

Name of the Employee:

Date: 3-Dec-21

ANNEXURE - A		
Name:		
Date of Joining: 5-Dec-21		
Designation: Process Executive		
Component	Monthly (Rs)	Annual (Rs)
Basic	11,804	1,41,648
HRA	4,246	50,952
Bonus	917	11,004
Gross Salary (A)	16,967	2,03,604
Variable Earnings		
*Attendance Allowance	2,000	24,000
Total Variable Earnings (B)	2,000	24,000
Deduction		
Employer PF contribution	1,416	16,992
Employer ESIC contribution	616	7,392
Total Deduction (C)	2,033	24,396
Cost to Company (CTC) (A+B+C)	21,000	2,52,000
<p>*Conditions for Attendance Allowance:</p> <ul style="list-style-type: none"> No Uninformed/Unauthorized leaves Leave should be ONLY BE utilized from available leave balance. ZERO late coming in a month. <p>If any of above conditions are not met the allowance will not be paid.</p>		
<p>Additional Benefit: In addition to the above, you will also be eligible for the below mentioned benefit -</p>		
<p>1) Group Medical Insurance (GMI): You would be covered under the existing Group Medical Insurance scheme of the company with a cover of up to Rs. 2 lakhs</p>		
<p>2) Group Personal Accidental Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of up to Rs. 15 lakhs.</p>		
<p>With Best Wishes, Annova Solutions Pvt Ltd.</p>		<p>Accepted By:</p>
<p>Authorized Signatory</p>		