

Private and Confidential

ROHIT RAJESHRAO WARKHADE

Dear Rohit,

Date: September 01, 2021

Prakat Solutions is happy to inform you that in reference to your application for employment and the subsequent interview you had with us. We are pleased to inform you that you have been offered an employment in our Bangalore office on the following terms and conditions

Designation : Software Engineer
Date of joining : 1st September 2021

Details of compensation proposed:

Compensation Heads	Monthly	Annual
Basic Salary	₹ 25,833	₹ 3,10,000
House Rent Allowance	₹ 10,333	₹ 1,24,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Leave Travel Allowance	₹ 1,250	₹ 15,000
Medical Allowance	₹ 1,250	₹ 15,000
Communication & Network Allowance	₹ 2,000	₹ 24,000
Special Allowance	₹ 4,858	₹ 58,296
Gross Salary	₹ 47,125	₹ 5,65,496
Employer Contribution to Provident Fund	₹ 1,800	₹ 21,600
Gratuity	₹ 1,242	₹ 14,904
Retirement Benefits	₹ 3,042	₹ 36,504
Medical Insurance	₹ 1,500	₹ 18,000
Non-Cash Benefits	₹ 1,500	₹ 18,000
Cost to Company (CTC)	₹ 51,667	₹ 6,20,000
Employee Contribution to Provident Fund	₹ 1,800	₹ 21,600
Professional Tax	₹ 200	₹ 2,400
Total Deductions	₹ 2,000	₹ 24,000
Net Take Home**	₹ 45,125	₹ 5,41,496

** The Net Take Home would be subject to Income tax being deducted at source at the prevailing rate under Income Tax Act 1961

1. Your **probation** period shall be for a period of **Six** months and you shall be confirmed as a full-time employee upon successful completion of your probation. The period of probation can be extended for a further period of **Six** months or part thereof, in case your performance does not meet the prescribed standards.
2. Each employee shall be entitled to up to 12 days of earned leave in the calendar year. Any uninformed leaves other than sick leave taken during such probation period will be considered as leave without pay. Employees shall be entitled for the avail leaves as per company leave policy once their probation period is completed. In cases wherein, a person is employed with Prakat at any time other than the beginning of the calendar year, the eligibility of such an employee for privileged/earned leave shall be proportionate to the number of days worked. The unveiled privileged/earned 12 days leave can be carried forward to the next year, and can be accumulated up to a maximum of 24 leaves at any given point of time during the year. Any number beyond 24, if unveiled would automatically get lapsed. Privileged/Earned Leave cannot be used to offset the notice period in case of resignation. All leaves should necessarily have prior approval of the Reporting Manager and should be planned and intimated in advance by the employee (except during exigencies). In case of an emergency, where leave is availed without prior written sanction, such leave will have to be regularized by the Reporting Manager on the day the employee resumes work. Failure to do so will be considered as leave without pay (LWP).
3. Employee shall be entitled for Sick Leave with wages for a period not exceeding 12 days, on the ground of any sickness incurred or accident sustained for any reasonable cause. In such cases wherein an employee is taking more than 3 days of Sick leave the employee needs to produce appropriate medical certificate, letter and necessary records for leave consideration. Unutilized Sick will be NOT be carried forward to the next calendar year.
4. Employees who are on probation will be eligible only for 1 days of sick leave in a month during their probationary period.
5. **Employee Referral Program** is designed to reward employees for participating in the Prakat's progress by referring appropriate candidates who will enhance the quality of the team.
 - No referral bonus for referring fresher's i.e., candidates between 0 to 1-year experiences.
 - ₹ 20,000/- for referring candidates between 1 to 3 years' experience.
 - ₹ 40,000/- for referring candidates between 4 to 7 years' experience.
 - ₹ 60,000/- for candidates above 7 years' experience.
6. **Technical Skills** are a key part of your ability to deliver quality working your projects. Prakat believes that every employee MUST keep progressing in the technologies they know and learn new things on an ongoing basis to remain relevant in their jobs. You are expected to meet or exceed the criteria stipulated in your goals and objectives failing which you will be put on a Performance Improvement Plan for 45 days.
7. **Employee Recognition Program**, Prakat acknowledges employees recognizing accomplishments of top performers by providing awards, gift vouchers. Prakat recognizes its Employees for their years of service, Service anniversary milestones are recognized for 1,3, 5, 10, 15, 20 and above years, Service is based on your Date of Joining.
8. Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time, compensation applicable to a specific location will be payable to you. You will also be governed by the Rules and Regulations of the Company as applicable to your category of employees.
9. You will be eligible for leave and other facilities in accordance with the employment laws and policies of Prakat Solutions. You may have to work extra hours and/or weekends based on the requirements of the projects.

10. You are aware that during the course of employment with Prakat, you will have access to confidential / proprietary information about Prakat, its clients, its business transactions and associated companies. You shall not, during your course of employment and two (2) years after you have ceased to be in employment of Prakat, disclose such confidential / proprietary information to any third party and / or any unauthorized person. All notes and memoranda pertaining to Prakat trade secrets and confidential / proprietary information made by or acquired by you during your course of employment shall at all times remain the property Prakat. If you conceive any new or advanced methods of improving process/formulae/systems in relation to the Prakat operation or create documents, reports or any other material capable of intellectual property protection, those, will be fully communicated and will remain sole right/property to Prakat.

Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to Prakat that you may have obtained during the course of your employment.

11. Prior to joining Prakat, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

12. You confirm that you have fully disclosed to Prakat all of your business interests that are similar to or in conflict with the business or activities of Prakat. You also agree to disclose fully to Prakat any such interests or circumstances, which may arise during your employment with Prakat.

While in the employment of Prakat, you shall not be employed by any other Company on a temporary or part-time basis or offer your services with or without any pay to any person, legal entity or public authority, or to be occupied in your own business without the prior written consent of Prakat.

You shall not, under any circumstances, directly or indirectly, receive or accept for your own benefit, any commission, rebate, discount, gratuity or profit, from any person, company or firm, having business transactions with Prakat.

13. Prakat shall have the right to terminate your employment without notice or payment of salary in lieu thereof, if:

- You commit any breach of laws, Code of Conduct, Policies, event of Sexual Harassment, any offense, or dispute of your duties and responsibilities under this contract.
- You are guilty of any gross default or misconduct, which contravenes the expressed or implies conditions of your employment, and/or
- You commit breach of any of the terms of Section 10, 11 & 12 pertaining to confidentiality.

14. Communication Allowance covers your expenses spent for Internet and Mobile Network connections for official purpose.

15. Notwithstanding the above, your employment may be terminated by Prakat at any time by giving one (1) month' notice in writing or payment of salary in lieu thereof.

16. Further in the event you want to leave the employment you will be required to give Prakat one (1) month' notice or payment of salary in lieu thereof. In the event of request for a shorter notice period Prakat shall have a right to demand the balance notice period salary from the employee at its sole discretion.

In case you decide to leave the employment and you are in a middle of the project, the company shall have a right to extend the notice period till you complete the knowledge transfer in favor of any other employee in the company so that the project does not suffer.

The notice period is effective only after completion of Probation period and Confirmation. In case the employee would like to resign before, the employee needs to notify us 15 days prior to relieve.

17. This Letter is governed by, and shall be interpreted in accordance with the laws of India, and both parties to this Letter shall submit to the exclusive jurisdiction of the courts in Bangalore. This Letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with Prakat. Any amendment or modification to this Letter shall be made in writing and signed by both the parties.

18. Prakat would be conducting a Background and Reference check on your employment details to which you hereby grant your consent. Your employment with us and your continuation in service is contingent upon our obtaining a satisfactory report on the background check conducted by our approved agency relating to employment, experience, work history etc.

If any of the information provided by you is found to be inaccurate now or later, necessary action including termination of employment will be at Prakat's discretion. In certain customer projects, our customers may request additional checks which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications and professional experience, hence we understand that you shall provide proofs of such qualifications and experience which we find satisfactory when asked by us or our background check agencies.

We wish you a rewarding career over the years to come.

Sincerely,

For Prakat Solutions Private Limited




Krishna Ranjan

Director – Finance & Administration

I have read and understand the terms and conditions contained in this Letter and accept the same.

Signature

Date